

**INDEPENDENT SCHOOL DISTRICT NO. 111
WATERTOWN-MAYER PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY**

203.5 SCHOOL BOARD MEETING AGENDA

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 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.

(Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.)

- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days 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, 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: (i) distributed at the meeting

to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) 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.

Adopted/Revised/Reviewed:

Adopted: February 26, 2001
Reviewed: May 23, 2011
Revised: August 28, 2014
Reviewed: April 24, 2017
Reviewed: May 18, 2020
Revised: September 26, 2022

Legal References:

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

Cross References:

Independent School District #111 Policy 203 (Operation of the School Board - Governing Rules)
Independent School District #111 Policy 203.2 (Order of the Regular School Board Meeting)
Independent School District #111 Policy 203.6 (Consent Agendas)
Independent School District #111 Policy 204 (School Board Meeting Minutes)
Independent School District #111 Policy 207 (Public Hearings)