

Watts Learning Center Foundation

AGENDA POSTING PROCEDURES

Agenda are posted no later than 72 hours prior to a regular meeting and not later than twenty-four (24) hours prior to a Special Meeting, the Board Secretary, Executive Director, School Director or designee shall provide notice of the time and place of the meeting. Typically, Board Meetings are scheduled on a rotating basis at either the Elementary or Middle School campus. The agenda shall be provided to all Board members and those persons or entities who have previously requested notice of such meetings. The Executive Administrative Assistants and WLC Board Secretary post the agendas of meetings at the Watts Learning Center Foundation in schools' offices on the community bulletin board and on the schools' websites. (Watts Learning Center and Watts Learning Center Charter Middle School). Each school employs an Executive Administrative Assistant who is equivalent to the office manager in a District school.