

**Bylaw**

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ROLE OF THE BOARD

The general mandatory powers and duties of the Township of Union Board of Education are defined in Title 18A of New Jersey statutes. Other sections of the statutes state or imply that a local board of education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates and pertinent laws of the municipality. The board functions only when in session.

The board of education sees these as its required functions:

A. Policy oversight

The board is responsible for the development of policy and for the employment of a superintendent who shall carry out its policies through the development and implementation of regulations. The board is responsible for evaluating the effectiveness of its policies and their implementation. This includes setting and evaluating goals in educational and financial areas.

B. Educational planning

The board is responsible for requiring and acquiring reliable information from responsible sources that will enable it and the staff to work toward the continuing improvement of the educational program.

C. Provision of financial resources

The board has major responsibilities for the adoption of a budget that will provide the wherewithal--in terms of buildings, staff, materials, and equipment--to enable the school system to carry out its functions.

D. Interpretation

The board is responsible for providing adequate and direct means for keeping the local community informed about the school and for keeping itself and the school staff informed about the wishes of the public. All planning, that which is and that which is not related to the budget, needs to be interpreted to the public if citizens are to support the school program.

The board believes that, by diligently exercising these functions, it will be able to provide the best educational opportunities possible for our children within the financial limitations set by the community.

The board shall exercise its powers through the legislation of bylaws and policies for the organization and operation of the school district.

The board shall be responsible for the operation of the school but shall delegate the administration to the superintendent, who shall be appointed by a recorded roll-call majority vote of the full board.

The board may hear appeals in complaints and in grievance and disciplinary actions as defined in these policies and in the law.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

ROLE OF THE BOARD (continued)Key Words

Boards of Education, Role of the Board

<b><u>Legal References:</u></b> <u>N.J.S.A.</u> 18A:10-1	Constitution of boards of education; conduct of schools; state-operated school district
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	<u>School Ethics Act</u>
<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents; terms; apportionment of expense
<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
<u>N.J.S.A.</u> 18A:34-1	Textbooks; selection; furnished free with supplies; appropriations
<u>N.J.S.A.</u> 18A:36-2	Time when schools are open; determination
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:4-1.1 <u>et seq.</u>	Appeals
<u>N.J.A.C.</u> 6A:8-1.1 <u>et seq.</u>	Standards and Assessment
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
<u>N.J.A.C.</u> 6A:23A-1 <u>et seq.</u>	Accountability regulations
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-1.1 <u>et seq.</u>	School District Operations
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for school board members and charter school board of trustees members

**Possible**

<b><u>Cross References:</u></b> *1000/1010	Concepts and roles in community relations; goals and objectives
*2000/2010	Concepts and roles in administration; goals and objectives
*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
4000	Concepts and roles in personnel
5000	Concepts and roles in student personnel
6000	Concepts and roles in instruction
*6140	Curriculum adoption
*6161.1	Guidelines for evaluation and selection of instructional materials
7000	Concepts and roles in construction, remodeling and renovation
*9311	Formulation, adoption, amendment of policies
*9312	Formulation, adoption, amendment of bylaws
*9313	Formulation, adoption, amendment of administrative regulations
*9314	Suspension of policies, bylaws and regulations

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

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
**Union, New Jersey**

**FILE CODE: 9010**

**Monitored**  
 **Mandated**  
 **Other Reasons**

**Bylaw**

**ROLE OF THE MEMBER**

It is understood that the members of the Township of Union Board of Education have authority only when acting as a board legally in session. The board shall not be bound in any way by any action or statement on the part of any individual board member except when such statement or action is in pursuance of specific instructions from the board.

Members of the board shall adhere to the code of ethics for board members in bylaw 9271.

No board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or as an individual command the services of any school employee.

Board members visiting the schools for any reason shall observe district regulations for all visitors.

**Duties of Board Members**

The duties and obligations of individual board members are:

- A. To become generally familiar with state school laws; regulations of the state department of education, Township of Union School District policies, rules, and regulations;
- B. To have a general knowledge of educational aims and objectives of the Union Township system;
- C. To work harmoniously with other board members without trying either to dominate the board or to neglect a fair share of the work;
- D. To vote and act impartially in board meetings for the good of the district;
- E. To recognize the authority of the majority vote;
- F. To represent the board and the Township of Union Schools to the public in such a way as to promote both interest and support;
- G. To refer complaints to the proper school authorities and to abstain from individual counsel and action.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

**Key Words**

Individual Board Member, Board Members' Role

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:12-21 et seq School Ethics Act  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission

**Possible**

ROLE OF THE MEMBER (continued)

**Cross References:** \*1250 Visitors  
\*9020 Public statements  
\*9271 Code of ethics

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

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
Union, New Jersey

FILE CODE: 9020

Monitored

Mandated

Other Reasons

Bylaw

PUBLIC STATEMENTS

The Township of Union Board of Education recognizes that arbitrary or independent actions by board members can produce serious consequences for the effectiveness of school operations. An-essential quality of a good board member is a deep sense of loyalty to associates and to group decisions cooperatively reached. Therefore, only the president shall authorize or make statements of official board positions.

No member of the board of education-individually will speak for, or in the name of the total board unless by explicit direction of the board. Board members should emphasize that they can only speak as individual board members unless empowered by the board to speak for it.

Before the superintendent of schools, business administrator or the board secretary, or any of their respective designees, may announce any new or expanded programs, or other activities of any type of this board of education, they shall, at least one (1) week in advance of any notices or information to the public, notify the board president and secure approval for the release of any information concerning any new or expanded programs. Any questionnaires to the public generally, or to the parent/ guardians of pupils in the district, that in any way indicate a new or expanded program of activities, shall contain a statement that the board has not approved any such activity, and that the questionnaire or inquiry is for informational purposes only.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Board Members' Role, Public Statements

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:42-4 Distribution of literature to candidacy, board issues, or other public question to be submitted at election; prohibited  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

**Possible**

**Cross References:** \*1100 Communicating with the public  
\*1110 Media  
\*9010 Role of the member  
\*9271 Code of ethics

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

**Bylaw**

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NUMBER OF MEMBERS AND TERMS OF OFFICE

Number of Members

The Township of Union Board of Education shall consist of nine (9) citizens who are qualified electors and residents of the school district.

Terms of Office

Members are elected by the legal voters from the district at large for terms of three (3) years; three members are elected each year.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Elected Member, Term, Term of Office, Sending Board of Education

**Legal References:**    N.J.S.A. 18A:12-1                      Qualifications of Members  
                                 N.J.S.A. 18A:12-11                      Election and Number of Board Members, Terms  
                                 N.J.S.A. 18A:12-15                      Vacancies

**Possible**  
**Cross Reference:**    9140                      Board Representatives

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
Union, New Jersey

FILE CODE: 9111

Monitored

Mandated

Other Reasons

Bylaw

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QUALIFICATIONS AND REQUIREMENTS OF BOARD MEMBERS

Each member of the Township Of Union Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act and board policy 9271 Code of Ethics.

Qualifications for member of the board of education are as follows:

- A. He/she is a citizen of the United States of America;
- B. He/she is at least eighteen years of age;
- C. He/she is able to read and write;
- D. He/she has been a resident of the municipality of Union Township for at least one year immediately preceding the date of the election;
- E. He/she is registered to vote in Union Township;
- F. He/she is not disqualified as a voter pursuant to N.J.S.A. 19:4.1;
- G. He/she does not hold office as mayor or as a member of the Township Council of Union;
- H. He/she has no interest directly or indirectly in any contract with or claim against the board; and
- I. He/she has not been disqualified due to the conviction of a crime or offense listed in N.J.S.A. 18A:12-1. In order to fulfill this requirement:
  - 1. Each member of the board of education, within 30 days of the election or appointment to the board shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to the statute listed above; and
  - 2. The board shall reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check.

Within 30 days of election/appointment, board members shall file with the board secretary, on forms provided by the School Ethics Commission, both a Personal/Relative Disclosure Form (N.J.S.A. 18A:12-25) and a Financial Disclosure Statement (N.J.S.A. 18A:12-26). The board secretary shall file the original with the executive county superintendent (N.J.A.C. 6A:28-3.1).

NJSBA Review/Update: April 2012

Adopted:

Key Words

Board Member Qualifications, Qualifications, Fingerprinting Requirements

**Legal References:** N.J.S.A. 18A:11-1                      General mandatory powers and duties  
N.J.S.A. 18A:12-21 et seq.      School Ethics Act

QUALIFICATIONS AND REQUIREMENTS OF BOARD MEMBERS (continued)

<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission

**Possible**

**Cross References:**

- \*9020 Public statements
- \*9271 Code of ethics

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



**Bylaw**

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ANNUAL ELECTION

The Township of Union Board of Education welcomes the assistance of interested individuals and groups in promoting participation in the annual school election. Appropriate channels of communication shall include but not be limited to the following:

- A. Distributing a readable budget statement designed for wide public consideration;
- B. Furnishing special news or feature stories to the press;
- C. Announcing the event and describing its purposes in meetings of interested local organizations;
- D. Posting meeting notices at prominent places throughout the district.
- E. School elections will be held in school buildings so that may be conducted in a fiscally prudent manner.

The school election shall be held each year on a date prescribed by law.

The secretary of the board shall be authorized by resolution, at least 50 days prior to each and all school elections, to notify the county board of elections of the intention of the board of education to use voting machines, and shall make all other necessary arrangements.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:6-46	Delegates to state association
	<u>N.J.S.A.</u> 18A:15-1	President and vice president, election or failure to elect;
	<u>N.J.S.A.</u> 18A:15-2	Removal of president or vice president, vacancies;
	<u>N.J.S.A.</u> 18A:17-5	Appointment of secretary
	<u>N.J.S.A.</u> 18A:17-6	Bonding of secretary
	<u>N.J.S.A.</u> 18A:17-31	Appointment of treasurer of school moneys
	<u>N.J.S.A.</u> 18A:17-32	Bonding of treasurer
	<u>N.J.S.A.</u> 18A:23-1	Audit when and how made
	<u>N.J.S.A.</u> 18A:12-11	Election and number of Board members, terms;
	<u>N.J.S.A.</u> 18A:14	Generally
	<u>N.J.S.A.</u> 18A:14-2	Time of holding annual school election
	<u>N.J.S.A.</u> 18A:14-19	Notices, contents, posting and publication
	<u>N.J.S.A.</u> 18A:14-46	Opening election
	<u>N.J.S.A.</u> 18A:14-63	Duties of secretary of the Board of Education(re elections)
	<u>N.J.S.A.</u> 18A:38-32	District...attendance officers
	<u>N.J.S.A.</u> 18A:40-1	Employment of medical inspectors
	<u>N.J.S.A.</u> 18A:46-11	Psychological and other examinations
	<u>N.J.S.A.</u> 44:6-2	Dental clinics...for indigent children

**Possible**

**Cross References:** \*9010 Role of member  
9110 Number of members and terms of office

ANNUAL ELECTION (continued)

*9113	Filling vacancies
9114	Resignation/removal from office
*9270	Conflict of interest
*9271	Code of ethics

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

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
Union, New Jersey

FILE CODE: 9113

Monitored

Mandated

Other Reasons

Bylaw

FILLING VACANCIES

Vacancies Filled by the Board

The Township of Union Board of Education shall fill vacancies created by the resignation, removal by the board for cause or death of a serving member, or when a member ceases to be a bona fide resident of the district. The vacancy shall be filled within the 65 days prescribed by law.

Procedures by which to select the persons to fill such vacancies may include advertisement of the vacancy in suitable local media, and interviews with interested parties conducted in public by the board or an ad hoc committee of the board appointed by the board president.

If a vacancy occurs on the board due to the recall of a board member, all procedures of the law shall be followed to fill that vacancy.

Vacancies filled by the board shall be by a majority vote of the remaining members of the board after the vacancy occurs.

Vacancies Filled by the Executive County Superintendent

The Executive County Superintendent fills vacancies that the board fails to fill within 65 days, and those caused by the voters' failure to elect a member, or by the removal of a member because of lack of qualifications, some flaw in the election, or when a recount or contested election fails to elect a member. The Executive County Superintendent also appoints enough members to make up a quorum.

Adopted: June 1999

NJSBA Review/Update: April 2012

Readopted:

Key Words

Filling Vacancies, Board Vacancies

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:6-56	Election of members of representative assembly; vacancies (educational services commission)
	<u>N.J.S.A.</u> 18A:12-1	Qualifications of board members
	<u>N.J.S.A.</u> 18A:12-3	Cessation of members
	<u>N.J.S.A.</u> 18A:12-7	Boards; appointments; vacancies (Type I district)
	<u>N.J.S.A.</u> 18A:12-15	Vacancies (Type II district)
	<u>N.J.S.A.</u> 18A:13-11	Vacancies in membership of board; filling (regional)
	<u>N.J.S.A.</u> 18A:38-8.1	Additional member on board of education in each sending district
	<u>N.J.S.A.</u> 19:27A-1 <u>et seq.</u>	Uniform Recall Election Law

**Possible**

<b>Cross References:</b>	*9010	Role of member
	9110	Number of members and terms of office
	9112	Elections/appointments

FILLING VACANCIES (continued)

9114	Resignation/removal from office
*9270	Conflict of interest
*9271	Code of ethics

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

**Bylaw**

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OATH OF OFFICE

Each member of the Township of Union Board of Education is required by law to take and subscribe to the oath of office required by law before entering upon his/her duties.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Oath, Oath of Office

<b><u>Legal Reference:</u></b>	<u>N.J.S.A.</u> 18A:12-2.1	Qualifying oaths of members
	<u>N.J.S.A.</u> 18A:6-20	The right to testify; counsel; witnesses; compulsory process
	<u>N.J.S.A.</u> 18A:13-12	Organization of boards; failure to organize

**Possible**

**Cross References:**

*1120	Board of education meetings
*9020	Public statements
9111	Qualifications
*9130	Committees
*9322	Public and executive sessions

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

### DUTIES OF BOARD PRESIDENT

The president shall preside at all meetings of the board and shall perform other duties as directed by statute, state department of education regulations, and this board. In carrying out these responsibilities, the president shall:

- A. Cause agendas, for each committee, for committee meetings to be produced in consultation with the Superintendent and Business Administrator/Board Secretary. Thereafter, changes in agendas may be made only with permission of the president. The president may delete agenda items to carry same to the next meeting of the board at which time the agenda item that had been removed from the previous meeting's agenda will be moved, debated, and voted upon unless the individual who had originally presented the resolution to the board withdraws or amends the item following the rules that guide the board of education;
- B. Annually set the board's seating arrangements for meetings;
- C. Sign the instruments, acts, and orders necessary to carry out state requirements;
- D. Appoint all committees;
- E. Call such meetings of the board as he/she may deem necessary upon at least two days' notice, and any other meetings that are necessary to meet an emergency;
- F. Be an ex officio member of all board committees, except that he/she shall not be present at any committee meetings where four members are present;
- G. Confer with the superintendent and business administrator/ board secretary on crucial matters which may occur between Board meetings;
- H. Conduct meetings in an orderly manner.

As presiding officer at all meetings of the board, the president shall:

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the board in its proper order;
- C. Enforce the board's policies relating to the order of business and the conduct of meetings;
- D. Recognize persons who desire to speak;

DUTIES OF BOARD PRESIDENT (Continued)

- E. Explain what the effect of a motion would be, if it is not clear to every member;
- F. Restrict discussion to the question when a motion is before the board;
- G. Answer all parliamentary inquiries, referring questions of law to the board attorney if present;
- H. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The president shall have the right, as other board members have, to offer resolutions, to discuss questions, and to vote.

**Revised: October 18, 2011**

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.A.C. 6:3-1.9 Special meetings of board

**Bylaw**

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VICE PRESIDENT

In case of the resignation, absence or disability of the president, the vice president shall have all of the duties and powers of the president. In case of absence or disability of both the president and vice president, the board shall choose a president pro tempore, who shall have all of the duties and powers of the president.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

President, Vice President

**Legal References:** N.J.S.A. 18A:15-1 President and Vice-President; election or failure to elect  
N.J.S.A. 18A:15-2 Removal of President or Vice President; vacancies

**Possible**

**Cross References:** \*1120 Board of education meetings  
\*9020 Public statements  
\*9121 Election and duties of the president  
\*9130 Committees  
\*9322 Public and executive sessions  
9325 Meeting procedures

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



**Bylaw**

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TREASURER OF SCHOOL MONIES

At the first regular meeting following the annual organization of the board, the board of education may, by a majority vote, appoint a treasurer of school moneys to serve for one year, or until a successor shall be selected. In the event of a vacancy occurring in this position, the board, at the next regular meeting following the vacancy, shall by a majority vote, appoint a successor for the unexpired term.

The compensation to be paid to the treasurer shall be fixed in the resolution of appointment.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Treasurer of School Money, Treasurer of School Monies, Treasurer

**Legal References:** N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:17-31 Custodians of school monies; who to act  
N.J.S.A. 18A:17-32 Bond of custodian  
N.J.S.A. 18A:17-33 Compensation  
N.J.S.A. 18A:17-34 Receipt and disposition of monies  
N.J.S.A. 18A:17-35 Records and receipts and payments  
N.J.S.A. 18A:17-36 Accounting; monthly and annual reports  
N.J.S.A. 18A:19-1 Expenditure of funds on warrants only; requisites  
N.J.S.A. 18A:10-9 Compensation of teachers, etc., payrolls  
N.J.S.A. 18A:19-10 Payroll bank account; check for compensation  
N.J.S.A. 18A:19-12 Interest payable on certain warrants not immediately

**Possible**

**Cross References:** \*1120 Board of education meetings  
\*3570 District records and reports  
3571 Financial reports  
\*3571.4 Audit

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

**Bylaw**

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BOARD ATTORNEY

The attorney of the Township of Union Board of Education shall be appointed by a majority vote of all members of the board at a meeting held prior to July first in each year, and shall serve during the ensuing school year unless removed by a majority vote of the members of the board. He/she shall receive such compensation as the board shall determine. The attorney shall be the legal adviser of the board and its officers in questions related to their official duties.

The attorney shall:

- A. Represent the board in legal proceedings except where there is a conflict;
- B. Give a written opinion on all legal questions referred by the president, the superintendent, or business administrator;
- C. Attend all public board meetings and all other meetings as requested by the superintendent, board president or board committee;
- D. Fulfill such other legal duties as the board may assign;
- E. The appointed attorney is authorized to consult with the board president, the superintendent of schools and the business administrator of the board, or such persons as they may designate in day-to-day legal issues that may arise.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Attorney, Solicitor

**Legal Reference:** N.J.S.A. 18A:16-1 Officers and employees in general

**Possible**

**Cross References:** \*3327 Relations with vendors

\*Indicates policy is included in the critical Policy Reference Manual.

**Bylaw**

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AUDITOR

The Township of Union Board of Education, at a meeting held prior to July first in each year, shall appoint an auditor for the board, as required by law.

Appointment shall be on recommendation of the entire board, and shall be on an annual basis for the ensuing school year. The auditor shall be paid for services rendered at a fee to be approved by the board.

The auditor's main duties shall be to make an annual audit, to make such other reports as may be requested by the board, to act as a consultant to the board on financial matters and to attend meetings as requested by the board.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Audit, Auditor

**Legal references:** N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:23-1 Audit when and how made  
N.J.S.A. 18A:23-3 Filing of audits  
N.J.S.A. 18A:23-8 Audit made by licensed public school accountant; fee

Possible

**Cross References:** \*1100 Communicating with the public  
\*1120 Board of education meetings  
\*3570 District records and reports  
3571 Financial reports  
\*3571.4 Audit

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

**Bylaw**

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COMMITTEES

All committees shall be appointed by the president at the first regular meeting of the Township of Union Board of Education following its annual organization meeting. The president shall be a member ex officio of all committees.

The following committees shall be standing committees of the board:

- A. Education/Student Discipline
- B. Fiscal Affairs and Planning
- C. Operations
- D. Policy
- E. Personnel
- F. Technology

Standing committees may consist of three or four members. The president shall name the chairperson of each committee and each chairperson shall set the agenda for his/her respective committee in consultation with the superintendent, board secretary and school business administrator.

Each committee shall perform its duties under the direction of the board and shall be subject to the call and direction of its chairperson or of the president of the board. No action shall be undertaken by any committee except as specifically authorized by the board of education; neither shall the action of the committee be binding upon the board until such action shall have been reported and approved by the Board. The chairperson of each committee shall submit to the board of education a report at each regular monthly meeting and at such special meetings as the president may designate.

The president may from time to time appoint such special committees as the business of the board may require. These committees shall consist of not fewer than two members and shall function only for the specific purpose for which they have been appointed.

Committee of the Whole

The board reserves the right to meet and work as a committee of the whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted: December 2014

Key Words

Committees, Board Committees

COMMITTEES (continued)

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:12-21 et seq. School Ethics Act  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A02-00

School Ethics Commission, Advisory Opinion, A14-00

**Possible**

**Cross References:** \*1220 Ad hoc advisory committees  
\*9121 Election and duties of president  
9320 Meetings  
**9323/9324 Agenda Preparation**

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

## Regulation

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### COMMITTEES

#### Education/Student Discipline

- A. On education matters **including the use of educational technology**, the committee shall recommend to the board school boundary lines and other necessary regulations in order to determine the schools which pupils shall attend.
- B. It shall recommend regulations in matters of admission, scholarship, discipline, and attendance.
- C. It shall recommend to the board of education an appropriate annual work calendar for all employees under the jurisdiction of the superintendent.
- D. On student matters, the committee shall be comprised of such members as the president may appoint, from time to time. The chairperson shall be designated by the president.
- E. This committee may act as a formal or informal committee on a case-by-case basis.
- F. If the proceedings before the committee are formal, then all proceedings in the matter shall be in such form and substance as if the matter were before the entire board. The committee shall report to the board for final decision, and a transcript of the proceedings before the committee shall be prepared so each board member can read and be familiar with the evidence presented to the committee.
- G. If the proceedings before the committee are informal, the committee may make recommendations to the student, parents (guardians) and administration for implementation. If the recommendations are not agreeable to all parties, the matter may then be presented as a formal matter. If this occurs, all statements made in the informal proceeding shall be deemed confidential and not admissible in the formal proceeding.
- H. The superintendent shall report all suspensions to this committee. This committee shall report all student disciplinary matters to the board.

#### Fiscal Affairs and Planning

- A. The committee on fiscal affairs and planning shall keep the board informed of the moneys available according to the various apportionments in the annual budget. It shall make specific or general recommendations to the board concerning the finances of the school district.
- B. It shall prepare and present to the board an annual budget not later than two weeks prior to the public hearing on the budget that precedes the annual district meeting, taking due account of the estimated requirements of the schools as itemized by the various standing committees. This report shall be itemized under the headings of the expenditure in the school district. It shall recommend to the board for its approval all proposed salary schedules for support staff. (See Personnel Committee.)
- C. It shall, through the board secretary/school business administrator and treasurer of school moneys, submit at each regular meeting appropriate financial statements and shall furnish a copy of these statements to each board member as part of the board of education minutes of each regular meeting.

COMMITTEES (continued)

- D. It shall have supervision of all insurance and shall recommend to the board from time to time such insurance in such amounts as in its opinion is necessary for the proper protection of all property of the board.
- E. It shall within four months after the close of the school year submit to the board an audit report by such licensed public school accountant of the financial records of the school district, including internal school accounts and cafeteria accounts.
- F. It shall determine the annual per pupil cost of education and recommend the annual tuition rate to be charged non-resident students.
- G. It shall have supervision of all bonds and notes of the board.
- H. It shall have supervision of the transportation of pupils and shall arrange for such transportation when necessary upon authorization by the board.
- I. It shall recommend to the board of education an appropriate annual work calendar for all employees under the jurisdiction of the board secretary/school business administrator.
- J. It shall make recommendations regarding short/long range plans, proposed projects, capital expenditures and fiscal planning.
- K. It shall recommend to the board for employment suitable and qualified persons or organizations to operate the cafeterias on the basis of competitive bidding.

Operations

- A. The committee on operations shall have ~~general supervision of the maintenance~~ **make recommendations to the full board as to all buildings and grounds projects** and equipment belonging to or leased by the Board of Education of the Township of Union, New Jersey.
- B. In the event of an emergency, the ~~committee~~ **Superintendent** may authorize the board secretary/school business administrator to proceed with temporary repairs.
- C. It shall recommend to the board of education an appropriate annual work calendar for custodial and maintenance employees.
- D. ~~It shall exercise general supervision of all cafeterias maintained by the schools.~~
- E. ~~It shall recommend the purchase of all supplies required by the school system.~~
- D. **Upon recommendation by the School Business Administrator, it shall have approval of the requisitioning, receiving and distributing of all supplies.**
- ~~G. It shall recommend the form and procedures for writing specifications for purchases of supplies.~~
- E. It shall ~~prepare and present~~ **recommend** to the board for adoption the rules and regulations governing the rental of school buildings.

COMMITTEES (continued)Policy

- A. The committee on policy shall recommend all proposed changes in board policy, either to an appropriate committee for its review, or to the board for its review and action.
- B. Any other committee of the board may refer proposed changes in board policy to the policy committee for its consideration and study of the proposed changes.
- ~~C. The practice of the board should be to have a member of each other standing committee of the board as a member of the policy committee.~~
- C. All future policy development and revision activities are the duties of this committee.

Personnel

- A. The committee on personnel shall recommend the appointment and compensation of the superintendent and all personnel in that office.
- ~~B. It shall pass its own judgment upon all applicants who are recommended by the superintendent for employment in academic positions. It shall then recommend to the board for further consideration those applicants whom it considers best qualified and most desirable. It shall, when necessary, recommend to the board for further consideration its proposals for promotion or transfer of all academic personnel. It shall also recommend to the board all proposals for issuance of teaching contracts, for dismissals and for retirements. It shall also recommend to the board all salaries and extra bonuses to be paid to the educational staff.~~
- ~~C. It shall propose suitable and qualified persons as attendance officers and educational secretaries under its jurisdiction and shall recommend their initial placement on the appropriate salary guide.~~
- ~~D. It shall compile in cooperation with the superintendent, and present for approval by the board, a list of people eligible for work as substitutes.~~
- ~~E. It shall have charge of all matters relating to health and shall recommend to the board for employment suitable and qualified persons as medical inspectors and dental inspectors, and recommend their respective salaries.~~
- ~~F. It shall recommend the appointment and compensation of the board secretary/school business administrator and all personnel in the business office.~~
- ~~G. It shall recommend to the board the employment and compensation of suitable and qualified persons as custodians, bus drivers, maintenance employees, and security personnel.~~
- ~~H. It shall recommend to the board the employment and compensation of a suitable person as superintendent of buildings and grounds.~~
- B. Upon recommendation of the Superintendent, the Board shall act upon proposed resolutions for hiring, termination, transfer and any other employment actions affecting school employees or potential employees.**
- C. All professional service contracts shall be considered by the committee prior to listing those matters on a voting agenda.**



COMMITTEES (continued)

**Legal**

**The Legal Committee shall be a committee of the whole and briefed as necessary by Counsel in Executive Sessions to all legal matters, contracts, leases, proposed legislation, new laws, and legal issues affecting public schools.**

- A. It shall have charge of all legal matters.**
- B. It shall have supervision of all contracts and leases.**
- C. It shall report to the board all proposed legislation, new laws and legal decisions affecting the public schools.**

**Residency**

**The Residency Committee shall make recommendations to the full board as to residency hearings and decisions of the Superintendent.**

Adopted: June 1999  
Readopted: December 2014

**Bylaw**

ORIENTATION AND TRAINING OF BOARD MEMBERS

Orientation of New Board Members

The superintendent shall prepare materials to introduce new board members to the operating procedures of the district and the details of the curriculum.

Sufficient funds shall be allocated to reimburse new board members for attending NJSBA training in superintendent evaluation within the first six months after taking office, and an NJSBA new board member orientation within the first year of taking office.

Administrative code defines "newly elected or appointed board member" as any board member who has never served as a member of either an elected or appointed school board.

Code of Ethics Training

The board shall ensure that all members of the board receive and review a copy of the Code of Ethics for School Board Members. Each board member shall sign an acknowledgement that he/she has received and read it. Training as required by the administrative code shall be scheduled to familiarize board members with the contents and requirements of the Code of Ethics.

Mandated Training

The board shall ensure that each newly elected or appointed board member receive training in their first year of service regarding skills and knowledge necessary to serve as a school board member. This training shall be offered by the NJSBA, in consultation with New Jersey Association of School administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, and shall include information regarding the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which the school district is monitored: instruction and program; personnel; fiscal management, operations and governance.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including the school district's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

Each board member shall, in both the second and third year of service on the board, complete the NJSBA training on school district governance.

The NJSBA advanced training program shall be completed by board members within one year of re-election or reappointment to the board of education.

Inservice Development

State, regional and national workshops, conventions, conferences and seminars developed by associations such as the New Jersey School Boards Association, the National School Boards Association, the New Jersey Association of School Administrators, etc., provide unique opportunities for board members to broaden their understanding of their responsibilities, learn new tools and techniques for coping with them, and keep up to date on educational trends.

ORIENTATION AND TRAINING OF BOARD MEMBERS (continued)

Therefore, the board recommends that, in addition to sending the mandated delegate to the New Jersey School Boards Association's Delegate Assemblies, the board send representatives to such educational conferences, workshops, conventions and seminars as it shall decide upon each year. ~~A maximum of six members may attend any such function held out-of-state.~~

The same regulations regarding travel arrangements and reimbursement developed for other district-paid attendance at such events shall apply.

The superintendent shall prepare a checklist for district representatives to such events, to aid them in preparing meaningful reports for the board and the district as a whole. The report shall be presented at a regular meeting of the board within a month of the delegation's return.

Adopted: June 1999  
 NJSBA Review/Update: April 2012  
 Readopted: December 2014

Key Words

Orientation and Training of Board Members, Board Member Orientation, Board Member Training

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:6-45	
	through -50	New Jersey School Boards Association established ...
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:12-21 et. seq.	<u>School Ethics Act</u>
	<u>N.J.S.A.</u> 18A:12-24.1	Code of Ethics for School Board Members
	<u>N.J.S.A.</u> 18A:12-33	Training program for new board members
	<u>N.J.S.A.</u> 18A:17-20.3	Evaluation of superintendents; school board training program
	<u>N.J.S.A.</u> 18A:37-13	Anti-Bullying Bill of Rights Act
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:28-1.2	Definitions
	<u>N.J.A.C.</u> 6A:28-1.6	Order to show cause
	<u>N.J.A.C.</u> 6A:28-4.1	Board member training
	<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for school board members and charter school board of trustee members
	<u>N.J.A.C.</u> 6A:32-4.3	Evaluation of tenured and nontenured chief school administrators

Amended resolution of the School Ethics Commission (3/23/99)

**Possible**

<b><u>Cross References:</u></b>	1500	Relations between area, county, state, regional and national associations and the district
	*2131	Superintendent
	*9250	Expenses
	*9271	Code of Ethics

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

Bylaw

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EXPENSES AND REIMBURSEMENTS

Board members receive no payment for their services. With board approval, they may be reimbursed for out-of-pocket expenses incurred on board business.

Travel and Related Expenses

Travel reimbursement will be paid only upon compliance with the Township of Union Board of Education's policy provisions and approval requirements. Board members and employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the board member's and employee's current work responsibilities. Board members and employees shall only be reimbursed for travel that:

- A. Promotes the delivery of instruction and is critical to the instructional needs of the school district or furthers the efficient operation of the school district;
- B. Is educationally necessary and fiscally prudent; and
- C. Is directly related to and within the scope of the board member's current responsibilities, and for school district employees, the school district's professional development plan.

As described in this policy, school district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees to and for the travel event. School district travel expenditures include costs for all required training and all travel authorized in existing school district employee contracts and school board policies. This includes, but is not limited to, required professional development and other staff training, required training for new school board members, and attendance at specific conferences authorized in existing employee contracts.

Travel Payments

Travel payments will be paid only upon compliance with the school board's policy provisions and approval requirements. The school board will not ratify or approve payments or reimbursements for travel after completion of the travel event. All board members and employees shall adhere to the following specifications to be considered for reimbursement:

- A. Reimbursement may not exceed State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular, (<http://www.state.nj.us/infobank/circular/cir0819b.pdf>) including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and supporting documentation;
- B. Reimbursement must also be in compliance with OMB Circular A-87 (found at [http://www.whitehouse.gov/omb/circulars/a087/a87\\_2004.html](http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html)). No reimbursement will be issued without submission of written documentation such as receipts, checks and vouchers detailing the amount the expenditures. Such documentation must be submitted within a timeframe to be established by the board;
- C. Travel expenditures must be in compliance with state travel payment guidelines as established by the Department of the Treasury and with guidelines established by the federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. All applicable restrictions and requirements set forth in the State and federal guidelines including, but not

EXPENSES (continued)

limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks or vouchers, shall be observed;

- D. Board members and employees shall provide within one week, a brief report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. This report will be submitted to the board secretary or other appropriate party designated by the board;
- E. Pursuant to N.J.A.C. 6A:23A-5.8 concerning out-of state and high-cost travel events, out-of-state travel shall be limited to the fewest number of board members or employees needed to present the content at the conclusion of the event. Lodging may only be provided if the event occurs on two or more consecutive days and where home-to-event commute exceeds 50 miles. Prior written approval of the Executive County Superintendent may be required when the travel event has a total cost that exceeds \$5000.

In addition to the requirements above, employee travel, to be reimbursable, must be directly related to the employee's professional development. No district employee shall be reimbursed for travel and related expenses without prior written approval of the superintendent and prior approval by a majority of the full voting membership of the board (as set forth below).

Prior Approval Is Required

Board members shall only be reimbursed for travel and related expenses that have received prior approval by a majority of the full voting membership of the board, and are in compliance with N.J.S.A. 18A:12-24 and 24.1 of the School Ethics Act.

- A. Specifically, a board member must recuse himself from voting on travel if the board member, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his objectivity or independence of judgment;
- B. Also, a board member shall not: act in his official capacity in any matter in which he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his independence of judgment in the execution of his official duties;
- C. For employees, a board of education requires that travel occur only upon prior written approval of the superintendent and prior approval by a majority of the full voting membership of the board; and
- D. For board members, travel may occur only upon prior approval by a majority of the full voting membership of the board and that the travel be in compliance with section 4 of P.L.1991, c.393 (C.18A:12-24) and section 5 of P.L.2001, c.178 (C.18A:12-24.1).

Regular Business Travel Authorization and Approval

Regular business travel, such as NJDOE meetings and association events, is authorized by the board not to exceed \$1,500 per employee, pursuant to N.J.A.C. 6A:23A-7.3(b). Approval by the superintendent or designee is required, including justification for the travel. Regular business travel is authorized for regularly scheduled in-state professional development activities for which the registration fee does not exceed \$150 per employee or board member.

EXPENSES (continued)Travel Advances Are Banned

An employee of the school board, a school board member, or organization, shall not receive an amount for travel and travel-related expenses in advance of the travel pursuant to N.J.S.A 18A:19-1 et seq.

Annual Maximum Travel Expenditure Amount

The board shall:

- A. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted.
- B. Vote to authorize each reimbursement; specifying the way in which it promotes the delivery of instruction or furthers the efficient operation of the school district, within the maximum annual amount.
- C. Annually in the prebudget year, establish by school board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year. The school board resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
- D. Provide that the maximum school district travel expenditure amount shall include all travel in accordance with this policy supported by local and State funds.

Additional Detailed Accounting Requirements which Demonstrate Compliance

In order to demonstrate compliance with this policy, documentation of all reimbursed travel expenses shall be maintained on file. This record may include receipts, checks and vouchers submitted in connection with any reimbursement. The district shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the board's policy and this section, and shall provide auditable information.

To minimize travel expenditures, school boards and staff will take the following steps:

- A. "Retreats" will be held at school district facilities, if available. A retreat is a meeting of school district employees and school board members, held away from the normal work environment, at which organizational goals and objectives are discussed.
- B. A school district shall not bear costs for car rentals, limousine services, and chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendees accommodations at the travel event.
- C. One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement except in limited circumstances authorized in Department of the Treasury guidelines.
- D. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in Department of the Treasury guidelines, except as otherwise superseded by the following:
  1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as established in the federal register for the current year;
  2. Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention,

EXPENSES (continued)

- conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;
3. Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts;
  4. In any case in which the total per diem reimbursement is greater than the federal per diem rate, except when the going rate for lodging at the site of the convention or meeting exceeds federal per diem rates, the costs will be considered to be excessive and shall not be paid by school district funds;
  5. School districts shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits;
  6. Payment or reimbursement is approved for the full cost of an official convention meal that the employee or school board member attends, when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement; and
  7. Air and rail tickets shall be purchased via the internet, if possible, using online travel services such as Travelocity, Expedia, Hotwire or Priceline.

Blanket or general pre-approval for travel is not authorized, and will not be permitted by the board. Specifically, approval shall be itemized by event, event total cost, and number of employees and school board members attending the event. However a school board may also approve, at any time prior to the event, travel for multiple months as long as the school board approval, as detailed in school board minutes, itemizes the approval by event, total cost, and number of employees and school board members attending the event.

Types of Expenditures Not Eligible for Reimbursement

Unnecessary and excessive travel expenditures as listed in N.J.A.C. 6A:23A:7.8 are prohibited. Prohibited types of expenditures include: travel by spouses and other relatives; costs for unnecessary employee attendance (for example employees who merely coordinate other attendees' accommodations at the travel event); charges for laundry, valet service and entertainment; district payment for alcoholic beverages; excessive tipping and gratuities; airfare without documentation of at least three (3) price quotes; and souvenirs. Travel expenses, subsistence expenses and incidental travel expenses shall only be allowable when consistent with N.J.A.C. 6A:23A-7.

Penalties

The board by this policy informs its members and staffs that the penalties for violating this policy based on state law include:

- A. By law, any district board of education that violates its established maximum travel expenditure, or that otherwise is not in compliance with the travel limitations set forth in this section may be subject to sanctions by the commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure.
- B. A person who approves any travel in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.
- C. An employee or member of the board of education who travels in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.

The superintendent may develop regulations to implement this policy.

EXPENSES (continued)

Adopted: June 1999; June 26, 2009  
 NJSBA Review/Update: April 2012  
 Readopted:

Key Words

Reimbursement of Board Members, Board Member Reimbursement, Board Member Expenses, Employee Reimbursement, Employee Expenses, Reimbursement of Employees

**Legal References:** N.J.S.A. 18A:2-1 Power to effectuate action  
N.J.S.A. 18A:4-23 Supervision of schools; enforcement of rules  
 and 24 Determining efficiency of schools; report to state board  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:12-4 Compensation of members  
N.J.S.A. 18A:12-24 School Ethics Act  
 and 24.1 Code of Ethics  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:23A-5.9 Out of state and high cost travel  
N.J.A.C. 6A:23A-7.1 et seq. School district travel policies and procedures

P.L. 2005, c.132 Appropriations Act

P.L. 2007, c. 52 A5 provides for various school district accountability measures

In the Matter of Anthony Esgro, Luis Perez, Clifford Meeks and Frank Speziali v Glassboro Board of Education, CO7-97, March 30, 1998

Possible

**Cross References:** 3571 Financial reports  
 \*9200 Orientation and training of board members  
 \*9270 Conflict of interest

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



**TOWNSHIP OF UNION BOARD OF EDUCATION**  
**Union, New Jersey**

**FILE CODE: 9270**

**Monitored**

**Mandated**

**Other Reasons**

**Bylaw**

CONFLICT OF INTEREST

The Township of Union Board of Education accepts the responsibility of governing the operation of the district in the best interests of the total community. Individual members shall subscribe to the code of ethics in bylaw #9271 Code of Ethics. The board as a body, and the members individually, wish at all times to avoid attitudes and actions that might give rise to public questioning of the integrity of any board decision.

Therefore, in addition to complying with all statutory requirements:

- A. No board member shall hold any form of paid employment with the district while he/she is serving, nor for six months after leaving office;
- B. No board member shall have an interest directly or indirectly in any contract with or claim against the board;
- C. No board member shall serve as mayor or as a member of the municipal or county level governing body of the district;
- D. Board members shall be in compliance with policy 4112.8/4212.8 Nepotism;
- E. In accordance with the N.J.S.A. 18A:12-21 et seq. no board member shall:
  - 1. Have an interest nor shall his/her immediate family have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;
  - 2. Use or attempt to use his/her official position to secure unwarranted privileges, advantages or employment for himself/herself, members of his/her immediate family or others;
  - 3. Act in his official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that might reasonably be expected to impair his/her objectivity or independence of judgment. No school official shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family;
  - 4. Undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of his/her official duties;
  - 5. Solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the school official has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the school official in the discharge of his/her official duties, nor shall a member of his/her immediate family, or business organization in which he/she has an interest;
  - 6. Use, or allow to be used, his/her public office or employment, or any information, not generally available to the members of the public, which he/she receives or acquires in the course of and by

CONFLICT OF INTEREST (continued)

- reason of his office or employment, for the purpose of securing financial gain for himself, any member of his/her immediate family, or any business organization with which he is associated;
7. Represent any person or party other than the school board or school district in connection with any cause, proceeding, application or other matter pending before the school district in which he/she serves or in any proceeding involving the school district in which he/she serves or, for officers or employees of the New Jersey School Boards Association, any school district. This provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities, nor shall a business organization in which he/she has an interest;
  8. Be deemed in conflict with these provisions if, by reason of his/her participation in any matter required to be voted upon, no material or monetary gain accrues to him/her as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of that business, profession, occupation or group;
  9. Be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the member or a member of his immediate family, whether directly or indirectly, in return therefor; and
  10. Nothing shall prohibit any board member, or members of his/her immediate family, from representing himself/herself, or themselves, in negotiations or proceedings concerning his, or their, own interests.

Adopted: June 1999  
 NJSBA Review/Update: April 2012  
 Readopted:

Key Words

Conflict of Interest, Board Member Conflict of Interest, Board Member Ethics, Ethics

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:6-8	Interest of school officers, etc., in sale of textbooks or supplies; royalties
	<u>N.J.S.A.</u> 18A:6-8.4	Right to hold elective or appointive state, county or municipal office
	<u>N.J.S.A.</u> 18A:12-1.1	Ineligibility for appointment to paid office or position filled by board
	<u>N.J.S.A.</u> 18A:12-2	Inconsistent interests or office prohibited
	<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	<u>School Ethics Act</u>
	<u>N.J.S.A.</u> 52:13D-12 <u>et seq.</u>	Legislative findings ... (regarding conflict of interest)
	<u>N.J.A.C.</u> 6A:4-1.1 <u>et seq.</u>	Appeals
	<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
	<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for school board members and charter school board of trustee members

Visotcky v. City Council of Garfield, 113 N.J. Super. 263 (App. Div. 1971)

Vittoria v. West Orange Board of Education, 122 N.J. Super. 340 (App. Div. 1973)

Elms v. Mt. Olive Board of Education, 1977 S.L.D. 713

Scola v. Ringwood Board of Education, 1978 S.L.D. 413

Salerno v. Old Bridge Township Board of Education, 1984 S.L.D. (April 23)

CONFLICT OF INTEREST (continued)

Scannella v. Scudillo, School Ethics Decision, Complaint No. C-14-93

In the Matter of Frank Pannucci, 2000 S.L.D. March 1, State Board Rev'g  
Commissioner 97

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A021-93

School Ethics Commission, Advisory Opinion, A07-94

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A02-00

School Ethics Commission, Advisory Opinion, A14-00

**Possible**

**Cross References:** \*4112.8 Nepotism  
\*4212.8 Nepotism  
\*9271 Code of ethics

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

**Bylaw**

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CODE OF ETHICS

The members of the Township of Union Board of Education recognize that they hold authority not as individuals but as members of the board. In order to make a clear public statement of its philosophy of service to the students of the district, the board adopts this code of ethics.

- A. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures;
- B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing;
- C. I will confine my board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them;
- D. I will behave toward my fellow board members with the respect due their office--demonstrating courtesy, decorum and fair play at all public meetings and in all public statements;
- E. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis;
- F. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run;
- G. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board;
- H. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends;
- I. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools;
- J. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the superintendent;
- K. I will support and protect school personnel in proper performance of their duties;
- L. I will refer all complaints to the superintendent and will act on such complaints at public meetings only after failure of an administrative solution.

The board shall see that all members of the board receive training in understanding and adhering to this code of ethics and shall discuss it annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

CODE OF ETHICS (continued)

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Conflict of Interest, Code of Ethics, Board Member Conflict of Interest, Board Member Ethics, Ethics

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:12-2 Inconsistent interests or office prohibited  
N.J.S.A. 18A:12-21 et seq. School Ethics Act  
See particularly:  
N.J.S.A. 18A:12-24, -24.1  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:4-1.1 et seq. Appeals  
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission  
N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for school board members and charter school board of trustee members

**Possible**

**Cross References:** \*4112.8 Nepotism  
\*4212.8 Nepotism  
\*9270 Conflict of interest

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

**Bylaw**

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DEVELOPMENT, DISTRIBUTION AND MAINTENANCE OF POLICY MANUAL

Board policy is a statement of the district's education, operation and management needs.

The board secretary shall ensure that copies of the district **policy** manual are issued to the following is available on the district's website. Copies shall also be made available to Board members and staff as necessary:

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Board members          | 5. Principals                   |
| 2. Superintendent         | 6. Directors                    |
| 3. Business Administrator | 7. U.T.E.A. (one copy)          |
| 4. Board Attorney         | 8. Supervisors' Unit (one copy) |

The board secretary shall develop procedures for distributing copies of new or amended policies as they are adopted.

Adopted:	June 1999
NJSBA Review/Update:	April 2012
Readopted:	December 2014

Key Words

Individual Board Member, Board Members' Role

**Possible**

<b><u>Cross References:</u></b>	*2210	Administrative leeway in absence of Board policy
	*9000	Role of the Board
	*9311	Formulation, development and adoption of policy
	*9314	Suspension of policies, bylaws and regulations
	*9322	Public and executive sessions
	*9323/9324	Agenda preparation/advance delivery of meeting material

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

**Bylaw**

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FORMULATION, ADOPTION, AMENDMENT OF POLICIES

The governance of the Township of Union School District through policies directed toward providing a thorough and efficient education for its students is one of the most important functions of the board of education. Therefore, the board shall establish a careful process to ensure:

- A. Development of clear, workable, legal policies that reflect mature consideration of the will and needs of the community, and
- B. Timely, accurate evaluation of the effectiveness of the policies in the achievement of district objectives and progress toward goals.

In order to ensure that the total policy process is implemented effectively, the board appoints the superintendent as policy coordinator. In cooperation with the board, he/she shall establish procedures to implement this bylaw that shall include an action plan for the careful development of policies and their regular review; appropriate policy goal-setting; a process for evaluation of district and school progress toward or achievement of policy goals; and appropriate standards of measurement and criteria for judging such progress.

The procedures shall conform in all respects to the bylaws of the board concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the board's consideration.

The policy coordinator shall ascertain any conflicts between proposed and existing policies and bring them to the attention of the board at the first reading of the draft. Policies may be adopted on second reading by a majority vote of the members of the board present and voting or may be further revised until consensus is reached.

**NOTE: FIRST READING MEANS THE FIRST TIME THE POLICY IS PRESENTED, NOT THE FIRST TIME A POLICY IS APPROVED IN ITS FINAL FORM.**

In the interest of efficient administration, the superintendent shall have the power to decide all matters of detail that may arise for which no specific provision is made in the policies adopted by the board, but no emergency action shall constitute official board policy. The superintendent shall present the matter at the next board meeting, so the board can consider policy to deal with that situation in the future.

The board reserves to itself the right to final determination of what shall be the official policy of the school district.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Policy, Board Policy

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act

FORMULATION, ADOPTION, AMENDMENT OF POLICIES (continued)

<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:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:17-20	Tenured and nontenured superintendents; general powers and duties
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 47:1A-1 <u>et seq.</u>	Public Records; Examination and Copies ( <u>Open Public Records Act</u> )

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

Matawan Teachers Assn. v. Board of Education, 223 N.J. Super. 504 (App. Div.1988)

**Possible**

<b><u>Cross References:</u></b> *2210	Administrative leeway in absence of board policy
*9000	Role of the board
*9314	Suspension of policies, bylaws and regulations
*9322	Public and executive sessions
*9323/9324	Agenda preparation/advance delivery of meeting material

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



**TOWNSHIP OF UNION BOARD OF EDUCATION**  
Union, New Jersey

FILE CODE: 9312

Monitored

Mandated

Other Reasons

**Bylaw**

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FORMULATION, ADOPTION, AMENDMENT OF BYLAWS

The Township of Union Board of Education's bylaws are rules designed to organize and control its internal operations. Some bylaws are set by statute. Others may be formulated and adopted at its option by the board of education itself as long as they are in harmony with the intent and specifics of the statutes.

In its deliberations leading to the establishment or amendment of its bylaws, the board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks.

Proposed new bylaws and suggested amendments to or revisions of existing bylaws shall be adopted by a **two-thirds** majority vote of the members **full membership** of the board present and voting during the second of two regularly or specially scheduled meetings of the board. The proposed additions, amendments or revisions shall have been described in writing in the calls for these meetings.

NJSBA Review/Update: June 1999  
Adopted: December 2014

Key Words

Bylaws, Board Bylaws

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours commencement; adjournment, etc., for lack of quorum  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

**Possible**

**Cross References:** \*9311 Formulation, adoption, amendment of policies  
\*9314 Suspension of policies, bylaws and regulations  
\*9323/9324 Agenda preparation/advance delivery of meeting material

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

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
**Union, New Jersey**

**FILE CODE: 9313**

**Monitored**  
 **Mandated**  
 **Other Reasons**

**Bylaw**

FORMULATION, ADOPTION, AMENDMENT OF ADMINISTRATIVE REGULATIONS

By the Superintendent

The board delegates to the superintendent the function of specifying required actions and designing the detailed arrangements under which the educational program of the Township of Union Public Schools will be operated. These rules and detailed arrangements shall constitute the educational administrative regulations governing the schools.

By the Business Administrator

The board delegates to the business administrator the function of specifying required actions and designing the detailed arrangements under which the business program of the Township of Union Public Schools will be operated. These rules and detailed arrangements shall constitute the business administrative regulations governing the schools.

The board reserves the right to review and cause revisions of administrative regulations should they, in the board's judgment, be inconsistent with the policies adopted by the board.

In the interest of efficient administration, the superintendent or business administrator shall have the power to decide all matters of detail that may arise for which no specific provision is made in the policies adopted by the board. The superintendent or business administrator shall recommend at the next board meeting what changes should be made if any in board policy to deal with that matter in the future.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Administrative Regulations, Procedures

**Legal References:** N.J.S.A. 18A: 11-1 General mandatory powers and duties  
N.J.S.A. 18A:17-20 Superintendent; general powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:32-2.1 Definitions (superintendent and administrative principal)  
N.J.A.C. 6A:32-4.3 Evaluation of tenured and nontenured superintendent

**Possible**

**Cross References:** \*2131 Superintendent  
\*2210 Administrative leeway in absence of board policy  
\*9130 Committees  
\*9311 Formulation, adoption, amendment of policies  
\*9312 Formulation, adoption, amendment of bylaws  
\*9314 Suspension of policies, bylaws and regulations  
\*9323/9324 Agenda preparation/advance delivery of meeting material

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

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
**Union, New Jersey**

**FILE CODE: 9314**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

**Bylaw**

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SUSPENSION OF POLICIES, BYLAWS AND REGULATIONS

The Township of Union Board of Education has developed a careful and deliberate process of formulating and adopting its policies and bylaws. Requests for suspension of any existing policy or bylaw should receive the same careful consideration.

Therefore:

- ~~A. Any request for a waiver of policy or bylaw shall be considered in light of the policy or bylaw itself, rather than any particular circumstances of the moment;~~
- ~~B. The board shall decide whether the policy or bylaw still reflects the considered intent of the board. If it does, the suspension will be denied and the policy or bylaw reaffirmed in the minutes;~~
- ~~C. If the policy or bylaw does not reflect the intent of the board, then the policy shall be waived by a majority vote of the members of the board present and voting and development of a revised policy or bylaw shall become the board's prime policy priority;~~
- ~~D. The board shall determine whether rights of the public would be adversely affected by the proposed suspension or waiver of policy. If the public's rights would be adversely affected, the suspension or waiver will be denied.~~

In the event of an emergency requiring immediate action, the superintendent shall have the power to waive policy or regulation in the single instance. In such cases, the superintendent shall report the instance to the board president immediately, and request reconsideration of the policy at the next regular meeting.

NJSBA Review/Update: April 2012  
Readopted: December 2014

Key Words

Policy; Board Policy; Bylaws; Board Bylaws; Regulations; Administrative Regulations; Suspension of Policies; Bylaws and Regulations

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:17-20 Tenured and non-tenured superintendents; general powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:32-2.1 Definitions (superintendent and administrative principal)  
N.J.A.C. 6A:32-4.3 Evaluation of tenured and nontenured chief school administrator

Matawan Teachers' Assn. v. Board of Education 223 N.J. Super 504 (App. Div. 1988)

**Possible**

**Cross References:** \*2210 Administrative leeway in absence of board policy  
\*9311 Formulation, adoption, amendment of policies  
\*9312 Formulation, adoption, amendment of bylaws  
\*9313 Formulation, adoption, amendment of administrative regulations

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

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
**Union, New Jersey**

**FILE CODE: 9321**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

**Bylaw**

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TIME, PLACE, NOTIFICATION OF MEETINGS

The Township of Union Board of Education shall adopt annually at its organization meeting a schedule of meetings for the ensuing year for the purpose of conducting the regular business of the board and enabling full discussion of issues by the board.

It is the policy of the board to announce in advance whenever practicable the date, time, and place of all regular and special meetings and the major topics to be discussed thereat. It shall be a duty of the board secretary to supervise the execution of this policy.

All meetings of the board **where a quorum is present** shall be open to the public with the exception of certain deliberative sessions which, under law, the board may conduct in closed session. The board shall hold **one regular** meeting once a month during the period in which the schools are in session. Meetings in July and August shall be held at the option of the board.

All **regular** meetings shall be called to commence not later than eight p.m. of the designated day but, if a quorum is not present at the time for which the meeting is called, the members present may recess the meeting to a time not later than nine p.m. of the same day and, if no quorum is present at that time, the members present may adjourn the meeting to commence not later than eight p.m. of another day, not more than seven days following the date for which the original meeting was called. No further recess or adjournment of the meeting shall be made.

All **regular, special meetings and working sessions** meetings of the board shall be noticed at public meetings. The board often meets in special session, on notice, to consider personnel and/or student matters and other matters that may be held in non-public session. On such occasions, the board shall move into non-public session upon appropriate motion and vote. When special sessions are called and noticed by the board secretary, the notice may contain a statement that is anticipated that the meeting may not be open to the public if a public meeting is not proper.

Emergency meetings of the board may be called by order of the board, on call of the president, or whenever there shall be presented to the board secretary a petition signed by a majority of the members of the board of education requesting such meeting. Such emergency meetings must be called with as much written or verbal notice as possible to all members by the president or by the board secretary at the direction of the president. Notices of emergency meetings shall state the nature of the business to be transacted and no other business shall be transacted except such as has been stated in the notice of the meeting. Notice of such emergency meetings shall be given as required by law.

At the outset of each emergency meeting, the presiding officer shall poll the members present on the question of whether the board shall waive notice. On the affirmative vote of 3/4's of such members present, the presiding officer shall state:

- A. The reasons compelling the board to meet in emergency session and the nature of the substantial harm to the public interest if the board delays its meeting;
- B. Limitation of the board's discussion and action to the urgent matters for which the meeting was called;
- C. Manner in which notice was given; and that

TIME, PLACE, NOTIFICATION OF MEETINGS (continued)

- D. Adequate notice could not have been given at the time the need for the meeting was foreseen or, if the need could have been foreseen in time to give adequate notice, the reasons why notice was not given.

At the outset of each meeting and after the statement above, the presiding officer shall entertain the objection, with supporting reasons, of any member to the conduct of the meeting on the grounds that it violates the Open Public Meetings Act. If such objection is offered, the presiding officer shall poll the members present on the question of overruling the objection. If 3/4's of the members present vote affirmatively, the meeting may proceed and the objecting member may participate in it.

Adequate Notice

Adequate notice shall be given for all regular and special meetings. Adequate notice for regular meetings shall be in accordance with the annual notice provisions set forth below. Adequate notice for special meetings generally means written advance notice of at least 48 hours, giving the time, date and location, and, to the extent known, the agenda of the meeting. The notice must state whether formal action may or may not be taken at the meeting. The notice must be:

- A. Prominently posted in at least one public place reserved for such announcements;
- B. Communicated to at least two newspapers designated by the board because they have the greatest likelihood of informing the board's public; and
- C. Filed with the clerk of the municipality.

Announcement of Adequate Notice/Statement of Compliance

At the beginning of every meeting, the presiding officer **or his/her designee** must announce that adequate notice of the meeting was provided and must specify the time, place and manner in which the notice was provided.

However, if adequate notice was not provided, the presiding officer **or his/her designee** must say so, and in addition, must state:

- A. The nature of the matter of urgency or importance for which the meeting without adequate notice was called; and
- B. The nature of the substantial harm to the public interest likely to result from a delay in holding the meeting; and
- C. That the meeting will be limited to discussion of and action on such matters of urgency and importance;
- D. The time, place, and manner in which some notice of the meeting was provided; and
- E. Either of the following:
  - 1. That the need for such meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, and why this was so; or
  - 2. That such need could reasonably have been foreseen in time for adequate notice, but nevertheless such notice was not provided, and the reasons why.

TIME, PLACE, NOTIFICATION OF MEETINGS (continued)Annual Notice

Annual notice of the year's regular meeting schedule must be posted publicly and sent to at least two newspapers and the municipal clerk within seven days following the annual organization meeting. This notice should contain the location of each meeting to the extent it is known as well as the time and date. If the schedule is revised at all, notice must be given within seven days of the revision.

The annual schedule serves as sufficient notice of any regularly scheduled meeting as long as it contains the proper date and location. If most meetings are on a regularly scheduled basis, whether they are formal sessions or study sessions, the notice requirement can be largely met through the once-a-year schedule.

Both the annual schedule of meetings, any revisions to that schedule, and notices of any additional meetings must be sent to any person upon request and upon prepayment of a sum set by the board. Requests to be on the mailing list for notices can be made on an annual basis and are renewable each reorganization meeting.

Adjournment

The board may at any time recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

Adopted: June 1999  
 NJSBA Review/Update: April 2012  
 Readopted: December 2014

Key Words

Meetings; Board of Education Meetings; Time, Place, Notification of Meetings

<b><u>Legal References:</u></b>	<u>N.J.S.A. 10:4-6 et seq.</u>	<u>Open Public Meetings Act</u>
	<u>N.J.S.A. 10:4-9.1</u>	Electronic notice of meeting of public body; terms defined
	<u>N.J.S.A. 18A:10-3</u>	First regular meeting of board
	<u>N.J.S.A. 18A:10-4</u>	Secretary to give notice of meeting
	<u>N.J.S.A. 18A:10-5</u>	Organization meeting as business meeting
	<u>N.J.S.A. 18A:10-6</u>	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
	<u>N.J.A.C. 6A:32-3.1</u>	Special meetings of district boards of education

**Possible**

**Cross References:** \*1120 Board of education meetings  
 \*2240 Research, evaluation and planning

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

**Bylaw**

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ORGANIZATION MEETING

The Township of Union Board of Education shall organize annually as required by statute, by electing one of its members as president and another as vice-president. It shall set a time and place for regular meetings and designate depositories for the funds of the board, and shall adopt policies.

It shall be a regular business meeting of the board.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

**Legal References:** N.J.S.A. 10:4-8 Open public meetings act  
N.J.S.A. 17:9-9 Depositories of public money  
N.J.S.A. 18A:10-3 First regular meeting of board (Type I and Type II)  
N.J.S.A. 18A:10-4 Secretary to give notice of meeting  
N.J.S.A. 18A:10-5 Organization meeting as business meeting  
N.J.S.A. 18A:15-1 President and vice president; election of failure to elect  
N.J.S.A. 18A:17-34 Receipt and disposition of money  
N.J.S.A. 18A:19-1 Expenditures of funds on warrant only  
N.J.S.A. 18A:22-11 Notice of public hearing  
N.J.S.A. 18A:39-3 Pupil transportation contracts

**Possible**

**Cross References:** \*9121 Election and duties president  
9122 Election and duties vice president  
9123 Appointment of board secretary/business administrator  
9126 Appointment of attorney  
\*9130 Committees

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

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
Union, New Jersey

FILE CODE: 9323/9324

Monitored  
 Mandated  
 Other Reasons

Bylaw

AGENDA PREPARATION/ADVANCE DELIVERY OF MEETING MATERIAL

The superintendent and the board president shall prepare the agenda for all meetings of the board. In doing so, they shall consult the board secretary.

Items of business suggested by any board member, staff member, or citizen of the district may be included at the discretion of the superintendent and board president. When appropriate, the agenda shall allow time for the remarks of citizens, staff members, or students who wish to speak briefly before the board.

The agenda shall be published pursuant to provisions of the Open Public Meetings Act. The board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. At a regularly scheduled meeting for which an advance agenda has been provided to the public, items of business not anticipated at the time the agenda was prepared may be discussed and acted upon if a majority of the board present and voting agrees to consider them. However, existing board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

The agenda, together with supporting materials, shall be distributed to board members sufficiently prior to the board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, and others, upon request.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Board Meeting Agenda, Delivery of Meeting Materials, Board Meeting Materials, Agenda

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Crifasi v. Governing Body of the Borough of Oakland, 156 N.J. Super. 182 (App. Div. 1978)

Possible

Cross References: \*1120 Board of education meetings  
\*9311 Formulation, adoption, amendment of policies  
\*9312 Formulation, adoption, amendment of bylaws

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



**Regulation**

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PUBLIC PARTICIPATION AT PUBLIC MEETINGS

At the appropriate place in the agenda of public, open meetings, the presiding officer shall invite ~~questions and comments~~ or statements from the public present at the meeting on matters concerning the discussions of the board or agenda of the meeting.

The following rules of governance shall apply to public participation at public meetings in order to allow all members of the public to be heard:

- A. The persons addressing the board shall identify themselves by name and address.
- B. Each speaker shall be limited to one appearance of not more than five (5) minutes in duration.
- C. The unused time allotted to one speaker may not be used by another speaker.
- D. No public discussion will be permitted on any subject matter that is confidential or privileged under the "Sunshine Law" or other law.
- E. The presiding officer ~~is granted~~ **shall have** discretion to further limit discussion on an individual subject or by an individual person ore known group of persons addressing the same subject matter.
- F. Upon duly adopted motion at a meeting, the above procedures may be varied by the Board for that meeting.

Adopted: September 21, 1982

Amended: June 26, 1985

Amended: July 24, 1985

Amended: June 18, 2002

Readopted: December 2014

**Bylaw**

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MEETING PROCEDURES

Parliamentary Authority

Unless otherwise provided in the board's **policies** or bylaws, the board shall conduct all its meetings in accord with Robert's Rules of order, Revised.

The board secretary shall have a copy of Robert's Rules of order, Revised at each board meeting.

Quorum

Five members of the Township of Union Board of Education shall constitute a quorum qualified to conduct business for the board. A vote of the majority of members present shall be necessary for passage of any motion except those specified by law which requires a majority vote of the whole number of members of the board.

Order of Business

The following order of business shall be followed at all regular meetings of the Union Township Board of Education:

- A. Roll Call
- B. Flag Salute
- C. Announcement of compliance with notice requirement
- D. Approval of minutes
- E. Communications
- F. Public participation on proposed resolutions on the agenda
- G. Report of Superintendent (last regular meeting of each month)
- H. Report of standing committees
- I. Report of special committees
- J. Unfinished business
- K. New business
- L. Approval of bills (at either regular meeting, whichever is appropriate)
- M. Public comment
- N. Adjournment

Adopted:	June 1999
NJSBA Review/Update:	April 2012
Readopted:	December 2014

MEETING PROCEDURES (continued)

Key Words

Parliamentary Authority, Regular Meetings, Order of Business, Quorum

**Cross References:** \*1220      Ad hoc advisory committees  
\*9121      Election and duties of president  
\*9325.4      Voting Method  
\*9326      Minutes

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

**TOWNSHIP OF UNION BOARD OF EDUCATION**  
Union, New Jersey

FILE CODE: 9325.4

Monitored  
 Mandated  
 Other Reasons

**Bylaw**

VOTING METHOD

Official actions may be taken only at a regular monthly or specially called meeting at which a quorum is present. All motions shall require for adoption a majority vote of those present and voting (minimally, a majority of the quorum), except as provided by code or statute.

A vote can be conducted by voice, show of hands or roll call, provided that the vote of each member is recorded, except where a recorded roll call majority is required by code or statute. Proxy voting is prohibited. Any member may request that the board be polled.

Abstentions

A member may abstain from voting. An abstention shall be so recorded and shall not be counted as either an affirmative or a negative vote. Abstentions are to be so recorded, regardless of whether a person speaks for or against a motion prior to stating his/her wish to abstain. The silence of a member on any vote shall be recorded as an abstention.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted:

Key Words

Voting Method, Abstentions

**Legal References:** N.J.S.A. 18A:38-8.1 Additional member on board of education to represent board of education in each sending district

Aurentz v. Little Egg Harbor Township Planning Board, 171 N.J. Super. (Law Div. 1979)

King v. Asbury Park Board of Education, 1939-49 S.L.D. 20

Matawan Teachers' Assn. v. Board of Education, 223 N.J. Super. 504 (App. Div. 1988)

Lincoln Park Bd. of Ed. v. Boonton Bd. of Ed., 97 N.J.A.R. 2d (EDU) \_ (May 30)

Little Ferry Bd. of Ed. v. Ridgefield Park Bd. of Ed., 97 N.J.A.R. 2d (EDU) \_ (July 24)

Green Twp. Bd. of Ed. v. Newton Bd. of Ed., 97 N.J.A.R. 2d (EDU) \_\_ (August 5)

**Possible**

**Cross References:** \*1120 Board of education meetings  
\*3570 District records and reports  
\*9322 Public and executive sessions  
\*9323/9324 Agenda preparation/advance delivery of meeting material  
\*9326 Minutes

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

**Exhibit**

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VOTING METHOD

Board Voting Requirements

The following actions require a recorded roll call vote and must pass by an affirmative vote of a majority of the full membership of the board. "Full membership" means the number of board members when all the members' seats are filled. A "majority of the full membership" means a majority of that number. N.J.S.A. 18A:1-1.

- A. Directing the board secretary to make deductions for United States government bonds from salaries of participating employees (N.J.S.A. 18A:16-8);
- B. Appointing and fixing the salary and term of a board secretary (N.J.S.A. 18A:17-5);
- C. Appointing and fixing the salary and term of an assistant or acting board secretary (N.J.S.A. 18A:17-13);
- D. Appointing and fixing the term of a chief school administrator (N.J.S.A. 18A:17-15);
- E. Appointing or removing an assistant chief school administrator (N.J.S.A. 18A:17-16);
- F. Appointing and fixing the term of an administrative principal (N.J.S.A. 18A:17-20.5);
- G. Appointing and fixing the term of a shared chief school administrator or a shared school business administrator (N.J.S.A. 18A:17-24.3). (Please note that this particular statute only requires a "majority of the membership.");
- H. Appointing or removing and fixing the salary of a business manager in a type I school district (N.J.S.A. 18A:17-25);
- I. Appointing an executive chief school administrator in districts in cities of the first class with a population over 325,000 (N.J.S.A. 18A:17A-1);
- J. Disposing of lands owned by the board, or rights or interests therein (N.J.S.A. 18A:20-5);
- K. Exchanging lands owned by the board (N.J.S.A. 18A:20-8);
- L. Adopting a budget in type II districts having a board of school estimate (N.J.S.A. 18A:22-26);
- M. Fixing and determining the amount of money to be voted upon by the voters of the district at or after the public hearing on the school budget for type II districts without a board of school estimate (N.J.S.A. 18A:22-32);
- N. Adopting the question(s) to be submitted to the voters concerning any capital project(s) to be paid for from the proceeds of an issue of bonds in type II districts without a board of school estimate (N.J.S.A. 18A:22-39);
- O. Adopting a proposal for the issuance of school bonds by type II districts having a board of school estimate (N.J.S.A. 18A:24-10b);
- P. Transferring a teaching staff member (N.J.S.A. 18A:25-1);

VOTING METHOD (continued)

- Q. Restoring or removing an assistant chief school administrator, principal or teacher, following suspension by the chief school administrator (N.J.S.A. 18A:25-6). (Please note that this particular statute only requires a "majority of the membership.");
- R. Appointing a teaching staff member (N.J.S.A. 18A:27-1);
- S. Appointing, transferring, removing or renewing the employment contract of a certificated or non-certificated officer or employee (N.J.S.A. 18A:27-4.1);
- T. Withholding, for inefficiency or other good cause, a prescribed employment or adjustment increment (N.J.S.A. 18A:29-14);
- U. Adopting or altering a course of study (N.J.S.A. 18A:33-1);
- V. Selecting textbooks (N.J.S.A. 18A:34-1);
- W. Applying for membership in an already established county educational audiovisual aids center (N.J.S.A. 18A:51-11);
- X. Applying to the county chief school administrator to investigate the advisability of withdrawing from a regional district (N.J.A.C. 6A:32-11.1). (Note that in this case, the roll call majority vote is required by administrative code provision. This is not a statutory requirement.);
- Y. Submitting, for county chief school administrator review, the content of separate questions to be submitted to the voters that propose programs in addition to the core curriculum context standards that may be in excess of its adjusted spending growth limitation (N.J.A.C. 6A:23-8.5(b)). (Note that in this case, the roll call majority vote is required by administrative code provision. This is not a statutory requirement.).

The following actions require a recorded roll call vote and must pass by an affirmative vote of two-thirds of the full membership of the board.

- A. Determining the necessity to sell bonds to raise money for a capital project by a type II district with a board of school estimate (N.J.S.A. 18A:22-27);
- B. Permitting the private sale of certain bonds if no legally acceptable bid is received by a type II district (N.J.S.A. 18A:24-45(c)).

The following actions require an affirmative vote of the majority of the full membership of the board. They do not require a roll call vote. Some of the statutory votes require "all of the members of the board" or a "majority of the board of education."

- A. Determining the sufficiency of charges to dismiss or reduce the salary of a tenured employee (N.J.S.A. 18A:6-11);
- B. Filling of vacancies on elected boards of education ("majority vote of the remaining members") (N.J.S.A. 18A:12-15);
- C. Removing from office a president or vice president of a board for failure to perform a duty imposed upon him by law (N.J.S.A. 18A:15-2). ("majority vote of all of the members");

VOTING METHOD (continued)

- D. Appointing, fixing the salary and defining the duties of a school business administrator or appointing a shared business administrator between two or more districts. (N.J.S.A. 18A:17-14.1). ("majority vote of all of the members");
- E. Disqualifying a bidder who would otherwise be determined to be the lowest responsible bidder due to prior negative experience (N.J.S.A. 18A:18A-4). ("majority of the board of education");
- F. Authorizing of purchase of securities (N.J.S.A. 18A:20-37). ("majority vote of all of its members");
- G. Authorizing of sale of securities (N.J.S.A. 18A:20-39). ("majority vote of all of its members");
- H. Adopting a proposal for the issuance of school bonds in type II districts without a board of school estimate (including regional districts) (N.J.S.A. 18A:24-10c);
- I. Admitting pupils, who have never attended public or private school, after October 1 following the opening of school for the full term (N.J.S.A. 18A:38-6). ("majority vote of all of the members");
- J. Deciding to establish, with other school districts of the county, a county educational audio-visual aids center (N.J.S.A. 18A: 51-1);
- K. Employee travel, with prior CSA approval ("majority of full voting membership") (N.J.S.A. 18A:11-12(f));
- L. Board member travel ("majority of full voting membership") (N.J.S.A. 18A:11-12(g));
- M. In a school district with a board of school estimate, approval of additional tax levy (N.J.S.A. 18A:7F-39)("majority of those board members who are present").

The following actions require an affirmative vote of two-thirds of the full membership of the board. They do not require a roll call vote.

- A. Determination of member district's share of educational services commission expenses (two-thirds of representative assembly) (N.J.S.A. 18A:6-62);
- B. Adoption of new corporate name for school district composed of two or more municipalities (N.J.S.A. 18A:8-17.1);
- C. Authorization to negotiate, award or enter into a contract or agreement after the board has solicited and received at least three quotations on materials, supplies or equipment for which a state contract has been issued, and the lowest responsible quotation is at least ten percent (10%) less than the cost charged under the state contract (N.J.S.A. 18A:18A-5(e));
- D. Adopting a refunding bond ordinance by a type II school district (N.J.S.A. 18A:24-61.4);
- E. Selling or exchanging refunding bonds (N.J.S.A. 18A:24-61.9);
- F. Endorsing approval of a lease purchase and authorizing the chief school administrator and/or board secretary to advertise and solicit proposals in connection with a lease purchase, and to request state approval of a lease purchase of five years or less (N.J.A.C. 6A:26-10.3(h)). (Note that in this case, the two-thirds majority vote is required by administrative code provision. This is not a statutory requirement.);
- G. Endorsing approval of a lease of facilities in excess of five years and authorizing the board of education to request approval of an amendment to its long range facilities plan to reflect the leased facility (N.J.A.C. 6A:26-10.11 (c)). (Note that in this case, the two-thirds majority vote is required by administrative code provision. This is not a statutory requirement.).

VOTING METHOD (continued)

The following actions require an affirmative vote of two thirds of the "authorized membership" of the school board. "Authorized membership of the school board" means the full membership of the district board of education as established pursuant to N.J.S.A. 18A:12.

- A. Transferring amounts among line items and program categories (N.J.S.A. 18A:22-8.1, N.J.A.C. 6A:10A 8.2 (e), N.J.A.C. 6A:23-2.11(f));
- B. Petitioning the commissioner for authority to make a transfer of surplus, unbudgeted or under budgeted revenue amounts to line items and program categories prior to April 1 due to an emergent circumstance (N.J.S.A. 18A:22-8.1, N.J.A.C. 6A:10A-8.2 (b), N.J.A.C. 6A:23-2.11(c));
- C. Petitioning the commissioner for authority to make a transfer of surplus, unbudgeted or under budgeted revenue amounts to line items and program categories between April 1 and June 30 in order to achieve the thoroughness standards for the current year (N.J.S.A. 18A:22-8.1, N.J.A.C. 6A:10A-8.2 (a), N.J.A.C. 6A:23-2.11(b)). Note that the Abbott code speaks to achieving the efficiency and effectiveness standards, not the thoroughness standards;
- D. Authorization to negotiate and award a contract or agreement after twice advertising for bids pursuant to N.J.S.A. 18A:18A-4, with subsequent failure to receive any bids (N.J.S.A. 18A:18A-5(c));
- E. Authorization to negotiate and award a contract or agreement after twice advertising for bids and having rejected those bids for appropriate reasons (N.J.S.A. 18A:18A-5(c));
- F. Authorization to negotiate and award a contract or agreement after twice advertising for bids and having once failed to receive bids and having once rejected bids received for appropriate reasons (N.J.S.A. 18A:18A-5 (c)).

The following action requires an affirmative vote of three-quarters of the members present. It does not require a roll call vote.

- A. Calling an emergency meeting of the board without providing adequate prior notice (N.J.S.A. 10:4-9).

When in doubt or where a question exists concerning the formal requirements of a vote, the board should take action by roll call vote and should consult its board attorney.



**TOWNSHIP OF UNION BOARD OF EDUCATION**  
**Union, New Jersey**

**FILE CODE: 9326**  
  X   **Monitored**  
      **Mandated**  
  X   **Other Reasons**

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**Bylaw**

MINUTES

The minutes of all meetings of the Township of Union Board of Education 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:

- 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 superintendent, school business administrator, board secretary, administrators and the public;~~ **A notation of the presence of administrators present at roll call.**
- E. Announcement of notification listing the newspapers by name;
- 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; and
- H. 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 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. However, for a board of education having a total district enrollment of 500 students or fewer, minutes shall be available during not less than six regular business hours over not less than three business days per week or the board's regularly-scheduled business hours, whichever is less. The board may charge a fee for copies of the minutes as provided by law.~~

MINUTES (continued)Taping of Public Meetings: Official Tapes

The board secretary may tape record public meetings of the board in order to assure proper documentation of occurrences and the preparation or transcription of minutes. All tapes are the sole property of the board, and any individual requesting access to these materials must do so in writing five working days in advance. Tapes shall not be removed from the board office and must be played in the presence of the board secretary/designee. All tapes shall be stored in a locked cabinet located in the board office and shall be retained under the NJDARM schedule for 45 days or until official transcripts or minutes are prepared and adopted, whichever is longer.

Taping by Members of the Public

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 person wishing to audio or video tape meetings shall provide written notice of their name, address and telephone number and will consent to the board, at its own expense and upon request, to make a reproduction of the recording. Absent prior board approval, 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. 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.

Adopted: June 1999  
 NJSBA Review/Update: April 2012  
 Readopted: December 2014

Key Words

Minutes, Board Meeting Minutes, Records, District Records and Reports

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
See particularly:  
N.J.S.A. 10:4-10, -14  
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. Public Records; Examination and Copies (Open Public Records Act)  
N.J.A.C. 6A:8-4.3 Accountability  
N.J.A.C. 6A:30-2.1 NJQSAC  
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

**Regulation**

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RECORDING OF MEETINGS

Only videotape recording or audio recording of the Township of Union Board of Education meetings will be permitted by the board on the following terms:

- A. A permanent record, either by tape or shorthand reporter is made of the proceedings.
- B. No more than two cameras shall be used at any one time, on a first-come, first-served basis.
- C. Equipment used shall be that approved by the New Jersey Supreme Court guidelines. No additional lighting shall be permitted.
- D. Cameras shall be placed in inconspicuous corners of the room toward the rear. The specific location shall be approved by the secretary of the board but shall be in such a place as shall permit unobstructed view by the camera.
- E. As to videotaping, notice shall be given to the board at least 24 hours before the commencement of the meeting, and an opportunity shall be given prior to the meeting to set up the equipment. As to sound recordings only, notice shall be given to the board secretary immediately prior to the meeting being recorded.
- F. The board shall be given an opportunity to obtain copies of the tape at its expense, but shall have no power to edit or abridge the same.
- G. Those meetings or portions of meetings which are permitted by law to be closed to the public shall not be recorded.
- H. No equipment that interferes with the orderly conduct of a meeting will be permitted.

Adopted: June 1999

**Bylaw**

**BOARD SELF-EVALUATION**

The members of the Township of Union Board of Education shall conduct an annual self-evaluation to determine the degree to which they are meeting their responsibilities as board members and the needs of their educational community. This self-evaluation shall be positive, frank and honest, and shall be the board's professional development improvement plan that establishes priorities for action and specific goals and objectives to strengthen the operation of the board.

The board shall use a multifaceted self-evaluation instrument.

NJSBA Review/Update: April 2012  
Adopted:

**Key Words**

Board Self-evaluation, Evaluation

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

**Possible**

**Cross References:** \*2131 Superintendent  
\*9000 Role of the board

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

MINUTES (continued)

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). Tapes made during closed government meetings are common law public records, subject to the removal of any confidential or privileged information before disclosure. "Blanket access to the tapes would not be required; rather, access could be limited to those portions of the tapes necessary to vindicate the public interest."

Robert Wayne Tarus v. Borough of Pine Hill, et al., NJ Supreme Court (A-93-2005, decided March 7, 2007). The public's right of access to governmental proceedings includes the right to videotape.

New Jersey Department of State, Division of Archives and Records Management,  
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.

**Bylaw**

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RECOGNITION OF INDIVIDUALS, STUDENTS, STAFF AND BOARD

Reporting Accomplishment

~~The board directs the superintendent and board secretary to employ appropriate means to provide for continuous and candid reports of staff accomplishments in the pursuit of district goals and objectives and to establish reliable indicators of accomplishment. The purpose of these accomplishment reports shall be to provide the board with information needed for making continual policy and planning decisions.~~

~~the board of education shall at least annually provide district citizens with an accomplishment report based on this information. As required by law, the accomplishment report shall include the Commissioner of Education's classification of each school within the district and that of the district as a whole.~~

~~The annual accomplishment report shall be presented in clear and concise language and be illustrated by meaningful graphics.~~

Special and/or significant accomplishments of staff, students or the district as a whole shall be announced as they occur at the discretion of the board.

Recognition of Services of Retired Employees and Board Members

The board wishes to recognize the loyalty and service of board members and long-term employees and directs the superintendent or board secretary to procure appropriate proof of appreciation for:

- A. Employees who are retiring from active employment ~~after~~ **after** a minimum of ~~5~~ **20** years of service to the district;
- B. Board members who have completed at least a full three-year term of office, upon leaving the board.

For employees, certificates **appropriate recognition** shall be presented at a time and place selected by the board, with appropriate advance notice so that the public may participate.

Adopted:	June 1999
NJSBA Review/Update:	April 2012
Readopted:	December 2014

Key Words

Death, Memorial, Memorialize, Length of Service, Distinguished Accomplishment

RECOGNITION OF INDIVIDUALS, STUDENTS,  
STAFF AND BOARD (continued)

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*1110	Media
	*1120	Board of education meetings
	*1230	School-connected organizations
	*3280	Gifts, grants and bequests
	*3453	School activity funds
	*5126	Awards for achievement

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