

Georgia Cyber Academy Board Policy

Adopted on 8/20/14 Last Reviewed on _____ Last Updated on _____

Georgia Cyber Academy

Board Meeting Agendas

This policy establishes expectations for formulation of Governing Board agendas for official meetings of the Board.

SECTION 1. Development of Agendas

SECTION 1.1. Agendas shall be developed by the Board Chair, in consultation with the Superintendent.

SECTION 2. Schedule

SECTION 2.1. The following guidelines shall be utilized when creating, distributing and posting the agenda. Nothing shall prevent the Board from preparing and publishing an agenda prior to the guidelines established below as long as preparation and publishing falls within the requirements of the Open Meetings Act.

- a) 7-10 days prior to the board meeting Agenda items requested**
- b) 5-7 days prior to the board meeting Agenda items due**
- c) 3-5 days prior to the board meeting Agenda ready for review by the Board and the GCA Superintendent**
- d) 2-3 days prior to the board meeting Agenda distributed to the Board, GCA Superintendent , posted on the school's website and at the school on a public message board utilized for such purposes**

SECTION 3. Agenda Format

SECTION 3.1. The agenda shall contain the following, as appropriate:

- a) Call to order**
- b) Reading and acceptance of minutes from last meeting**
- c) Committee reports**
- d) Head of School/Superintendent's report**
- e) Public Comment**

f Schedule next board meeting

i) Adjournment

SECTION 3.2. Some agendas may provide a time allotment next to a speaker's topic of discussion or for the purpose of public comment.