



### *Board Governance Policy 1.3*

#### Liberty STEAM Charter Policy for Board & Public Notification of Board Meetings

Purpose: To establish the basic structure for board and public notification of board meetings.

The board and any committee thereof will provide notification of regular meetings in annual announcements that are made available in printed and/or electronic form to the news media and public.

#### Notification to Board Members

The Board Secretary or his/her designee shall distribute notice of each regular meeting of the board with the agenda and supporting materials to board members at least three business days in advance of the meeting, if possible, to permit them to give items of business careful consideration. Each board member will be provided with a *Board Meeting Supplemental Packet* to house any supporting materials relevant to the meeting being held. All board members shall have access to the supporting materials via the shared Google drive but also shall be provided a hard copy of the supporting materials as well. The Board Secretary or his/her designee will give notice of all called, special, or rescheduled meetings to the members of the board at least 24 hours prior to the time for the meeting. The notice will indicate the purpose of the meeting and include the agenda with supporting documents.

#### Public Notice

Written notice of regular board meetings shall be made public at the beginning of each calendar year via the school's website and social media platforms. The notice shall include the dates, times, and places of regular board meetings. The Board Secretary or his/her designee shall send the notice to local news media and post it at the board meeting place and on the district's website. The Board Secretary or his/her designee shall post an agenda for regularly scheduled meetings at least 24 hours prior to the meeting via the school's website and social media platforms.

The Board Secretary or his/her designee shall post notice of any called, special, or rescheduled meetings in the same manner as the notice for a regular meeting. The notice for called, special, or rescheduled meetings shall include the agenda, date, time, and place of the meeting. The Board Secretary or his/her designee shall post notice at least 24 hours prior to the meeting time on the school's website and social media platforms. This will not apply to emergency meetings. For all public meetings, the Board Secretary or his/her designee shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings as soon as practical. The Board secretary shall note the efforts to comply with this policy in the minutes of the meeting.

*Adopted: 5-18-2020*

Legal references:

S.C. Code, 1976, as amended: Section 30-4-10, et seq. - South Carolina Freedom of Information Act.