



DU BOIS INTEGRITY ACADEMY

BOARD GOVERNANCE POLICIES

TABLE OF CONTENTS

Board Roles and Responsibilities	
Roles and Responsibilities	A
Board Member Orientation	B
Board Training and Development	C
Board Member Compensation and Expenses	D
Board Ethical Practices	
Board Conduct and Code of Ethics	E
Board Meetings	
Board Meeting Agendas	F
Meeting Summary and Minutes	G
Executive (Closed) Sessions	H
Affidavit for Executive (Closed) Sessions	H-E1
Policy and Procedures	
Policy Development and Adoption	I
Governing Board Records	.
Board Records	J

I. Board Roles and Duties

The board of a charter school is charged with the fiscal, legal and operational responsibilities of managing the charter school. While other GCSA policies address these responsibilities in more detail, this policy will address some of the operational responsibilities of functioning as a board.

A. Bylaws

Bylaws serve as the board's governance document and provide the parameters for how the board operates. The following elements should be considered and addressed in a board's bylaws document:

- **Members**
 - Number of board members, qualifications and selection process;
 - Procedures for filling vacancies;
 - Procedures for member removal and resignation;
 - Term limits;
 - Fees and compensation
- **Officers**
 - Number and titles of officers;
 - Job description;
 - Term limits and procedures for filling vacancies;
- **Meetings**
 - Location and number of meetings to be held each year;
 - Policy on specially called board meetings;
 - Compliance with Open Meetings Act;
 - Quorum and voting rules;
 - Rules of order for meetings;
- **Detail the board's committee structure including procedures for creating a committee**

B. Open Meetings Act

As public schools, charter schools are subject to the Open and Public Meetings Act (O.C.G.A. §§50-14-1 through 50-14-6) which means that when a quorum of the agency's members (broadly defined) meets to discuss official business, policy or takes official action, the public must have notice of the meeting and the meeting must be made open and accessible to the public. While there are exceptions to this law, the presumption is that the governing board of a charter school will conduct its meeting in a manner accessible to the public.

When can a meeting be closed?

The exceptions to this law should be narrowly interpreted and the most applicable exceptions which would allow the board of a charter school to close a meeting would be to discuss personnel matters, an attorney-client discussion of actual or potential lawsuits or claims and for the discussions regarding the negotiation or acquisition of real estate or other property. The reason for closing the meeting must be noted in the minutes. In addition, the meeting chair must execute a notarized affidavit to be included in minutes stating the reason for the closed meeting and the discussion during the closed portion was limited to those matters

exempted by law.

Notice to Public

Charter school boards should vote on a set meeting schedule and include this schedule in their bylaws so that interested members of the public have knowledge of when the board regularly holds its meetings. The board must post a notice of a regularly called meeting and an agenda at the meeting location in advance of the meeting. If the board is holding a called board meeting at a time or date other than its adopted meeting schedule, the board of a charter school is required to publish notice at least 24 hours in advance with the newspaper considered to be the county's legal organ. The notice must give an interested party all pertinent information that they need in order to attend the meeting.

Accessibility to Public

The meeting location must be made accessible to the public and if a meeting is conducted via conference call, the board must provide a means for the public to listen to the meeting.

Record of Meeting

Minutes of all public meetings must be kept in writing and made available to the public for inspection no later than immediately following the next regular board meeting. Such minutes must contain, at a minimum, the names of the members present at the meeting, a description of each motion or other proposal made, and a record of all votes. These minutes are subject to the Open Records Act after approval.

C. Open Records Act (O.C.G.A. §§50-18-70 through 50-18-76)

Definition

As a public body, documents created by the board of a charter school are considered public records. "Public records" are broadly defined to include the following:

- Documents;
- Papers;
- Letters;
- Books;
- Tapes;
- Photographs;
- Computer-based or generated information; and
- Data or data fields;

Similar material prepared and maintained or received in the course of the operation of a public office or agency.

Public records also include records received or maintained by a private person, firm, corporation or other private entity in the performance of a service or function for or on behalf of a public office or agency, unless the records are otherwise protected by specific statute or court order from disclosure. Records prepared or maintained by a private entity in cooperation with public officials, or contemplating the use of public resources and funds are considered public records and are subject to the Open Records Law.

Exceptions

Exceptions to the Open Records Act must be narrowly interpreted and include the following:

- Records that are specifically required by federal statute or regulation to be kept confidential;
- Records related to an investigation or prosecution of criminal activity;
- Confidential employee records (includes annual teacher and superintendent evaluations);
- Attorney/Client Privileged information or attorney work product;
- Pending, rejected or referred sealed bids or proposals by vendors, until the final award is made or the project is abandoned or terminated;
- Vendor trade secrets
- Personally Identifiable information in educational records (aggregate data okay under FERPA as long as the student's identity is not "easily traceable");
- Test questions, scoring keys and other materials when disclosing such documents would compromise the validity of the test.

In general, school personnel records of teachers and employees must be produced (including salary information), but certain information may be redacted from a record (social security number, date of birth, insurance or medical information, home address and telephone number, personal financial information).

Responding to an Open Records Request

Members of the public may submit an open records request for documents maintained by the board of a charter school. The school must respond to this request within three business days of receipt of the request. If the request can be easily produced, the documents should be made available within the three day period; if the records are voluminous or otherwise difficult to produce within that period window, the board should respond to the requesting party within the three days with a reasonable estimate of time that it will take to produce the records. The board of a charter school is only required to produce those records that it currently maintains which are responsive to an open records request; the board is not required to produce a document which does not currently exist in order to respond to an open records request.

Copying costs up to 10 cents per page may be charged to the requesting party and search, retrieval and other administrative costs may be charged as follows: hourly charges may not exceed the salary of the lowest paid, full-time employee who has the necessary skill and training to perform the request. In addition, the board cannot charge for the first quarter hour of administrative time.

D. CONFLICTS OF INTEREST

A "conflict of interest" occurs when a board member's private interest interferes in any way, or even appears to interfere, with the interests of the charter school as a whole. Board members must be able to perform their duties and exercise their judgment on behalf of the charter school without impairment, or the appearance of impairment, to the interests of the school.

Board members should avoid the development of any relationship or participation in any transaction involving a conflict, or the appearance of conflict, between the interest of the individual and the interests of the school. If a board member or any of his or her family members encounters a situation that involves an actual or potential conflict of interest with the school, the employee must promptly disclose the facts and circumstances of such actual or potential conflict of interest to the board chair or legal counsel. The board member cannot serve as an officer or board of directors of any organization that sells goods or services to that state charter school.

Commercial bribery is illegal and the payment or receipt of any business-related bribe is prohibited. A board member should not, solicit or accept or knowingly allow his or her immediate family members or business organization in which he or she has an interest to solicit or accept, favor, loan, political contributions, service, promise of future employment or other thing of value based upon an understanding that the gift was given or offered for the purpose of influencing that board member in the discharge of his or her duties as a board member.

However, under no circumstances should a board member accept cash. Participation in business related functions, including the acceptance of meals on occasion, is a normal and permissible business practice. However, care must be exercised to ensure that they are reasonable and that their value and frequency are not excessive under all applicable circumstances. The board member should not use his or her position or any information not generally available to the members of the public which he or she receives in the course of and by reason of his or her position for the purpose of securing financial gain for himself or herself, his or her immediate family members, or any business organization that he or she is associated.

In summary, nothing should be accepted which could impair, or appear to impair, a board member's ability to perform his or her duties or to exercise his or her judgment in a fair and unbiased manner.

APPENDIX A

Board Roles and Responsibilities

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy will establish the role and responsibilities of the school's Governing Board.

SECTION 1. Board Member Status

SECTION 1.1. The legal status of every individual serving on the school's Board shall be that of "member." The legal status does not authorize an individual of the Governing Board to act or legally bind the Governing Board without a public resolution of a majority of the whole board or unless specifically allowed through the school's by-law provisions. Power vested in the Governing Board is vested as a body.

SECTION 1.2. Board members shall not be held personally liable for torts inflicted by school employees, pupils, or the general public. Board members shall only be held personally liable for personal acts of negligence committed in the performance of duties.

SECTION 2. Powers of the Board

SECTION 2.1. The school Board's powers are established and limited by: The Charter Schools Act of 1998, The Constitution of the State of Georgia, Georgia State Law, State Board Rules and Policies, and any other decisions promulgated by state and federal courts.

SECTION 3. Responsibilities of the Board

SECTION 3.1. The school's Board shall be the governing body charged with the responsibility for the operation of the public charter school. The most notable responsibilities shall be as follows:

- Create and support a clear mission, vision, and performance objectives
- Review and maintain bylaws
- Establish, interpret and enforce policies consistent with the mission
- Ensure fiscal health of the school including capital assets, operating budgets, fundraising, and endowments
- Adopt the annual financial budget
- Approve monthly General Fund and other reports and approve expenditures as required by Board policy
- Hire, support, manage, and assess the school leader
- Require reports of the school leader concerning the school's progress
- Evaluate itself annually and develop itself through orientation, ongoing education, and leadership succession planning
- Establish strategic plans
- Comply with Georgia's Open Meetings and Open Records Acts by conducting open and public meetings where required, complying with notice provisions, and maintaining full and accurate records of meetings, committees, and policies
- Ensure all members are actively involved in the work of the board and committees
- Assure compliance with federal and state laws, regulations and rules

- Assist in development of plans and specifications and provide financing school facilities
- Act as a final appeals board for personnel, parent, and student grievances
- Hear communications, either written or oral, from stakeholders related to matters of policy
- Act as charter school advocates and liaisons between the community and school

SECTION 4. Establishment of By-Laws

SECTION 4.1. The Governing Board shall adopt by-laws which set forth the framework for how the school is governed and managed by the board and the [school leader or other title] respectively, and a statement of policies which reference the collection of policies officially adopted by the school's board.

SECTION 4.2. Any provision in the board's by-laws or adopted policies that is in conflict with the laws of the State of Georgia shall be null and void.

SECTION 5. Board Accountability

SECTION 5.1. The school's board is accountable for upholding all federal, state, and local laws, rules, and regulations as promulgated by the United States Congress, Georgia State Legislature, federal, state, or local courts, agencies, or municipalities.

SECTION 5.2. The school's board is accountable for meeting the terms of the charter and attaining established goals and objectives set forth in the charter document. Furthermore, the school's board is committing to meeting the legislative intent of raising student achievement and shall ensure the school operates in a fiscally responsible manner evidenced by an unqualified audit annually.

SECTION 5.3 The School's Board must attend annual mandatory training . Georgia law, O.C.G.A. § 20-2-2084(f), requires that every member of a governing board of a state charter school participate in annual governing board training. Failure to complete this training by any member as required by law will result in that individual being removed from the board.

SECTION 5.4 By law, After July 1, 2016, The School's Board may not approve an annual operating budget unless the school has held at least two public meetings to provide an opportunity for public input on the proposed budget. State law does not distinguish an original annual operating budget from a revised operating budget. Accordingly, if the school identifies the need to revise its budget during the school year, the school should conduct two public meetings to provide an opportunity for public input on the revised budget. A state charter school may utilize regularly scheduled meetings or meetings held for other purposes if the school also utilizes a portion of the meeting to allow public comment on the proposed budget. The two meetings cannot occur within the same week. The state charter school must advertise the meetings in a local newspaper of general circulation in which other legal announcements for the jurisdiction are advertised.

APPENDIX B

Board Orientation

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy will establish expectations for orienting new Governing Board members to roles and responsibilities, legal duties, as well as best practices in board service.

SECTION 1. Board Orientation

SECTION 1.1. Within 60 days, new members to school's board shall participate in a formal training session provided by an agency qualified to provide training specific to charter schools and non-profit governance. At a minimum, this training shall include:

- **Fiduciary Responsibilities of Boards**
- **Roles and Responsibilities**
- **Board Accountability**
- **Conflict of Interest**
- **Open Meetings and Open Records**
- **Best Practices in Charter School Governance**

SECTION 1.2. At least annually, in accordance with O.C.G.A. § 20-2-2072 (or O.C.G.A. § 20-2-2084), the entire school board shall participate in a review of the topics covered in the orientation and specific topics relevant to efficient and effective board governance.

SECTION 2. Board Orientation Manual

SECTION 2.1. Each new board member shall receive a board orientation manual consisting, at a minimum, of the information listed below. Board manuals shall be periodically updated.

- **Board By-laws**
- **Board Policies**
- **Code of Ethics for Board Members**
- **Conflict-of-Interest Policy**
- **Organization Chart**
- **Rules and Responsibilities of the Board**
- **Job Description of Officers and Other Members**
- **Committees**
- **Board Members, Biographies, and Contact Information**
- **Strategic Plan**
- **Charter Document including Performance Goals and Objectives**
- **Board Calendar**
- **Financials**
- **Fundraising Plan**

APPENDIX C

Board Member Development Opportunities

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy supports the school board's commitment to continuous growth and development of its board members to effectuate effective governance practices leading to high student achievement outcomes and strong stewardship of public funds.

SECTION 1. Scope of Activities

SECTION 1.1. The board regards the following as the kinds of activities and services appropriate for implementing this policy:

- Participation in conferences, workshops, and conventions held by state and national associations supporting charter schools, non-profits, or other related organizations
- Authorizer-sponsored training sessions provided for or required for board members
- Subscriptions to publications related to topics relevant to governance, charter schools, school reform, or other related topics.
- Speakers addressing topics of interest expressed by the board

SECTION 2. Board Development Requirements

SECTION 2.1. Each board member shall attend at least [1 day/___hours] of professional training annual in accordance with O.C.G.A. § 20-2-2072 (or O.C.G.A. § 20-2-2084). The school may require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

SECTION 3. Appropriation of Funds

SECTION 3.1. The school's board shall appropriate adequate funds in the school's annual approved budget to support and promote professional development opportunities for each of its board members and to satisfy the provisions of this policy.

APPENDIX D

Board Member Compensation and Expenses

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy ensures that the school complies with non-profit regulations pertaining to compensation and expenses for board members.

SECTION 1. Compensation

SECTION 1.2. Members of the school's board shall receive no remuneration for service on the board, nor shall any member provide a service or product for which they receive compensation.

SECTION 2. Expenses

SECTION 2.1. Members of the school's board may be reimbursed for reasonable and customary actual expenses incurred during service to the board.

SECTION 2.2. Reasonable and customary expenses may include but not be limited to travel costs, fees for approved professional development opportunities as defined in the school's policy, and other related expenses.

SECTION 2.3. Costs for travel shall be reimbursed according to guidelines set forth by the Internal Revenue Service or other state agency promulgating these guidelines.

SECTION 2.4. Forward funding or reimbursement of expenses shall comply with the school's financial policies and procedures.

APPENDIX E

Board Conduct and Code of Ethics

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations of ethical conduct by members serving on the school's board. The school's board collectively and its members individually shall at all times operate in the most ethical and conscientious manner possible.

SECTION 1. Board Authority Over Individual Authority

SECTION 1.1. Authority of the board rests only with the board as a whole and not with any individual board member unless expressly provided for in the board's by-laws and/or through board resolution. As such, each member shall act accordingly.

SECTION 1.2. The board vests authority for management of the school in the [school leader/other title/management organization] and in good faith, shall not undermine the authority of the [school leader/other title/management organization] or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

SECTION 1.3. The board shall make reasonable efforts to keep the [school leader/other title/management organization] informed of concerns or specific recommendations that any member of the board may bring forth to the board as a whole or a committee of the board.

SECTION. 1.4. The board shall honor the established protocol and respective policy related to student, parent, or staff grievances.

SECTION 2. Duties and Responsibilities

SECTION 2.1. Board members agree to communicate on board related correspondence in a timely manner defined as no more than 24 hours, unless impracticable .

SECTION 2.2. Board members shall reflect through action that his or first utmost concern is for the welfare of the students served by the school.

SECTION 2.3. Each member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

SECTION 2.4. Each board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

SECTION 3.0 Accountability to Stakeholders and Community Relations

SECTION 3.1. Board members shall at all times maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders.

SECTION 3.2. Each board member shall be a positive ambassador for the school in the community and shall seek partnerships that enhance the school's programs, services, and resources.

SECTION 3.3. Board members shall regularly and systematically communicate information to stakeholders including, but not limited to academic achievement and fiscal health of the school.

SECTION 3.4. Board members shall, in a timely manner, communicate to the board or the [principal/other title/management organization] expressions of public reaction to board policies and school programs.

SECTION 4. Policy Development

SECTION 4.1. Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school.

SECTION 4.2. Each board member shall make policy related decisions only after full discussion at publicly held board meetings following an established policy or procedure formally adopted by the board.

SECTION 5. Board Meetings

SECTION 5.1. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend no less than [75%] all board meetings and functions sponsored by the board.

SECTION 5.2. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring board attention or resolution. This extends to fully reviewing all documentation provided in advance of board meetings including meeting agendas, minutes, and attached documentations supporting board discussion or action.

SECTION 5.3. Board members shall work in a spirit of harmony and cooperation in spite of differences of opinion or philosophy that may arise during discussion and resolution of issues.

SECTION 5.4. Each member shall comply with the provisions of the Open Meetings Act related to participating in executive/closed sessions.

SECTION 5.5. Board members shall maintain confidentiality of all discussions and other matters pertaining to board business during executive sessions of the board or related to matters or information protected by law.

SECTION 5.6. Each member shall in good faith make decisions related to the greater good as opposed to any particular segment or group.

SECTION 5.7. Each board member shall engage fully in discussion prior to casting a board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

SECTION 5.8. After casting a vote on any issue, each member agrees to abide by and support all majority decisions of the board.

SECTION 6. Personnel

Section 6.1. Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the [school leader/other title/management organization.]

SECTION 6.2. Consideration for employment of the [school leader/other title/management organization] shall be made based on the needs and interests of the school. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Equal Opportunity Employment Act and shall not be made based upon race, gender or national origin or other factors prohibited by law.

SECTION 6.3. Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

SECTION 7. Financial Governance

SECTION 7.1. Board members shall refrain from and guard against use of any board member for personal or partisan gain or to benefit any person or entity over the interest of the school. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

SECTION 7.2. Each board member shall require and regularly review financial information and shall ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each member shall carefully protect and monitor the fiscal health of the school and support actions which ensure sustainability of the school.

SECTION 8. Board Member Conduct

SECTION 8.1. Each board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon the school.

SECTION 8.2. Members shall communicate with fellow board members, staff, parents, and community members in a respectful, professional manner at all times.

SECTION 8.3. Each member shall refrain from any private action which would compromise the integrity, honor, function, or reputation of the board or the school.

SECTION 8.4. Every member of the board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.

SECTION 9. CONFLICTS OF INTEREST

SECTION 9.1. Board members shall annually notify the board in writing of any known potential or actual conflicts of interest.

SECTION 9.2. Each member of the board shall publicly announce potential or actual conflicts prior to board discussion or action and shall excuse themselves from deliberation, discussion, or vote. Such announcements shall be recorded in the official board minutes.

SECTION 9.3. Any board member suspecting a potential or actual conflict of interest of self or another member has a duty and obligation to announce the possibility prior to board deliberation, discussion, or resolution.

SECTION 9.4. Each member of the school's board shall comply with conflicts of interest policies of the board, and all laws, rules, regulations, and related requirements established by the State Board of Education, district authorizers, or the Internal Revenue Service.

SECTION 9.5. No member shall vote or otherwise participate in the negotiation or making of any contract or agreement with any business, entity, or individual in which he/she and his/her relative or other close relationship has a financial, either direct or indirect, interest.

SECTION 9.6. Members shall not solicit, accept, or agree to accept gifts, loans, gratuities, discounts, payments, or services from any individual, entity, or business in exchange for information, resolution, or partisan favor.

SECTION 9.7. No member shall have a direct or indirect relationship with individuals, entities, or businesses or have personal interest, directly or indirectly, in school real estate, school textbooks, equipment, buses, school materials, or other supplies or services procured on behalf of the school.

SECTION 9.8. No member of the board shall facilitate, support, or provide access to surplus materials or property of the school to individuals, entities, or businesses.

SECTION 9.9. Members of the school board shall not serve on the governing body of private K-12 institutions or public boards which otherwise compromise the member's ability to appropriately fulfill duties to the school and serve the best interests of the school foremost.

SECTION 9.10. Members of the board shall not hold public office during service on the board.

SECTION 9.11. School board members shall not be employed by the State Department of Education, the local Board of Education, or serve concurrently as a member of the State Board of Education

SECTION 9.12. Each board member shall be independent of each of the other members and shall not be related by familial, personal, or business connections.

SECTION 9.13. No member of the board may be employed by the board for any position within the school.

SECTION 9.14. No member of the board may be in partnership or sole owner of a business conducting business with the board.

SECTION 9.15. No member of the board may be affiliated in a manner which poses a conflict as described herein with a bank or financial institution doing business with the board.

SECTION 9.16. No member of the board may employ or promote any person who is a relative of any board member unless a public, recorded vote is taken on such employment or promotion as a separate matter from any other personnel matter.

SECTION 9.17. Violation of this conflict of interest policy and disclosure requirements may constitute malfeasance, which is a violation of non-profit regulations. Such action shall be subject to suspension or removal from board service and may require legal action on the part of the school for violation of fiduciary duty.

SECTION 9.18. As used in this policy, "relative" shall mean any individual who is related to the board member as a father, mother, son, daughter, brother, sister, husband, wife, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any relative living in the household of the board member, a person who is engaged to be married to the board member, an individual who is generally known as the individual intended to marry or with whom the board member intends or actually shares a household, or any other natural person sharing legal residence, either business or personal.

APPENDIX F

Board Meeting Agendas

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for formulation of Governing Board agendas for official meetings of the Board...

SECTION 1. Development of Agendas

SECTION 1.1. Agendas shall be developed by the Board Chair, in consultation with the [school leader or other title] and the Executive Committee.

SECTION 2. Schedule

SECTION 2.1. The following guidelines shall be utilized when creating, distributing and posting the agenda. Nothing shall prevent the Board from preparing and publishing an agenda prior to the guidelines established below as long as preparation and publishing falls within the requirements of the Open Meetings Act.

- | | |
|---|--|
| a) 7-10 days prior to the board meeting | Agenda items requested |
| b) 5-7 days prior to the board meeting | Agenda items due |
| c) 3-5 days prior to the board meeting | Agenda ready for review by the
Board and the [school leader or other title] |
| d) 2-3 days prior to the board meeting | Agenda distributed to the Board, [school leader or other title], posted on the school's website and at the school on a public message board utilized for such purposes |

SECTION 3. Agenda Format

SECTION 3.1. The agenda shall contain the following, as appropriate:

- a) Call to order
- b) Reading and acceptance of minutes from last meeting
- c) Committee reports
- d) Special orders (important business designation for consideration at this meeting)
- e) Unfinished business
- f) New business
- g) Announcements
- h) Open floor (optional)
- i) Adjournment

SECTION 3.2. Some agendas may provide a time allotment next to a speaker's topic of discussion or for the purpose of public comment.

APPENDIX G

Board Meeting Summary and Minutes

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for development of summaries and official minutes of Governing Board meetings.

SECTION 1. Board Summary

SECTION 1.1. A board meeting summary will be available for review 3 business days after the board meeting in accordance with the Open and Public Meetings Law (O.C.G.A. 50-14-1).

SECTION 2. Official Board Minutes

SECTION 2.1. Board minutes shall not be considered official until reviewed and accepted in a public board meeting.

SECTION 2.2. Board meeting minutes will be promptly recorded and will become public record once approved by the board at the next regularly scheduled board meeting.

SECTION 2.3. For any board meeting involving an executive session, the meeting minutes will include a notarized affidavit from the presiding officer confirming the topics discussed during the executive session.

APPENDIX H

Executive (Closed) Session Meetings

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for conducting executive (closed) session meetings.

SECTION 1. Purpose of Executive (Closed) Session Meetings

SECTION 1.1. The Governing Board acknowledges its responsibility to complying with the provisions of Georgia's Open Meetings Act.

SECTION 1.2. Pursuant to the exceptions enumerated by the Open Meetings Act, the board may find it necessary to close a portion of its meeting in order to discuss matters directly related to the exceptions enumerated in law Executive (closed) sessions shall comply with all laws pertaining to the actions of public policy-making bodies.

SECTION 1.3. Pursuant to Georgia's Open Meetings Act, the Board may call an executive (closed) session to discuss the following matters:

1. To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel]; (OCGA 20-2-757)
2. To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 USC 1232g.)
3. To authorize negotiations to purchase, dispose of, or lease property; (OCGA 50-14-1(b)(1)(B))
4. To authorize the ordering of an appraisal related to the acquisition or disposal of real estate; (OCGA 50-14-1(b)(1)(C))
5. To enter into a contract or option to purchase, dispose of or lease property, subject to approval in a subsequent public vote; (OCGA 50-14-1(b)(1)(D, E))
6. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, but not when receiving evidence or hearing argument on charges filed to determine disciplinary action: (OCGA 50-14-1(b)(2))
7. To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (OCGA 50-14-2)
8. To discuss tax matters which are confidential by state law; (OCGA 50-14-2)

9. To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50. (OCGA 50-18-72)

SECTION 2. Executive (Closed) Session Protocol

SECTION 2.1. The specific reasons for closure of a public meeting shall be recorded in the official minutes of the Board.

SECTION 2.2. Meetings shall not be closed to the public except by a majority vote of a quorum present for the meeting.

SECTION 2.3. The minutes shall reflect the names of the members present and the names of those voting for closure.

SECTION 2.4. Georgia law requires that following any executive session the Board Chair or other presiding officer execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.

SECTION 2.5. The Board President or other presiding officer shall, at the conclusion of each meeting where at least a portion was closed, complete and sign an affidavit stating the reasons for the closure of the meeting and stating that voting did not occur within the closed session.

SECTION 2.6. Board resolution shall not be conducted in executive (closed) session. All voting shall be conducted in a public board meeting.

APPENDIX H-E1

Affidavit for Executive Session

Du Bois Integrity Academy

On a motion by _____, seconded by _____, the board voted to go into Executive Session for the purposes checked below.

The undersigned chair or presiding officer, under oath, certifies that at a meeting of the Governing Board held on _____, the Board closed its meeting as permitted by the Open Meetings Act of Georgia. The only matters considered or discussed during the closed portion or executive session of its meeting is as checked below:

To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel]; (OCGA 20-2-757)

_____ To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel]; (OCGA 20-2-757)

_____ To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 USC 1232g.)

_____ To authorize negotiations to purchase, dispose of, or lease property; (OCGA 50-14-1(b)(1)(B))

_____ To authorize the ordering of an appraisal related to the acquisition or disposal of real estate; (OCGA 50-14-1(b)(1)(C))

_____ To enter into a contract or option to purchase, dispose of or lease property, subject to approval in a subsequent public vote; (OCGA 50-14-1(b)(1)(D, E))

_____ To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee (but not when receiving evidence or hearing argument on charges filed to determine disciplinary action); (OCGA 50-14-1(b)(2))

_____ To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (OCGA 50-14-2)

_____ To discuss tax matters which are confidential by state law; (OCGA 50-14-2)

_____ To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50. (OCGA 50-18-72)

The undersigned chair or presiding officer further certifies under oath that any votes taken regarding the above matters were taken during the open meeting and were not conducted within the closed session.

This _____ day of _____, _____

Sworn to and subscribed before me

Chair or Presiding Officer

On the above indicated date:

[Vice-Chairman]

Notary Public, State of Georgia

[Board Member]

Commission Expires _____

APPENDIX I

Policy Adoption, Revision, and Repeal

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes procedures for adopting, revising, and repealing official Governing Board policy.

SECTION 1. Identification

SECTION 1.1. Identification of policies requiring adoption, revision, or repeal shall be made by the [school leader or other title] or another member of the Governing Board.

SECTION 2. Policy Adoption

SECTION 2.1. The Governing Board or a designated committee of the Board, in consultation with the [school leader or other title] shall develop a drafted policy and shall present the draft as an item of information at a regularly scheduled Board meeting.

SECTION 2.2. After discussion and input from Governing Board members, drafted policies shall be reviewed by the school's legal counsel.

SECTION 2.3. The legal counsel shall provide suggested revisions to the drafted policy, and this shall be provided for review by the Governing Board at a regularly scheduled Board meeting where the Board shall vote to ratify the policy.

SECTION 3. Policy Revision

SECTION 3.1. The Governing Board or a designated committee of the Board, in consultation with the [school leader or other title] shall develop a revised policy and shall present the draft as an item of information at a regularly scheduled Board meeting.

SECTION 3.2. After discussion and input from Governing Board members, draft revised policies shall be reviewed by the school's legal counsel.

SECTION 3.3. The legal counsel shall provide suggested further revisions, and this shall be provided for review by the Governing Board at a regularly scheduled Board meeting where the Board shall vote to ratify the policy with the revisions.

SECTION 4. Policy Repeal

SECTION 4.1. The Governing Board or a designated committee of the Board, in consultation with the [school leader or other title] shall present the policy for repeal as an item of information at a regularly scheduled Board meeting.

SECTION 4.2. Policies suggested for repeal shall be reviewed by the school's legal counsel.

SECTION 4.3. The legal counsel shall provide a recommendation for repeal of the policy, and this shall be provided for consideration by the Governing Board at a regularly scheduled Board meeting where the Board shall vote to repeal the policy.

SECTION 5. Emergency Policy Adoption, Revision, or Repeal

SECTION 5.1. For matters of unusual urgency, the Governing Board may elect to waive the item of information meeting notice and vote to ratify a policy, policy revision, or repeal a policy at a regularly scheduled public Governing Board meeting.

SECTION 6. Records of Policies

SECTION 6.1. Decisions by the Governing Board to adopt, revise, or repeal a policy shall be made by reference a part of the minutes of the meeting.

SECTION 6.2. All policies shall be included as part of the policy manual of the school. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the resolution.

APPENDIX J

Governing Board Records

The Board of Du Bois Integrity Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for maintaining official Governing Board records.

SECTION 1. Custody of Records

SECTION 1.1. All official records of the Governing Board shall be kept and safeguarded by the [school leader or other title] who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

SECTION 2. Records Availability for Inspection

SECTION 2.1. Governing Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.2. Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the [school leader or other title] or other persons responsible for the custody of confidential files.

SECTION 3. Records Retention

SECTION 3.1. Records retention of Governing Board records shall follow the school's records retention schedule, which is compliant with state records retention mandates.