

# Bylaws



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0110 0110 IDENTIFICATION Name The official name of the Board of Education shall be "Board of Education of Somerville in the County of Somerset." Purpose The Board of Education exists for the purpose of providing a thorough and efficient system of free public education in grades K through twelve in the Somerville School District. Composition The Somerville School District is comprised of all the area within the municipal boundaries of the Borough of Somerville. Classification The school district shall be classified as a Type II. Address The address of the Board of Education shall be Somerville Board of Education - 51 West Cliff Street - Somerville New Jersey 08876. N.J.S.A. 18A:8-1; 18A:9-2, 9-3; 18A:10-2 Adopted: 20 August 1996

===== 0120 0120 AUTHORITY AND POWERS Section 1. Authority - The supervision of the public schools of this district shall be conducted by the Board of Education, hereinafter sometimes referred to as the "Board," which shall be a body corporate and which is constituted and is governed by Title 18A, Education of the New Jersey Statutes. Section 2. Powers - The Board shall act as the general agent of the State in carrying out the will of the people of this district in the matter of public education. It shall establish educational goals for the children of this district and supervise a program of education designed to meet those goals. The Board shall be responsible for enforcing mandatory laws and shall consider and accept or reject the provisions of permissive laws. In all cases the State law does not provide nor prohibit, the Board shall consider itself the agent responsible for establishing, maintaining, and appraising the public education activities of this school district. Board members have no authority as individuals, except when authorized by the Board at a public meeting. The Board President is hereby authorized to take or approve action outside a public meeting when necessary; he or she shall report any such event the Board President directs the Superintendent or another Board employee to take action outside a public meeting, the Superintendent or employee so directed shall report in writing any action taken to the Board at its next meeting. The Board has no powers when not in session, except for such powers as may be delegated by the Board to a committee thereof. N.J.S.A. 18A:10-1; 18A:11-1; 18A:16-1; 18A:20-1; 18A:27-4 Adopted: 20 August 1996

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0131 0131 BYLAWS AND POLICIES The Board of Education shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the school district. Adoption, amendment, and repeal Bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal has been proposed and approved at a previous meeting of the Board. The Board may, under emergency circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice. The emergency adoption, amendment, or repeal of a bylaw or policy shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board. The adoption, amendment, repeal, or suspension of a bylaw or policy shall be recorded in the minutes of the Board. Any policy or part of a policy that is superseded by a term in a negotiated agreement or by a subsequently adopted policy shall no longer be in force and effect as a policy. Promulgation and distribution A manual of bylaws and policies shall be maintained. A copy of the manual of bylaws and policies shall be given to each Board member, the Superintendent, the Board Secretary, the Board Attorney, each building Principal. The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws and policies. Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the Board Secretary. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his or her service to the district. The manual of bylaws and policies shall be considered a public record open to inspection in the office of the Superintendent. The manual retained by the Board Secretary shall be considered the master copy of the policy manual and may not be used by any person other than the Board Secretary or his or her designee. Development of bylaws and policies Bylaws and policies will be developed and considered by the Board in accordance with the following procedure: 1. A new or revised bylaw or policy may be suggested to the Board by any Board member, the Superintendent, any staff member, or a member of the public. 2. A suggestion for a new or revised bylaw or policy may be referred, at the discretion of the President and as appropriate to the subject, to the Superintendent or a Board committee for study and formulation of a recommendation to the Board. Any study of a policy suggestion should consider whether the matter is adequately addressed in existing Board policy and whether the matter is more appropriately addressed by administrative regulation. 3. If a recommendation for a new or revised bylaw or policy results from referral for study, a proposed draft will be submitted to the Board for discussion and approval on first reading. Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading. 4. The proposed draft, approved on first reading, will be submitted for adoption at the next regular meeting of the Board. Changes in the draft may be made by a simple majority vote. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at the next succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw or policy on second reading. N.J.S.A. 18A:11-1 Adopted: 20 August 1996

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0132 0132 EXECUTIVE AUTHORITY The Board of Education shall exercise its executive power in part by the appointment of a Superintendent of Schools as chief school administrator, who shall enforce the statutes of the State of New Jersey, rules of the State Board of Education, and policies of this Board. The Superintendent shall prepare regulations for the administration of the school district that are not inconsistent with statutes or rules of the State Board of Education and are dictated by the policies of this Board. Administrative regulations shall require Board approval prior to promulgation. The Superintendent shall be delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any such action to the Board at the first Board meeting following the action. The Superintendent shall have a seat on the Board and shall have the right to speak on all matters at meetings of the Board, but shall have no vote. N.J.S.A. 18A:17-20 N.J.S.A. 18A:54-22 Adopted: 20 August 1996 Revised: 14 August 2001

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0133 0133 ADJUDICATION OF DISPUTES The Board of Education may assume jurisdiction over any dispute or controversy arising within this school district and concerning any matter over which authority has been vested in the Board by statute, rule of the State Board of Education, or a contract or policy of this Board. The Board may hold hearings that will offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter. Beyond the basic requirements of due process a hearing will vary in form and content as dictated by the severity of the consequences that may flow from the Board's determination, the degree of difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district. Regulations for the conduct of adjudicatory hearings of the Board shall be prepared as guidelines for those who may be heard by the Board. A decision of the Board may be appealed to the Commissioner of Education, if authorized by law. N.J.S.A. 18A:11-1 Adopted: 20 August 1996 Revised: 14 August 2001

===== 0134 0134 BOARD SELF

EVALUATION The Board of Education is committed to the belief that every part of the school system in this district should be accountable to the public and that performance evaluation is essential to that accountability. The Board further believes that the improvement and growth of any institution depend upon an honest appraisal of its strengths and weaknesses. The Board accepts, therefore, responsibility for the conduct of a systematic program of self-evaluation and appraisal. The standards against which the Board will evaluate itself will be the educational goals, bylaws, and policies duly adopted by this Board. The Board will annually adopt an evaluation instrument that permits individual Board members to record their assessments of the conduct of Board meetings, the fiscal management of the district, the conduct of the instructional program, and the relationship of the Board with the Superintendent, other district staff members, and the community. The assessments of Board members will be tabulated and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board in the ensuing school year. N.J.S.A. 18A:11-1 Adopted: 20 August 1996

===== 0141 BOARD MEMBER  
NUMBER AND TERM

At this time, the Board of Education shall consist of 10 members.

The term of a Board member shall be three years, except that

1. The term of a member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election, except that
2. The term of a member appointed to fill a vacancy within sixty days immediately preceding an annual election shall be from the member's appointment to the organizational meeting following the second annual election after his or her appointment.

A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15

Adopted: 20 August 1996 Revised: 16 October 2001 Revised: 22 January 2008

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0141.2 0141.2 BOARD MEMBERS AND TERM - RECEIVING DISTRICT The Board of Education shall consist of ten members. The term of a Board member shall be three years, except that 1. The term of a member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election, except that 2. The term of a member appointed to fill a vacancy within sixty days immediately preceding an annual election shall be from the member's appointment to the organizational meeting following the second annual election after his or her appointment, except for Board members of a sending district. 3. The Branchburg Township Board of Education shall have representation on the Board of Education in accordance with N.J.S.A. 18A:38-8. In accordance with N.J.S.A. 18A:38-8, the sending district shall have no representation on the receiving district Board of Education if the pupils of the sending district comprise less than 10% of the total enrollment of the pupils in the grades of the receiving district in which the pupils of the sending district will be enrolled. The number of representatives shall be in accordance with N.J.S.A. 18A:38-8. The calculation of percentages required shall be based on the number of pupils reported as of October 15 of each year. The Branchburg Township Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon notification from the County Superintendent of the appropriate representation on the receiving Board of Education. This designation shall be made by the sending Board of Education at its meeting closest in time to the annual organization meeting of the Board of Education and shall serve a one year term beginning with the annual reorganization meeting. 4. The Branchburg Township representative(s) shall be eligible to vote on the following matters before the Somerville Borough Board of Education: a. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; b. New capital construction to be utilized by sending district pupils; c. Appointment, transfer or removal of teaching staff members providing services to the pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; and d. Addition or deletion of curricular and extracurricular programs involving pupils of the sending district. 5. While the sending district representative shall have limited voting rights, in all other respects the representative shall function as a full member of the Board of Education, including participation in the closed session discussions. N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15 N.J.S.A. 6:56-1.1 N.J.S.A. 18A: 13-8 et seq. (regional districts) N.J.S.A. 18A: 54-16 et seq; (vocational districts) N.J.S.A. 18A:38-8 Adopted: 20 August 1996 Revised: 24 February 1998



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## 0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

### Qualification of Office

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least one year immediately preceding the member's election or appointment.

A Board member may not have been convicted of a crime or offense as listed in

N.J.S.A. 18A:12-1.

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member cannot concurrently hold office as mayor or a member of the governing body of Somerville.

Each member of the Board of Education, within thirty days of election or appointment to the Board shall undergo a criminal history background investigation for the purpose of ensuring the member is not disqualified from membership due to a criminal conviction of a crime or offense listed in N.J.S.A. 18A:12-1 et seq. The Board of Education will reimburse the Board member for the costs of the

a member has been disqualified from membership on the Board as the result of the criminal history record check. The Commissioner of Education will also notify the Board if a Board member has charges enumerated in N.J.S.A. 18A:12-1 pending against him/her and the Board shall take appropriate action. If the pending charges result in conviction, the member shall be disqualified from continued membership on the Board.

### Prohibited Acts

“Business” means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

“Interest” means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

“Immediate family” means the person to whom the Board member is legally married and any dependent child of the Board member residing in the same household.

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

No Board member shall act in his/her 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 or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member 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 Board member or a member of his/her immediate family.

No Board member shall 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 official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall 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, except that the member may have solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

No Board member shall use, or allow to be used, his public office or any information not generally available to the members of the public

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall 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 or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own

interests, except that Board members shall disqualify themselves from participating in negotiations, voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit, and superintendent searches.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.

Ineligibility for District Employment

## Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.

Each Board member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. The School Business Administrator/Board Secretary will provide each Board member with a copy of the Code of Ethics at every meeting and the required acknowledgement on an annual basis and will maintain the original signed acknowledgment(s) in the Business Office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the Board Attorney will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

Oath of Office Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member.

- . 18A:12-1; 18A:12-1.1; 18A:12-2; 18A:12-2.1; 18A:12-21 through 18A:12-34
- . 18A:13-7 [regional district only]
- . 18A:54-17 [vocational district only]
- . 41:1-3 School Ethics Commission Policy Guideline 1.

Adopted: 20 August 1996 Revised: 15 August 2000 26 February  
 2002 12 August 2003 20 November 2012

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0142.1 NEPOTISM

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

For the purposes of this Policy, "relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

For the purposes of this Policy, "immediate family member" means the person's spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child residing in the same household.

For the purposes of this Policy, "administrator" is defined as set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed in the district.



The Superintendent of Schools shall not recommend to the Board of Education pursuant to N.J.S.A. 18A:27-4.1 any relative of a Board member or the Superintendent.

A school district administrator shall be prohibited from exercising direct or indirect authority, supervision, or control over a relative of the administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms must be put in place.

A school district administrator or Board member who has a relative who is a member of the bargaining unit shall be prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that school district administrator be present with the Board in closed session when negotiation strategies are being discussed; provided however, that the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.

A school district administrator or Board member who has an immediate family member who is a member of the same Statewide union in another school district shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the Tentative Memorandum of Agreement is established, a school district administrator with an immediate family member who is a member of the same Statewide union in another school district may fully participate in the process, absent other conflicts. Notwithstanding these provisions, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.

N.J.A.C. 6A:23A-6.2

Adopted: 26 February 2008

21 October 2008

19 May 2009

===== 0143 0143 Board Member  
Election and Appointment

The election and appointment of Board of Education members will be conducted in strict compliance with law.

A vacancy on the Board of Education will be filled by:

1. The County Superintendent, if a vacancy is caused by;

- a. The absence of candidates for election to the school Board, or
- b. The removal of a member because of lack of qualifications, or
- c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence, or

d. 2. Special election within sixty days of the annual election, if;

- A a. Two or more qualified candidates tie for election, or
- b. The annual election is disqualified due to improper election procedures.

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tie for election between two or more candidates in a special runoff election.

- 1. The County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
- 2. The Commissioner of Education if there is a failure to elect a member at the annual school election due to improper election practices; or
- 3. A majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board; the President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of his/her candidacy for the vacancy. The Board requires candidates submit a resume with their written request.

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview interested candidates in public session. The Board will vote to appoint a candidate to a vacancy in public session.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, a second election shall be conducted between the two candidates receiving the highest number of votes.

- . 18A:12-11; 18A:12-15;
- . 18A:13-5; 18A:13-10;

Adopted: 20 August 1996 Revised: 28 April 1998 Revised: 21 October 2008

The preparation of each member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member in the acquisition of information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures. The Board directs that each new member receive access to and/or a copy of the Board of Education Bylaw and Policy Manual. Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary. Each newly elected or appointed Board member shall complete during the first year of the member's first term a training program to be prepared and offered by the New Jersey School Boards Association, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member. The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance. The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term. Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively. The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training. 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 a school district's responsibilities under P.L. 2002, c.83 (C.18A:37-13 et seq.). A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child Advocacy organizations, nonprofit organizations, professional associations, and government agencies. N.J.S.A. 18A:12-33 Adopted: 20 August 1996 Revised: 21 October 2008 Revised: 27 September 2011

===== 0146 0146 BOARD

**MEMBER AUTHORITY** A Board member does not possess individually the authority and powers that reside in the Board of Education. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the operation of the school district or as an individual command the services of any school district employee.

**Release of Information** Board member access to public, personnel, and pupil records shall be governed by law and by the provisions of Policy Nos. 8310, 8320, and 8330. Confidential information to which a Board member becomes privy as a result of his or her office shall be used only for the purpose of helping the member discharge his or her responsibilities as Board member. No Board member shall reveal information contained in a confidential record or received during a duly convened private session of the Board except when that information has been released to the public by the Board.

**Public expressions** Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Individual Board members cannot, however, express the position of the Board except as expressly authorized, in accordance with Board Policy No. 9120. A Board member shall not represent his or her personal opinion as the position of the Board and shall include in all formal expressions in which his or her Board affiliation is likely to be recognized, such as letters to government officials or newspapers, speeches to organizations, and the like, a statement that the

===== 0148 0148 BOARD  
MEMBER INDEMNIFICATION The Board of Education will indemnify Board members in accordance with law whenever a civil, administrative, criminal or quasi-criminal action or other legal proceeding is brought against a Board member for any act or omission arising out of and in the course of the performance of his or her duties as Board member. In the case of a criminal or quasi-criminal action which results in a final disposition in favor of the Board member, the Board will defray all costs of defending the action, including reasonable counsel fees and expenses, together with costs of appeal, and will save harmless and protect the Board member from any financial loss resulting from the action. Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in N.J.S.A. 59:10-4. The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses. N.J.S.A. 18A:11.1, 18A:12-20; 18A:16-6, 18A:16-6.1; 18A:18A-46, 18A:18A-47 Adopted: 20 August 1996 Revised: 26 February 2002  
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0151 ORGANIZATION MEETING

The Board of Education shall organize annually at a regular meeting held for that purpose not later than 8:00 PM on any day of the first week of January following the annual school election.

The meeting shall be called to order by the Board Secretary, who shall serve as

presiding officer pro tempore until the election of a President

The Board Secretary shall administer the oath of office to new Board members.

- . 18A:10-3; 18A:10-5
- . 41:1-1; 41:1-3

Adopted: 20 August 1996 Revised: 20 November 2012

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0152 0152 Board Officers The Board of Education shall organize by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a plurality of Board members present and voting will be elected to office. In the event no candidate receives a plurality of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes. Voting shall take place by verbal roll call.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

No Board member shall serve as duly elected President of the Board for more than two consecutive terms. A period of not less than one school-election year shall expire before a Past-President of the Board of Education may be nominated again for that office.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of all of the members of the Board. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 20 August 1996 Revised: 24 June 1997 Revised: 21 October 2008

===== 0153 0153 ANNUAL  
APPOINTMENTS The Board of Education may appoint at the organizational meeting, but shall appoint before July 1 of the year in which the Board organizes:

1. A Board Secretary,  
N.J.S.A. 18A:17-2, 17-5;
2. A Treasurer of School Monies,  
N.J.S.A. 18A:17-31;
3. A public school accountant,  
N.J.S.A. 18A:23-1;
4. A medical inspector,  
N.J.S.A. 18A:40-1;
5. A psychological examiner,  
N.J.S.A. 18A:46-11;
6. A member to serve as delegate to the New Jersey School Boards Association, N.J.S.A. 18A:6-46;
7. An attendance officer,  
N.J.S.A. 18A:38-32;
8. A member to serve as delegate to the Somerset County Association of Boards of Education;
9. An attorney whose term of office shall coincide with the life of the Board.;
10. A representative to the Somerset County Educational Services Commission,  
N.J.S.A. 18A: 6-56.

Adopted: 20 August 1996 Revised: 17 June 2008

===== 0154 0154 ANNUAL  
 MOTIONS AND DESIGNATIONS The Board of Education shall at the organizational meeting 1. Designate one or more depositories for school funds, N.J.S.A. 17:9-9; 18A:17-34; 2. Designate those persons authorized to sign school warrants, N.J.S.A. 18A:19-1; 3. Designate the official newspaper, N.J.S.A. 18A:14-19; 18A:22-11; 18A:39-3; 4. Designate a second newspaper for the publication of Board meetings, N.J.S.A. 10:4-8; 5. Designate the day, place, and time for regular meetings of the Board; 6. Approve the curriculum for all grades 7. Adopt existing bylaws and policies for the Board's operation and the operation of the school system; 8. Readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law; Adopted: 20 August 1996

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0155 0155 BOARD COMMITTEES The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board. The President shall appoint Board members to serve a one-year term on the following Board standing committees: Athletics and Student Activities Building and Grounds Finance Curriculum Policy Technology An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged. Committees shall consist of no more than four Board members, one of whom shall be the President, who shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his or her appointment to another committee. A chairperson shall be appointed by the President. Committee meetings may be called at any time by the committee chairperson. Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Adopted: 20 August 1996 Revised: 14 August 2001

===== 0161 CALL,  
ADJOURNMENT, AND CANCELLATION

The Board of Education shall meet in public session at least once every two months during the period in which the schools are in session.

All meetings shall be called to commence not later than 8:00 p.m. of the day designated.

A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6  
N.J.A.C. 6A:32-3.1

Adopted: 20 August 1996 Revised: 18 July 2006

===== 0162 0162 NOTICE OF  
BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

#### Public notice

The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the Board Offices, delivered to two newspapers designated by the Board, and filed with the clerk of the Borough of Somerville, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.

Upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.

Personal notice of meeting The Board shall provide personal notice in writing to an adult pupil, the parent or guardian of a minor pupil, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session. Such personal notice will include the date and time of the private meeting, the subject or subjects scheduled for discussion at the private meeting, and the right of the individual given notice to request that the discussions be conducted at a public meeting. Personal notice will be given no less than forty eight hours in advance of the private meeting.



A written request for public discussion must be signed by the person making the request and must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding an educationally disabled pupil.

. 10:4-6 et seq.; 10:4-8d, 10:4-9b

. 18A:6-11; 18A:10-6

N.J.A.C. 6A:32-3.1

Adopted: 20 August 1996 Revised: 18 July 2006

===== 0163 0163 QUORUM A  
quorum shall consist of six Board members, and no business shall be conducted in the absence of a quorum except when the Doctrine of Necessity is invoked. In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9 o'clock p.m. of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven days. The Board of Education recognizes that there may be matters that come before the Board or acts required of Board members in their official capacity where the Board member may have a conflict of interest or the act would be in violation of N.J.S.A. 18A:12-24. In these matters, the Board member(s) will remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. The Board will consider this matter without the Board member(s) who has the conflict. In the event a matter comes before the Board or an act is required of a Board member in his/her official capacity that is a conflict or would be in violation of N.J.S.A. 18A:12-24, the Board would still be required to have a quorum to consider the matter. However, the New Jersey Department of Education and the School Ethics Commission has envisioned this prohibition could create a situation in which so many Board members have a conflict, that the Board would be unable to take action on a matter. Therefore, when more than a quorum of the Board members must abstain from voting on a matter, the Board will invoke the Doctrine of Necessity consistent with the New Jersey Department of Education and School Ethics Commission guidelines as follows: A. Board Member(s) in Conflict - Less Than a Majority of The Board 1. In the event a Board member(s) has a conflict of interest where the Board member will act in his/her official capacity, the Board member must remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. 2.

In the event a Board member is unsure whether he/she or any other Board member has a conflict of interest or whether the matter, if acted upon by a Board member(s) is in violation of N.J.S.A. 18A:12-24 - Prohibited Acts, the school board attorney will make a determination. 3. The school board attorney will provide the Board of Education an opinion on whether the matter is a conflict of interest or act prohibited by

N.J.S.A. 18A:12-24 - Prohibited Acts. 4. If the Board member(s) believes he/she has a conflict of interest where he/she will act in his/her official capacity or if the school board attorney renders an opinion that the Board member has a conflict of interest where the Board member will act in his/her official capacity, the Board member will remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. B. A Majority of Board Members in Conflict

1. In the event: a. a Board member(s) believes he/she has a conflict of interest where he/she will act in his/her official capacity; or b. if the school board attorney renders an opinion that the Board member(s) has a conflict of interest where the Board member will act in his/her official capacity; and c. the number of Board members that have a conflict would make it so the Board would be unable to take action on matter, then the Board may invoke the "Rule [or Doctrine] of Necessity." (Citing U.S. v. Will, 449

U.S. 200 (1980)). C. Rule [Or Doctrine] Of Necessity 1. The Doctrine of Necessity may be invoked when more than a quorum of the Board must abstain from voting on a matter.

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0164 0164 CONDUCT OF BOARD MEETING Parliamentary authority Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws. Presiding officer The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his or her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding. Announcement of adequate notice The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law. Agenda The Superintendent shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than Friday before the meeting and shall include such reports and supplementary materials as are appropriate and available. The order of business shall be as follows: Call Meeting to Order Flag Salute Roll Call of Members Public Notice Public Comment Student-Board Representative Approval of Minutes Superintendent's Reports Old Business New Business Acceptance of Treasurer's Report Acceptance of School Business Administrator's Financial Reports Acceptance of Monthly Reports Report of Board Items Branchburg Board Representative Personnel Public Comment Executive Session Adjournment N.J.S.A. 10:4-10 N.J.S.A. 18A:16-1.1 Adopted: 20 August 1996 Revised: 20 July 1999

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0164.5 BOARD MEMBER PARTICIPATION IN BOARD MEETING BY TELECONFERENCING OR VIDEO-CONFERENCING EQUIPMENT

Policy Intent

The Board strongly encourages members to participate in board of education meetings in person. There may be infrequent occasions when a member cannot physically be present at the meeting, but he/she nevertheless wishes to fully participate in the discussion. Therefore, due to advances in technology, the Board hereby wishes to allow its members, under specific circumstances, to participate in board meetings by teleconferencing or videoconferencing equipment (or by other comparable technological means), subject to conditions set forth in this policy (hereinafter "remote participation"). Indeed, the definition of a "meeting" under the OPMA is defined as "a gathering whether corporeal or by means of communication equipment which is attended by, or open to, all members of the public body to discuss or act as a unit upon specific public business"..

The Board recognizes that having a policy with clearly defined criteria for such board member participation will permit such participation in a reasonable, proper and consistent manner. Moreover, it will ensure that all appropriate measures are taken to ensure that members of the public attending the meeting have the opportunity to hear the member who is not physically present participate in the public meeting.

Conditions for Participation

The following conditions must be satisfied before a member is allowed to participate in a meeting remotely through the use of technology. However, satisfying these conditions does not guarantee that permission will be granted:

1. If a member cannot participate in a Board meeting due to family emergency, business, or proximity reasons, i.e., being out of State, (hereinafter referred to as “good cause”), he/she shall notify the Board President at least forty-eight (48) hours in advance of the meeting, if practicable. This notice requirement may be waived if the member could not have reasonably anticipated that he or she would not be able to attend the meeting in person.

2. The member must explain to the President the reasons(s) why the request is being made. The committee member must copy the Superintendent on the request.

3. The member making the request must participate in the entire meeting, not just a portion of the meeting or for a particular vote.

4. If the meeting will include a closed session discussion, the board member shall not request to participate unless the member is certain that he/she will be able to participate in the meeting from a location where others cannot hear the discussion.

5. The Board President will then determine whether good cause exists so as to permit the member to participate.

6. The Board President must notify the board member of his/her determination as soon as is reasonably possible in advance of the meeting.

7. If permission is granted for remote participation, the board member must give his/her undivided attention to the meeting and must participate in the entire meeting.

8. The board member must be able to hear all of the members of the committee and vice versa through the communications equipment which will be used. If this is not possible, the request for participation shall be denied. If at any time during the meeting clear communication is interrupted, the board president may rescind permission for participation until communication is restored.

9. No more than two (2) board members shall be permitted to participate in a meeting remotely.

10. The Board President shall not be permitted to participate in a meeting remotely.

11. Remote participation shall be limited to three times per year per board member not consecutive.

#### Other Miscellaneous Provisions

The Board President shall announce at the beginning of the meeting the identity of those board members who are participating in the meeting remotely.

The meeting minutes should reflect the name of the member(s) who participated the meeting remotely.

N.J.S.A. 10:4-6 et seq.

Adopted: 17 December 2013

Revised: 17 January 2017

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0165 0165 VOTING All Board of Education actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted. Abstentions shall not be counted as votes but shall be recorded; a member who abstains from voting is deemed to acquiesce in the outcome of the vote. All motions shall require for adoption the majority vote of Board members present and voting, except as provided by statutes of the State of New Jersey, this bylaw, or parliamentary authority and provided that the number of affirmative votes is at least a majority of the Board's quorum. 1. The affirmative votes of three-quarters of the members present are required for the conduct of a Board meeting when adequate notice has not been provided in accordance with law, N.J.S.A. 10:4-9; 2. A two-thirds vote of the full membership of the Board is required for: a. Bids that have been advertised pursuant to N.J.S. 18A:18A-4 on two occasions and; (1) No bids have been received on both occasions in response to the advertisement; or (2) The Board of Education has rejected such bids on two occasions because it has determined that they are not reasonable as to price, on the basis of cost estimates prepared for or by the Board of Education prior to the advertising therefore, or have not been independently arrived at in open competition; or (3) On one occasion no bids were received pursuant to #(1) and on one occasion all bids were rejected pursuant to #(2), in whatever sequence; any such contract may then be negotiated. b. Purchase of goods also available under state contract when the Board has received at least three quotations and the lowest responsible quotation is at least ten percent less than the price under the state contract for the identical goods and quantities, N.J.S.A. 18A:18A-5.e; c. Determine that it is necessary, in a Type II school district having a Board of School Estimate, to sell bonds to raise money for any capital project, N.J.S.A. 18A:22-27; and d. Sell bonds of a Type II district without further advertisement at private sale if no legally acceptable bid is received for the bonds pursuant to N.J.S.A. 18A:24-45. 3. A majority vote of the full membership of the Board is required for: a. Admission after October 1 of a pupil who has never attended school, N.J.S.A. 18A:38-6; b. Adoption or alteration of a course of study, N.J.S.A. 18A:33-l; c. Application for membership in an established county audiovisual aid center, N.J.S.A. 18A:51-11; d. Appointment of a Superintendent, N.J.S.A. 18A:17-15; School Business Administrator, N.J.S.A. 18A:17-14.1; Board Secretary, N.J.S.A. 18A:17-5; Assistant Board Secretary, N.J.S.A. 18A:17-13; Administrative Principals, N.J.S.A. 18A:17-20.5; and Shared Superintendent or School Business Administrator, N.J.S.A. 18A:17-24.3. Appointment and removal of Assistant Superintendent(s), N.J.S.A. 18A:17-16 and appointment, salary, and removal of Business Manager in Type I school district, N.J.S.A. 18A:17-25. e. Appointment, transfer, removal and/or renewal of teaching/certificated and/or non-certificated staff members, N.J.S.A. 18A:25-1, 27-1; f. Fix and determine, in a Type II district having no Board of School Estimate, the amount of money to be raised for budgets and capital construction, N.J.S.A. 18A:22-32, 22-39; g. Approval of employee salary deductions for hospital and insurance plans and government bonds, N.J.S.A. 18A:16-8; h. Authorization, in Type II school districts, of school bonds, N.J.S.A. 18A:24-10; i. Decision to establish with other school districts a county audiovisual educational aid center, N.J.S.A. 18A:51-1; j. Determination of sufficiency of charges warranting dismissal or reduction in salary of a tenured employee, N.J.S.A. 18A:6-11; k. Disposition or exchange of lands owned by the Board, N.J.S.A. 18A:20-5, 20-8; l. Purchase of bonds or other obligations as investments, N.J.S.A. 18A:20-37; m. Removal of the President or Vice President of the Board, N.J.S.A. 18A:15-2; n. Restoration or removal following suspension of an Assistant Superintendent, Principal, or teacher, N.J.S.A. 18A:25-6; o. Selection of textbooks, N.J.S.A. 18A:34-1;

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0166 0166 EXECUTIVE SESSION The Board of Education may meet in a private session only to discuss and act on issues exempted by law from the requirement that all Board meetings be public and only after the adoption at a public meeting of a resolution stating the general nature of the subject or subjects to be discussed and, as precisely as possible, the time when and circumstances under which the discussion conducted in private session can be disclosed to the public. The Board may exclude the public only from that portion of a meeting at which the Board discusses:

1. Any matter that has been rendered confidential by express provision of federal or state law or rule of court;
2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States;
3. Any material the disclosure of which constitutes an unwarranted invasion of a pupil's privacy, including but not limited to records, data, reports, or recommendations relative to the pupil's personal and family circumstances, treatment, progress or condition, unless the adult pupil or the pupil's parent requests in writing that the same be disclosed publicly;
4. Any collective bargaining agreement, or the terms and conditions that are proposed for inclusion in any collective bargaining agreement, including the negotiation of the agreement with school district employees or representatives of employees;
5. Any matter involving the purchase, lease, or acquisition of real property with public funds or the investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
6. Any tactics and techniques utilized in protecting the safety and property of the public when their disclosure could impair such protection and any investigations of violations or possible violations of the law;
7. Any pending or anticipated litigation or contract negotiation other than in ¶4 in which the Board is or may become a party and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his or her ethical duties as a lawyer;
8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting, except that, regardless of the employee's request, the consideration and actions of the Board as to any tenure charge shall be conducted in private session;
9. Any deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of the responding party's certification as a result of an act or omission for which the responding party bears responsibility.

N.J.S.A. 10:4-12, 4-13 N.J.S.A. 18A:6-11 Adopted: 20 August 1996

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M 0167 Public Participation in Board Meetings

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

- 2. Special election within sixty days of the annual election, if;
  - a. Two or more qualified candidates tie for election, or
  - b. The annual election is disqualified due to improper election procedures.
    - aa. Single county Majority of educational full membership

audiovisual  
aids  
1996 Revised:

center in county N.J.S.A. 18A:51-11 N.J.S.A. 10:4-14 Adopted: 20 August  
community interest.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every public meeting. Public participation shall be permitted only as indicated on the order of business in Board Bylaw No. 0164.

Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.

Public participation shall be governed by the following rules:

- 1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- 2. Each statement made by a participant shall be limited to three minutes' duration.
- 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
- 4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
- 5. The presiding officer may:
  - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
  - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes ~~no~~ prior to Board approval.

#### Recording by the public

A member of the public may record the proceedings of a public meeting of the Board provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.



The Board will permit the use of video recording devices a tape recorder, only when notice of such intended use has been given to the Board Secretary twenty four hours in advance of the meeting. The Board Secretary or designee shall review the video recording guidelines with the person requesting to video record. Prior notice is not required to audio record a meeting.

All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive. Any video recording device must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer of the meeting. Prior to the meeting, the presiding officer will determine the location of each recording device so the video recording device can video record the meeting with an unobstructed view. The presiding officer may permit a person wanting to video record the meeting using a small hand-held video recording device to sit with their audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the presiding officer prior to the meeting. All recording devices must be battery operated, as the district cannot guarantee convenient availability or location of electric outlets in the meeting room.

The presiding officer shall determine when the number of video recording devices or if an audio or video recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed or relocated. The presiding officer may also limit the number of video recording devices if he/she determines the number and positioning of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.

Any person who video records a public meeting in accordance with the provision of this Policy shall provide the Board the opportunity to obtain a copy of the recording at the Board's expense, but the Board shall have no power to editor abridge the original recording.

N.J.S.A. 10:4-14 Adopted: 20 August 1996 Revised: 27 March 2012

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0169 0169 BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET The Board of Education is a public body as defined in the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and the Board and its members are required to comply with the provisions of this Act. It is the right of the public to be present at meetings of public bodies and to witness in full all phases of the deliberations, policy formulation, and decision-making. Board members acknowledge certain discussions between Board members, other than during a Board meeting, may be subject to the provisions of the Open Public Meetings Act. The Board of Education is also subject to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Open Public Records Act requires public agencies/School Boards to make certain governmental records subject to public access. Board members may, by written and/or electronic mail (e-mail), communicate with each other and with certain school staff regarding the school district's public business. "Public business" means and includes all matters that relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business. Board members acknowledge these written communications may be classified as a governmental record and may be subject to public access pursuant to the Open Public Records Act. In order to ensure the Board and/or individual Board members comply with the requirements of the Open Public Meetings Act and the Open Public Records Act, the following guidance is provided regarding certain discussions and written communications regarding the public business: 1. Written letters, e-mails, and supporting documents regarding school district matters written by Board members to other Board members or written by Board members to school staff, unless the subject matter is specifically exempt under the Open Public Records Law, are governmental records and are subject to public access. Based on the potential for improper/inappropriate disclosure and/or breach of confidentiality that may compromise the Board or Board member, these communications should not involve confidential matters, especially any matter the Board may discuss in executive/private session outside the presence of the public pursuant to the Open Public Meetings Act. 2. Written letters, internet (chat) discussions, e-mails, and supporting documents regarding the school district's public business written by Board members to other Board members shall not replace deliberations that would prevent the public from witnessing in full detail all phases of the Board's deliberations, policy formulation, and decision-making process in accordance with the intent of the Open Public Meetings Act. 3. Internet (chat) discussions between and among Board members regarding the school district's public business are discouraged and, in any event, shall never include multiple Board members with the potential that a quorum of the Board may be involved, or become involved, in such discussion. In the event a Board member(s) fails to comply with the guidance of this Policy, the matter shall be referred to the Board President, who will meet and/or discuss the matter and this Policy with the Board member(s). The Board President may request the Board Attorney participate in this meeting and/or discussion. N.J.S.A. 10:6-4 et seq. N.J.S.A. 47:1A-1 et seq. Adopted: 16 November 2004

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0171 0171 DUTIES OF PRESIDENT AND VICE PRESIDENT The President of the Board of Education shall: 1. Preside at all meetings of the Board; 2. Call special meetings of the Board, N.J.A.C. 6:3-1.2; 3. Sign all school district warrants, N.J.S.A. 18A:19-1; 4. Certify to all payrolls, N.J.S.A. 18A:19-9; 5. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is called, N.J.S.A. 18A:24-32; 6. Issue subpoenas to compel attendance of witnesses and production of documents, N.J.S.A. 18A:6-20; 7. Appoint all committees of the Board and serve as committee member ex officio in accordance with Board Bylaw No. 0155; The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. N.J.S.A. 18A:16-1.1 Adopted: 20 August 1996

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0172 0172 DUTIES OF TREASURER OF SCHOOL MONEYS The Treasurer of School Moneys shall: 1. Receive and hold in trust all school moneys, except moneys from athletic events and pupil organization activities, and deposit them in the bank or banks designated by the Board, N.J.S.A. 18A:17-34; 2. Pay out school moneys only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the President, Secretary and Treasurer, N.J.S.A. 18A:19-1; 3. Receive school employee payrolls and a warrant for the full amount of each payroll certified by the President and Secretary, deposit the warrants in a separate payroll account, and issue individual checks drawn on such account to each employee, N.J.S.A. 18A:19-9, 19-10; 4. Give public notice when funds are on hand for payment of interest bearing warrants issued for which no funds were available, N.J.S.A. 18A:19-12; 5. Keep a record of moneys received and paid out in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board, N.J.S.A. 18A:17-35; 6. Pay over the balance of school funds on hand to his or her successor, N.J.S.A. 18A:17-35; 7. Render a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account, N.J.S.A. 18A:17-36; 8. Render an annual report showing the amounts received and disbursed by him during the school year and file a copy with the County Superintendent, N.J.S.A. 18A:17-36; and 9. Receive the proceeds of any bond sale and disburse them only to pay the expenses of issuing and selling the bonds, the purpose for which the bonds were issued, and the temporary investment of the funds, N.J.S.A. 18A:24-47. Adopted: 20 August 1996

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0173 0173 0173 Duties of Public School Accountant

The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States. The Board will require the submission of the most recent external peer/quality report for review and evaluation prior to the appointment of the licensed public school accountant. The Board will acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the accountant or firm to perform the audit is engaged.

The Board will require the submission of an updated external peer/quality report of the accountant within thirty days after the issuance date of the external peer/quality report if the report is issued prior to the date of the audit opinion for the most recent fiscal year.

In accordance with NJOMB Circular Letter 98-07, the public school accountant will provide a copy of the most recent external peer/quality report to the Department of Education, within thirty days after the initial engagement by the Board and within thirty days after the issuance of a subsequent peer/quality report.

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if such services comply with the independent standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States.

The Board may be prohibited for good cause by the Commissioner of Education from engaging a particular licensed public school accountant, or may be directed by the Commissioner on a process to be used in the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant will complete the annual audit as required by the Department of Education and N.J.S.A. 18A:23-2. Each annual audit shall include an audit of the books, accounts and moneys, and verification of all cash and bank balances of the Board and of any officer or employee and of moneys derived from athletic events or other activities of any organization of pupils conducted under the auspices of the Board, from the date of the last annual audit to the date of the current audit. The audit will also include a determination of the extent to which the district used contracts entered into by the State Division of Purchase and Property pursuant to P.L. 1969 c. 104 (C. 52:25-16.1 et seq.) in the purchase of materials, supplies or equipment for the district. The report of each audit will be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and will be filed by the public school accountant in accordance with N.J.S.A. 18A:23-2.3. Within thirty days following receipt of the report the Board, at a regularly scheduled public meeting, will cause the recommendations of the accountant to be read and discussed and the discussion will be duly noted in the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.

N.J.S.A. 18A:23-1 et seq.

Adopted: 20 August 1996 Revised: 13 August 2002 Revised: 23 November 2011

===== 0174 0174 LEGAL  
SERVICES In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to ensure the use of legal services by employees and the Board of Education members and the tracking of the use of legal services. The Board of Education authorizes the Superintendent of Schools, the Superintendent of Schools' designee, the School Business Administrator/Board Secretary and the Board President as designated contact person(s) to request services or advice from contracted legal counsel. The Superintendent of Schools shall be responsible to review all legal bills and confer with designated contact persons in reviewing such legal bills. In accordance with the provisions of N.J.A.C. 6A:23A-5.2(a)2, the Board designates the administrative staff member to review all legal bills and designates contact persons to ensure the prudent use of legal services. School districts with legal costs that exceed one hundred thirty percent of the Statewide average per pupil amount should establish the procedures outlined in 1., 2., 3., and 4. below and, if not established, provide evidence such procedures would not result in a reduction of costs. The Board of Education authorizes the establishment of the following procedures to guide such solicitation of legal advice:

1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person shall determine whether the request warrants legal advice or if legal advice is necessary.
3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.
4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded to the Superintendent of Schools or designee, who shall be responsible to compare all legal bills to the contact logs and to investigate and resolve any variances. Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the services provided for the billing period. Payments to legal counsel(s) shall only be for services actually provided. School districts and vocational school districts are prohibited from contracting with legal counsel or using in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board members or pursuing any claim or cause of action for which the damages to be awarded would benefit an individual rather than the school district as a whole.

The Board of Education will annually establish prior to budget preparation, a maximum dollar limit for each type of professional service, including legal services. In the event it becomes necessary to exceed the established maximum dollar limit for the professional service, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner such that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

N.J.A.C. 6A:23A-5.2 Adopted: 21 October 2008 Revised: 23 November 2010

===== 0175 0175 CONTRACTS  
WITH INDEPENDENT CONSULTANTS The Board of Education may from time to time engage the services of one or more independent contractors to advise and assist the Board in analyzing school district operations and preparing Board reports when those tasks cannot be performed as economically by district staff members. Wherever possible, the Board will seek proposals from several sources before a contract with an independent consultant is entered. The Board will not contract with a Board member or the spouse, child, parent, or sibling, in fact or in law, of a Board member as an independent consultant. The Board will engage the services of an independent consultant only by written contract, which must specify the work to be accomplished by the consultant, the time within which the work is to be completed, and the fee that will be paid the consultant. An independent consultant engaged by the Board is neither agent nor employee of the Board and may represent the Board only as expressly authorized to do so in writing. An independent consultant may have access to such school facilities and school district employees as may be reasonably required in the performance of the consultant's contract with the Board. Except as expressly permitted by the contract, any communication between the consultant and a district employee or community member regarding the work of the contract must be conducted through the Board or a designated school official. Materials and reports generated and created by the independent consultant in the performance of his or her contract with the Board are and will remain the property of the Board and are subject to Board Policy No. 8310 on public records. Adopted: 20 August 1996

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0176 Collective Bargaining and Contract Approval/Ratification The Board recognizes a Board member and/or a member of his/her immediate family may be a member of, or salary is determined by, a labor bargaining unit, professional association and/or union that has an affiliation with a bargaining unit, professional organization and/or union within the school district. The Board member does not automatically violate N.J.S.A. 18A:24 by voting to approve and/or ratify this contract solely on the basis of his/her status or that of an immediate family member with respect to membership or representation by a different local affiliate of the same statewide association with whom the agreement is made provided the Board member's involvement with such local affiliate has not or appears to have not compromised the member's objectivity or independence of judgment. In accordance with N.J.S.A. 18A:12-24, the Board member shall not participate in the collective bargaining process and/or serve on the negotiations committee representing the Board with this unit, association, and/or union. The Board member may be apprised of the terms of a tentative memorandum of agreement with this unit, association, and/or union in closed and/or open session only after a tentative memorandum of agreement has been reached. The Board member may vote during the public meeting to approve and/or ratify a contract with this bargaining unit, professional association and/or union. The Board member shall not participate in any aspect of negotiations and/or vote to approve/ratify a tentative memorandum of agreement/contract ratification if the Board member has an immediate family who is a member of the bargaining unit, professional association and/or union within the school district. Under this circumstance, the Board member may only vote in the event the school board attorney advises the Board the Doctrine of Necessity must be invoked in accordance with Policy No. 0163. In addition, the School Ethics Commission Decision A16-00 states a Board member may not participate in any aspect of negotiations and/or vote to approve/ratify a tentative memorandum of agreement/contract ratification if the Board member has a "relative" who is a member of the bargaining unit, professional association and/or union within the school district. Under this circumstance, the Board member may only vote in the event the school board attorney advises the Board the Doctrine of Necessity must be invoked in accordance with Policy No. 0163. N.J.S.A. 18A:12-21 et. seq. New Jersey School Ethics Commission Advisory Opinion A02-00 and A16-00 Commissioner of Education Decision - In the Matter of Bruce White, Ewing Township Board of Education, Mercer County - June 1, 2000 New Jersey State Board of Education Decision - In the Matter of Frank Pannucci, Board of Education of Brick Township, Ocean County - March 3, 2000 Adopted: 25 September 2001

===== M 0177 PROFESSIONAL SERVICES

0177 PROFESSIONAL SERVICES In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services. The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action. Contracts for professional services will be issued by the Board in a deliberative and efficient that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes. Contracts for professional services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct. Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted: 28 April 2009 Revised: 23 November 2010

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