

Adopted from MSBA/MASA Model Policy 203.2, Orig. 1997, Rev. 1999

Approved:

Revised:

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 203.2  
ORDER OF THE REGULAR SCHOOL BOARD MEETING**

**I. PURPOSE**

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

**III. ORDER**

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Approval of prior meeting minutes.
4. Old (unfinished) business.
5. Recognition of visitors (open forum).
6. Financial Statements and Supplemental Reports.
7. Consent agenda including Head of School/Assistant Head of School reports.
8. Reports.
9. Written communications.
10. Other business unique to the current month's meeting.
11. Cycle of Review.
11. New business.
12. Adjournment.

***[Note: The school board should incorporate its preferred order of business into this policy.]***

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)