

**AGENDA  
PREPARATION AND DISSEMINATION**

The agenda for a meeting of the board of education will be prepared by the superintendent in cooperation with the board president. Patrons, staff members, or board members wishing to have an item placed on the agenda must contact the superintendent or the board president no later than 7 days before the board agenda must be posted. The superintendent, in cooperation with the board president, will determine whether or not to place the item on the board agenda.

The board agenda will be prepared according to state law and posted in a conspicuous place in the school administration building at least 24 hours before the meeting. The posted agenda shall be visible outside during closed hours.

Written notice of the date, time, and place of the meeting will be mailed or delivered to each member of the board and to any newspaper or other media representative that has filed a written request for such notice.

Reference: 25 O.S. 311