



UTAH ASSOCIATION OF
PUBLIC CHARTER SCHOOLS

Agendas, Minutes, Public Notice Website, School Website

Board Agendas

- Date, Time and Location of the meeting
- Reasonable specificity of topics to be considered at the meeting
- Supporting Documents

What should I include on the agenda?

- Welcome
- Pledge of Allegiance
- Public Comment (15 minutes)
- Charter/Law/Governance Training (30 minutes)
- Reports (Director, Board, Financial, Committee) (30-60 minutes)
- Consent Agenda (5 minutes)
- Action Items (10 minutes)
- Policy Review (15 minutes)
- Board Business
- Adjourn

Public Notice Website

- Post a Calendar of board meetings for the next year
use the post date of 7-1-2021 (July of the following year)
- Post the meeting 24 hours in advance
- Include your school name in the title
- Attach a copy of the agenda
- Attach a copy of supporting documents (including budget)
- Post the recording within 3 days of the meeting
- Post the draft minutes within 30 days
- Post the minutes 3 days after approval

Minutes

- The date, time, and place of the meeting
- The names of members present and absent
- The substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body
- A record, by individual member, of each vote taken by public body
- Testimony or comments of the public body

Board Timelines

Date	Action
14 days before meeting	Submit information for agenda
10 days before meeting	Set agenda
7 days before meeting	Send out agenda packet to board and staff
5 days before meeting	Post agenda on Public Notice Website, Link the Public Notice Website to your School Website, Location of meeting
Monday before meeting	Email invitation to school families with 2-3 important topics that will be covered
During meeting	Record meeting
3 days after meeting	Post the recording on the Public Notice Website Post any previous Board meetings approved minutes Email recap of 2-3 important topics that were covered with results to school families
30 days after meeting	Post draft minutes

School Website

- Admissions procedures for the school
- Public financial information
- Information about the flag, respect for the flag, and civility toward the flag during patriotic activities
- Schools governance structure including the name, qualification and contact information of all charter school board members
- Governing school policies
- School Calendar
- Available statewide online course program
- Location of board minutes and recordings and a statement of how to access