

## ADMINISTRATIVE REPORT

**DATE:** September 4, 2025  
**TOPIC:** 4.2 – Review of Procedure 203  
**PRESENTER:** Julie Nielsen, Superintendent  
Katie Schwartz, School Board Chair  
**REFERENCE TO POLICY/STATUTE:** Policy 203

### A. PURPOSE OF REPORT

- a. In August 2025, the board agreed to eliminate Policies 203.1, 203.5 and 203.6.
- b. The board wanted to create a procedure as a result of eliminating those policies.
- c. The board will discuss if there should be any changes proposed procedure 203.

### B. RECOMMENDATION

- a. Discussion

### C. CONNECTION TO STRATEGIC PRIORITY

- a. Engagement and Partnerships



# Procedures: Policy 203 Operations of the School Board

South Washington County Schools  
7362 East Point Douglas Rd. S.  
Cottage Grove, MN 55016



|                                                                  |                                                                                                                                   |  |                     |              |  |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--------------|--|
| PROCEDURE NAME                                                   | 203 Operations of the School Board                                                                                                |  |                     |              |  |
| PURPOSE                                                          | To establish guidelines by which the business of the School Board can be conducted in a regular and internally consistent manner. |  |                     |              |  |
| EFFECTIVE DATE                                                   |                                                                                                                                   |  |                     |              |  |
|                                                                  |                                                                                                                                   |  |                     |              |  |
| DEPARTMENT / ADMINISTRATOR RESPONSIBLE                           | Superintendent                                                                                                                    |  | CONTACT INFORMATION | 651-425-6201 |  |
| APPLIES TO apply group names to define applicable areas of staff |                                                                                                                                   |  |                     |              |  |
|                                                                  |                                                                                                                                   |  |                     |              |  |
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## DEFINITIONS

**1. Consent Agenda:** The consent agenda is a streamlined approach to handling routine and non-controversial items, allowing the board to approve items all in one motion without individual discussion or votes. These items, such as meeting minutes, committee reports, or financial updates, are grouped together and presented for a single vote. If a board member wishes to discuss a specific item further, they can request its removal from the consent agenda and add it to the regular agenda for discussion.

- The Superintendent, in consultation with the School Board chair, may place items on the consent agenda. By using a consent agenda, the School Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- Consent items are those which usually do not require discussion or explanation prior to School Board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- Items may be removed from the consent agenda with a timely request by an individual School Board member for independent consideration. A request is timely if made 24 hours prior to the vote on the consent agenda. The request does not require a second or a vote by the School Board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- Consent agenda items are approved by one vote of the School Board. The consent agenda items shall be separately recorded in the minutes.

**2. Workshop Meeting:** This is an informal gathering of the school board, for discussion of specific topics without taking formal votes or making official decisions. These meetings allow board members to engage in open dialogue and prepare for future formal actions at a Business Meeting.

**3. Business Meeting:** This is a formal gathering of the elected or appointed board members of a school district, where they vote on official matters related to the district's operations and policies. These meetings are held monthly, and may include public comment periods where community members can address the board.

**4. Comments to the Board:** This refers to a structured opportunity for members of the public to address the school board directly on issues relevant to the district. The primary purpose of this period is to allow the community to express opinions, raise concerns, and provide feedback on matters within the school board's authority

**5. Quorum:** This is the minimum number of voting members, four, who must be present for the meeting to be considered valid and for any official business to be conducted.

**6. Abstentions:** This is a board member's decision to not vote on a motion or proposal. Instead of voting "yes" or "no," the member chooses to refrain from participating in the vote altogether. This can be due to various reasons, such as a conflict of interest, lack of sufficient information, or a desire to remain neutral.

**7. Robert's Rules of Order:** Robert's Rules of Order is a widely used manual of parliamentary procedure that provides guidelines for conducting meetings and making decisions in an organized manner, to ensure business is conducted efficiently, and that decisions are made fairly.

## PROCEDURE

1. School Board members need not rise to gain the recognition of the chair.
2. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
3. All motions that require a second shall receive a second prior to opening the issue for discussion of the School Board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
4. The chair shall decide the order in which School Board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
5. The chair shall rule on all questions relating to motions and points of order brought before the School Board.
6. A ruling by the chair is subject to appeal to the full School Board pursuant to Robert's Rules of Order.
7. During Comments to the Board, the School Board chair will call up members of the public to speak. Members of the public who wish to be heard shall follow School Board procedure 206.
8. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
9. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
10. The order in which names will be called for roll call votes will alternate to ensure the same person doesn't vote first each time.
11. The chair has the same right and responsibility as each School Board member to vote on all issues.
12. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
13. A majority of the voting members of the School Board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the School Board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.
14. No meeting will begin without the presence of a quorum of the School Board. In the event that a quorum of the School Board is not present, the meeting will be delayed until a quorum is present. If a quorum is not reached within thirty minutes of the start of the meeting, the meeting will be cancelled.
15. If a regular meeting is not completed by 11:00pm, a vote will be taken to decide whether to continue with the meeting. The School Board may, by majority vote, continue with the meeting with the items they still wish to address.

| VERSION HISTORY |             |                       |        |                                 |
|-----------------|-------------|-----------------------|--------|---------------------------------|
| REVISION DATE   | APPROVED BY | DESCRIPTION OF CHANGE | AUTHOR | COMMUNICATION TO THOSE IMPACTED |
| Initial Draft   |             |                       |        |                                 |
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