

**SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION**

As executive officer of the Southwest Technology Center Board of Education, the superintendent of schools, in consultation with the president and other appropriate 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.

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 will be considered and be acted upon only upon the approval of all members present.

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. A copy of the agenda will be posted at the principal place of meeting as required by law. Copies of the agenda will be made available to the media and the public upon request. In addition, a copy of the agenda will be posted on the school district's Internet web site located at www.swtc.org.

REFERENCE: 25 O.S. §311
74 O.S. §3106.2

Adopted: January 1994 as policy B-114
Revised: November 1995