

At least seven calendar days prior to each regular Brevard Academy- A Challenge Foundation Academy (BA-CFA) board meeting, the following materials shall be distributed to each board member by the indicated responsible party:

1. the proposed agenda, board secretary or board chairperson
2. minutes of previous meetings that have not been approved, board secretary
3. school director's report, school director
4. PTO report, PTO representative
4. any supporting information or materials that would assist board members to become informed of the issues proposed for board consideration.