

Marietta Public Schools Board of Education Policies & Procedures

What is the Function of a Board of Education?

The Board is a policy-making body. The policies which it establishes are executed by the administration of the schools. A Board functions **ONLY AS A BODY** in official meetings.

The Board's major responsibilities are:

- To set the policies for Marietta Public Schools.
- To develop and improve the educational system.
- To secure adequate financing.
- To maintain an efficient school plant.
- To choose the chief executive/superintendent.
- To provide qualified personnel.
- To assist in maintaining good community relations

Board Meetings Are Public

According to the Oklahoma Open Meetings Law, all Board meetings must be open to the public except when the Board recesses the meeting to executive session to discuss school personnel issues, employment, negotiations, land transactions, claims, investigations, litigation, student suspensions, disabled students, and confidential information and as otherwise provided by law.

The Board attempts to schedule all regular meetings on the first Monday of each month in the High School Library at 6:30 p.m. The Board reserves the privilege of calling special or emergency meetings whenever necessary. Occasionally, a special meeting or workshop session will be scheduled by the Board, but in all cases, public notice is made in advance and the local news media is notified.

Procedures for Addressing the Board

The agenda for each Board meeting is sent to Board members four (4) days prior to each scheduled meeting. Any individual wishing to address the board of education shall communicate such wish to the superintendent by letter. The letter must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The letter must be received by the superintendent at least five (5) work days prior to the next regularly scheduled meeting in order to be placed on the agenda. The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.

An individual wishing to speak must complete the card found attached to the paper copy of document, and present it to the Board President prior to discussion of the specific item listed on the agenda. The Board will take action only on those items listed on the Agenda.

Open Forum

Near the beginning of each regular Board meeting, the President of the Board will allow members of the audience to address the Board in an Open Forum when in compliance with the following rules and regulations:

- Individuals wishing to speak should fill out the attached card and present it to the President of the Board prior to the Board meeting being called to order.
- The speaker is asked to identify himself/herself by name and address, and if he/she represents an organization, to name the group. Remarks should be addressed to the Board as a whole and not directed to the audience.
- Each presentation will be limited to five (5) minutes.
- Delegations must be represented by not more than three (3) spokespersons with the same (5) minute limitation for each.
- The President of the Board may terminate the right of any speaker to continue should they be accompanied by people whose behavior is improper.
- No response, reaction nor action shall necessarily be taken by the Board during the Open Forum. Action may be taken only on those items previously listed on the agenda.

It is a policy of the present Board to make this time available to patrons of the community in attempt to facilitate better public relations and communication.

Persons wishing to appear before the Board are expected to familiarize themselves with the listed procedures and likewise abide by these guidelines.

The Board is genuinely pleased to have visitors and the attendance of all patrons is encouraged in order to better understand school business and how the Board functions.