
BOARD OF EDUCATION MEETINGS

Board of education meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the board of education are open to the public and representatives of the media, except when, by resolution at the public meeting, the board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be stated in the agenda, together with any time limit proposed for individual speakers.

The board will not permit unnecessary or undesirable identification of district pupils at public or board of education meetings, particularly when the pupil is subject to disciplinary action, or has been identified as having a disability. A special confidential file shall be kept of the names of pupils with disabilities on whose behalf the board must take public action. An unidentifiable coding shall be used when referring to the pupil.

Comments and questions at the end of regular meetings may deal with any topic related to the board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers and other appropriate media outlets.

The board shall include a discussion of the School Ethics Act and the Code of Ethics for School Board members annually at a regularly scheduled public meeting.

In a regular meeting by September 30 of each year, the chief school administrator shall report to the board the number of pupils graduated and the number of pupils denied graduation from the prior 8th grade class. This report shall include the number of pupils graduated under the special education and special review assessment procedures outlined in administrative code.

Non-categorized schools shall discuss the school performance report (SPR) publicly. The school performance reports is an annual New Jersey Department of Education report released for every school in New Jersey that sets specific school- and subgroup-performance targets for both language arts and mathematics, and detail the school's annual progress toward meeting the targets. The report includes a range of data, including progress toward closing achievement gaps, comparison to peer schools with similar demographics, growth over time as measured through student growth percentiles (SGP) on State tests, and additional college- and career-readiness data points. The reports support school districts' and schools' engagement in performance management by setting performance goals, identifying strengths and weaknesses, and developing local plans to focus on low-performance areas.

In addition the district shall report on progress made in meeting the adequate yearly targets established for closing the achievement gap as set by the Department of Education.

School Performance Report/School Report Card

The chief school administrator or his or her designee shall oversee the collection of data for the school performance report card program and annually report the data to the board and the commissioner. The school performance report card shall be prepared annually and disseminated annually to parents and other interested taxpayers within each school district.

A. The chief school administrator shall report annually to the board at a public meeting not later than September 30 ([N.J.A.C. 6A:8-5.2f](#)):

1. The number of students promoted;

B. The following information shall be collected for the district and for each school within the district, as appropriate and including but not limited to:

1. Results of the elementary assessment programs;
2. Daily attendance records for students and professional staff;
3. Student promotion rates;
4. Total student enrollment, percentage of limited English proficient students, percentage of students in advanced placement courses, and any other school characteristics which the commissioner deems appropriate;
5. Instructional resources including teacher/student ratio, average class size and amount of instructional time per day, as calculated by formulas specified by the commissioner;
6. A written narrative by the school principal or a designee which describes any special achievements, events, problems or initiatives of the school or district;

C. Data identifying the number and nature of all reports of harassment, intimidation, or bullying; and Indicators of student career readiness.

D. The following information shall be collected for the district as appropriate:

1. Per pupil expenditures and State aid ratio;
2. Percent of budget allocated for salaries and benefits of administrative personnel;
3. Percent of budget allocated for salaries and benefits of teachers;
4. Percentage increase over the previous year for salaries and benefits of administrative and instructional personnel;
5. The number of administrative personnel and the ratio of administrative personnel to instructional personnel;
A profile of the most recent graduating class concerning their educational or employment plans following graduation; and
6. Any other information which the commissioner deems appropriate.

*In a regular board meeting by October 30 of each year, the chief school administrator shall provide a report which includes information on the following topics:

- A. The status of all capital projects in the school district's long range plan;

- B. The maximum permitted amount of the school district's reserve account
- C. Implementation of school-level plans;
- D. Achievement of performance objectives;
- E. Each school report card, including pupil performance results and student behavior data;
- F. Professional development activities;
- G. Condition of school facilities;
- H. Status of mandated program reviews;
- I. Community support data as detailed in the administrative code;
- J. The assignment plan for certified and noncertified nurses developed by the school district.

Other items presented at board meetings must include, but are not limited to:

- A. Presentation of audit report;
- B. Presentation of budget;
- C. Student attendance;
- D. Dropout statistics; other demographic data;
- E. Mandated in-service programs.

In addition, the board shall conduct a public hearing to allow the chief school administrator to report to the board all acts of violence and vandalism that occurred during the previous school year.

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must

preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;

2. Each statement made by a participant shall be limited to (not less than three) three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. The public comment period will be limited to a maximum of thirty minutes.
5. All statements, questions, or inquiries shall be directed to the presiding officer; and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;
5. The presiding officer may:
 - a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
 - b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
 - c. Request any person to leave the meeting when that person does not observe reasonable decorum;
 - d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
 - e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
 - f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

The Oxford Township School Board will provide a set of guidelines for public comment at all meetings held after adoption of this revision.

Date:**First Adoption: October 19, 1988****Review Date: July 8, 2008; June 8, 2010, August 28, 2008; June 24, 2010****Revision and Adoption: October 28, 2010****Review Date: December 20, 2010****Revision and Adoption: January 27, 2011****Review Date: March 22, 2011****Revision and Adoption: April 28, 2011****Review Date: July 23, 2012 – No Changes****Review Date: November 7, 2016****Revision and Adoption: November 17, 2016****Legal References:****Monitored: Quality Single Accountability Continuum**

<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	<u>Open Public Meetings Act</u>
<u>N.J.S.A.</u> 18A:7C-7	School administrators report on students awarded or denied diplomas
<u>N.J.S.A.</u> 18A:7E-2	School report card program
<u>N.J.S.A.</u> 18A:7E-3	Report card information
<u>N.J.S.A.</u> 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
<u>N.J.S.A.</u> 18A:12-21	<u>School Ethics Act</u>
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:22-10	Fixing day, etc., for public hearing In the case of a school district with an annual school election in November, the hearing shall be held before the board of education between April 24 and May 7.
<u>N.J.S.A.</u> 18A:22-13	Public hearing; objectives; heard, etc.
<u>N.J.S.A.</u> 18A:23-5	Meeting of board; discussion of report
<u>N.J.A.C.</u> 6A:8-5.2(f)	High school diplomas
<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
<u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u>	School safety plans
See particularly: <u>N.J.A.C.</u> 6A:16-5.2, 5.3	
<u>N.J.A.C.</u> 6A:23A-14.1 <u>et seq.</u>	Capital reserve
<u>N.J.A.C.</u> 6A:26	Educational Facilities
See particularly: <u>N.J.A.C.</u> 6A:26-2.2(a)	Completion of long range facilities plans
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
See particularly: <u>N.J.A.C.</u> 6A:30-3.2	
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for district board of education members and charter school board of trustee members
<u>N.J.A.C.</u> 6A:32-12.1	School attendance

Possible

<u>Cross References:</u> 1100	Communicating with the public
2240	Research, evaluation and planning
3100	Budget planning, preparation and adoption
3570	District records and reports
3571.4	Audit
4131	Staff Development, In-service Education, Visitations Conferences
5131.5	Vandalism/violence
5145.5	Photographs of pupils
6142.2	English as a second language; bilingual/bicultural
6142.6	Basic skills
6171.1	Remedial instruction

6171.3	At-risk and Title 1
6171.4	Special education
9322	Public and executive sessions
9323/9324	Agenda preparation/advance delivery of meeting material
9326	Minutes

Key Words

Board of Education Meetings, Reporting to the Public, Communicating with the Public, Confidentiality