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| Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111 | Policy B-10 Adopted: 12-4-95 Revised: 9-4-01 |
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AGENDA PREPARATION AND DISSEMINATION

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The superintendent shall prepare an agenda for meetings of the Board and may consult with the Board president in the preparation of a draft agenda for meetings of the Board. The agenda for regularly scheduled meetings shall always allow time for remarks of the public. The Board shall follow the order of business on the agenda unless it is altered by a majority vote of the members present.

"New business" is anything which could not have been known or reasonably foreseen prior to posting the agenda. Except in an emergency, the Board may not revise or adopt policies, unless such action has been scheduled.

The Board agenda, and supporting materials, shall be distributed to Board members before the Board meeting, if possible. The agenda and appropriate agenda materials shall be made available according to the Oklahoma Open Records Act. The Board agenda will be posted in a conspicuous place at the superintendent's office and each school at least 24 hours before the meeting. The posted agenda shall be visible outside during closing hours.

Written notice of the date, time, and place of the meeting will be mailed or delivered to each member of the Board. The notice

will be mailed or faxed to any newspaper or other media representative that has

filed a written request for such notice.

A schedule and information about the regularly scheduled meetings of the Board shall be posted on the district website. Also, names of members of the Board will be posted on the website. When reasonably possible, information about special or emergency meetings shall be posted on the website.

Cross Reference: B-06, B-07, B-14

Legal References: Oklahoma Statutes 25 Section
HB1276, 2001 Legislative Session
Oklahoma Statutes 25 Section 311
Oklahoma Statutes 74 Section 3106.2