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Adopted: 3-4-18

203 BOARD MEETING AGENDAS

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the The Studio School Board meeting agendas to ensure that the Board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of The Studio School Board is that Board meetings shall be conducted in a manner to allow the Board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all Studio School Board members may provide input, it shall be the responsibility of the Board Chair and Executive Director to develop, prepare and arrange the order of items for the tentative Board meeting agenda for each Board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the Board Chair or Executive Director via email at least 5 business days prior to the meeting at which they wish the issue to be considered.
 - A. The person making the request is encouraged to state their name, purpose of the item, action desired, and pertinent background information.
 - B. The Board Chair and Executive shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent via email to The Studio School Board members at least 72 hours prior to the scheduled Board meeting.
- 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 Board meeting shall include a description of the matter.
- E. At least one physical copy of any printed materials, including electronic communications, relating to the agenda items of the meeting must be prepared or distributed by or at the direction of the Board or its employees, and must be available/displayed in the meeting room for all members of the governing body and for inspection by the public while the Board considers their subject matter. This does not



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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. § 13D.01, Subd. 6 (Open Meeting Law)

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Dept. of Admin Advisory Op.no.08-015 (July 9, 2008)