

LYNDHURST BOARD OF EDUCATION
LYNDHURST, N.J. 07071
Bylaw

File Code: 9326.1

TAPING-BOARD OF EDUCATION MINUTES

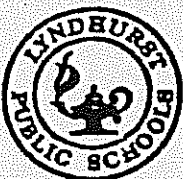
It is the policy of the Board of Education to tape record all regular, work sessions and special meetings. Executive sessions will not be taped.

These recordings shall remain in the sole possession of the Board of Education.

It is understood that the purpose of the tape is to be adjunct to Board of Education Minutes and to serve as an aid to the Board Business Administrator. After the appropriate minutes are prepared and adopted, the tapes will be kept in a secure place in the school business administrator's office for a 90 day period - after which time they will be destroyed.

The Board of Education recognizes that tape recordings of meetings are public information. However, these tapes may be reviewed only in keeping with the following guidelines:

- a. No tapes will be allowed to leave the Board Secretary/ Business Administrator's office under any circumstances; however, the Board Attorney may review them after signing out for them.
- b. Tapes may be reviewed by interested members of the public during normal business hours but only up to such time as said tapes are erased after minutes are prepared.
- c. The Board Secretary/Business Administrator will designate an appropriate time for tapes to be reviewed so as to not disrupt the functioning of the business office.
- d. Duplication of tapes will not be permitted under any circumstances.



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Members of the audience may tape or video tape the meeting as long as the following criteria are followed:

1. Battery power only may be used.
2. Disruption or obstruction of the meeting will not be tolerated.
3. As a courtesy, the board should be informed before the meeting that a videotaping will occur.

Date: April 11, 1988

Revised: 6/21/94

Revised: 7/17/95

Revised: 1/23/96

Legal References:

<u>N.J.S.A.</u> 10:4-10	Statement in minutes of meeting on adequate notice
<u>N.J.S.A.</u> 10:4-14	Minutes of meetings; availability to public
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:17:7	Secretary to give notices and keep minutes, etc.
<u>N.J.S.A.</u> 47:1A-1	Legislative findings
<u>N.J.S.A.</u> 47:1A-2	Public records; right of inspection; copies; fees

Cross Reference:
9326 Minutes

Date: March 12, 1984
Revised: May 13, 1996
Revised: January 12, 1998
Revised: December 9, 2003

Legal References:

NJSA 10:4-6 et.seq.
see particularly:
NJSA 10:4-10.-4
NJSA 18A:11-1
NJSA 18A:17-7
NJSA 18A:54-20
NJSA 47:1A

NJAC 6:8-4.3
NJAC 6:8 4.7
NJAC 6:8-4.8
NJAC 6:28-1.4(a)2

Open Public Meetings Act

General Mandatory Powers and Duties
Secretary to Give Notices and Keep Minutes, etc.
Powers of Board (County Vocational Schools)
Examination and Copies of Public Records
(Right to Know Law)
Quality Assurance
Pupil Behavior
Teaching Staff and Professional Development
District Board of Education Policies and
Procedures

Executive Order No.9, September 30, 1963, modified by Executive Order No.11,
November 15, 1974

Maurice River Board of Education v. Maurice River Teachers Assn.
193 NJ Super. 488 (App. Div. 1984)

Matawan Bd. Ass'n. v. Matawan-Aberdeen Ed. Bd. 1 212 NJ Super. 328

Manual for the Evaluation of Local School Districts (June 1993)

New Jersey State Department of Education School District Records
Retention Schedule

Possible Cross References:

*3570 District Records and Reports
9123 Appointment of Board Secretary

*Indicates policy is included in the Critical Policy Reference Manual.