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## COMMUNICATING WITH THE PUBLIC

The board will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the board and the district shall be directed by the chief school administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, goals and objectives, and performance of the schools. The chief school administrator shall also provide interpretation and explanation of the schools' plans and programs.

The district budget; its audit; its annual goals and its progress toward achievement of them; its special education plans, its basic skills improvement plan; its bilingual/ESL program; pupil progress toward achievement of the Core Curriculum Content Standards; graduation statistics and other information shall be communicated to the public as required by law.

### Records

The board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters. Public records may be inspected by appointment during regular business hours.

Agenda for public meetings will be available to the public in the board secretary's office on the day of the meeting. Requests made by community organizations for mailed copies of agenda will be honored when preparation of such permits time for mailing.

Each year by September 30 the chief school administrator shall oversee the compilation of a report card of each school in the district that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be available via a website link to staff and parents/guardians and made available to the media and other interested members of the school community.

### Correspondence

Correspondence received by the chief school administrator or board secretary, intended for the board, shall be distributed to each board member in a timely fashion. As appropriate, written acknowledgements to letters will be made by the chief school administrator or designee. Petitions will be acknowledged at a public meeting and filed by the board secretary.

Legal References:

N.J.S.A. 10:4-6 et seq.	Open Public Meetings Act
N.J.S.A. 18A:7E-2 through -5	School Report Card Program
N.J.S.A. 47:1A-1 et seq.	Examination and copies of public records ("Open Public Records Act")
<u>N.J.A.C. 6:8-2.1</u>	Quality assurance annual report
<u>N.J.A.C. 6:8-2.2</u>	School-level planning
<u>N.J.A.C. 6A:23-8.1 et seq.</u>	Budget Development, Review and Approval
<u>See particularly:</u>	
<u>N.J.A.C. 6A:23-8.3</u>	
<u>N.J.A.C. 6A:30-1.4(a)1</u>	Evaluation process for the annual review

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
Manual for the Evaluation of Local School Districts (September 2002)

Policy Adopted: January 19, 1993  
Policy Revised: April 25, 2005