

1

Partial Suspension: Executive Order



- Executive Order Number N-29-20 suspended some provisions of the Brown Act and created some new obligations as well.
- Meetings may now occur entirely telephonically; a physical location is not required.
- Members of the public must be permitted to participate telephonically.
- No requirement to notice or post agendas at each teleconference location.
- No requirement that members of the public be able to address legislative bodies at each teleconference location.

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2

Partial Suspension: Executive Order



- No requirement that any members be within the "jurisdiction."
- Agencies must, however, advertise and implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation for individuals with disabilities.
- Charter schools must notify the public about the means by which members of the public can observe the meeting and offer public comment.
- Must also make reasonable efforts to comply as closely as possible with the Brown Act's other provisions.

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Partial Suspension: New Law



- The Legislature codified many provisions from the Executive Order into law, AB 361.
- The bill has been signed into law by the Governor and becomes effective on October 1, 2021.
- To continue holding virtual meetings as of Oct. 1, the Board must make a finding every 30 days:

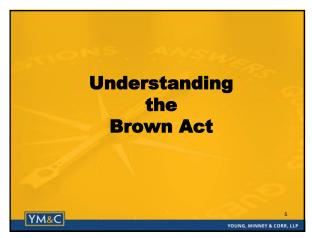
Board findings pursuant to Government Code Section 54953(e)

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

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4



5

Overview: 6 Questions



- 1. What is the purpose of the Brown Act?
- 2. What is a meeting?
- 3. What are the notice and agenda requirements?
- 4. What are the public's rights?
- 5. What are the permissible closed session topics?
- 6. What are the penalties and remedies for violating the Act?

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1. What is the Purpose of the Act?



A. To Foster Broad Public Access



"... The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."

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7

1. What is the Purpose of the Act?



How Does the Brown Act Accomplish Its Purpose?

- · Public Is Given Notice of Meetings
- Agenda posting requirements
- Meetings Must Be Open to the Public
 - Confidentiality is limited
 - · Closed sessions must be statutorily authorized
- Transparency Does Not Mean Chaos
- Meetings are held in public, <u>not</u> controlled by the public.
 Charter School can set more stringent requirements that foster <u>greater</u> access and participation (e.g., longer posting periods), but Charter School cannot do less than the law requires. Check charter, Bylaws and MOUs to see if your requirements are more stringent.

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8

2. What is a Meeting?



A. Basic Definition:

When any congregation of a majority of the members of the body meet to <u>hear, discuss, deliberate, or take action</u> on any item of School business

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2. What is a Meeting?



B. Exceptions to definition of meeting:

- Attendance by majority at public conferences of general interest
- Attendance of majority at another body's public meeting
- Attendance of majority at purely social or ceremonial gatherings

SO LONG AS SCHOOL BUSINESS IS NOT DISCUSSED!

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10

2. What is a Meeting?



C. Brown Act Committees

As a general rule, all committees must follow the Brown Act

Committees

- Permanent or temporary
 Decision-making or advisory
 Created by charter, ordinance, resolution, or a Board's
 formal action
- normal action

 A standing committee must comply with the Brown Act even if it is an advisory committee composed solely of the members of the Board who are less than a quorum.

Standing Committees

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 A committee is a standing committee if it:

 Has continuing subject matter jurisdiction; or

 Has a meeting schedule fixed by charter, ordinance, resolution, or a Board's formal action

 Brown Act applies regardless of whether the standing committee is:

- Composed solely of Board members or not Less than a quorum of Board members or not nples: Budget Committee; Facilities Committee; etc.

Non-Brown Act Committees

There is one exception for certain <u>advisory</u> <u>committees</u> that are not subject to the Brown Act. The advisory committee must be composed solely of the members of the Board that are less than a quorum, and must not be a standing committee.

- Certain Advisory Committees

 Must be advisory, not decision-making
- Must be composed solely of the members of the Board
- Must be less than a quorum of the Board
- Must not be a standing committee

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11

2. What is a Meeting?



Serial Meetings Are Prohibited

- · A majority of the members
- · Outside a meeting
- Use a series of communications of any kind, directly or through intermediaries
- · To discuss, deliberate, or take action on
- · Any item of Charter School business that is within the subject matter jurisdiction of the body.



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2. What is a Meeting?



E. Limit On Unilateral Communications

While an employee or official may engage in separate conversations or communications outside of a meeting with other members of the body in order to answer questions or provide information regarding a matter of Charter School business, that person may not communicate to members of the Board the comments or position of any other member or members of the Board.

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13

2. What is a Meeting?



F. Basic Requirements if Any Board Member Participates by Telephone

- 1. All votes taken shall be by roll call.
- 2. Agenda must be posted at all teleconference locations.
- 3. Each teleconference location shall be identified in the notice and agenda of the meeting.
- 4. Each teleconference location shall be accessible to the public.

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14

2. What is a Meeting?



- Members of the public shall have the right to address the board directly at each teleconference location
- 6. A Quorum of the Board must participate from within the School's "jurisdiction."



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2. What is a Meeting?



New teleconference rules for Youth Policy Institute Charter Schools:

(SB 126; Education Code Section 47604.1(c)(3))

- (A) For a governing body of an entity managing one or more charter schools located within the same county, the governing body of the entity managing a charter school shall meet within the physical boundaries of the county in which that charter school or schools are located.
- (B) A two-way teleconference location shall be established at each schoolsite and each resource center.

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16

2. What is a Meeting?



AB 361 teleconference/virtual meeting rules

- Board must provide means of how "direct" public comment will be available (internet/by phone)
- 2. If a technical disruption occurs, no action can be taken until disruption resolved
- No early requirement for public comment must allow for "real time" comments during full public comment period
- 4. Board must make a finding every 30 days

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17

3. What are the Notice & Agenda Requirements?



A. General Rule:

The agenda shall be <u>posted properly in advance</u> of a meeting and must include a <u>brief description</u> of items to be transacted or discussed. With a few exceptions, if an item is not on the agenda, the Board cannot discuss it.

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3. What are the Notice & Agenda Requirements? B. Exceptions to the Rule: 1. Upon a determination by a majority vote of the Board that an "emergency" or "dire emergency" exists (54956.5) – EXTREMELY RARE 2. Upon a determination by a 2/3 vote of the members of the Board or unanimous vote of those present if less than 2/3 of the members are present that: a) That there is a need to take immediate action; and b) The need for action came to the attention of the "agency" after the agenda was posted.

19

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3. What are the Notice & Agenda Requirements? 3. The agenda item was posted for a prior meeting of the Board that: a) Occurred not more than 5 calendar days prior to the date action was taken on the item; and b) At the prior meeting the item was continued to the meeting at which action is taken. 4. Direction to Staff 5. Brief responses, clarifying questions and announcements 6. Identification of future agenda items

20

3. What are the Notice & Agenda Requirements? C. Types of Meetings: 1. Regular meetings – Agenda posted 72 hours in advance 2. Special meetings – Agenda posted 24 hours in advance 3. Emergency Meetings – Agenda posted at least 1 hour in advance

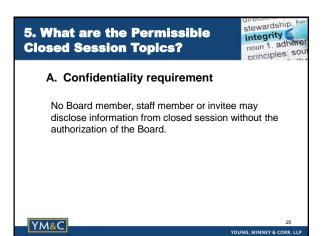
3. What are the Notice & Agenda Requirements? D. Location of Posting 1. Posted in publicly accessible location for entire posting period within jurisdiction. 2. If Charter School maintains a website, agenda must be posted on website. 3. By Jan. 1, 2019: posted on website through "prominent, direct link" on front page; current agenda appears at top; agenda must be downloadable and searchable; free access E. Content of Agendas – Brief description of 20 words or less and public testimony time. F. Closed Session Agendas 1. Use safe harbor language 2. Provide oral notice in advance of closed session 3. Make public report of action taken in closed session and roll call vote or abstention of every member, if any.

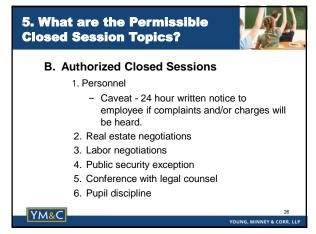
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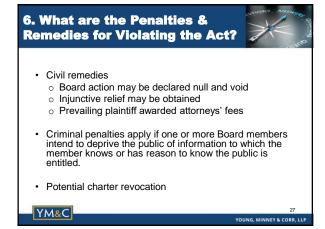
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3. What are the Notice & Agenda Requirements? G. Executive Compensation: the Charter School cannot approve educational executive contract at special meeting and must orally report salary, salary schedule, or compensation and benefits in open session. H. Votes are Public: the votes of individual Board members must be publicly reported, during meeting and in minutes. I. Board Minutes: Include all material motions and votes.

23







6. What are the Penalties & Remedies for Violating the Act? Complaints and Challenges • Notice and Demand for Cure or Cease and Desist • Can be brought by District Attorney or member of the public • Board must cure/respond within 30 days • Seek advice from legal counsel on response

28

