

DISTRICT CODE: 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

It is the policy of the School Board 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. The School Board develops and approves a preliminary annual agenda and workshop plan.
- B. Agendas will be provided to School Board members in “rough draft” form two (2) meetings in advance of the actual meeting date.
- C. While all School Board members may provide input, 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.
- D. Persons wishing to place an item on the agenda must make a request to the School Board 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 and superintendent shall determine whether to place the matter on the tentative agenda.
- E. The tentative agenda and supporting documents shall be sent to the School Board members six (6) days prior to the scheduled School Board meeting.

HOPKINS PUBLIC SCHOOLS POLICIES

- F. The board chair and Superintendent will review the final agenda, minimally two (2) days prior to the meeting.
- G. Items may only be added to the agenda by a motion adopted at the meeting. As a matter of procedure, the motion to add an item requires a second. If the motion receives a second, further discussion about adding the item can occur. If the motion does not receive a second the motion fails. If an added item is acted upon, the minutes of the School Board meeting shall include a description of the matter.
- H. At least one copy of any printed materials relating to the meeting agenda prepared or distributed by or at the direction of the School Board or its employees 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. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

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)

Adopted: October 22, 2009

Revised: January 21, 2010, September 26, 2013, September 3, 2019

Reviewed: August 21, 2013, March 25, 2015