

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

January 4, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Review of Closed Session Minutes

This is a good example of something I learned about in greater detail at the tri-conference. 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.

For this first time, I will have someone deliver the minutes to you prior to the BOE meeting on January 19th. There will be instructions with them to read them, look at the recommendations, and then to bring back the entire packet for shredding to the meeting.