



Board Meeting Compliance Checklist

Colorado Charter School Institute

The following is provided as a tool to assist charter school governing boards in evaluating their adherence to best practices and legal requirements relating to board meeting procedures. It should in no way be construed as legal advice or a formal legal opinion on behalf of the author or CSI. Use of this information does not create an attorney-client relationship, nor is the creation of such relationship intended by the provision of this information. This information does not constitute a formal administrative opinion on behalf of CSI. CSI recommends that each school contacts its attorney to obtain legal advice with respect to any particular legal issue.

School:	Date of Meeting:			
Reviewer:	# of Members Req'd per Bylaws: ____ # of Annual Meetings Req'd per Bylaws: ____			
ITEM	Y	N	N/A	NOTES
Board Meeting Protocol				
The Board meeting was held in the time, location, and manner posted in its meeting notice				
A quorum was present # Members Present: _____				
The Board Chair called the meeting to order and adjourned the meeting				
After the board meeting was called to order, the board voted to approve the agenda as published If agenda items were added, or if the order of the agenda was revised, a motion was made to do so				
Board Chair announced all agenda items in proper order, the agenda was followed, and only the items on the agenda were discussed				
Agenda topics included: (a) Call to order (b) Roll Call/Determination of a Quorum (c) Adoption of the Agenda				

(d) Consent Agenda (if used or applicable) (e) Approval of the minutes of prior board meeting (f) Opportunity for public comment (g) Head of School Report (h) Committee Reports (i) Discussion Items (j) Action Items (k) Adjournment				
Minutes were being recorded				
Motions were made, seconded, debated (if needed), and voted upon for all action items, and the Chair announces the results of the vote				
Voting was by roll call (no secret or proxy voting) <ul style="list-style-type: none"> ➢ Except voting by secret ballot can be used to (1) elect leadership; or (2) elect members of a search committee, but the outcome of vote must be recorded in minutes ➢ Proxy voting should be avoided 				
All voting occurred during an open meeting				
Only one board member spoke at a time and communication amongst members was respectful and productive				
Topics Discussed (as applicable)				
Active committees were evident and made reports to the board				
Board reviewed and approved/accepted the financial report and addressed financial challenges				
Board reviewed student and/or school academic achievement				
Board reviewed and addressed the school's operational performance and addressed challenges				
Board reviewed, discussed, revised or adopted policies				
Board engaged in training/professional development or future planning				

Board reviewed/discussed/referenced and/or approved Annual Report, Charter Renewal Application, Expansion Request, School Improvement Plan, Line of Credit, School Facility Change, or some other critical Board function				
Board evaluated progress toward meeting annual goals set forth in its strategic plan				
Executive Session (if applicable)				
The Board properly entered into executive session <ul style="list-style-type: none"> ➤ Requirements: (1) The Board Chair stated the specific citation to the provision in statute that allows executive session; and, (2) the particular matter to be discussed is identified with as much detail as possible without compromising the purpose for which the executive session is authorized 				
Executive session was entered into for an allowable purpose (see list of permissible executive session topics below)				
2/3 of the quorum present voted in favor of entering into executive session				
Conflict of Interest (if applicable)				
A Board member appeared to be conflicted regarding a decision made by the Board				
The Board member disclosed this conflict and material facts to the Board				
The Board evaluated whether a conflict existed				
The conflicted Board member recused him/herself and abstained from voting				
Additional Considerations				
There was evidence of improper political/lobbying/fundraising activities				
The School has lost its nonprofit status				

Board amended bylaws or articles of incorporation				
Board discussed material changes to its contract (expansion, replication, use of an EMP, material change to educational program)				
Board discussed matters that may indicate noncompliance				
Additional Observations or Authorizer Follow Up:				
Suggested Resources or Areas of Improvement:				

Permissible Topics for Executive Session:

- (a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; except that no executive session shall be held for the purpose of concealing the fact that a member of the local public body has a personal interest in such purchase, acquisition, lease, transfer, or sale;
- (b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions. Mere presence or participation of an attorney at an executive session of the local public body is not sufficient to satisfy the requirements of this subsection (4).
- (c) Matters required to be kept confidential by federal or state law or rules and regulations. The local public body shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.
- (d) Specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and including where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
- (e) (I) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.
 (II) The provisions of subparagraph (I) of this paragraph (e) shall not apply to a meeting of the members of a board of education of a school district:
 - (A) During which negotiations relating to collective bargaining, as defined in [section 8-3-104 \(3\), C.R.S.](#), are discussed; or
 - (B) During which negotiations for employment contracts, other than negotiations for an individual employee's contract, are discussed.
- (f) (I) Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. With respect to hearings held pursuant to the "Teacher Employment, Compensation, and

Dismissal Act of 1990", article 63 of title 22, C.R.S., the provisions of [section 22-63-302 \(7\) \(a\), C.R.S.](#), shall govern in lieu of the provisions of this subsection (4).

(II) The provisions of subparagraph (I) of this paragraph (f) shall not apply to discussions concerning any member of the local public body, any elected official, or the appointment of a person to fill the office of a member of the local public body or an elected official or to discussions of personnel policies that do not require the discussion of matters personal to particular employees.

(g) Consideration of any documents protected by the mandatory nondisclosure provisions of the "Colorado Open Records Act", part 2 of article 72 of this title; except that all consideration of documents or records that are work product as defined in [section 24-72-202 \(6.5\)](#) or that are subject to the governmental or deliberative process privilege shall occur in a public meeting unless an executive session is otherwise allowed pursuant to this subsection (4);

(h) Discussion of individual students where public disclosure would adversely affect the person or persons involved.