



Observer Reporting Form

Feature Evaluated	Yes	No	Comments
Meeting started on time?	x		Precisely at 5.
All members present?		x	One person appeared to be absent.
Members attentive?	x		
Did members appear to have done their "homework?"	x		
Were members courteous to each other and the public?	x		
Agenda sent/posted 72 hours before?	x		All information was available online before the meeting. Also projected during the meeting.
Agenda items clearly described what was to be discussed?	x		
Adequate opportunity for public input?	x		There was a public forum at the end of the meeting. Sign-ups were available prior to the meeting.
Was there an appearance that some action items were discussed in closed rather than open session?		x	With the exception of one issue, it appeared that all deliberations preceded the meeting. The board has working meetings twice per month, which are open to the public.
Was background information available to the public?	x		The work meetings were videotaped and available to be viewed online
Facilities adequate? (room size, lighting, ventilation, speakers audible, accessible to handicapped)	x		There was a sign language interpreter upstairs.

Were any issues on the agenda relevant to LWV positions or programs?

No.

Do you recommend League action on any of these issues?

No.

Other Concerns:

Observer: Stephanie Matheny Meeting: Knox County Board of Education Date: 11/4/09

Please submit completed forms to Observer Corps Committee Chair

Notes: