

*Woodland Township School District*

Chatsworth Elementary School

2 Giles Avenue – P.O. Box 477

Chatsworth, NJ 08019

(609) 726-1230

**COMMUNICATING WITH THE PUBLIC**

**POLICY #1100**

The Woodland Township Board of Education will keep the community informed of the status of the school 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 Superintendent, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the School and shall provide interpretation and explanation of the Schools' plans and programs.

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

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.

Each year by September 30 the Superintendent 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 disseminated to staff and parents/guardians and made available to the media and other interested members of the school community.

Avoiding Excessive Expenditures when Communicating with the Public

District publications will be produced and distributed in a cost-efficient manner, for example:

- A. Use of expensive materials or production techniques is prohibited when lower cost methods are available. Use of color glossy publications is prohibited.
- B. Distribution of pictures of School Board Members is prohibited within ninety (90) days of any district election.
- C. Excessive public relations activities that are not part of the instructional program are prohibited.

**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”)
- N.J.A.C. 6A:8-3.1(a)3 Curriculum and instruction
- N.J.A.C. 6A:23-8.1 et seq. Budget Review and Approval
- See particularly:
  - N.J.A.C. 6A:23-8.3 Commissioner to ensure achievement of CCCS
  - N.J.A.C. 6A:23A-5.2 Public relations and professional services
  - N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review
  - N.J.A.C. 6A:32-12.1 Reporting Requirements
  - N.J.A.C. 6A:32-12.2 School-level planning
  
- 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

FIRST READING: Board of Education Meeting: 3/30/09

SECOND READING & ADOPTION: Board of Education Meeting: 4/27/09