

SCSC Governance Retreat: *Effective Board Meetings*



Elisa A. Falco

Executive Vice President of School
Success

efalco@gacharters.org

Jeff Homan

Senior Director of Education and
Training

jhoman@gacharters.org

Sarah Beck

Associate General Counsel /
Operational Accountability Manager

sarah.beck@scsc.georgia.gov



Today's Session

Essential Questions:

- 1) Are your board meetings effective?
- 2) Why are effective meetings so important?
- 3) How consistently are your meetings aligned with the Georgia Open Meetings Act as well as governance best practices?

Format:

Pre-Meeting

Meeting

Post-Meeting



Pre-Meeting Tasks & Considerations

The following steps should be taken before each meeting:

- 1) Agenda development
- 1) Board packet
- 1) Agenda / notice transparency requirements
- 1) Meeting location, time and set-up



Pre-Meeting Tasks & Considerations

Agenda Development:

- 1) Who should be developing the agenda and when?
- 1) Best practices for agenda development
- 1) Common issues with agenda development



Pre-Meeting Tasks & Considerations

Board Packet:

- 1) What should be included in the board packet?
- 2) How far in advance of the meeting should the packet be distributed?
- 3) Best practices for developing a thorough and timely board packet
- 4) Common issues with board packet development & distribution



Pre-Meeting Tasks & Considerations

Agenda / Notice Transparency Requirements:

- 1) Why does transparency matter for charter school boards?
- 2) What are the legal requirements for posting the meeting notice and agenda?
- 3) What are some barriers to maintaining compliance?



Pre-Meeting Tasks & Considerations

Agenda / Notice Transparency Requirements:

O.C.G.A. § 50-14-1

- Establish a set schedule of meetings for the entire year
- Post meeting dates in a conspicuous location (date, time, location)
- Post agendas prior to the meeting (best practice is at least 1 week)
- Not Regularly Scheduled Meetings
 - More than 24 hours notice
 - Notify legal organ
 - Less than 24 hours notice
 - RARE! There must be “special circumstances” present and you must reflect the reason and for holding the meeting within 24 hours and the nature of notice to the legal organ needs to be recorded in meeting minute.
- Agendas for meetings should be specific enough to advise the public of the matters expected to come before the board. Matters outside of the agenda can be addressed if they were not anticipated before the meeting by amending the agenda.



Pre-Meeting Tasks & Considerations

Agenda / Notice Transparency Requirements:

SCSC Rule 691-2-.05 Requirements:

- ❑ Among other items, SCSC rule requires that the following items be posted on your school website:
 - Posting of governing board meeting calendar
 - Meeting agendas for upcoming governing board meetings
 - Meeting minutes for past governing board meetings (unless the Georgia Open Meetings Act limits their publication)



Pre-Meeting Tasks & Considerations

Meeting Time, Location, and Set-up:

- 1) Does the time of the meeting matter?
- 2) Where are most board meetings held?
- 3) What should you consider when selecting the meeting room and set-up?



Pre-Meeting Tasks & Considerations

Pre-Meeting Resources:

- 1) Summary of GA Open Meetings Act
- 2) Sample Agenda
- 3) Sample Notice
- 4) GA Open Meetings Law Checklist
- 5) Others?



Meeting Tasks & Considerations

- 1) Establishing quorum
- 2) Rules of order
- 3) Bylaws
- 4) Public comment
- 5) Amendments to the agenda
- 6) Time management
- 7) Executive Session



Meeting Tasks & Considerations

Establishing Quorum

- What do your bylaws say about quorum requirements for a meeting?
- How do you make sure that you have quorum prior to the meeting? Who is responsible for this?
- What should the board do if there is no quorum and it's time to start the meeting?



Meeting Tasks & Considerations

Rules of Order

- Why do boards use rules of order?

Basic Rules to Know

Call to order

Motions / second/ taking action

Rescinding a motion

Executive session

Closing the meeting



Meeting Tasks & Considerations

Bylaws

- 1) What is the purpose of the bylaws?
- 2) What are some situations where you might need to use the bylaws during the meeting?
- 3) Who is responsible for making sure that the bylaws are updated?
How often should the bylaws be updated?



Meeting Tasks & Considerations

Public Comment

- 1) What is your board's procedure for public comment?
- 2) Public comment best practices
- 3) Time limit for each public comment
- 4) Responding to public comment



Meeting Tasks & Considerations

Amendments to the Agenda

- 1) How often does your board need to adjust the agenda the day of the meeting?
- 2) Do your agendas have placeholders for committee reports?
- 3) What procedure does your board use to amend the agenda? Is this procedure in the bylaws?



Meeting Tasks & Considerations

Time Management

- 1) How long are your board meetings?
- 2) Do you ever delegate something to a committee or table a matter due to a prolonged discussion?
- 3) Do you put time limits on your agenda?
- 4) Best practices for time management



Meeting Tasks & Considerations

Executive Session

- 1) How do you adjourn into executive session?
- 2) What reasons do you go into executive session for?
- 3) Do you take a public vote based on the information you discuss in executive session? Do you provide sufficient detail to the public about what actions to are taking?



Meeting Tasks & Considerations

Meeting Resources:

- 1) Summary of GA Open Meetings Act
- 2) Rules of Order Summary
- 3) Sample Public Comment Policy
- 4) Executive Session Affidavit
- 5) Bylaws Checklist
- 6) Others?



Post-Meeting Tasks & Considerations

- 1) Meeting Minutes / Transparency Requirements
- 2) Summary of Actions
- 3) Recording votes when it is not unanimous
- 4) Others?



Post-Meeting Tasks & Considerations

Post-Meeting Transparency Requirements

- 1) What does the GA Open Meetings Act say about post-meeting requirements?
- 2) Are there any barriers to staying in compliance with post-meeting requirements?
- 3) Are there any other post-meeting requirements or best practices to share?



Post-Meeting Tasks & Considerations

Post-Meeting Resources

- 1) Summary of GA Open Meetings Act
- 2) GA Open Meetings Law Checklist



QUESTIONS?

Elisa A. Falco

Executive Vice President of
School Success

efalco@gacharters.org

Jeff Homan

Senior Director of Education and
Training

jhoman@gacharters.org

Sarah Beck

Associate General Counsel /
Operational Accountability
Manager

Sarah.beck@scsc.georgia.gov