

## 203.2 Preparation of the School Board Meeting Agendas

### I. Purpose

The purpose of this policy is to provide procedures for the preparation of the School Board meeting agendas 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. Order of Agenda

The School Board shall conduct an orderly School Board meeting. The School Board will, at all regular School Board meetings, follow an agenda order similar to:

- A. Call to Order, Pledge of Allegiance, and Welcome
- B. Approval of Agenda
- C. Spotlight on Recognitions
- D. Superintendent and Staff Reports
- E. Business Action Items
- F. Routine Action Items (or Consent Agenda)
- G. Written Information Items
- H. Reports from School Board Members
- I. Adjournment

The School Board may depart from the established order of business with the consent of the majority of members present.

## IV. Consent Agendas

In order for a more efficient administration of School Board meetings, the School Board may elect to use a consent agenda for the passage of non-controversial items or items of a similar nature.

- A. The superintendent, in consultation with the School Board chair, may place items on the consent agenda. By using a consent agenda, the School Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to School Board action, are non-controversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual School Board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the School Board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the School Board. The consent agenda items shall be separately recorded in the minutes.

### ***Legal References:***

Minn. Stat. 123.33, Subd. 6 (School Board powers)  
Minn. Stat. 123.34 (Officers)  
Minn. Stat. 124.74 (Enabling Resolution; Form of Certificates of Indebtedness)  
Minn. Stat. 125.12 (Employment Contracts, Termination)  
Minn. Stat. 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn. Stat. 471.705, Subd. 1 (Open Meeting Law)  
Minn. Stat. 471.705 (Meetings of Governing Bodies)  
Minn. Stat. 471.88 (Exceptions)

### ***School Board Action:***

Revised as Policy 4.300 August 19, 1975  
Revised as Policy 203.2 December 21, 1999  
Revised April 16, 2013  
Revised April 16, 2019