

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

The policy of the school board is that 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 the NWSISD Executive Director to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the 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 Executive Director shall determine whether to place the matter on the tentative agenda.
- C. Board members wishing to place an item on the agenda should make the request to the Executive Director 10 days prior to the scheduled Board meeting, to allow staff adequate time to work with that Board member on preparing the background material on the item. An individual Board member may request to place a Board item on the agenda at the Additions to the Agenda portion of the Board meeting.
- D. The tentative agenda and supporting documents shall be sent to the school board members the Friday prior to the scheduled school board meeting.
- E. Items may only be added to the agenda other than at the Additions to the Agenda portion of the Board meeting 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.
- F. 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 Executive Director 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. § 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. § 471.705 (Meetings of Governing Bodies)
Dept of Admin. Advisory Op. No. 08-015 (July 9, 2008)

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

Adopted: April 16, 2003
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