

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	203.5	Page: 1 of 2
SERIES	200	School Board
SUBJECT	203.5	School Board Meeting Agenda
Adopted		November 14, 2000
Revised		January 10, 2006, February 10, 2009; June 14, 2011

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the School Board meeting agenda.

II. GENERAL STATEMENT OF POLICY

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. Persons wishing to place an item on the agenda must make a request to the School Board chair or Superintendent in accordance to meeting procedures. The person making the request is encouraged to state the person's 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.
- B. The School Board regular meeting agenda and supporting documents shall be sent to the School Board members not less than three (3) days prior to the scheduled School Board meeting.
- D. Items may be added to the agenda only by a two-thirds majority 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. Materials relating to the agenda items of the meeting prepared by or at the direction of the School Board or the Superintendent shall be:
 - 1. distributed electronically before the meeting to all members;
 - 2. available in the meeting room to all members who desire a paper copy; and
 - 3. available in the meeting room for inspection by the public while the School Board considers the subject matter. This does not apply to materials classified by law as other than public, to informational reports by administration personnel requested

by the Superintendent, or to materials relating to the agenda items of a closed meeting.

- F. School Board meeting agendas shall be made available to district and building administrators and others as designated by the Superintendent and the School Board. Procedures to accomplish this policy shall be the responsibility of the Superintendent.

IV. RATIONALE

The School Board believes defined and consistent agenda development of Board regular meetings contribute to its governance role and responsibilities, allowing the School Board to accomplish its business as efficiently and expeditiously as possible.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. § 471.705 (Meetings of Governing Bodies)

Cross References: 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)