

POLICY

Board of Education

Bernards Township

FILE CODE: 0168
RECORDING BOARD MINUTES

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this bylaw.

Minutes

The Board shall keep reasonably comprehensive minutes of all regular public meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary, and filed in the Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of private meetings shall be filed in the 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 Secretary shall provide each Board member with a copy of the minutes no later than 4 days before the next regular Board meeting.

Sound recording

The Board Secretary may make a sound recording of each Board meeting with notice to the public.

Recording by the public

Any member of the public may record the proceedings of a public meeting of the Board in a manner that 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 a tape recorder only when notice of such intended use has been given to the Board Secretary three (3) regular business days in advance of the meeting. The Board will permit the use of a still camera or movie camera, or videotape camera only when notice of such intended use has been given to the Board Secretary five (5) regular business days in advance of the meeting. No more than two movie or video cameras may be in use at any time, and any camera must be operated in an inconspicuous location in the meeting room.

The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

POLICY - Continued

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The presiding officer may also allow for the interruption of video coverage at the request of a parent who wishes to discuss a personal matter pertaining to a pupil in the school and a video recording could be embarrassing or humiliating at a later time.

Any record of a Board meeting that is made available to persons other than the maker of the record and is set forth as a true and accurate record of that meeting must be open to inspection by the Board and may be copied by this Board at the Board's expense.

N.J.S.A. 10:4-14

ADOPTED: February 25, 2008