

CSDC's Boarding Pass

Ready, set, vote!
Preparing for Your First Meeting

CSDC Boarding Pass Podcast 2024

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Charter School Foundational Documents

Every board member
should have copies of
these documents

Charter Document

- Every board member needs a copy of the entire Charter document
- This is the most “sacred” document
- Also contains the date of charter renewal



Annual Operating Agreement

- Most schools negotiate contracts or written agreements with their granting agency. These are called Memorandums of Understanding (MOU)
 - MOU may also be known as an “annual operating agreement”
- Clarifying matters not specified in charter
- Topics usually include:
 - Finance, support services, liability/indemnification, special education, facilities, etc.
- Easier to change year-to-year than 5-year charter

Articles Of Incorporation

- Required for schools that are constituted as non-profit corporations
- Required filing to Secretary of State as part of incorporation process
- Usually perfunctory (“meat” is usually in the bylaws), but may define key powers

Bylaws

- Documents the internal operating rules of the organization:
 - Board composition, officers, terms, elections, and succession
 - Structure and roles - advisory board, committees, parent council, etc.
 - Rules of procedure to govern meetings
 - Miscellaneous legal and financial issues
 - Process to amend bylaws
 - Liability and indemnification
- Review and understand key provisions – should be reviewed by board every couple of years
- Ensure alignment with charter

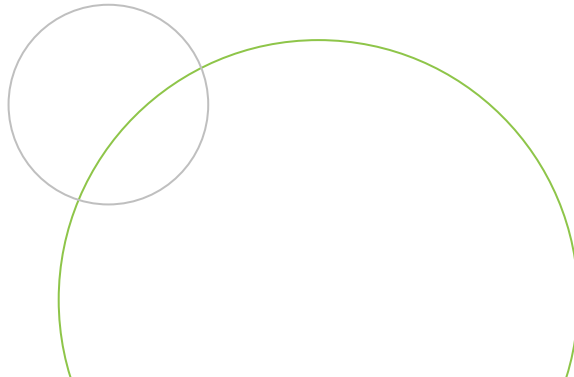
What Else Should New Board Members Have?

- Contact list for other personnel, important contacts (this should be used judiciously)
- Board policies (on-line version or other...)
- Recent financial statements or budgets
- Copy of most recent audit
- Student assessment data

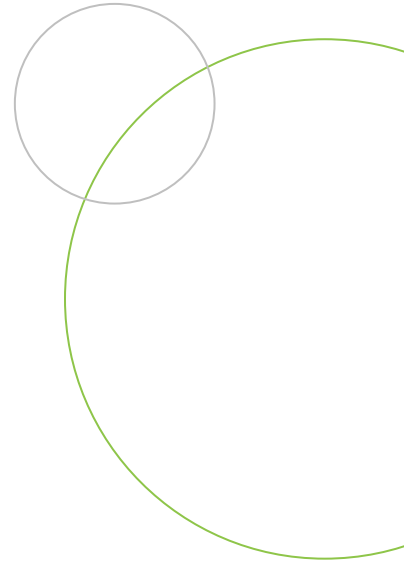


...And Two More Things

- Board president should have contact information for the charter school's attorney
- Board member job descriptions (makes the roles clearer for those stepping into the job)



Understanding the Agenda



Locating the agenda

By law, every meeting of the charter school governing board must have a direct link to the board meeting agenda published on the charter school's home page no less than 72 hours prior to a regular board meeting

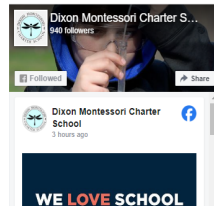


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MIDDLE SCHOOL WEBSITE

TEACHER WEBSITES

BOARD MEETING AGENDA

POWERSCHOOL PORTAL



What is the Brown Act?

California's Open Meetings Law is referred to as the Ralph M. Brown Act (CA Government Code sections 54950, *et seq.*)

- Open meeting requirements for local legislative bodies
- Dictates how board meetings are to be run

Includes rules relating to, among other things:

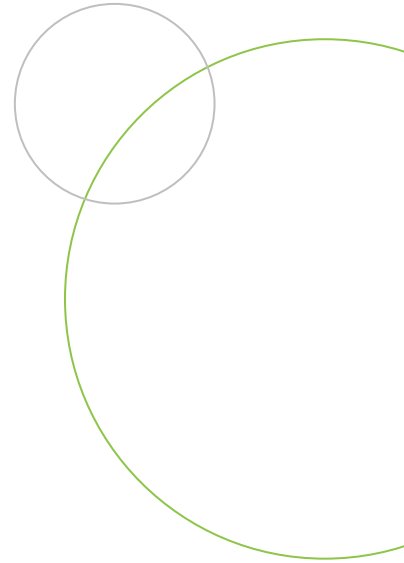
- Notice
- Agenda content and posting
- Public comment
- Closed session
- Many others

Useful guide available on Attorney General's website and in the resources:
www.oag.ca.gov

Reading the Agenda

- Before the meeting:
 - Study the agenda “packet”
 - Ask questions of Lead Administrator for clarification
- At the meeting board members can expect:
 - Roll call
 - Consent calendar
 - Agenda items labeled
 - Information
 - Discussion
 - Action

Rosenberg's Rules and other meeting protocols



What to Expect at Your First Meeting

- Closed session
- Public (open) meeting
 - Staff presentations
 - Discussion among board members
 - Public comment
- Parliamentary procedure
 - Set of rules that organizes the meeting
 - See “quickguide” more information
- Following “board norms”

Voting on an Agenda Item

Someone (maybe you!) calls for the vote on an agendized item by saying:

“I move that...” or “I move to...”

Or, they amend the motion saying

“I move that this motion be amended by...”

The board chair then calls for the vote and you either vote yes or no (in very rare cases, a board member may abstain from the vote)

Votes are tallied and the result is announced.

Use the CSDC Quickguides for More Information...

There are guides for:

- Rosenberg's Rules
- How to Chair a Meeting
- Creating Board Norms
- Board Member Responsibilities

And more to come!

