

**Spectrum Charter School
4369 Northern Pike
Monroeville, PA 15146**

Board of Trustees Policy 002

BOARD MEETING CALL TO ORDER

To expedite Board meetings and provide a framework for the orderly conduct of business, the Chief Executive Officer (CEO) and the Board President, will prepare an agenda outlining the matters to be brought to Board's attention at the meeting. Only the CEO and Board members may place an item on the agenda. The Board Secretary's agenda, together with supporting materials, will be distributed to Board members in advance of the Board meeting. The agenda and appropriate materials will be made available to the public and representatives of the staff. Others may receive a copy of the agenda upon request. Copies of the agenda will be available to the public at the Board meeting.

The order of business shall be as follows, unless altered by the chairperson or a majority of those present and voting.

1. Call To Order
2. Roll Call and recording of those present
3. Recognize visitors who wish to speak or entertain questions from the floor regarding items on the agenda
4. Approval of minutes of the previous meeting
5. Reports from the CEO, Board committees, or others
6. Approval of bills and acceptance of financial reports
7. Consideration of items carried over from previous meetings
8. Personnel matters
9. Authorization for conferences, workshops, field trips and other items
10. Action on resolutions recommended by the administration, Board committees, and/or Board member
11. Adjournment

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this _____ day of _____, 2021

President

Secretary