

Charter School Governing Board -- Brown Act Agenda Checklist – 2015-2016

School	
Meeting Date	
Agenda Reviewer	

Brown Act Requirements	Y	N	Notes
<i>Posting</i>			
Posted 72 hrs in advance (24 hrs for special)			
Posted at appropriation location/s (including all teleconference locations)			
Posted on website (72/24)			
<i>Agenda Content</i>			
Date			
Time			
Location			
If teleconferenced, locations of teleconference participants			
If teleconferenced, option for public participation clearly identified			
Establish quorum / call to order			
Time for public comments: non-agenda (<i>not required for special meetings</i>)			
Time for public comments: agenda			
Brief descriptions of all items for discussion and/or action			
Closed session properly noticed (personnel, labor negotiations, real property negotiations, meeting with attorney, pupil discipline)			
Report out of closed session listed			
Adjournment included on agenda			

Brown Act – Good Practice	Y	N	Notes
Agenda approval included; require vote on changes			
Items identified as discussion vs. action			
Approximate times included for agenda items			
Explanation of non-agenda public comment (that response is limited; no action or discussion)			
Notification of accessibility services			
Report on student outcomes agendaized			
Report on school finance agendaized			

Feedback provided to _____ on _____

in the following manner: _____.

Charter School Governing Board Agenda Items of Interest

Agenda items like the following may reflect that the school is dealing with significant issues and should be flagged for follow-up by ACOE. Either request documents prior to the meeting, attend the meeting or request draft minutes (or other unofficial report of action taken) right after the meeting.

- An agenda for an “emergency” meeting of the governing board (circumstances under which an emergency meeting can be called are very limited and should be scrutinized)
- An agenda scheduling a special meeting at an inconvenient or unusual date or time (Sunday, holiday, early morning or late evening)
- Meeting with several teleconference locations listed, which may mean that a quorum will not be present at the meeting site
- Closed session agenda items of interest, such as:
 - Personnel item where position identified is a leadership role (i.e., principal, chief financial officer, etc.)
 - Real property negotiations (related to a school’s possible relocation or expansion plans)
 - Pending litigation (meaning a lawsuit has been filed, as opposed to “anticipated” litigation)
- Agenda items for major decisions, such as:
 - Bylaws changes
 - Change of board members other than at term expiration and/or “annual meeting”; especially removal or resignation
 - Changing facilities: expanding, moving, purchasing portables or new site, Proposition 39 offers
 - Changing grade configuration: adding or dropping grades
 - Entering into loans (especially if not previously notified)
 - Contracts for new “back office” provider (not renewal of existing contract, but a new company)
 - Change of special education status, such as application to a SELPA (or a new SELPA); new contracts for special education services
 - Approval of new policies or major revisions in key areas: student expulsion, governance or conflict of interest, complaint policy, special education or Section 504
- Re-appearance of a particular agenda item on multiple occasions, without apparent progress