

Great Oaks Academy

Operation of the Board of Directors

Governing Rules and Meeting Procedure Policy No. 203

I. Purpose

The purpose of this policy is to provide governing rules and procedures for the conduct of meetings of the Board of Directors.

II. General Statement of Policy

An orderly Board of Directors meeting allows Board of Directors members to participate in discussion and decisions of school district issues. Governing rules and meeting procedures allow the Board of Directors the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely, consistent and orderly manner.

III. Rules of order for Board of Directors meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the Board of Directors consistent with Minnesota statutes;
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

IV. Meeting Types

- A. Business Meeting
 1. Regularly scheduled meetings that provide an opportunity for public comment and are primarily focused on matters that need to be reviewed and/or approved by the board.
- B. Work Session
 1. Regularly scheduled meetings that follow the same format as Business Meetings (with the exception of public comment) and are primarily focused on providing board members and administrative staff an opportunity to discuss topics relevant to board governance and matters that may eventually require board review and/or approval. In the event a specific matter requires board review and/or approval prior to the next Business Meeting, the item can be added to the agenda if an opportunity for public comment is also provided prior to the item being voted upon.
- C. Board Training and Development Session
 1. Meetings intended to provide ongoing training and professional development opportunities for board members to enhance general board governance, regulatory, and classical education knowledge.
- D. Board Emergency meetings
 1. An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.
- E. Board Special Meetings
 1. Meetings that are structured like Business Meetings and occur when a specific matter requires board review and/or approval prior to the next Business Meeting or Work Session.

V. Meeting Order

- A. The Board of Directors shall conduct an orderly Board of Directors meeting. The Board of Directors will, at all regular Board of Directors meetings, follow an agenda.
- B. The agenda for regular meetings of the school board shall show the business to be transacted in the following order: call to order; consent agenda; reports and correspondence; action; non-agenda items; next meeting(s); adjournment. The board shall follow the order of business set by the agenda unless altered at the discretion of the chair. Other items of business may be added to the agenda upon approval by a majority of board members who are present, provided that consideration of such items does not violate statutory notice requirements.
- C. Business Meetings and Work Sessions will be recorded and made publicly available on the school's website.

VI. Meeting Agenda

- A. While all Board of Directors members may provide input, it shall be the responsibility of the Board of Directors chair and director to develop, prepare, and arrange the order of items for the tentative Board of Directors meeting agenda for each Board of Directors meeting.
- B. Persons wishing to place an item on the agenda must make a request to the Board of Directors chair or Executive Director 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 chair and director shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the Board of Directors and posted to the website 3 calendar days prior to the scheduled Board of Directors 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 of Directors meeting shall include a description of the matter in the minutes.
- E. During a Board of Directors meeting at least one printed copy of any meeting materials, including electronic communications, relating to the agenda items of the meeting shall be printed and available in the meeting room for inspection by the public. This does not apply to materials classified by law as non-public or to materials relating to the agenda of a closed meeting.
- F. The Board of Directors is limited to acting only on those matters specifically included in the notice of a special meeting or emergency meeting.

VII. Consent Agendas

- A. The director, in consultation with the Board of Directors chair, may place items on the consent agenda. By using a consent agenda, the Board of Directors 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 Board of Directors action, are noncontroversial 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.

Adopted: 9/18/2023

Revised:

- C. Consent agenda items are approved en masse by one vote of the Board of Directors. The consent agenda items shall be separately recorded in the minutes. Items may be removed from the consent agenda by a timely request by an individual Board of Directors 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 Board of Education. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

Legal References:

Minn. Stat. § 123B.09, Subd. 7 (Board of Education Powers)
Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Board of Education Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Board of Education Matters)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. Ch. 124E (Minnesota Charter School Law)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References:

Roberts, Henry Martyn. *Robert's Rules of Order*. Berkley Publishing Corporation, 1998.