



**File: AR-BEDB/BEDG**

### **AGENDAS AND MINUTES**

In the case of regular meetings, agendas will be posted at least 24 hours prior to meeting. The agenda format for all meetings of the Board of Directors and committee meetings shall be: call to order, roll call, approval of minutes, public input, report by the President, report by the Charter School Administrator, discussion items, consent items, action items, and adjournment.

Minutes will be kept by the Secretary of the Board of Directors. Copies of agendas and minutes will be forwarded to the Sponsoring District in a timely manner and kept in the school office for public review on request.