

Adopted: July 16, 1985  
Board Revised: January 25, 1994  
Board Revised: August 15, 1995  
Board Revised: March 14, 2005  
Superintendent Review: March 9, 2008  
Board Revised: February 13, 2012  
School Board Revised: May 27, 2014  
Contact Person: Superintendent

## **POLICY 203            BOARD SESSIONS**

### **I.        PURPOSE**

To ensure that Board sessions (meetings and study sessions) are conducted in an orderly fashion that allows Board members to participate in discussion and act upon District matters necessary to accomplish the mission of the Bloomington Public Schools.

### **II.       GENERAL STATEMENT OF POLICY**

The Board Chair and the Superintendent will be responsible for complying with the following Board session procedures.

### **III.      BOARD PROCEDURES**

#### **A.       Schedule of Meetings, Place and Time**

The Board holds its organizational meeting in January. At that time, a resolution will be adopted to establish the schedule for regular Board sessions (meetings and study sessions) for the calendar year.

Board sessions will be held at the Educational Services Center at 1350 West 106<sup>th</sup> Street. By action of the Board, the date, time and/or location may be changed.

A Board meeting or study session for specific purposes, such as curriculum reports, study items, budget deliberations, public hearings, etc., may be called as provided for by Minnesota Statutes.

#### **B.       Adjournment Time**

The adjournment time will be no later than 10:30 p.m. unless extended by majority consent of the Board members present.

C. Agenda

The agenda for a Board meeting and/or Board study session will be prepared by the Superintendent after consultation with the Board Chair and all background information will be delivered to Board members at least three days before a scheduled Board session. The agenda prepared for a scheduled Board session shall contain all of the agenda items plus any items that have come to the attention of the Superintendent or Board members that need immediate attention. No items other than those on the agenda will be considered at a meeting unless it is by majority consent of the Board members present.

For a Board meeting, routine items will be placed on Part A of the agenda and will be taken up and voted upon as a unit by either unanimous or roll call vote. An individual item under Part A may be dealt with separately if requested by a member of the Board.

D. Recognition of Public

The agenda for a regular meeting shall schedule "Recognition of the Public" as one of the first items on the agenda.

Individuals wishing to address the Board with concerns, problems, suggestions, or requests for information on items not on the agenda will be recognized at this time. Prior request for recognition is desirable by notification to the Superintendent or Board Chair. Persons not having given prior notice shall be recognized at the discretion of the Board Chair or a majority of the Board members present. The Board Chair reserves the right to limit discussion time of each participant, as well as the total number of recognitions.

Representatives of organizations or spokespersons for groups or delegations shall contact the Superintendent or Board Chair by noon on the Wednesday before the meeting and shall make available to the Superintendent or Board Chair a copy of the statement, petition or request. If background information has been prepared for all Board members, it must be delivered to the Superintendent by 12 noon on the Wednesday before the Board meeting for delivery with agenda material.

Members of the public wishing to be heard on agenda matters shall be recognized at the time the matter is discussed at the discretion of the Board Chair. The Board will take the questions and problems under advisement and issue responses after due deliberation.

Comments regarding specific employees, activities or practices will be handled at the discretion of the Board Chair to assure that the rights of persons involved are protected.

E. Publication of the Agenda

The agenda will be mailed to citizens upon request. Anyone wishing further information about the agenda may call the Superintendent's Office. The Board session agenda will be posted on the District website.

F. Publication of the Minutes

Publication of the approved minutes will be in the official newspaper, Sun-Current Bloomington, as soon as practicable and in keeping with Minnesota State limitation of thirty (30) days. Upon being approved by the Board, meeting minutes are posted on the District website.

Board Reviewed: April 19, 2010  
Board Reviewed: February 13, 2012  
School Board Reviewed: May 27, 2014  
Contact Person: Superintendent

## **REGULATION 203      BOARD SESSIONS**

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Individuals wishing to address the Board with concerns, problems, suggestions, or requests for information on items not on the agenda will be recognized at this time. Prior request for recognition is desirable by notification to the Superintendent or Board Chair. Persons not having given prior notice shall be recognized at the discretion of the Board Chair or a majority of the Board members present. The Board Chair reserves the right to limit discussion time of each participant, as well as the total number of recognitions.

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Comments regarding specific employees, activities or practices will be handled at the discretion of the Board Chair to assure that the rights of persons involved are protected.

To maintain decorum during Recognition of Public, the Board Chair has the responsibility of maintaining order and upholding the core values of the District.

If at any time, the rights of persons involved appear to be at risk of not being protected, District legal counsel and/or the Superintendent will ask the Board Chair to call a recess to discuss the situation and to agree on next steps.