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December 11, 2012

CORRECTED
December 12, 2012

TO: District Superintendents
School Business Administrators
Board of Education Presidents

FROM: Christopher D. Cerf
Commissioner

SUBJECT: **Clarification of First Week or First Two Weeks of the Calendar Month for Board of Education Reorganization Meetings**

This memo is to clarify the timeframe in which a district board of education, or a representative assembly, must convene an annual reorganization meeting. Where the applicable statutes specify that the annual organization meeting must occur during the "first week" or "first or second weeks" of a calendar month, the organization meeting must occur during the first through the seventh day, or the first through the fourteenth day, respectively, of the specified calendar month. The remainder of this memorandum provides specific instances, and implies consistency in application of this clarification.

N.J.S.A.18A:10-3(b) provides that all type II district boards of education with an April school election shall organize annually at a regular meeting held not later than 8 P.M. on any day of the first or second week following the April school election. If the organization meeting cannot take place during this timeframe by reason of a lack of a quorum or for any other reason, the reorganization meeting shall be held within three days thereafter. This memorandum serves to clarify that the first or second week following the April school election means the period beginning the Monday following the election through the next 14 calendar days.

N.J.S.A.18A:10-3(c.) provides that all type II district boards of education with a November school election shall organize annually at a regular meeting held not later than 8 P.M. on any day of the first week in January at which time new members shall take office. If the organization meeting cannot take place on that day by reason of a lack of a quorum or for any other reason, the reorganization meeting shall be held within three days thereafter. This memorandum serves to clarify that the first week in January means the period from January 1 through January 7. The extended period means the period from January 8 through January 10.

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N.J.S.A. 18A:46-37 provides that each board of education for a county special services district shall organize annually on any day during the first two weeks of July, excluding Sundays. Consistent with the clarification above, the first two weeks of July means July 1 through July 14.

N.J.S.A. 18A:6-54 provides that an educational services commission representative assembly shall organize annually during the first week of June. Consistent with the clarification above, the first week of June means June 1 through June 7.

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c: Members/State Board of Education

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