

**SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION**

As executive officer of the Holdenville 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. **Any board member may place items on the board agenda.** 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.

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, 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 three (3) calendar days. Copies of the agenda will be made available to the media and public upon request.

REFERENCE: 25 O. S. 311

Revised 12-14-2009