

Open Meetings 101

2026

School boards are public entities, and with that role comes a fundamental expectation of transparency. The decisions school boards make; particularly those involving public funds, taxes, and levies, are meant to occur in the public eye. Minnesota's Open Meeting Law exists to ensure that the public can observe not only the outcomes of board decisions, but also the reasoning, discussion, and deliberation that lead to them.

Understanding the spirit of the law is as important as understanding its technical requirements. At its core, the Open Meeting Law is about public trust. The community should be able to see how decisions are made, how resources are allocated, and how differing viewpoints are weighed. When the rationale behind board actions is clear and accessible, confidence in the board and the district is strengthened. When that clarity is lost, trust can erode quickly.

Within the structure of a formal board meeting, transparency is usually straightforward. Meetings are posted, agendas are published, minutes are recorded, and the public has the opportunity to observe. There are limited and clearly defined circumstances under Minnesota law when a meeting may be closed, such as to discuss labor negotiation strategy, certain disciplinary matters, or other narrow exceptions provided by statute. Even in those cases, the law requires that the reason for closing a meeting be stated on the record, the subject of the discussion identified, and the proceedings recorded.

Where questions most often arise is outside the boardroom. Under Minnesota law, a "meeting" is not defined by a table, an agenda, or a gavel. A meeting occurs whenever a quorum of the board discusses school business. That definition applies regardless of location or format. Four members of a seven-member board talking about a coach's performance at a football game can constitute a meeting. Continuing deliberation at a restaurant after a board meeting can constitute a meeting. A series of emails, text messages, or phone calls that, taken together, involve a quorum discussing district business can also constitute a meeting even if no one ever sat down together at the same time.

The key question is not whether a vote was taken or whether the conversation felt informal. The question is whether the discussion could influence board action. If it could, it belongs in a public meeting where the community can observe it.

This does not mean board members can never speak to one another outside of meetings. Chance encounters and purely social conversations are not a concern. Individual board members may receive information from staff. Conversations that do not involve a quorum and are not part of a serial effort to shape board decisions are generally permissible. However, when discussions begin to drift toward evaluating performance, building consensus, or shaping future action, the safest and most appropriate response is to pause and bring the matter back to the board table.

Committees and subcommittees are also subject to the Open Meeting Law. While the notice requirements for committee meetings are less formal than for full board meetings, committee work is still public work. Members of the public are entitled to attend and observe, and any notes or records created as part of committee work may be subject to a data request.

The Open Meeting Law also carries practical requirements. Votes must be recorded. Minutes and journals must be available to the public. Materials distributed to board members related to agenda items must be accessible to the public during meetings, unless the data are classified as nonpublic under law. In cases of intentional violations, the law allows for civil penalties and, in extreme circumstances, forfeiture of office. These provisions exist not as a primary enforcement mechanism, but as a safeguard to ensure accountability.

Open Meeting Law compliance is about more than legality. It is about governance culture. Boards that conduct their work openly, resist the temptation to deliberate informally, and consistently bring discussions back to public meetings protect not only themselves, but the integrity of the institution they serve. Transparency keeps decision-making healthy, reduces misunderstanding, and reinforces the public's confidence that school governance is being carried out in good faith.