



SCHOOL BOARD MEETING AGENDA

POLICY:	203.5
ADOPTED:	04/05/00
REVISED:	08/22/22

I. Purpose

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. General Statement of Policy

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. Procedures

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to provide his or her name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents are provided to the school board members prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials relating to the meeting's agenda items prepared by, or distributed to, or at the direction of, the school board must be made available for inspection in the meeting room while the school board considers its subject matter if the printed materials were also

(i) distributed at the meeting to all members;

(ii) distributed before the meeting to all board members;

(iii) available in the meeting room to all board members; or (iv) posted on the district website or using other district technologies in advance of the meeting. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross Reference: Policy 203 - Operation of the School Board Governing Rules Policy 203.2 - Order of the Regular School Board Meeting
Policy 203.6 - Consent Agendas
Policy 204 - School Board Meeting Minutes
Policy 207 - Public Hearings