

## **SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION**

The superintendent, in cooperation with the board president, or their designees, will prepare the agenda for meetings of the Perry Board of Education. Staff members, students, or patrons of the district wishing to have an item placed on the agenda of a regularly scheduled meeting must submit their requests in writing to the superintendent no later than 7 days prior to the scheduled meeting date. In order to have an emergency or unanticipated item placed on a board meeting agenda and permit possible board action, the emergency or unanticipated item must be presented to the superintendent or board president for consideration at least 24 hours before the legally required time to post the agenda. The superintendent and the board members setting the agenda will determine whether or not to place items on the board agenda.

Regular meeting agendas shall be prepared according to state law and at least 24 hours before the meeting's scheduled start time. The agenda and any supporting material will be distributed to members of the board no later than the Friday prior to a regularly scheduled meeting, and no later than when the agenda is posted for a special meeting.

Special meeting agendas shall be posted 48 hours prior to the special meetings. The 48-hour agenda posting will exclude Saturdays, Sundays and holidays legally declared by the State of Oklahoma.

Copies of agendas will be made available to the media and the public upon request. A copy of the agenda will be posted on the school district's front door located at 900 Fir Avenue and on the school district's website (perry.k12.ok.us). In addition, meetings scheduled at alternate locations will have an agenda posted in a conspicuous location at that alternate site. The posted agenda shall be visible outside during closed hours.

The school district will offer and consistently maintain an email system for distribution of the agenda and a process for people to obtain a copy of the agenda at the school district during normal business hours at least 24 hours prior to the meeting. Those interested in receiving a copy of the agenda via email should contact the central office of the school district during normal business hours.

Written notice of the date, time, and place of the meeting will be delivered to each member of the board and to any newspaper or other media representative that has filed a written request for such notice. Notice must be delivered at least 48 hours prior to a special meeting.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known 24 business hours prior to the meeting, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, the names of school employees (if any) to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

**REFERENCE: 25 O.S. §311  
74 O.S. §3106.2**