

1.14—MEETING AGENDA

The agenda dictates the proceedings of the Board meeting. The Superintendent shall prepare the agenda with consultation from the Board President. Items may be placed on the agenda upon request by any Board member or by members of the community.

Agenda items should be submitted in writing to the Superintendent of Schools by 4:00 p.m. at least five (5) calendar days prior to the scheduled board meeting. This requirement is necessary in order to get the item placed in the board meeting agenda and to allow time for background information and/or data to be collected regarding the issue under consideration. The Board of Education shall receive a copy of the agenda and available accompanying pertinent information at least four (4) calendar days prior to the meeting.

Board Members will receive notification and an accompanying agenda for special board meetings a minimum of 24 hours in advance unless emergency conditions exist.

Public Participation at Board Meetings

Education is a cooperative undertaking between the schools and the community, and a successful program can be developed only when there is understanding and communication.

The Board desires citizens of the district to attend its meetings so that they may become better acquainted with the operation and programs of the schools.

Citizens are instructed to refer school-related problems to appropriate building level school personnel rather than to initiate these directly with the school board.

Personnel matters or matters that involve the identification of a student or group of students are not appropriate topics to be discussed at regular board meetings. State Law requires that such matters be addressed in executive session as conducted by the Board.

All regular and special meetings of the school boards in Arkansas are held in public but are not public meetings. The Benton Board of Education follows a written agenda, a copy of which is available to assist those who participate in the meeting. No action will be taken on any matter that has not been placed on the formal agenda unless a quorum is present and agree to consider such a matter. (See Procedures for Addressing School Board.)

Procedures for Addressing the Benton Board of Education

A. Category I. Request to address Board

Any Benton School District patron wishing to address the Board must complete a form stating the speaker's name, address, group represented, if any, and an explanation of the topic to be presented. This form may be obtained from the Central Office and must be presented to the Superintendent or his/her designee by 4:00 p.m. five working days prior to the School Board meeting. A copy of any printed material to be presented to the board must be attached to the request form. The Superintendent and School Board President will consider the request for inclusion on the board meeting agenda. All comments pertaining to Category I will be limited to 5 minutes.

B. Category II. To Insure An Opportunity To Address The Board On Agenda Items

- a. Please fill out a card which is available on the secretary's desk before the board meeting begins.

- b. Give your name, address, and the item(s) on which you wish to comment.
- c. Return the card to the secretary who will forward it to the Board President.
- d. At the appropriate time the President will provide you an opportunity to speak to the Board on the agenda item(s) indicated.
- e. Comments pertaining to Category II will be limited to no more than three (3) minutes per agenda item per speaker.
- f. The Board reserves the right to limit the total discussion on any one item to a reasonable length of time.

C. Category III. Written communication without personal appearance

The Board will receive written communications from any interested citizen of the district. Communications should be sent to the Superintendent.

The President of the Board will have authority to terminate the remarks of any individual who does not adhere to the rules established above as pertaining to Category I or II. A group of patrons who wish to address the board on a topic are encouraged to elect a speaker for the group. No speaker may yield their time to another speaker. Persons appearing before the Board are reminded that although requests may be directed to the Board, the answers to many questions and/or action by the Board, may be deferred pending Board consideration.

Date Adopted: 06/09/03

Last Revised: 05/10/10