



### Board Meeting Observation Form

*This observation tool is intended to provide feedback on OPSB expectations related to charter board meeting procedures. This tool and included written feedback is NOT a substitute for understanding LA Open Meetings Law, nor is it a comprehensive description of all applicable legal and contractual obligations. Additionally, it is not meant to explain or delineate OPSB strategic priorities.*

School Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Meeting Started at: \_\_\_\_\_

Observer: \_\_\_\_\_

*The following items pertain to regular board meetings and/or minutes:*

#### Board Observation Tool

Item/Task	Yes	No	Comments
1. Was the meeting agenda, time & location posted at least 24 hours in advance?			
2. Does the agenda list each item the board plans to discuss and identify each voting item?			
3. Was a quorum established prior to calling the meeting to order?			
4. If an item was added to the agenda, was its addition voted upon (with opportunity for public comment) and unanimously approved?			
5. Was there an opportunity for public comment on each voting item on the agenda?			
6. Were public comment rules and procedures reasonable and made known to the public?			
7. Did all deliberations on agenda items happen aloud?			
8. Were all votes taken in open meeting and not in closed sessions?			
9. If an executive session was held, did the following occur? <ul style="list-style-type: none"> <li>• If anticipated, was the executive session properly listed on the published agenda?</li> <li>• A motion, followed by a second and two-thirds vote to enter executive session.</li> <li>• A statutorily permitted reason was expressly stated in the motion and/or on the agenda.</li> <li>• Individual votes on entering executive session were recorded.</li> </ul>			
10. Were the meeting minutes being recorded?			
11. Do the meeting minutes include the following: <ul style="list-style-type: none"> <li>• Names of all board members and whether they were present or absent.</li> <li>• A summary of actions taken at the meeting</li> </ul> <b>*To be completed once minutes are posted*</b>			
12. Are the approved meeting minutes posted on school website within a reasonable time after the meeting? <b>*To be completed once minutes are posted*</b>			