

Adopted: 3/19/2026

Revised:

**ROCHESTER BEACON ACADEMY
POLICY No. 203.5
CHARTER SCHOOL BOARD MEETING AGENDA**

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the Rochester Beacon Academy ("RBA") board of directors' meeting agenda to ensure that the board of directors ("board") can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. While all board members may provide input, it shall be the responsibility of the Board Chair and Executive Director to develop, prepare, and arrange the order of items for the tentative board meeting agenda for each board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the 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 board members seven (7) days prior to the scheduled 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 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 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. § 124E.07 (Board of Directors)
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)