

203.5 CHARTER SCHOOL BOARD MEETING AGENDA**I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of Crosslake Community School's (CCS) board of directors' meeting agenda to ensure that CCS's 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. While all directors may provide input, it shall be the responsibility of the school board Chair, school Director(s), and the school Recorder to develop, prepare, and arrange the order of items for the 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 school board Chair or school Director(s) 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 school board Chair and Director(s) shall determine whether to place the matter on the tentative agenda.

[Note: The Minnesota 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 agenda and supporting documents shall be emailed to the school board directors five days prior to the scheduled school board meeting to be in compliance with Open Meeting Law.
- D. Items 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 school board meeting shall include a description of the matter.
- 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:
 - distributed at the meeting to all directors of the governing body;
 - distributed before the meeting to all directors; or
 - available to all directors 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.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 124E.07 (Board of Directors)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

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)