

How to Comment

Please raise your hand and wait to be recognized by the Chairperson. Once called upon, please come to the podium and identify yourself by name and town. Each person speaking may do so for two minutes. Recognized speakers may not yield time to other individuals. Please direct your remarks or question to the Chairperson, who may ask the Superintendent or other appropriate personnel to give a response.

WHO IS PRESENT?

There are nine members of the Scotch Plains-Fanwood Board of Education. Seven members are elected from the Township of Scotch Plains; two members are elected from the Borough of Fanwood. They serve 3-year terms.

The Superintendent of Schools, the Board Secretary (School Business Administrator), and the Board Attorney are seated with the members of the Board of Education and advise them concerning school and procedural matters. They do not vote on issues before the Board of Education. In addition, members of the administrative team may be present, including the Assistant Superintendent for Instruction, the Director of Special Services, and the Director of Human Resources. Other presenters or staff members may be present as necessary to provide information regarding topics on the agenda.

2010 - 2011 Scotch Plains-Fanwood Board of Education

Norman "Trip" Whitehouse, President
Rob O'Connor, VP
Nancy Bauer
David Gorbunoff
Karen Kulikowski
Warren McFall
Donald Parisi
Amy Winkler
Betty Anne Woerner

Dr. Margaret Hayes
Superintendent of Schools

Mr. Anthony Del Sordi
Business Administrator/
Board Secretary

Administrative Offices

Evergreen Ave. & Cedar St.
Scotch Plains, NJ 07076
(908) 232-6161
www.spfk12.org

4/10

WELCOME

to a Meeting of the
Scotch Plains-Fanwood
Board of Education



About Board meetings...

How they operate...

How to share your ideas
&
concerns!

The New Jersey legislature has created school districts and Boards of Education to govern public education at the local level.

OUR MEETINGS AND MEETING NOTICES

In order to transact the district business, the Scotch Plains-Fanwood Board of Education conducts agenda-setting and regular public meetings as well as work sessions. All meetings are open to the public except those that are closed **by law** due to the confidential nature of items to be discussed.

- **Agenda-Setting Meetings** - public portion beginning at 8 PM. **NOTE:** Meeting days are occasionally changed to match school vacation schedules.
- **Regular Public Meetings** - public portion beginning at 8 PM. **NOTE:** Meeting days are occasionally changed to match school vacation schedules.
- **Work Sessions** (Committee of the Whole)

Notices of all meetings, except in cases of emergency, are provided at least 48 hours in advance. Such written notices are forwarded to the *The SP-F Times* and *The Courier-News* and are posted at the Administrative Offices of the Board of Education, Evergreen Avenue & Cedar Street, Scotch Plains. Any resident who so desires may request, in writing, to receive meeting notices from the Board of Education Secretary for an annual fee of \$5.00.

All meetings take place at the Administrative Offices of the Board of Education unless otherwise noted and follow parliamentary procedure.

PLACING ITEMS ON THE AGENDA

The agenda is the order of business prepared prior to each Board meeting by the Superintendent, the Board President, and the Board Secretary. Matters not initially included may be placed on the agenda at meeting time at the request of any Board member.

The public can place items on the agenda by writing a letter to:

President
Scotch Plains-Fanwood
Board of Education
Evergreen Avenue & Cedar Street
Scotch Plains, NJ 07076

or

sending an e-mail to the Board at

boe@spfk12.org

Letters and e-mails should be sent in advance of agenda-setting meeting dates. This correspondence will appear under the heading "Board Announcements" and will be posted in the Board Meeting Room at the regular public meeting.

Written agendas are available to all persons attending the meetings.

Any communications directed to the Board of Education but dealing with an individual or individuals of the school system or with an individual or individuals of the Board of Education shall not be read or posted at an official meeting (Policy #9322). They will be reviewed by the Board in executive session. Receipt of all correspondence to the Board will be acknowledged in writing.

MAKING PUBLIC COMMENT

The Board of Education welcomes public comments at times set aside in the agenda for this purpose.

When to Comment

• **Regular Public Meeting** - A 15-minute period for public comment shall be provided immediately before "Board Announcements" and the "Superintendent's Report." Speakers addressing items in these two sections of the agenda will be heard first. If time remains, speakers may address other items on the agenda.

A second 15-minute period for public comment shall be provided immediately before "Business Functions" and "Other Board Business." If time remains, speakers may address other items on the agenda.

After "Approval of Minutes," comment from the public may be heard for up to one hour on ANY OTHER MATTER, not just agenda items.

• **Agenda-Setting Meeting** - A 15-minute period shall be provided immediately after "Approval of Minutes." Speakers addressing items on the agenda will be heard first. If time remains, speakers may address ANY OTHER MATTER.

• **Special Meeting** - A 15-minute period for public comment on agenda items shall be provided PRIOR to Board action. A second 15-minute period for public comment on agenda items shall be provided at the end of the meeting.

• **Work Session** (Committee of the Whole)
A period for public comment may be provided with the approval of the Board.