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Board Information:	April 22, 2024 [Revised]
Board Approved:	May 13, 2024 [Revised]

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 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 will be prepared by the Superintendent after consultation with the School Board Chair and it, along with all background information for agenda items requiring a vote, will be delivered to School Board members at least three days before the scheduled meeting. Items may be added to the agenda, or removed from the agenda, by a motion adopted by a majority of School Board members present at the scheduled 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 moved to Part B by request of any member of the School Board. The request does not require a second or a vote by the School Board. An item removed from Part A will then be discussed and acted on separately in Part B of the agenda.

D. 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.

E. 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.

F. Listening Sessions

The School Board will conduct a listening session prior to the first regular meeting of the month from 6:00 to 6:45 pm. Bloomington Public Schools parents/caregivers, students and staff, and Bloomington residents are invited to comment to the School Board. Individuals wishing to speak at a

listening session must register in advance with the Office of the Superintendent by giving their name, address, and phone number, and indicate the topic to be addressed. Registration, along with any prepared background information, if appropriate, is to be submitted to the Office of the Superintendent no later than noon on the day of the listening session. Individuals' comment time allocation will be limited to approximately three (3) minutes, depending upon the number of people registered for the listening session. With advance notice to registered speakers, the School Board Chair reserves the right to adjust the time of the listening session.

Listening sessions are held prior to a regular School Board meeting. The School Board will listen to comments and, typically, not respond during the session. Generally, matters are referred to Administration. Listening Session notes will be taken and shared at a subsequent meeting of the School Board. An audio recording of the Listening Session will be made available on the District website.

The School Board Chair has the responsibility of maintaining order and upholding the core values of the District. Decorum is to be maintained during listening sessions. Listening sessions are an opportunity for members of the public to voice their concerns about or support of School District matters. It is not the proper venue to make complaints about individual staff members, students, or members of the public. The District maintains other processes that can be pursued by speakers who wish to voice such complaints, especially as such statements may contain private information which is inappropriate in a public forum, and which may subject the speaker to allegations of slander or libel. Complaints about staff members or students should be directed to the appropriate building, program and/or district administrator. The School Board Chair may ask any speaker to desist from any comments which could violate State or Federal law, School District policies, or the right of privacy of an individual. In some cases, a speaker who persists in making such remarks may lose their privilege to address the Board in future Listening Sessions. The Board Chair can call a recess, or end the Listening Session, at any time at the Chair's discretion.