

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

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SERIES	200	School Board
SUBJECT	203.2	Order of the Regular School Board Meeting
Adopted		November 14, 2000
Revised		June 14, 2011; March 9, 2021

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular School Board meetings.

II. GENERAL STATEMENT OF POLICY

The School Board shall follow an Agenda to allow the School Board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. ORDER

A. The School Board will at all regular School Board meetings, follow an Agenda order similar to:

1. Call to Order and Pledge of Allegiance
2. Agenda Approval
3. Future Events
4. Consent Agenda
5. Discussion, Reports, Information Items
6. Action Items
7. Board Forum and Reports (if any)
8. Closed Session (if necessary)
9. Adjournment

B. The School Board may depart from the order of business with the consent of the majority of members present.

IV. AGENDA PROCEDURES

A. The school Board regular meeting agenda and supporting documents shall be sent to the School Board members no less than three (3) days prior to the scheduled School Board meeting.

B. 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.

- C. 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 prior to 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.
- D. 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 the policy shall be the responsibility of the Superintendent.
- E. Persons wishing to place an item on a meeting agenda must make a request to the School Board chair or Superintendent not less than five (5) business days in advance of a scheduled board meeting and in accordance to meeting procedures. The person making the request shall 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 future meeting agenda.

V. RATIONALE

The School Board believes defined and consistent agenda development of Board regular meetings contributes 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)