

Policy on Board Meetings, Agendas and Supporting Information

The Charter School Board shall comply with the Brown Act and other applicable laws of the State of California with regard to open meetings and Board agendas.

Preparation of School Board Agenda

1. The Board President or designee shall be responsible for preparing the agendas for all Special and Regular Meetings of the Board.

Agenda Posting

1. The Board agenda with supporting information for a Regular Board Meeting shall be posted 72 hours in advance of such Meetings on the school's web site for public preview.
2. For Special Board Meetings, the agenda and supporting information shall be similarly posted at least 24 hours in advance of such Meetings.
3. The Board President or designee is responsible for posting the agenda and supporting information.
4. For purposes of providing proper notice under the law, the Board shall comply with the Americans with Disabilities Act.

Anonymous Letters

1. It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board Meetings.

Principal Duties Concerning Agendas

1. The Board President or designee shall include on the agenda all items known to him/her to require action by the Board and other topics containing information necessary for the Board to carry out its responsibilities.
2. The Board President or designee shall include on the agenda items which relate to Board business as are requested for inclusion after approval by a majority vote of the director, Board President and Board Vice President.
3. The Board Member who requested an agenda item is responsible for preparing all supporting information necessary to accompany the agenda topic requested.

Requests for Agenda Items

1. A citizen may request that a topic directly related to Board business be placed on the agenda.
 - 1.1. The Director or Board President shall determine whether the citizen request is or is not an item directly related to Board business.
 - 1.2. Citizen-requested items may not be placed on the agenda if the item(s) are repetitive of a previous item placed on an agenda and considered by the Board.
2. Requests for items to be included on the Board agenda by the Board or Board Members, Charter School employees or citizens shall be in writing and submitted to the Board President or designee seven (7) working days prior to the next regularly scheduled Board meeting.
3. Members of the Board or the Executive Director or designee may request that a topic be placed on the agenda which has been recently considered and acted upon by the Board providing there is new and relevant information on the topic, but only for the purpose of the Board deciding whether or not to reconsider the agenda topic, which shall be done at the next Regular Board Meeting or as otherwise agreed upon by a majority vote of the Board.
4. Citizens who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting.

Board Action/Voting

1. The Board may only take action on items formally listed on the Board agenda except in emergency or other circumstances as authorized by law.
2. When there is a tie vote, the topic under consideration does not pass or fail.
3. When there is a tie vote on the agenda topic under consideration, the item shall be resubmitted to the Board at its next Regular Meeting.

Duration of Meetings

1. Exclusive of any necessary executive session discussions, board meetings will be limited to 2.5 hours.
2. If an extension of the meeting is required, the board members present, by majority vote, may extend the meeting no more than 1 hour. Such a vote must be taken no later than 2 hours into the meeting. There may only be one extension per meeting.
3. Unresolved agenda items will be added to the agenda of subsequent board meetings.
4. No limitations are currently placed on the duration of an executive session.

BOARD APPROVED ON: February 6, 2012