

Board of Education Meeting Procedures

Welcome to this meeting of the Board of Education of Independent School District No. 2711, Aurora, Minnesota. We are extremely pleased that you have shown your interest in school district affairs by attending this meeting.

This information has been prepared to familiarize you with the function and the organization of the Board of Education, and to outline for you the procedures that must be followed if you wish to actively participate in the meeting.

We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

Board Members

Your Board of Education is composed of six Members elected to serve overlapping terms. The Superintendent of Schools serves as the ex officio member of the board without the right to vote. The election of board members takes place on the first Tuesday after the first Monday in November and all members are elected at large. New board members take office on January 1 following the election.

Your board members are:

Walter Hautala, Chairperson
Cyndi Worshek, Vice Chairperson
Kathy Undeland, Treasurer
Donna Stevens, Clerk
Robert Hill, Director
Gene Maki, Director

Board Actions

The Board of Education must have a *quorum*, or four members, present before it can take official action. Most board actions may be approved by a simple majority of the membership present.

The Board of Education has complete and final control over local school matters subject only to the limitation imposed by state law, regulations of the Minnesota Department of Education and, of course, the will of the local residents as expressed in district elections.

Public Participation at Board Meetings

Meetings of the Board of Education will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the membership present.

The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. The Chairperson will provide the audience with an opportunity to speak.

Each speaker will be allowed five minutes for his/her presentation unless the time limit is waived by a majority of the board members present. When there are a large number of speakers to be heard, the Board of Education may shorten this time.

Undue interruption or other interference with the orderly conduct of Board of Education business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

Members of the Board of Education and the Superintendent may question a speaker or make comments in response to the speaker's remarks.

At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report.

No action will be taken on any item not considered a part of the agenda on the same evening it is presented unless action is considered necessary by a majority of the board.

Board Meeting

The Board of Education meets on the first Monday of each month.

The meetings begin at 5:30 p.m. and are held in the Board Room at the School.

There is always a possibility of conflict, necessitating a change of meeting dates. Although rare, when it is necessary, the public will be informed via posting whenever possible.

Business at certain periods during the school year sometimes makes it necessary to adjourn a meeting to a future date. There are also instances when a special meeting must be called to consider certain specified actions. In both instances, the public will be informed of such meetings whenever possible.

All meetings of the full board (regular and special) are open to the public.