

Board Meetings At-a-Glance

Based on the Open Meetings Act, Charter Contract and the Authorizer's Best Practices. Please contact the Charter Schools Office with specific questions.

Regular Meeting:

- Annual Board Calendar posted 10 days after the first meeting of the Board in each fiscal year.
- Individual meeting notice posted 10 days prior to the meeting date.
- If there's a change in the Annual Board Calendar, the revised Calendar must be posted 3 days after the meeting at which the Board approves the revision.

Rescheduled Meeting:

- Isolated change in the date of a single regular meeting.
- Requires 18-hour notice/posting.
- Rescheduled meetings must be scheduled during an open meeting.

Special Meeting:

- Held for a specific purpose and for matters or issues that cannot wait until a regularly-scheduled meeting.
- Requires 18-hour notice/posting.
- Cannot be held in lieu of a regular meeting.
- Notice/posting must include "For the purpose of ____" for transparency purposes.
- The Board can consider/act on only those items that are listed as the purpose. No other items should be considered.
- Special meetings can only be called by Board members.
- Board Retreats are considered Special Meetings.

Closed Sessions:

- A closed session cannot be held unless its purpose is expressly recognized as legitimate by the Open Meetings Act. The purpose for the closed meeting must be identified in the minutes of the open meeting.
- Legitimate Purposes for Closed Sessions:
 - Complaints and Disciplinary Action against an employee or Board member *if the named person requests a closed hearing.*
 - Periodic Personnel Evaluations of an employee or Board member *if the named person requests a closed hearing.*
 - Student Discipline, *if the student, student's parents or guardian requests a closed hearing.*
 - Collective Bargaining Strategy.
 - Purchase or Lease of Property.
 - To consult with an attorney regarding specific pending litigation, *only if an open meeting would have a detrimental financial effect on the litigation or settlement position of the public body.*
 - Applications for Employment and Appointment to Public Office, *only if the candidate requests that the application remain confidential.*
 - Consideration of Material Exempt from discussion or disclosure by state or federal statute including an attorney's written legal opinion, not oral.
- All decisions by the Board must be made in the open meeting.

Quorum:

- As provided in the Academy's Bylaws, a quorum is a majority of the number of Board positions. Example: Since the Academy Board has seven (7) positions, a quorum is four (4).