

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

January 3, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Review of Closed Session Minutes

It is time for the 6 month closed session review. As you remember, each month, we are required to approve all closed session minutes. They remain closed until the six-month review.

Every six months we are required to review all closed (executive) session minutes, and determine whether to keep individual minutes "closed" or to "release" the minutes to the public. Part of my responsibility as superintendent is to review those closed session minutes for us and to make recommendations on keeping those minutes "closed" or "open." We are under no legal obligation to release any closed session minutes to the public; however, we typically recommend that some closed session minutes be "released" when the issue of confidentiality is no longer relevant. The Board is required to publically act on my recommendation to keep minutes "closed" or to "release" them. As with the consent agenda, the Board acts on my recommendations on the closed session minutes as a group, and not individually. We schedule an Executive Session in the event that the Board wants to discuss any of my recommendations before acting. We do not have to go into executive session if all members are OK with the recommendation. Most times, it is clear, for example, in the case of personnel or contract negotiations, but at other times, it is good to have discussion about them.

We will email you the collective set of the closed session documents along with my recommendations. I have also attached recommendations below. If you are fine with the recommendations, we will put them on the consent agenda for next time. If not, we can go into closed session to discuss.

My recommendations are to keep all of the following closed:

- July 7, 2008
- November 23, 2009
- December 7, 2009
- May 18, 2009
- June 7, 2010
- July 6, 2010
- July 19, 2010
- August 2, 2010
- August 16, 2010

- September 7, 2010
- September 13, 2010
- September 17, 2010
- September 20, 2010
- September 29, 2010
- October 6, 2010
- October 14, 2010
- October 18, 2010
- October 20, 2010
- November 3, 2010
- November 10, 2010
- November 22, 2010
- December 14, 2010

If everyone is in agreement I will put this on the consent agenda for next time. Otherwise, we can convene in Executive Session to discuss the minutes in question.