

## **Title 10: Education Institutions and Agencies**

### **Part 414: Organizational Performance**

#### **Part 414 Chapter 1: Introduction**

*Rule 1.1. Introduction.* The Mississippi Charter School Authorizer Board (“MCSAB” or “Board”) has the responsibility of making sure charter schools provide quality public education to Mississippi’s school children. Part of the equation for all charter schools is proper organizational management. As more organizational performance oversight policies are developed, they will be added to this Part.

Source: Miss. Code Ann. § 37-28-9.

#### **Part 414 Chapter 2: School Governing Board Meeting Observation**

*Rule 2.1 Introduction.* The Organizational Performance section of the MCSAB Performance Framework, Indicator 6 (a): School Board Governance Requirements evaluates whether a school is complying with school board governance obligations. In order to fulfill their obligation under the Mississippi Charter Schools Act of 2013 and under this indicator, MCSAB feels there must be guidance on what these requirements are and how the schools will be evaluated.

Source: Miss. Code Ann. § 37-28-9 and 10 Miss. Admin Code Part 410.

*Rule 2.2 Board Meeting Observation.* MCSAB staff will evaluate meetings held by each charter school’s governing board as often as is necessary to ensure compliance.

Source: Miss. Code Ann. § 37-28-9 and 10 Miss. Admin Code Part 410.

*Rule 2.3 Board Meeting Observation Checklist.* This checklist will be used as a tool for MCSAB staff to evaluate school governing board meetings.

### **Board Meeting Observation Checklist**

Mississippi Charter School Authorizer Board

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

Reviewer: \_\_\_\_\_

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

Item	Y	N	N/A	Notes
<b>Open Meetings Act</b>				
Is the meeting open to the public?				

Is there a physical meeting place open to the public where they can hear the meeting?				
Was the meeting noticed appropriately?				
Are minutes being kept?				
Are votes clearly audible or visible to the public?				
<b>Executive Session</b>				
Were Executive Session motions executed properly?				
Was reason for Executive Session stated to the public?				
Was action taken during Executive Session reported to the public?				
Did it appear that any public business occurred in Executive Session?				
<b>Board Meeting Protocol</b>				
Was a quorum established and stated aloud?				
Did the board chair call the meeting to order and adjourn the meeting?				
Did the board vote to approve the agenda or use a motion to amend agenda?				
Did the board vote to approve the minutes of the last meeting?				
Was the meeting limited to the items on the agenda?				
Were the items on the agenda completed in the order listed?				
Were motions made, seconded, and voted upon for all action items?				
Was communication respectful and productive?				
<b>Conflict of Interest</b>				

Did it appear that there were any potential conflicts of interest?				
Did conflicted board member(s) properly recuse themselves from discussion and abstain from voting?				
<b>Additional Notes:</b>				

Source: Miss. Code Ann. § 25-41-1, *et seq.* and 37-28-9.