

## **1.14—MEETING AGENDA**

The agenda guides the proceedings of the Board meeting. The Superintendent shall prepare the agenda with consultation from the Board President.

At each regular monthly meeting of the Board, a report or presentation regarding student academic data or performance shall be provided to the Board.

### **Requests to be Placed on the Agenda**

The chairman of the PPC, or the chairman's designee, shall be placed on the Board of Directors meeting agenda to make an oral presentation to the Board to address either a personnel policy proposed by the Board that the PPC committee has possessed for no less than ten ( 10) work days or a personnel policy that the PPC wishes to propose to the Board.

Members of the Board, other than the board president, who desire to have an item placed on the monthly agenda may do so by contacting the Superintendent or, in writing, the Board President at least five (5) days prior to the meeting and the item will be duly considered for inclusion.

District patrons wishing to have an item placed on the Board meeting's agenda must submit their requests, in writing to the Superintendent, at least five (5) days prior to the meeting of the Board. The written request must be sufficiently descriptive to enable the Superintendent and Board President to fully understand and evaluate its appropriateness to be an agenda item. Such requests may be accepted, rejected, or referred back to the individual for further clarification.

The Superintendent shall notify the Board President of all written requests to be placed on the agenda along with the Superintendent's recommendation concerning the request. No item shall be placed on the agenda that would operate to prejudice the Board concerning a student or personnel matter that could come before the Board for disciplinary or employment considerations or that is in conflict with other District policy or law.

Patrons whose written request to be placed on the meeting's agenda has been accepted shall have no more than 5 minutes to present to the Board unless specifically granted additional time by a motion approved by a majority of the Board. The speaker shall limit his/her comments to the approved topic/issue or forfeit his/her right to address the Board. The members of the Board will listen to the patron's presentation, but shall not respond to the presenter during the meeting in which the presentation is made. The Board may choose to discuss the issue presented at a later meeting, but is under no obligation to do so.

### **Agenda Circulation**

The Superintendent shall be responsible for Board members receiving copies of the Agenda with all accompanying pertinent information at least 3 days prior to a regularly scheduled meeting. The Superintendent shall provide Board members copies of the Agenda with all accompanying pertinent information as soon as possible prior to an emergency or special called board meeting.

The agenda for a regularly scheduled board meeting shall be posted to the District website at least three (3) days in advance of the meeting. The agenda for an emergency or special board meeting shall be posted to the District website at least two (2) hours in advance of the meeting.

### Public Comment

The following individuals shall have a right to provide public comment at Board meetings:

1. Residents of the District;
2. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis to a student enrolled in the District; or
3. District employees

A sign-up sheet shall be provided at least 30 minutes prior to the start of a Board meeting for individuals wishing to provide public comment. The sign-up sheet shall include spaces for individuals wishing to provide public comment to indicate the:

- Name of the persons who will be providing the public comment; and
- Agenda item, if any, the person wishes to speak on.

While individuals may give public comment on any matter that is within the powers and duties of the Board, individuals may not provide public comment that prejudices the Board concerning a student or personnel matter that is on the agenda concerning a disciplinary or employment action.

Individuals who sign up to provide public comment shall have three (3) minutes to provide public comment as follows:

- A. Individuals who have not signed up to provide public comment on an item on the meeting's agenda shall be given an opportunity for public comment at the start of the Board meeting prior to any business or an executive session. If the public comment on matters that are not on the meeting's agenda extends beyond thirty (30) minutes, the Board may move the remaining public comments not concerning items on the meeting's agenda to the end of the meeting agenda; and
- B. Individuals who have signed up to provide public comment on an item on the meeting's agenda shall be given an opportunity to provide public comment prior to the board taking action on the item the individual has signed up to speak on.

Cross Reference: 1.9—POLICY FORMULATION  
5.20—DISTRICT WEBSITE

Legal References: A.C.A. § 6-11-129  
A.C.A. § 6-13-619  
A.C.A. § 6-17-205  
A.C.A. § 6-17-2305

Date Adopted: June 23, 2005  
Last Revised: July 1, 2025