

**PILLAGER
PUBLIC
SCHOOLS**

**BOARD
OF
EDUCATION**

**MEETING
PROCEDURES**

Pillager Public School Board Meeting Procedures

Welcome to this meeting of the Pillager Public School Board of Education. We are extremely pleased that you have shown your interest in Pillager Public School's affairs by attending this meeting. It is the wish of the Board of Education that interested citizens participate in the deliberations of its meeting and that residents of the District become aware of the procedures to be followed.

This pamphlet has been prepared to familiarize you with the function and the organization of the Pillager Board of Education, and to outline for you the procedures that must be followed if you wish to actively participate in the meeting.

We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

The Pillager Public Schools Board of Education

Board Members

Your Board of Education is composed of six members elected to serve over-lapping terms. The Superintendent of Schools serves and prepares the agendas for consideration. The election of Board members takes place on the first Tuesday in November of odd numbered years and all members are elected at large. New Board members take office on January 1.

Your Board members this year are:

Chair	Scott Mudgett	(218) 828-1528
Vice-Chair	Shawn Hunstad	(218) 828-4268
Clerk	Sara Nagel	(218) 746-4478
Director	Becky Bennett	(218) 851-7527
Director	Steve Uban	(651) 247-1335
Director	Brian Grimsley	(218) 851-7438

Board Meetings

The Pillager Public Board of Education meets on the third Monday of each month of the whole year. These are "Regular" Board meetings. When this meeting conflicts with a legal holiday, the Board meets on the second Monday. The agendas are posted on the District's website and in the Brainerd Daily Dispatch.

The Board meetings usually take place in the School Board Meeting which is located in the District Office. You need to come in Door "H" (near the High School Door). The meetings start at 6:30 PM.

There is always a possibility of conflict, necessitating a change of meeting date or location. Although rare, when it is necessary, the public will be informed through the local news media whenever possible.

Business at certain periods during the year sometimes makes it necessary to recess a meeting to a future date. There are also instances when a "Special Meeting" must be called to consider certain specified actions. In both instances, the public will be informed of such meetings whenever possible.

All meetings of the full Board (regular, special, emergency and adjourned) are open to the public. In fact, the public is urged to attend.

Board Committees

<u>Committee</u>	<u>Chair</u>	<u>Assistant</u>
Activities	Becky Bennett	Brian Grimsley
Budget	Shawn Hunstad	Sara Nagel
Curriculum	Sara Nagel	Becky Bennett
Facilities	Scott Mudgett	Shawn Hunstad
Personnel	Steve Uban	Scott Mudgett
Policy	Brian Grimsley	Steve Uban

Board Actions

The Board of Education must have a quorum, or four members, present before it can take official action. Most board actions may be approved by a simple majority of the membership present.

The Board of Education has complete and final control over School District matters subject only to the limitations imposed by State and Federal law, and of course, ultimately the will of the local residents.

Public Participation at Board Meetings

Meetings of the Board of Education will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the members of the board present. To place an item on the agenda, the following procedures should be used.

The applicant should file a written request with the Superintendent's office at least ten days prior to the scheduled meeting. The request should include the name, address and telephone number of the person or persons making the request; a statement describing the action the applicant wishes the Board to take and background information outlining the reasons for the request.

The Board of Education desires public participation at its meetings, but at the same time has the responsibility for conducting its business in an orderly fashion. Residents are encouraged to contact board members prior to the start of the meeting if they want to comment on agenda items.

The meeting of the Board of Education is a public meeting. However, it is not a meeting of the public, it is a meeting of the Board. Therefore, members of the audience are encouraged to be heard prior to Board discussion on an agenda item. A special time slot will be placed on the regular agenda for members of the audience. This will allow members of the audience time to comment prior to the Board making a decision. Therefore members of the audience generally will not be allowed to comment at other times during the meeting.

Pillager Public Schools' Department Heads

Superintendent	Michael Malmberg	746-2100
Secondary Principal	Jason Savage	746-2117
Elementary Principal	Josh Smith	746-2110
Director of Teaching & Learning	Dave Olson	746-2103
Maintenance	Tod Pelarski	746-2092
Custodial	DāBer Janitorial	746-2107

Send inquires to Superintendent's Office, Attn: Michael Malmberg,
323 East 2nd Street S., Pillager, MN 56473.

This publication was adapted from Cass County Board of Commissioners. Thank you.