

204.01 SCHOOL BOARD MEETING AGENDA

1. The Assistant Clerk, in consultation with the Superintendent and Chair, shall develop, prepare and arrange the order of items for the final agenda for each school board meeting.
2. The recommended procedure is as follows:
 - Items to be placed on the agenda must be received by the Assistant Clerk, Chair or Superintendent no later than five (5) days prior to the Board meeting.
 - The agenda and supporting documents will be delivered to each Board member not less than four (4) days prior to the scheduled meeting of the Board of Education.
 - Items may be added to the agenda by a motion adopted at the meeting.
3. Agenda items shall fall under one or more of the current Strategic Plan Goals as established by administration and the Board of Education.
4. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and:
 - distributed at the meeting to all members of the governing body;
 - distributed before the meeting to all members; or
 - available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

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.
5. The order of business of the Board of Education shall be established by Board action.

LEGAL REFERENCES:

Minn. Stat. § 13D.01

Minn. Stat. § 123B.09, subd. 7

CROSS REFERENCES: