

# MINNETONKA PUBLIC SCHOOLS

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## Policy #203.5: SCHOOL BOARD MEETING AGENDA PREPARATION

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### I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda for Regular and Special Meetings as well as Study Sessions to ensure that the Board can accomplish its business as efficiently and expeditiously as possible.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the School Board that school 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. It shall be the responsibility of the Board Chair, Vice-Chair and Superintendent to develop, prepare and arrange the order of items for the tentative agenda for each school board meeting and study session.
- B. Board members wishing to place items on the agenda should make a request to the Chair, Vice-Chair or Superintendent seven (7) days prior to the meeting.
- C. Other persons wishing to place an item on the agenda must make a request to the Board Chair, Vice-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, Vice-Chair and Superintendent shall determine whether to place the matter on the tentative agenda.
- D. The tentative agenda and supporting documents shall be sent to the board members at least four days prior to the scheduled board meeting or study session.
- E. Items that are not on the tentative agenda 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 board meeting shall include a description of the matter.
- F. The tentative agenda shall become the agenda for the meeting upon adoption by the Board. Amendments to the agenda may add an item, remove an item, change the order or alter the proposed time.
- G. At least one copy of any printed materials 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.

H. The meeting agenda will be posted by the Superintendent on the District Service Center official bulletin board three days prior to the scheduled Board Meeting or Study Session.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 7 (School Board powers)  
Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)

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

***Approved March 19, 2009***