

Policy

Glen Ridge Board of Education

0168 RECORDING BOARD MEETINGS

The minutes of all meetings of the Board shall be sufficiently detailed to serve as documentation of Board compliance with New Jersey statutes and administrative code.

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

1. The classification (regular, adjourned or special), date, and place of meeting;
2. The call to order stating time, person presiding and his/her office;
3. The record of the roll call of Board members;
4. A notation of the presence of the Superintendent, School Business Administrator/Board Secretary, administrators and the public;
5. Announcement of notification listing the newspapers by name;
6. A record of any corrections to the minutes of the previous meetings and the action approving them;
7. A record of all communications presented to the Board; and
8. A record of each motion placed before the Board, the result of the vote, and the vote of each member.

A copy of the minutes of the previous meeting shall be sent to all Board members along with agenda materials. The minutes shall be filed permanently for reference purposes. All reports requiring Board action, resolutions, agreements and other written documents shall be placed in the files of the Board Secretary and/or the Superintendent as a permanent record.

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 within two weeks of the meeting.

The minutes of the Board's meetings shall be shown to the public upon request in the presence of the Board Secretary or his/her designee. Requests for single copies of minutes as approved by the Board at a regular meeting shall be honored at the convenience of the Board Secretary documents shall be placed in the files of the Board Secretary and/or the Superintendent as a permanent record.

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N.J.S.A. 10:4-6 et seq.; 10:4-10;
N.J.S.A. 18A:11-1; 18A:17-7; 18A:54-20:
N.J.S.A. 47:1A
N.J.A.C. 6:8-4.3; 6:8-4.7; 6:8-4.8; 6:28-1.4(a)2

Adopted: 25 November 2002