

Board Policy #: 004  
Adopted/Ratified: July 2009  
Revision Date: April 22, 2015

## **Birmingham Community Charter High School**

### **BOARD GOVERNANCE: GOVERNING BOARD MEETING AGENDAS AND SUPPORTING INFORMATION**

The Board shall comply with the Ralph M. Brown Act (Cal. Government Code section 54950 et seq.) and other applicable laws of the State of California with regard to open meetings and Board agendas.

#### **Preparation Of School Board Agenda**

The CEO/Principal and Board Chair/President shall be responsible to prepare the agendas for all Special and Regular meetings of the Governing Board.

#### **Agenda Posting**

Agendas for Regular School Board meetings shall be posted 72 hours in advance of such meetings at the school for public preview. Special meeting agendas shall be posted at least 24 hours in advance of such meetings.

#### **Agenda Distribution**

The Board agenda with supporting information for a Regular School Board meeting should be delivered to Board members as soon as is practicable (but preferably 72 hours prior to the meeting.) For Special Board meetings, the agenda and supporting information should be delivered at least 24 hours prior to the meeting. The CEO/Principal and Board Secretary are responsible for the distribution of Board packets (which include the official agenda and all supporting information).

In addition to provision of agendas, the Board's complete public agendas shall be provided to those persons or parties who have requested to be placed upon the School's mailing list. A fee may be charged for the service of providing the agenda under such requests.

For purposes of providing proper notice under the law, the Board shall comply with the Americans with Disabilities Act.

#### **Anonymous Letters**

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

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### **CEO/Principal and Board Chair/President Duties Concerning Agendas**

1. The CEO/Principal and Board Chair/President shall include on the agenda all items known to require action by the Board and other topics containing information necessary for the Board to carry out its responsibilities.
2. The CEO/Principal and Chair/President shall include on the agenda items which relate to school business as are requested for inclusion by the Board.
3. The CEO/Principal and Chair/President are responsible for preparing all supporting information which may accompany each agenda topic originating from the administration or the Board.

### **Requests for Agenda Items**

1. A citizen may request that a topic directly related to school business be placed on the agenda. The CEO/Principal or Chair/President of the Board shall determine whether the citizen request is or is not an item directly related to school business. Further, 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. Citizens who request to have a topic on the agenda are encouraged to submit to the Chair/President of the Board or the CEO/Principal, 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 decide whether to include the topic on the Board's agenda, or 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 School Board agenda except in emergency or other circumstances as authorized by law.
2. 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.