



SECTION I: BOARD OF EDUCATION POLICY 1200

BOARD AGENDAS

Purpose: The purpose of this policy is to describe the process for determining and disseminating the Board meeting agendas.

Agenda Format

The Superintendent or designee in cooperation with the Board President and any Board member who desires to participate in the development of the agenda format will develop an agenda format for adoption by the Board. The agenda format will provide for the orderly presentation and transaction of business at Board meetings.

Agenda Items and Posting of Agendas

Any Board member may submit, in writing (paper or e-mail), items for placement on the agenda to the Board President. Items requested will be placed on the agenda by the Superintendent and must be in a format consistent with standard agenda preparation and meet designated agenda deadlines. Normally, any item requested by any Board member to be placed on any agenda must be requested at least six hours prior to the legal posting of the agenda. If a Board member desires to place an item on any Board agenda, the Board member should describe the topic for the agenda as specifically as possible so members of the public who read the agenda can be informed concerning the subject to be presented. Agendas for regular and special Board meetings must be posted in prominent public view no later than 24 hours prior to the meeting, excluding weekends and holidays.

Agenda Preparation and Dissemination

The agenda for all Board meetings will be jointly prepared by the President of the Board, Vice-President of the Board, and the Superintendent or designee. Each regular meeting agenda will be published and transmitted to Board members for review no later than 48 hours prior to the legally required posting time for the agenda for the meeting for which the agenda has been prepared. Agendas for special meetings will be prepared and transmitted to all Board members as soon as is practicable but no later than 24 hours prior to the posting of the agenda for a special meeting for which the agenda has been prepared and as soon as practicable for an emergency meeting. Any additions or changes to the agenda initially provided to Board members should normally be provided to all Board members, in writing, by the Superintendent or designee prior to the final posting of the agenda. Board members' concerns about any item appearing or failing to appear on an agenda should be communicated to the Superintendent or designee for response, which response must be in writing and provided to all Board members within 24 hours. Formal adoption of agendas will occur at the beginning of each Board meeting.

Source: *Broken Arrow Board of Education policy adoption, August 25, 2008.*
 Broken Arrow Board of Education policy affirmed, July 13, 2009.
 Broken Arrow Board of Education policy revised, February 27, 2012.
 Broken Arrow Board of Education policy revised, July 10, 2017.