SCHOOL BOARD MEETINGS
AGENDAS/MINUTES/PUBLIC COMMENTS

PURPOSE: To provide rules for Board of Education meetings, agendas, minutes and public comments.

MEETINGS

Board meetings are held to transact the business of the School District. All meetings of the Board, except for executive sessions as provided under Oklahoma School Law, will be open to the public. They will be held at the Charles C. Mason Education Service Center unless public notice indicates otherwise. .

It will be the duty of the Superintendent or designee to notify Board members of regular, special, or emergency meetings.

Regular Meetings

Regular meetings of the Board will normally be held on the first and third Mondays in each month unless Monday is a legal holiday. The time will be established by the Board President.

Special Meetings

Special meetings require 48 hours advance, public notice, and are limited in subject matter to the announced agenda. These meetings will be called for the purpose of receiving public comment as described below, student suspension hearings, employee termination hearings, and other reasons as determined by the Board President or by a written request of three Board members.

Emergency Meetings

An emergency meeting may be called for the purpose of dealing with emergencies. "Emergency" is defined as a situation involving injury or imminent threat of injury to persons or injury or imminent threat of injury or damage to public or personal property or immediate financial loss, and the requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury, damage, or immediate financial loss.

In the event of an emergency, a meeting of the Board may be held without thepublic notice required by the Oklahoma Open Meeting Act. Should an emergency meeting of the Board be necessary, the Superintendent or designee will give as much advance, public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means. To the extent possible, notice will be given to the County Clerk of Tulsa County and the media.

Executive Sessions

Executive sessions are permitted for the discussion of such things as personnel matters, matters under litigation, and negotiations with District negotiators. The Board may go into executive session to discuss anything allowed by law. No officialor final action may be taken by the Board in an executive session. In order to act upon items considered at an executive session, the Board will convene or reconvene in open session. That such a meeting was or will be held will be recorded in the minutes of the preceding or subsequent open session of the Board. Board members and any persons attending an executive session are duty-boundnot to disclose any details of the discussions held.

Quorum

A quorum for the transaction of official business will consist of a majority of the members of the Board.

Rules of Order

Except as provided by law, all Board meetings will be conducted in accordance with Board policy. If the presiding officer desires further direction, *Robert's Rules of Order, Newly Revised* will be consulted.

Voting Method

All voting on resolutions and motions of the Board will be by voice vote, polling each member separately. Each member's vote will be separately recorded in the minutes. If a quorum is present, a majority vote of the members present will be sufficient for taking action unless there is a specific statute applicable to the matter under consideration that requires approval by a majority of the full Board.

AGENDA

The Board President (or Vice President) in cooperation with the Superintendent will determine the agenda for any particular meeting, although Board Members may request or recommend any matters appropriate for Board consideration as described below. The Board President (or Vice President) shall work with the Superintendent during an agenda planning meeting to determine items that management needs to have placed on the agenda. The Board President (or Vice President) and the Superintendent 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

Board members may submit items for consideration for placement on the agenda in writing to the President. The Board President (or Vice President) shall specify on which future agenda the item shall be scheduled unless the Board President declines the request. If the president declines a request for an item to be placed on the agenda, they will provide written rationale for that action to the requesting Board member by noon on the Friday before the regular Monday board meeting.

Agenda Preparation and Dissemination

The agenda for all Board meetings will be jointly prepared by the President of the Board (or the Vice President of the Board in the absence of the President) and the Superintendent or designee. In the event of a disagreement as to whether an item should or should not be included on the agenda, the decision of the Board President (or Vice President in the absence of the President) will prevail.

All business items (ex: contracts, personnel actions, programming approvals, bond-related actions, etc.—namely, items that have previously been presented as "information items") that require a board vote shall be placed on the consent agenda unless precluded by current policy or law, or otherwise deemed more appropriate for consideration as an action item. Business items requiring a board vote that are not appropriate for consent shall be placed on the agenda as an action item. Note that the board may vote at its meeting to table an action on the agenda until the next regular or special meeting if a majority determines the matter warrants a second reading/discussion or more public comment prior to the board vote.

- The board clerk shall transmit the draft agenda for regular meetings to Board members for review no later than the Friday afternoon, ten days before a Monday evening meeting. (Agendas for special meetings, emergency meetings, and executive sessions not a part of another meeting's agenda, will be prepared and transmitted to Board members as soon as is practical.) A copy of the draft agenda shall also be placed on the district's website so that the public may have an opportunity to review it and provide any comment to Board members in advance of the meeting. The draft agenda may be removed upon the posting of the final agenda.

- Board members' questions and informational requests about any item appearing on a draft agenda should be communicated in writing by 6 pm Monday following distribution of said draft agenda to the superintendent or designee for response or additional information.

- The superintendent's response to board member questions or their provision of additional information, as available, should be communicated in writing by Wednesday at 6pm to all members of the board. While this information is intended to be helpful to the board, the unavailability or perceived insufficiency of such information does not, by itself, make an item ineligible for consideration by the board.

- After reviewing the superintendent's response/information, board members may request changes to the draft agenda—including a request that a consent item move to the action agenda—by making such a request in writing by Thursday at 6 pm prior to the Monday board meeting. This request must include a substantive rationale supporting the proposed change. The Board President shall have discretion to reject or accept the request. No additional (new) item should be placed on the board meeting agenda at this point unless the Board President determines that an urgent public necessity exists or that delay would seriously affect the operation of the District.

- In addition to the final agenda, any supporting materials (ex: presentations, data, reports) necessary to support an item on the final agenda should be placed on the district's website as they become available.

- In order to accommodate any holiday or non-contract day that would interfere with the efficient development and communication of a particular agenda, the superintendent (in coordination with the president and vice president of the board), may alter these deadlines as necessary. In doing so, the new deadlines for that agenda should mirror to the greatest extent possible the sequence and windows for input/response described above while ensuring the posting of the agenda as required by state law.

MINUTES

A complete record of all business transacted at each meeting will be setforth in the minute book of the Board. The minute book will be kept on file by the Clerk as a permanent record of Independent School District Number One, Tulsa County, Oklahoma, and will be available for inspection upon request by the public.

Other features of the minutes will include:

- The nature of the meeting, regular or special, the time, the place, Board members present and absent.
- A record of all motions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting "yes" and "no."
- A record of the disposition of all matters that the Board considered, but upon which they did not act.
- Summary of remarks by the public in attendance at the meeting.

The minutes will be signed by the Attorney, Superintendent, Board President and attested by the Board Clerk.

PUBLIC COMMENTS AT SCHOOL BOARD MEETINGS

Citizens are encouraged to attend meetings of the Board of Education and are allowed to address the Board and to comment as allowed under this policy.

Public comment is allowed only at a regular meeting or at a special meeting declared to be a public hearing for that purpose. Public comment at regular meetings is allowed for two purposes—to respond to an item on the action agenda or to provide comments regarding topics not on the current agenda (“Citizen Comment”). Speakers’ comments should be shorter than three minutes, but in no event shall a speaker have more than five minutes when providing comment. If an individual is providing comment on an action item and as a Citizen Comment, the time will be counted separately.

The board welcomes input from all members of the community and will have translation services available at the board meeting for the purpose of receiving public comment, as needed. If the person providing public comment uses translation services to communicate with the board, up to five additional minutes will be provided to the speaker to ensure the use of translation services does not impair the speaker’s ability to provide their comments. Time will be counted separately if the person is providing both agenda-related comments and Citizen’s Comments.

The Board President may interrupt and terminate any presentation not deemed to be in accordance with the guidelines set out by this policy, for example if the person providing comments uses profanity or other abusive language against board members, or if the speaker attempts to present comments regarding an issue in a pending lawsuit. The relevant guidelines are described below and outlined on the paper and electronic forms the public completes when signing up to speak. The Board President may also, after a warning, preclude an individual speaker from addressing the Board at that meeting and/or at the next regular meeting of the Board of Education for violation of the guidelines set out by this policy.

Public Comment Guidelines

School board policies, state law, and federal law establish separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, pupil suspensions and appeals, political campaigns, and litigation.

To avoid circumvention of these separate proceedings and to assure fairness to all parties concerned, no person will be allowed to speak regarding the following:

- An issue in a pending lawsuit, complaint, or investigation filed with an outside agency, wherein the District, employee(s) or the Board is a party;
- A pending grievance;
- A pending employee complaint filed with the District or an outside agency;
- A complaint against individual employee(s);
- An employee disciplinary action including suspension or termination;
- A pending pupil disciplinary action including suspension or appeal that may reach the Board.

The individual dignity of Board members, District employees, students, and membersof the public must be respected by all speakers. Board members, employees, students, or members of the public will not be subjected to verbal abuse.

Comments Concerning Items on the Action Agenda

All public comment regarding matters on the action agenda shall be received together as a separate item on the agenda prior to the consideration of the action agenda. Requests to comment must be made by submitting a completed form for that purpose. Paper forms are available from the Board Clerk before the beginning of each meeting and will be accepted up to 6:25 pm on the day of the meeting. Electronic forms will be available online and shall be submitted after the relevant agenda has posted and no later than noon on the day of the meeting. Each individual requesting to speak must personally complete the form listing their name and contact information and verify they have read the instructions regarding comments. The individual will also indicate on the form if they are speaking on their own behalf or on behalf of a group and whether or not they support or oppose the item (as applicable). Speakers are encouraged to provide the Board with a written outline of their comments to be made available to them before or at the meeting.

The total time limit will apply to each speaker regardless of the number of agenda items to which they wish to speak

The Board and staff will not dialogue with speakers. When determined to be appropriate by the Superintendent, staff will strive to provide answers or resolve any issues/concerns in a timely manner.

"Citizen's Comments"—Comments Concerning Items Not on an Agenda

The agenda for the regularly scheduled meetings of the Board will include an item designated "Citizens' Comments." This portion of the agenda will be reserved for comments concerning issues not otherwise appearing on an agenda to provide citizens an opportunity to address the Board of Education, and it is not intended to provide a forum for commercial, political, personal or similar topics.

An individual wishing to comment during this portion of a meeting must personally sign and submit a completed request form with all supporting documents to the Clerk of the Board seven calendar days before the meeting at which the individual wishes to speak. The forms are available online or from the Clerk of the Board of Education. Each individual requesting to speak must complete the form and verify they have read instructions.

Generic topics will not be accepted. The topic listed on the request form must be brief but specific enough to satisfy posting requirements under state law. The topic should be worded so an ordinary individual would understand what the topic is about. The topic language submitted by the citizen will be reviewed and approved or disapproved by the attorney for the School District. Individuals will also indicate on the form if they are speaking on their own behalf or on behalf of a group. Speakers will be notified regarding approval or disapproval of their request. The Superintendent or designee will address speakers' specific issues or concerns within 60 days.

The total time limit of Citizens' Comments will apply to each speaker during a meeting regardless of the number of topics on which the individual requests to speak. Speakers are welcomed and encouraged to provide the Board with a written outline of their comments to be made available to them before or at the meeting.

Adopted: November 1982
Revised: January 2022
Legal Reference: Title 25 O.S., 301
Title 25 Oklahoma Open Meeting Act Section, 304, 305, 311 & 312
Title 70 O.S., 5-118