**SCHOOL BOARD MEETINGS**

**AGENDA PREPARATION AND DISSEMINATION**

As executive officer of the Oklahoma Union Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be sug­gested by board members, staff members, students, or patrons of the district. The inclu­sion of items suggested by staff members, students, or patrons will be at the discretion of the superintendent and board president.

 **Persons seeking to put an item on the agenda must make a written request one (1) week in advance, submitted to the district office. In order to be properly placed on the meeting agenda, written requests must include details about formal presentation(s) and topics of discussion. Individuals will be notified regarding whether their request to address the board has been granted and, if so, will be provided the approximate time as set forth in the meeting agenda.**

* **The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.**
* **Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.**

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.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meet­ing date as possible, but not less than 2 calendar days. Copies (hard copy or email copy) of the agenda will be made available to the media and the public upon request. Those interested in receiving a copy of the agenda via email should contact the business office of the school district during normal business hours. *In addition, a copy of the agenda will be posted on the front doors of the OKU High School and on the school district’s Internet web site located at* [*www.okunion.k12.ok.us*](http://www.okunion.k12.ok.us) *under the District/ Board of Education / Agenda tabs. REFERENCE: 25 O.S. SS 311 74 O.S. SS 106.2*