

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

The Perry Board of Education shall transact all business at official meetings of the board. A "meeting" is defined as the gathering of a majority of members of a public body to discuss school business. Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. These may be either regular, special, or emergency meetings, defined as follows:

Regular Meeting - the usual, official legal action meeting held regularly.

The regular meeting of the Perry Board of Education shall be held in the administration office of the high school, or as otherwise designated by the board, on the second Monday of each calendar month, beginning at 6:00 p.m.

Special Meeting - an official legal action meeting called between scheduled regular meetings to consider specific topics as listed on the agenda.

Special meetings may be held from time to time as circumstances demand. These meetings may be called by the president at any time by advising the board members a reasonable time in advance as to the time, place, and purpose of the meeting. A special meeting must be called if requested in writing by at least two members of the board. Two days will be considered a reasonable time for proper notice. When a special meeting is duly called, only matters pertaining to that for which the meeting is called may be considered at that time.

Emergency Meeting - an official legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

All regular, special, and emergency meetings of the board shall be held in accordance with the Oklahoma Open Meeting Act. Board discussions on certain issues specified by law may be held in executive session. No votes will be taken in executive session.

All regular, special, and emergency meetings of the board of education shall be open to the public. Any regular meeting shall include an opportunity for members of the public to address the board.

A majority of the board membership shall constitute a quorum for the transaction of business. Each member, including each officer, of the board shall have one vote. All votes shall be taken by an audible roll call vote.

Board members shall have the authority of the board only when acting as a member of the board in a legal session.

The office of the clerk of the board shall be located in the office of the superintendent. All fiscal records, personnel records, legal papers, board minutes, and all other such records shall be kept in accordance with state law and State Department of Education regulations.

Notification of Meetings

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a board of education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the board meets for the sole purpose of considering

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recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.
2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.
3. All meetings shall be held at specified times and places and shall be preceded by public notice of the meeting in the form of a posted agenda specifying the date, time and place of the meeting as well as the subject matter or matters to be considered. Such agenda shall be posted at least twenty-four hours before the meeting (excluding Saturday, Sunday, and holidays). Such notice shall be posted in prominent public view at the office of the school district.
4. Public notice of special meetings shall be given at least forty-eight (48) hours prior to the meetings and shall be given in writing or in person to the county clerk and to any press representative that has filed a written request for such notice. Such public notice shall be posted at least twenty-four (24) hours before the meeting in the same manner as that of a regular meeting. Boards of districts with websites must provide a schedule and information about the regularly scheduled meetings, including the date, time, place, and agenda of each meeting.
5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. As much advance public notice as is reasonable and possible will be provided to the county clerk in person or by fax. Also, when reasonably possible, information about the time, date, and place and the agenda of any special or emergency meetings shall be provided.
6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Persons or entities requesting written notification will not be charged a notification fee.

REFERENCE: **70 O.S. §5-118**
 25 O.S. §303, §304, §307.1, §311

CROSS-REFERENCE: **Policy BEC, Executive Sessions**
 Policy BED, Board of Education Meeting, Public Participation
 Policy BED-R, Board of Education Meetings, Public Participation, Regulation
 Policy DAAB, Grievance Procedure, Sex Discrimination
 Policy DAAB-R, Grievance Procedures, Sex Discrimination, Regulation
 Policy GF, Public Complaints
 Policy GFB, Grievance Procedure: Parent-Teacher