

## **1.3 Board Meeting Agenda Policy**

The Board of KC International Academy adopts the following policy, effective on the date of adoption by the Board.

### **SECTION 1.3.1. Development of Agendas**

SECTION 1.3.1.1. Agendas shall be developed by the Board Chair, in consultation with the [School Leader or other title] and the Executive Committee.

### **SECTION 1.3.2. Agenda Format**

SECTION 1.3.2.1. 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) Special orders (important business designation for consideration at this meeting)
- e) Unfinished business
- f) New business
- g) Announcements
- h) Open floor (optional)
- i) Adjournment

SECTION 1.3.2.2 If any agenda item needs to be considered in a closed session, that fact must be noted, with a reference to the statutory basis for closing that portion of the meeting and a general description (E.g., Closed session to discuss matters regarding individually identifiable personnel pursuant to § 610.021(3) and (13), RSMo.)

### **SECTION 1.3.3. Agenda Requirements**

SECTION 1.3.3.1. The agenda shall include at the top: (1) the name of the board, (2) the location of the meeting and (3) the date and start time of the meeting. The Agenda shall be posted to the public at the school offices and at the location of the meeting at least 24 hours before the time specified for the meeting. If the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically must be provided.