

Great Oaks Academy

Open and Closed Meeting Policy No. 207

I. Purpose

The purpose of this policy is to ensure members of the school community remain informed of school decisions and discussions relevant to Great Oaks Academy and to ensure compliance with applicable laws and regulations.

II. Policy Statement

All Great Oaks Academy Board of Director meetings will be open to the public except where closed as authorized by law. For purposes of this policy, a “meeting” is a gathering of a quorum or more members of the Board, or a quorum of a committee or subcommittee of Board members, at which members have been delegated the authority to act on behalf of the full Board. The term does not include chance meetings or social gatherings.

III. Notice of Meetings

- A. A schedule of the regular meetings of the Board of Directors will be accessible at Great Oaks Academy’s primary offices and posted on the official school website. If the Board decides to meet at a time or place different from the time or place stated in the regular schedule, it will provide notice in the same manner as for a special meeting.
- B. For a special meeting, the Board of Directors will post written notice of the date, time, place, and purpose of the meeting on Great Oaks Academy’s website and emailed three days before those who have filed a request for notice of special meetings. The Board of Directors’ actions at the special meeting are limited to those topics included in the notice.
- C. The Board of Directors may call an emergency meeting if, in the judgment of the Board of Directors, circumstances require immediate consideration. The Board of Directors will make good faith efforts to provide notice of the emergency meeting to news mediums that have filed a written request for notice if the request includes the news medium’s telephone number. The notice will be provided by telephone and include the subject of the emergency meeting. Posted or published notice of emergency meetings is not required. If matters not directly related to the emergency are discussed or acted upon, the meeting minutes must include a specific description of those matters.
- D. If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.
- E. The Board of Directors will provide notice of closed meetings in the same manner as notice is provided for open meetings.

IV. Closed Meetings

- A. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded. The recording is not available to the public and must be preserved for at least three years after the date of the meeting unless another retention period is prescribed by law.
- B. Reasons for Closed Meetings
 1. Performance Evaluations of Personnel- The Board of Directors may close a meeting to evaluate the performance of an individual subject to its authority. Prior to closing

- the meeting, the Board of Directors will identify the individual to be evaluated. At its next open meeting, the Board of Directors will summarize its conclusions regarding the evaluation. The meeting must be open at the request of the individual who is the subject of the meeting. If closed, the meeting must be recorded electronically. The recording is not available to the public.
2. Attorney-Client Discussions- The Board of Directors may close a meeting if permitted by the attorney-client privilege. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. By law, such meetings do not need to be recorded.
 3. Pupil Fair Dismissal Act Meetings- A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act will be closed unless the student or parent requests an open hearing. If closed, the meeting must be electronically recorded. The recording is not available to the public.
 4. Purchase and Sale of Property- The Board may close a meeting:
 - a) To determine the asking price for real or personal property to be sold by the school;
 - b) To review confidential or nonpublic appraisal data; and
 - c) To develop or consider offers or counteroffers for the purchase or sale of real or personal property. Before closing the meeting, the Board of Directors must identify on the record the particular real or personal property that is the subject of the closed meeting. The meeting must be recorded, and the recording preserved for eight years and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold, or the Board of Directors has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of Board Directors and all other persons present at the closed meeting must be made available to the public after the closed meeting. The sale is contingent on its approval by the Board of Directors at an open meeting, and the purchase or sale price is public data.
 5. Security Matters- The Board of Directors may close a meeting to discuss certain school security matters as authorized by Minnesota Statutes Chapter 13D.05, subd. 3(d). Before closing a meeting under this paragraph, the Board, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. Such a closed meeting must be recorded, and the recording must be preserved for at least four years.
 6. Other Meetings- The Board of Directors may close other meetings if authorized by law. The Board of Directors must provide notice of a closed meeting just as for an open meeting. A meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the Board of Directors will state on the record the specific authority permitting the meeting to be closed and describe the subject to be discussed.

V. Electronic Records

The votes of Board Directors will be recorded in the electronic meeting minutes and will be kept in a file available on the Great Oaks Academy's Google Drive and on the Great Oaks Academy Website.

Adopted: 12/12/22
Revised:

VI. Written Materials

In an open meeting, one copy of any materials relating to the agenda items prepared or distributed by or for the Board of Directors or its employees will be made available for inspection by the public while the Board of Directors considers their subject matter. This provision does not apply to materials not classified by law as public or to materials relating to the agenda items of a closed meeting.

Legal References:

Minn. Stat. Ch. 124E (Minnesota Charter School Law)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Minnesota Open Meeting Law)
Minn. Stat. §121A.47 (Student Dismissal Hearing)