

WOODBIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

Regulations Manual

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Regulation

PUBLIC STATEMENTS

A. Board of Education executive sessions:

1. Agendas for executive sessions shall include a notice at the top of each page that the meeting is confidential and that all attendees are honor bound not to disclose the topics or details of the conversations.
2. Individuals who breach confidentiality shall be warned. If the breach is repeated, such persons shall be excluded from further executive sessions.

B. Releases to the public:

1. All statements issued to the public shall be distributed by the Board President or the Chief School Administrator at the direction of the Board President.
2. If any individual Board member issues a public statement, he/she must make it clear that he/she is speaking as a private citizen and not as a Board member.
3. If the Board President or Chief School Administrator is asked to comment on public statements issued by a Board member speaking as an individual, the response shall indicate that the matter is confidential and that the statement reflects only that individual's opinion, and when the Board is ready it shall issue its official opinion.

C. Ethical standards:

1. Confidential matters which are brought to the attention of the Board members that, in the opinion of the Board President or Chief School Administrator, would needlessly injure individuals or the schools if disclosed, shall be labeled accordingly.
2. Board members receiving such material shall be bound by Item 12 of the Board's code of ethics and not disclose the information

Adopted: 12/83

Readopted: 08/14

CONFLICT OF INTEREST

The following material is quoted in its entirety from New Jersey statutes:

2A:135-7 Officers or employees of institutions having interest in furnishing goods or supplies thereto.

Any employee or person having the whole or partial control or management of an institution, the monies for the support of which are drawn in whole or in part from the treasury of the State, or of any county or municipality, who is directly or indirectly interested in furnishing any goods, chattels, supplies or property of any kind whatsoever to or for the use of the institution, is guilty of a misdemeanor.

18A:6-8 Interest of school officers, etc. in sale of textbooks or supplies; royalties.

No person officially connected with, or employed in, the public school system of this state or in any state educational institution shall be agent for, or be in any way pecuniarily beneficially interested in, or receive any compensation or reward of any kind, for use in the school district or in the state educational institution with which he/she is connected or by which he/she is employed or within the state or part thereof over which his/her jurisdiction extends, upon penalty of removal from office or of revocation of his/her certificate to teach or to administer, direct or supervise the teaching, instruction or educational guidance of pupils in the public schools, but the prohibition of this section shall not prevent any person from receiving royalties upon the sale of any textbook of which he/she is the author.

18A:12-2 Inconsistent interests prohibited

No member of any Board of Education shall be interested directly or indirectly in any contract with or claim against the Board.

Adopted: 08/14

Regulation

PUBLIC AND EXECUTIVE SESSIONS: PUBLIC PARTICIPATION

Public Participation

Meetings of the board are open to the public and all members of the community should feel free to attend. A time for public discussion of agenda items shall be included in the order of business at an appropriate time.

Public Participation shall be governed by the following rules:

- A. There shall be two designated time periods for public comments. Public comments regarding agenda items only will be heard at the beginning of each board meeting. General public comments will be heard at the end of each board meeting;
- B. Public comments will only be permitted during those portions of the meeting designated for the hearing of the public. The portions of the meetings during which the participation of the public is invited shall be limited to 30 minutes unless extended by a majority vote of the board members present;
- C. A participant must be recognized by the presiding officer and must preface his or her comments by an announcement of his or her name, place of residence, and group affiliation, if applicable;
- D. Each statement made by a participant shall be limited to five (5) minutes duration;
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard;
- F. All statements shall be directed to the presiding officer; no participant may address or question an administrator.

The presiding officer may:

- A. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, duplicative, personally directed, abusive, obscene, or irrelevant;
- B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
- C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board's business.

The above stated rules governing public participation shall be printed and available at the start of all public meetings.

Grievances or complaints that have not previously been considered through administrative channels shall not be considered by the board.

NJSBA Review/Update:
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Regulation

MINUTES

The board secretary shall be responsible for recording the minutes at public and executive board meeting. The following guidelines shall apply to record minutes:

- A. The board secretary shall obtain the meeting agenda, minutes from the last meeting, and any background documents to be discussed before the scheduled board meeting. The secretary may use a tape recorder to ensure accuracy.
- B. The secretary may sit beside the chairperson for convenient clarification or help as the meeting proceeds.
- C. Record the type, date, time and place of the meeting.
- D. Circulate a sheet of paper for the board members to sign. This sheet can also be circulated to speakers by seating arrangement later in the meeting.
- E. Note who arrives late or leaves early so that these people can be briefed on what they missed.
- F. Write down items in the order in which they are discussed.
- G. Record the motions made and the names of people who originate them.
- H. Record whether motions are adopted, deferred, or rejected, how the vote is taken (by show of hands, voice or other method) and whether the vote is unanimous. For small meetings, write the names of the attendees who approve, oppose and abstain from each motion.
- I. Focus on recording actions taken by the group. Avoid writing down the details of each discussion.

The board secretary shall circulate the draft of the recorded minutes within two weeks of the meeting or before the next board meeting, whichever comes first. Minutes that are not approved shall be marked clearly "draft pending board approval".

All approved minutes will be available to the public in accordance with law.

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