

**SPRINGFIELD PUBLIC SCHOOL  
Springfield, New Jersey 07081**

**MINUTES OF MEETINGS**

The minutes of all meetings of the Board shall be recorded and prepared by the Board Secretary/School Business Administrator as prescribed by law. A copy of the minutes of the previous meeting shall be sent to all Board members along with agenda materials. Copies of all minutes shall be posted in each school and on the website following Board approval.

All official Board minutes shall be signed by the School Business Administrator/Board Secretary and filed permanently for reference purposes.

Any member of the public is entitled to make an audio or video tape recording of a board of education meeting, subject to reasonable restrictions including that the taping will minimize intrusiveness and not interrupt the proceedings. Any member of the public wishing to audio or video record a Board of Education meeting shall provide written notice (by letter, fax or email) of their name, address and telephone number forty-eight (48) hours in advance to the Board Secretary and will consent to the board, at its own expense and upon request, to make a reproduction of the recording. The location and positioning of equipment shall be subject to the authorization of the presiding officer of the Board. The equipment shall be positioned to minimize intrusion to the proceeding, but in a place that permits an unobstructed view of the camera. No additional artificial lighting shall be permitted. No electrical or other wiring is allowed due to the danger of entanglement and tripping. All persons recording board proceedings shall hold the board harmless and indemnify the board against all damage or injury whether to equipment, to themselves or to others. To protect privacy, there shall be no taping of closed executive sessions and no audio pick-up of private conversations occurring in the audience or between the board and its attorney. An announcement will be made prior to the meeting that audio or video taping has been requested. Persons taping shall not move around the room while meetings are in session and equipment, once positioned, shall not be moved during the board meeting. Unless waived by the board, no more than two portable video tape cameras, operated by not more than two persons, shall be allowed, on a first-come, first-served basis. Following the adjournment of the board's meeting, any persons responsible for taping shall immediately remove all equipment and restore the facility to the same condition it was in immediately prior to the recording equipment being set up.

The minutes of the meetings of the Board of Education shall include:

- A. The classification (regular, adjourned or special), date, and place of meeting;

- B. The call to order stating time, person presiding and his/her office;
- C. The record of the roll call of Board members;
- D. A notation of the presence of the Chief School Administrator, School Business Administrator, Board Secretary, administrators and the public;
- E. Announcement of notification of the meeting;
- F. A record of any corrections to the minutes of the previous meetings and the action approving them;
- G. A record of all communications presented to the Board;
- H. A record of each motion placed before the Board, the result of the vote, and the vote of each member (if a roll call vote was taken).

### **Minutes of Closed Meetings**

The minutes of closed meetings must be made available to the public as soon as the reason for confidentiality no longer applies. When a closed meeting deals with more than one privileged matter, the minutes shall be prepared in such a way that each matter can be separated and disclosed in a timely manner.

### **Public Access to Minutes**

Minutes of all regular meetings shall be available to the public for inspection by the general public except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure. Minutes will be available at the next regularly scheduled Board of Education meeting in draft form. New or revised policies or bylaws shall be incorporated into the manual within thirty days of adoption or approval.

The Board Secretary (or other person deemed to be the custodian of public records) shall permit the minutes to be inspected, examined and copied by any person during regular business hours. The Board may charge a fee for copies of the minutes as provided by law.

### **Legal References:**

- N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:17-7 Secretary to give notices and keep minutes, etc.
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (“Open Public Records Act”)

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N.J.A.C. 6A:8-4.3 Accountability

N.J.A.C. 6A:30-1.4 Evaluation process for the annual review

N.J.A.C. 6A:32-12.1 Reporting requirements

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 N.J. Super. 488 (App. Div. 1984)

Matawan Ed. Ass'n. v. Matawan-Aberdeen Ed. Bd., 212 N.J. Super. 328

Liebeskind v. Mayor & Mun. Coun. of Bayonne, 265 N.J. Super. 389, 400-401 (App. Div. 1993)

Atlantic City Convention Center Authority v. South Jersey Publishing Co., Inc., 135 N.J. 53 (1994)

New Jersey Department of State, Division of Archives and Records Management, School District Records Retention Schedule

**Cross References:**

3570 District records and reports

9123 Appointment of board secretary

Approved: June 30, 1997

Revised: August 18, 2008

Revised: September 22, 2008