



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
BRAVELY LIVE THEIR TRUTH,
TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Policy 203.5 School Board Meeting Agenda

Adoption:	May 8, 2023
Revision History	
Last Board Review: May 8, 2023	
Next Board Review: May 2026	
Review Frequency: Every 3 Years (per Policy 208)	

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the Heartland Lakes Community School (HLCS) Board meeting agenda to ensure that the School Board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A.** While all School Board members may provide input, it shall be the responsibility of the School Board Chair and Director to develop, prepare, and arrange the order of items for the tentative School Board meeting agenda for each meeting.
- B.** Persons wishing to place an item on the agenda must make a request to the School Board Chair or Director in a timely manner. The School Board Chair and Director shall determine, collaboratively, whether to place the matter on the tentative agenda.
- C.** The tentative agenda shall be sent to the School Board members, at minimum, three (3) days prior to the scheduled School 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 School Board meeting shall include a description of the matter.

- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the School Board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the School Board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Note: The applicability and enforceability of this policy 203.5 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.