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Superintendent Review: March 9, 2008
Board Revised: February 13, 2012
School Board Revised: May 27, 2014
School Board Revised: August 27, 2018 [Routine Review]

Contact Person: Superintendent

POLICY 203 SCHOOL BOARD MEETINGS

I. PURPOSE

To ensure that School Board meetings (and study sessions) are conducted in an orderly fashion that allows School 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 School Board Chair and the Superintendent will be responsible for complying with the following School Board meeting procedures.

III. SCHOOL BOARD MEETING PROCEDURES

A. Schedule of Meetings Place and Time

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

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

The term “meetings” shall include:

1. Regular meetings for conducting School Board business.
2. Closed meetings for reasons addressed by Minnesota Statutes.
3. Emergency meetings for reasons addressed by Minnesota Statutes.
4. Special meetings called by the School Board to occur at a time other than the regularly scheduled School Board meeting (or study session) to address a particular item, or items, identified by the School Board prior to the meeting.
5. School Board Retreat for strategic planning.

B. Adjournment Time

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

C. Agenda

The agenda for a School Board meeting, School Board retreat, and/or School Board study session will be prepared by the Superintendent after consultation with the School Board Chair and all background information will be delivered to School Board members at least three days before a scheduled School Board meeting. The agenda prepared for a scheduled School Board meeting shall contain all of the agenda items plus any items that have come to the attention of the Superintendent or School 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 School Board members present.

For a School 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 School Board.

D. Recognition of the Public

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

Individuals wishing to address the School 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 School Board Chair. Persons not having given prior notice shall be recognized at the discretion of the School Board Chair or a majority of the School Board members present. The School Board Chair reserves the right to limit discussion time of each participant, as well as the total number of recognitions.

It is recommended that representatives of organizations or spokespersons for groups or delegations contact the Superintendent or School Board Chair by noon on the Wednesday before the meeting and make available to the Superintendent or School Board Chair a copy of the statement, petition or request. If background information has been prepared for all School Board members, it must be delivered to the Superintendent by 12 noon on the Wednesday before the School 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 School.

Board Chair. The School 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 School Board Chair to assure that the rights of persons involved are protected.

To maintain decorum during Recognition of Public, the School 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 School Board Chair to call a recess to discuss the situation and to agree on next steps.

E. Publication of the Agenda

The agenda will be emailed or mailed to citizens upon request. Anyone wishing further information about the agenda may call the Superintendent's Office. The School Board meeting 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 School Board, meeting minutes are posted on the District website.