

Adopted: 06/23/21

MSBA/MASA Model Policy 203.5

Orig. 1997

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Rev. 2012

## **203.5 EDUCATION DISTRICT BOARD MEETING AGENDA**

### **I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the education district board meeting agenda to ensure that the education district board can accomplish its business as efficiently and expeditiously as possible.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the education district board is that education district board meetings shall be conducted in a manner to allow the education district board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

### **III. PROCEDURES**

- A. While all education district board members may provide input, it shall be the responsibility of the education district board chair and executive director to develop, prepare, and arrange the order of items for the tentative education district board meeting agenda for each education district board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the education district board chair or executive director 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 executive director shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the education district board members five (5) days prior to the scheduled education district 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 education district 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 education district 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 education district 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.

***Legal References:*** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)