

## **Wabasha-Kellogg Public Schools 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**

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. 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. Anyone wishing to place an item on the tentative agenda must make a request to the School Board chair or superintendent six (6) days prior to the next regular school board meeting. 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 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' five days prior to the scheduled School Board meeting.
- D. The tentative agenda, with any proposed deletions and/or additions, will become the adopted agenda after approval by a majority of the School Board. It will not be in order to consider an item not on the adopted agenda. Items may only be added to the agenda by a motion adopted at the meeting.
- 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.

***Legal References:*** Minn. Stat. § 123.33, Subd. 6 (School Board powers)  
Minn. Stat. § 471.705 (Meetings of Governing Bodies)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin Advisory Op. No. 08-015 (July 9, 2008)

***Cross Reference:*** Wabasha-Kellogg Policy 203 (Operation of the School Board)  
Wabasha-Kellogg Policy 203.2 (Order of the Regular School Board Meeting)  
Wabasha-Kellogg Policy 203.6 (Consent Agendas)  
Wabasha-Kellogg Policy 204 (School Board Meeting Agenda)  
Wabasha-Kellogg Policy 207 (Public Hearings)