



## **Open Meeting Policy**

The Board of Trustees encourage the public to attend and be a part of how the Cedar Tree Academy Board of Trustees make its decisions. It is the goal of the Cedar Tree Academy Board of Trustees to conduct business in an orderly, productive and timely manner.

### **Process for Announcing Meetings to the Public**

All meeting dates will be posted in the lobby of the school five (5) days prior to the scheduled meeting date. A calendar of open board meetings will be posted on the school's website.

### **Board Meeting Accessibility**

The Board will hold a board meeting once per quarter for a total of four (4) meetings during the school year. All meetings will be open to the public. The Board reserves the right to hold closed board meeting before or after all open board meetings.

### **Procedures for Requests to Be Placed on Agenda**

Agenda items are to be submitted to the school office no later than 10 days prior to the scheduled board meeting. This allows for review and research, if necessary; and facilitates for a meaningful discussion and appropriate action. Items submitted less than 10 days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Request for placement on any board meeting agenda must be submitted in writing to the School Office. The written request must include the following information:

1. Identification of the requestor, contact information, and speaker(s) on the subject matter
2. A detailed description of the subject matter
3. The requested meeting date
4. Seven copies of all supporting documentation/material(s) related to the request

The School Chief Executive Officer along with the School's Attorney, in consultation with the Board Chair will determine whether all required information have been submitted for the board's consideration for the requested action. When appropriate, the request will be placed on the agenda for action. The requestor will be contacted by the School Administrator as to whether the item will be placed on the agenda.

**Learn today. Lead tomorrow.**

701 Howard Road S.E, Washington, DC 20020