



Community School for Creative Education

CSCE Board Meeting - Monday, December 13th, 2021

Date and Time

Monday December 13, 2021 at 6:00 PM PST

Join Zoom Meeting

<https://zoom.us/j/95930595187?pwd=OTVYM1IFNG5YNTVjRk9tTEJwM1Nkdz09>

Meeting ID: 959 3059 5187

Passcode: CSCE2111

Rudolf Steiner, Motto of Social Ethics, 1920 (at end of first full year of first Waldorf School founded 1919)

The healing social life is found when in the mirror of each human being the whole community finds its reflection,
and when in the community the strength of each one is living.

La vida social saludable se encuentra cuando en el espejo de cada ser humano la comunidad entera se
encuentra reflejada
y en la comunidad vive la virtud de cada uno.

افش شخب یترشاعم یگدنز سا تقو یناپ یتاج ے بج ره ناسنا ےک ےنیا یم یروپ یردارب سا یک یساک یترک
ے، روا بج ےرشاعم یم ره کیا یک تقاط ہنز یتہر -ے

Shifa baksh muashareti zindagi us waaqt paaye jaati hai jaab haar insaan ka aapne mein puri baradari us ki
aaks karti hain, aur jaab muashareti mein haar ek ki taaqat zinda rahti hain.

Heilsam ist nur, wenn Im Spiegel der Menschenseele sich bildet die ganze Gemeinschaft Und in der
Gemeinschaft Lebet der Einzel Seele Kraft

尋找到健康之社交生活, 就是當每個人對著鏡子 能從整個社區的影像中找到自己的反映, 這樣在社區內每人都能活出精彩。

Objective and 5 BIG GOALS

CSCE annual objective is reaching 80% proficiency in ELA and Math for all student groups grades 3-8 measured by NWEA MAP.

*To achieve this school-wide objective over the next two years,
the CSCE has FIVE BIG GOALS*

Goal #1: Develop Waldorf-inspired, Common Core-aligned and equity-focused curriculum;

Goal #2: Test and document Waldorf-inspired, Common Core-aligned practices as measured in student and adult learning outcomes;

Goal #3: Maintain a well-operated school environment in Operations, HR and Budget;

Goal #4: Maintain effective community outreach (including parents, community partners, policy and research community); and

Goal #5: Launch long-term fundraising strategy for scale-up with financial stability

Agenda

I. Opening Items

A. Record Attendance

Board Members

1. Anastasia Prentiss
2. Geral Lowe
3. Grace Pang
4. Lesbhia Morones
5. Martha Candido
6. Sarah Tiffany Richardson-Baker
7. Velia Navarro

Staff Members

1. Adrienne Barnes
2. Dr. Ida Oberman
3. Kimberly Palmore
4. Raúl Alcantar
5. Yvette Brown

B. Call the Meeting to Order

C. CSCE Verse and Goals

Please reference Agenda for CSCE Verse and Goals

D. Agenda Approval

E. Public Comment

F. Honoring the life of Mr. Abe Doctolero

Honoring the life of Founding CSCE Board Chair and Associate Superintendent of Pittsburgh Unified, CA, Mr. Abe Doctolero (December 15, 1946 - September 30, 2021)

II. Consent Agenda

Board to approve Consent Agenda

A. Resolution of Findings under AB361

The Board of Trustees of Community School for Creative Education, in regards to AB 361, has reconsidered the circumstances of the State of Emergency and makes this finding that the State of Emergency continues to directly impact the ability of members as well as the community to meet safely in person. Therefore, let it be resolved that meetings for the next 30 days forward from the date of this Resolution, for the Community School for Creative Education Board of Trustees and its committees, will continue to take place exclusively via teleconference.

B. Approve Minutes - Board Meeting - Monday, November 1st, 2021

C. Approve CSCE Special Board Minutes - Sunday November 7, 2021

D. November 2021 Check Register

III. Approve Consent Agenda

A. Approve Consent Agenda

IV. Board Committee Updates

A. Governance Committee

- B.** ED Support & Evaluation Committee
- C.** Development Committee
- D.** Academic Excellence Committee
- E.** Finance Committee

V. Governance

- A.** First Interim Report and Budget
- B.** Educator Effectiveness Funds Local Plan
- C.** By Laws Amendment
- D.** ED Report
- E.** Brown Act Training Merrick Wadworth, Procopio, Cory, Hargreaves & Savitch, LLP

VI. Other Business

Please RSVP via Board on Track for Upcoming Board Meetings:

Monday, January 10, 2022

Monday, February 7, 2022

Monday, March 7, 2022

Monday, April 18, 2022

**** Friday, April 22, 2022 CSCE Dragon Gala - World Mother Earth Day 5pm - 8pm**

Monday, May 9, 2022

**** Saturday, June 18th, 2022, 9am – 12pm Board Retreat**

VII. Closing Items

- A.** Adjourn Meeting

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Coversheet

Approve Minutes - Board Meeting - Monday, November 1st, 2021

Section: II. Consent Agenda
Item: B. Approve Minutes - Board Meeting - Monday, November 1st, 2021
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for CSCE Board Meeting - Monday, November 1st, 2021 on November 1, 2021

APPROVED



Community School for Creative Education

Minutes

CSCE Board Meeting - Monday, November 1st, 2021

Date and Time

Monday November 1, 2021 at 6:00 PM

Location

Join Zoom Meeting

<https://zoom.us/j/95930595187?pwd=OTVYM1IFNG5YNTVjRk9tTEJwM1Nkdz09>

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یساع بترک ے ے، روا بج ے رشاعم یم ره کیا یک تقاط بدنز بتر ے ے

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- Goal #5:** Launch long-term fundraising strategy for scale-up with financial stability

Directors Present

A. Prentiss (remote), G. Lowe (remote), G. Pang (remote), L. Morones (remote), M. Candido (remote), S. Richardson Baker (remote)

Directors Absent

V. Navarro

Directors who left before the meeting adjourned

M. Candido

Guests Present

A. Barnes (remote), I. Oberman (remote), K. Palmore (remote), R. Alcantar (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Richardson Baker called a meeting of the board of directors of Community School for Creative Education to order on Monday Nov 1, 2021 at 6:14 PM.

C. CSCE Verse and Goals

D. II. Agenda Approval

L. Morones made a motion to Approve Agenda as is.

A. Prentiss seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

G. Lowe Aye

G. Pang Aye

M. Candido Absent

S. Richardson Baker Aye

V. Navarro Absent

A. Prentiss Aye

L. Morones Aye

M. Candido left.

II. Consent Agenda

A. Approve Minutes - Board Meeting - Monday, October 4th, 2021

A. Prentiss made a motion to approve the minutes from CSCE Board Meeting - Monday, October 4th, 2021 on 10-04-21.

G. Lowe seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

A. Prentiss Aye

M. Candido Absent

G. Pang Aye

V. Navarro Absent

G. Lowe Aye

S. Richardson Baker Aye

L. Morones Aye

B. August - October 2021 Check Register

III. Approve Consent Agenda

A. Approve Consent Agenda

L. Morones made a motion to Approve Consent Agenda.

G. Lowe seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

G. Pang	Aye
L. Morones	Aye
G. Lowe	Aye
M. Candido	Absent
S. Richardson Baker	Aye
A. Prentiss	Aye
V. Navarro	Absent

IV. Governance

A. Resolution of Findings under AB 361

A. Prentiss made a motion to Approve Resolution of Findings under AB 361.
L. Morones seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Prentiss	Aye
M. Candido	Absent
G. Lowe	Aye
V. Navarro	Absent
L. Morones	Aye
S. Richardson Baker	Aye
G. Pang	Aye

B. Declaration of Need (DON) AB 361

A. Prentiss made a motion to Approve Declaration of Need (DON).
L. Morones seconded the motion.
Title "AB 361" should be removed from this item as it was a typo.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Richardson Baker	Aye
G. Pang	Aye
L. Morones	Aye
V. Navarro	Absent
M. Candido	Absent
G. Lowe	Aye
A. Prentiss	Aye

C. By Laws Update

G. Pang made a motion to Approve to Defer this item will be moved to December Board Meeting.
A. Prentiss seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Richardson Baker	Aye
A. Prentiss	Aye
M. Candido	Absent
G. Pang	Aye
G. Lowe	Aye
V. Navarro	Absent
L. Morones	Aye

D. CSCE Facilities Job Description

A. Prentiss made a motion to Vote and Approve the CSCE Facilities Committee Job Description.

L. Morones seconded the motion.

This item was changed from discussion to a Vote item.

Fixed title to: "CSCE Facilities Committee Job Description"

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Candido	Absent
G. Lowe	Aye
V. Navarro	Absent
S. Richardson Baker	Aye
L. Morones	Aye
G. Pang	Aye
A. Prentiss	Aye

E. 2111 Facilities Lease Negotiations

F. Ad Hoc Facilities Committee Update

G. 2021-22 Employee Handbook Update

A. Prentiss made a motion to Approve the 2021-22 Employee Handbook Update.

G. Pang seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

V. Navarro	Absent
G. Lowe	Aye
A. Prentiss	Aye
L. Morones	Aye
S. Richardson Baker	Aye
M. Candido	Absent
G. Pang	Aye

H.

CSCE Local Indicators for CA Dashboard 2021

L. Morones made a motion to Approve to Modify Agenda and move this item down.

G. Pang seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

L. Morones	Aye
M. Candido	Absent
S. Richardson Baker	Aye
V. Navarro	Absent
G. Pang	Aye
A. Prentiss	Aye
G. Lowe	Aye

G. Lowe made a motion to Move CSCE Local Indicators for CA Dashboard 2021 Discussion and Vote to December's Meeting.

L. Morones seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

A. Prentiss	Aye
S. Richardson Baker	Aye
L. Morones	Aye
M. Candido	Absent
G. Lowe	Aye
G. Pang	Aye
V. Navarro	Absent

I. CSCE Facilities Goals

this was reviewed and approved in item CSCE Facilities Committee Job Description

J. CSCE Media Guidelines

Labeling this item for December's Board Meeting

L. Morones made a motion to Table CSCE Media Guidelines until the December 13th Meeting and Vote.

G. Lowe seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

V. Navarro	Absent
G. Pang	Aye
A. Prentiss	Aye
L. Morones	Aye
S. Richardson Baker	Aye
G. Lowe	Aye
M. Candido	Absent

K.

Live Scan of Board Members

L. Public Hearing: Educator Effectiveness Funds Local Plan

M. ESSER III Expenditure Plan

G. Lowe made a motion to Approve the ESSER III Expenditure Plan.

L. Morones seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

A. Prentiss	Aye
L. Morones	Aye
S. Richardson Baker	Aye
V. Navarro	Absent
M. Candido	Absent
G. Pang	Aye
G. Lowe	Aye

N. COVID-19 Safety Plan/Prevention Plan update

L. Morones made a motion to Approve two updates to current COVID-19 Safety Plan/Prevention Plan Update.

G. Pang seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Richardson Baker	Aye
V. Navarro	Absent
M. Candido	Absent
A. Prentiss	Aye
G. Lowe	Aye
L. Morones	Aye
G. Pang	Aye

O. Deputy Director Report

Tableting to December Meeting

P. Executive Director Report

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:43 PM.

Respectfully Submitted,

S. Richardson Baker

Documents used during the meeting

- CSCE Check Register August - October.pdf
 - esseriiiexpenditureplan.pdf
-

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Coversheet

Approve CSCE Special Board Minutes - Sunday November 7, 2021

Section: II. Consent Agenda
Item: C. Approve CSCE Special Board Minutes - Sunday November 7, 2021
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for CSCE Special Board Meeting Sunday November 7th, 2021 on November 7, 2021

APPROVED



Community School for Creative Education

Minutes

CSCE Special Board Meeting Sunday November 7th, 2021

Date and Time

Sunday November 7, 2021 at 12:30 PM

Location

Join Zoom Meeting [https://zoom.us/j/95930595187?](https://zoom.us/j/95930595187?pwd=OTVYM1IFNG5YNTVjRk9tTEJwM1Nkdz09)

[pwd=OTVYM1IFNG5YNTVjRk9tTEJwM1Nkdz09](https://zoom.us/j/95930595187?pwd=OTVYM1IFNG5YNTVjRk9tTEJwM1Nkdz09)

Meeting ID: 959 3059 5187 Passcode: CSCE2111

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Directors Present

A. Prentiss (remote), G. Pang (remote), L. Morones (remote), S. Richardson Baker (remote), V. Navarro (remote)

Directors Absent

G. Lowe, M. Candido

Directors who arrived after the meeting opened

L. Morones

Guests Present

A. Barnes (remote), I. Oberman (remote), R. Alcantar (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Richardson Baker called a meeting of the board of directors of Community School for Creative Education to order on Sunday Nov 7, 2021 at 12:35 PM.

L. Morones arrived.

II. Governance

A. Revised 2021-22 Academic Calendar

A. Prentiss made a motion to Approve revised 2021-22 Academic Calendar.

V. Navarro seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

G. Pang	Absent
V. Navarro	Aye
S. Richardson Baker	Aye
M. Candido	Absent
G. Lowe	Absent
A. Prentiss	Aye
L. Morones	Aye

B. CSCE COVID-19 Prevention Plan Amendment

G. Pang made a motion to Approve CSCE COVID-19 Prevention Plan Amendment.

L. Morones seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

G. Pang	Aye
G. Lowe	Absent
M. Candido	Absent
S. Richardson Baker	Aye
A. Prentiss	Aye
V. Navarro	Aye
L. Morones	Aye

C. CSCE Bylaws Amendment

This section will be moved to the December Board Meeting.

III. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:04 PM.

Respectfully Submitted,
L. Morones

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Coversheet

November 2021 Check Register

Section: II. Consent Agenda
Item: D. November 2021 Check Register
Purpose: Vote
Submitted by:
Related Material: CSCE Check Register November 2021.pdf

The Community School for Creative Education

Bill Payment List

November 2021

DATE	NUM	VENDOR	AMOUNT
9126 Cash in Bank(s) - Beneficial State Bank			
11/01/2021	200146	Fiona Keaney	-3,445.00
11/01/2021	200147	AT&T	-759.46
11/01/2021	200148	Ascend Rehab Services Inc.	-1,584.50
11/01/2021	200149	Swing Education Inc	-2,160.00
11/01/2021	200150	CIT	-1,339.59
11/01/2021	200151	CO Power	-1,416.57
11/01/2021	200152	Amazon Capital Services, Inc.	-120.72
11/01/2021	200153	Card Service Center	-54.45
11/08/2021	200139	Amazon Capital Services, Inc.	-314.57
11/08/2021	200140	ATTITUDINAL HEALING CONNECTION INC	-12,740.00
11/08/2021	200141	CSMC	-2,000.00
11/08/2021	200142	Silvia Guzman	-400.00
11/08/2021	200143	Johnny Lopez Turf Inc	-200.00
11/08/2021	200144	Townsend & Styer Maintenance Co	-8,270.00
11/08/2021	200145	Xobee Networks	-108.00
11/09/2021	200137	Only By The Numbers LLC	0.00
11/09/2021	200138	Only By The Numbers LLC	-4,500.00
11/16/2021	200201	Adriana San Millan School Psychology & Sped Ed Services	-1,995.00
11/16/2021	200202	Adrienne Barnes	-6,139.29
11/16/2021	200203	AT&T	-1,650.30
11/16/2021	200206	CharterSafe	-4,908.00
11/16/2021	200205	COSTCO	-60.00
11/16/2021	200204	Islam Ahmed	-400.00
11/16/2021	200210	Law Offices of Young, Minney & Corr, LLP	-1,392.22
11/16/2021	200211	Mary Holt	-150.00
11/16/2021	200207	Pacific Office Automation	-931.57
11/16/2021	200208	Revolution Foods, Inc.	-11,790.27
11/16/2021	200209	Swing Education Inc	-1,200.00
11/16/2021	200221	Townsend & Styer Maintenance Co	-695.00
11/16/2021	200222	Yolanda Cordova	-277.75
11/16/2021	200223	Adriana San Millan School Psychology & Sped Ed Services	-295.00
11/17/2021	200212	Adrienne Barnes	-2,229.66
11/18/2021	200214	Adriana San Millan School Psychology & Sped Ed Services	-1,995.00
11/18/2021	200213	Amazon Capital Services, Inc.	-1,000.42
11/18/2021	200215	Ascend Rehab Services Inc.	-2,646.25
11/18/2021	200216	Carlie Magner, MFT	-900.00
11/18/2021	200228	CSMC	-1,000.00
11/18/2021	200229	Dunia Saleh	-1,780.00
11/18/2021	200230	EMS Linq Inc	-206.00
11/18/2021	200217	ISOLVED BENEFIT SERVICES	-525.00
11/18/2021	200218	M.B.	-1,185.00
11/18/2021	200219	Scholastic Book Fairs	-3,228.77
11/18/2021	200220	Silvia Guzman	-12.00

The Community School for Creative Education

Bill Payment List

November 2021

DATE	NUM	VENDOR	AMOUNT
11/18/2021	200225	Swing Education Inc	-10,920.00
11/18/2021	200226	Teachers On Reserve	-1,093.50
11/18/2021	200227	CharterSafe	-4,908.00
11/22/2021	200231	Adrienne Barnes	-1,427.09
11/22/2021	200232	Alameda County Office of Education	-29,060.81
Total for 9126 Cash in Bank(s) - Beneficial State Bank			\$ -135,414.76
Not Specified			
11/16/2021	200224	Adrienne Barnes	0.00
Total for Not Specified			\$0.00

Coversheet

Brown Act Training Merrick Wadworth, Procopio, Cory, Hargreaves & Savitch, LLP

Section: V. Governance
Item: E. Brown Act Training Merrick Wadworth, Procopio, Cory, Hargreaves & Savitch, LLP
Purpose: Discuss
Submitted by:
Related Material: CSCE - Brown Act Training (12-13-2021).pdf



BROWN ACT TRAINING

Community School for Creative Education

December 13, 2021

Merrick A. Wadsworth

Procopio, Cory, Hargreaves & Savitch, LLP

Holding Board Meetings: Brown Act

- The Brown Act is California’s “open meetings” law for local public agencies
 - Applies to charter schools as of January 1, 2020, per SB 126 (2020)
- Generally requires that the actions of a local public agency’s governing board be taken at an open meeting accessible to the public, duly noticed, where the public can attend and speak on matters on the agenda or within the agency’s jurisdiction

Holding Board Meetings: Brown Act

- What is a meeting?
 - Any congregation of a majority of Board members to discuss any item of school business
 - Much broader than traditional concept
 - Avoid inadvertent meetings, e.g., at a social gathering
 - Avoid “serial” meetings, e.g., by text or email

Holding Board Meetings: Brown Act

- Limited exceptions (these are NOT a meeting):
 - A majority of Board members may attend a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to like schools, provided that a majority of the Board do not discuss school business among themselves other than as part of the scheduled program
 - May also attend an open community meeting, another agency's meeting, or social or ceremonial occasions with similar limitations, or as observer-only at committee meeting

Holding Board Meetings: Brown Act

- What else is NOT a meeting?
 - One-on-one agenda briefings (no serial meetings, please)
 - Conversations about whether to call a meeting
 - Information-only updates *received* by the full Board (no reply-all)
- What about annual board retreat, strategic planning sessions, board study sessions?
 - *These are meetings*

Holding Board Meetings: Brown Act

- Types of Meetings
 - “Regular” meetings require 72 hours posting notice
 - “Special” meetings require 24 hours posting notice
 - “Emergency” – very rarely used
- Board must set time and place for regular meetings (e.g., a regular meeting schedule)
 - If necessary, regular meetings can be adjourned to a later date/time
- Special meetings held as needed between regular meetings
 - Special meeting may be called by ₆presiding officer or majority of Board



Holding Board Meetings: Where Can Meetings Be?

- Under Brown Act, meetings must be held within the jurisdiction
- Under Ed. Code section 47604.1 (i.e., SB 126):
 - Board meetings must be held in Alameda County
 - Different rules for nonprofits operating schools in multiple counties and nonclassroom-based schools
 - Board meetings must include two-way teleconference at all sites
 - Nonprofits operating schools in multiple counties must also record their meetings

Holding Board Meetings: Teleconferencing

- Board members may use teleconferencing only if:
 - Agenda must identify teleconference locations (where Board members are dialing-in from)
 - Quorum must be within the jurisdiction
 - Agenda must be posted at teleconference locations in same timelines (72 hours or 24 hours in advance of meeting)
 - Teleconference locations must be accessible to the public
 - Roll call votes required

AB 361 (2021): Virtual Meetings During Emergency

- During a proclaimed state of emergency, the Board may use teleconferencing without complying with many of the normal rules if:
 - State or local officials have imposed or recommended physical distancing; or
 - The Board determines that due to the emergency, meeting in person would present imminent risks to the health or safety of attendees.

AB 361 (2021): Virtual Meetings During Emergency

- To hold virtual meetings, must comply with the following:
 - Make appropriate findings every 30 days
 - Roll call votes required
 - Agenda must be posted in a publicly accessible location and on the website
 - Agenda must identify how the public can access the meeting (e.g., a Zoom link)
 - The public must be notified of how they can address the Board

AB 361 (2021): Virtual Meetings During Emergency

- To hold virtual meetings, must comply with the following:
 - The public must be able to provide comments directly to the Board and in real-time
 - Can't require submission of written comments before the meeting
 - If a disruption occurs (e.g., Zoom room shuts down), Board cannot take further action until public access is restored
 - If there is a timed public comment period, the Board may not close public comment until the time has elapsed

Holding Board Meetings: Brown Act

— Agenda

- Brief general description of business to be transacted (20 words or less)
- Post in publicly accessible place at/near locations and on the website
 - “One-click” rule: current agenda must be posted in format that is accessible in one click on main page, word-searchable, downloadable
- Be careful with “information” vs. “action” items

— What about the agenda packet?

- Agenda packet is a public record and must be available for public inspection at the time distributed to majority of Board members
- New case: *Sierra Watch v. Placer County*

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Holding Board Meetings: Brown Act

- What can the Board consider at a meeting?
 - Brown Act limits to only what is on the posted agenda
 - Very high bar to add items to agenda; only allowed if:
 - (A) majority vote that there is an emergency (defined narrowly); or
 - (B) 2/3 vote of board members present, or unanimous vote if less than 2/3 of full board is present, that *there is need to take immediate action and need arose subsequent to agenda being posted*

Holding Board Meetings: Brown Act

- *Tip:* If you miss the 72-hour posting deadline to include an item on a regular agenda, you can still post a special meeting agenda with 24 hours notice for same time and place
- Brown Act applies to committees created by Board, even if advisory:
 - Applies to “standing” Board committees (e.g., Finance Committee)
 - “Ad hoc” committees exempt, but only if composed of Board members only, less than a quorum, limited existence
 - Brown Act does not apply to non-Board committees, e.g. parent focus groups, booster clubs, ELAC, SSC

Holding Board Meetings: Brown Act

- Public comment
 - At regular meetings, on any topic in Board's purview
 - At special meetings, may limit to comments on agenda items only (check your agenda wording)
 - Right to speak *before* action taken (including closed session)
 - Right to attend meeting without having to sign in
 - May criticize the school, employees, and Board
 - Public comment can and should be time-limited (check your agenda)
 - Disruptive conduct not permitted
 - Not a conversation

Holding Board Meetings: Brown Act

- Special rules for closed sessions:
 - Only for limited topics, such as:
 - Litigation (identify matter)
 - Personnel evaluation, termination (identify position)
 - Real estate negotiations (identify property, negotiator)
 - Use the safe harbor descriptions in Gov. Code section 54954.5 on your agendas!
 - Not for budget discussions, general planning
 - Only essential persons may be present in closed session
 - What happens in closed session, stays in closed session
 - Report out final action taken

Holding Board Meetings: Brown Act

- Various special rules for executive compensation (i.e. top employee) and personnel matters
 - Examples of special rules:
 - Board cannot take action regarding executive compensation at special meeting
 - Closed session can and should include performance review and discussion of whether goals met, but cannot include discussion or action on proposed compensation except for reduction in compensation resulting from discipline
 - Board must orally report summary of executive compensation before final action taken
 - Board must review and approve compensation of top employee for reasonableness

Holding Board Meetings: Minutes

- Minutes are important
 - This is your record of Board action and diligence
- Minutes generally approved by Board at subsequent meeting
- How much detail in minutes?
 - Minutes are not a transcript
 - Open session items: usually in a narrative format, track your agenda, briefly describe discussion, who made the motion and second, and how each Board member voted
 - Closed session items: only the description found on the agenda and anything reported out

Questions (now or later)?



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