



2.6 BOARD MEETINGS POLICY

I. OPEN MEETINGS

Meetings of the Board of Directors and all Standing and Ad Hoc Committees shall comply with the Minnesota Open Meeting Law, Minn. Stat. Section 13D, as amended (or successor statute); provided, however, that if a committee does not contain a majority of the Directors of the Corporation, or if such committee is not empowered to make decisions on behalf of the Board of Director, such committee is not obligated to comply with the Open Meeting Law.

II. PLACE OF MEETINGS

Board meetings may be held at the Corporation's principal office or at any other reasonably convenient place as the Board may designate.

III. TYPES OF MEETINGS

1. **Regular Meetings:** Regular meetings shall be held each month at such times as are set on the school calendar adopted annually by the Board of Directors, as such calendar may be revised from time to time by the Board of Directors. The Board of Directors shall meet no less than ten (10) times per fiscal year. The calendar of regular board meetings shall be posted on the Corporation's web site.
2. **Annual Meeting:** The Board may hold an annual meeting for the purpose of electing Directors for expiring Director positions, making and receiving reports on corporate affairs, and transacting such other business as comes before the meeting. The annual meeting will be on the date selected by the Board of Directors, subject to the notice requirements in Section VI 3., below. If it is impracticable to hold an annual meeting due to war, famine, weather, pandemic, or similar reason, the Board of Directors may postpone or cancel the annual meeting, as the Board of Directors deems prudent.
3. **Special Meetings:** Special meetings of the Board of Directors may be called at any time for any purpose by the Board Chair. The Board Chair shall call a special meeting of the Board of Directors upon the written request of one-half (1/2) of the Directors. Any Director may call a special meeting in accordance with Minn. Stat. Section 317A.231 (or successor statute).



IV. CANCELLATION OF MEETINGS

The Board Chair may cancel a meeting with reasonable cause.

V. ADJOURNMENT

A majority of the Directors present at a meeting, may adjourn the meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given if the time and place be fixed at the meeting adjourned and recorded in the minutes of that meeting.

VI. NOTICES OF MEETINGS

Notices of meetings of the Board meetings shall be given as follows:

1. Regular Meetings: A schedule and the location of regular meetings of the Board shall be provided to each Director, shall be posted on the school web site, and shall be kept on file at the Corporation's principal office. If the Board holds a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, the same notice shall be given as if the meeting were a special meeting pursuant to paragraph b below.
2. Special Meetings: Written notice of the date, time, place and purpose of a special meeting shall be delivered to each Director, posted on the web site or principal bulletin board of the Corporation (or, if the School has no principle bulletin board, the main entry or other prominent place), and emailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the Secretary. This notice shall be posted and mailed or delivered at least three (3) days before the day on which the meeting is to be held, or such other period specified by applicable law if the special meeting is being called by a Director in accordance with Minn. Stat. Section 317A.231 (or successor statute).
3. Annual Meeting: In addition to the schedule required by paragraph a above, notice of the date, time, place and purpose of the annual meeting (if there will be one) shall be delivered to each eligible voter, and posted on the principal bulletin board and web site of the Corporation (or, if the School has no principal bulletin board, the main entry or other prominent place) at least thirty (30) days (or other period if required by applicable law) in advance of the annual meeting. The Board shall determine the method of delivering such notice from time to time.
4. Other Methods: Notice to Directors shall be delivered personally, sent by facsimile communication, sent by electronic mail, posted on an electronic network together with a separate notice to the Director of the specific posting,



mailed, first class, postage prepaid, or such other methods as are fair and reasonable as determined in the sole discretion of the Secretary of the Corporation. Whenever written notice to Directors provides less than five (5) days' prior written notice of the meeting, excluding the date of the meeting, reasonable effort shall be made to notify Directors by telephone, text, or other electronic means, of the meeting at the time of giving written notice, but the failure to contact any Director(s) by such means shall not affect the validity of the meeting or any action taken at such meeting. The Corporation may provide such other notices of meetings to parents/legal guardians of students enrolled at the Corporation, employees of the Corporation, and other members of the public, as the Secretary or the Board may from time to time determine.

VII. ACTUAL NOTICE

If a person receives actual notice of a meeting of the Board at least twenty-four (24) hours before the meeting, all notice requirements of this Article are satisfied with respect to that person, regardless of the method of receipt of notice.

VIII. AGENDAS FOR MEETINGS

The Board Chair shall set the agendas for regular meetings of the Board of Directors. Any Director, parent/legal guardian of a student enrolled in the Corporation, employee of the Corporation, or student enrolled in the Corporation may request that an item be placed on the agenda of the next regular Board of Directors meeting by contacting the Board Chair or Chair elect in writing, by phone, or via email with such request not less than five (5) days prior to the scheduled meeting, provided that the Board Chair will not be required to place any item on the agenda that was not requested by another Director. The person calling a special meeting may prepare an agenda, provided, however, that the notice of a special meeting is not required to state the agenda, and any business of the Corporation within the scope of the purpose of such special meeting stated in the notice of such special meeting may be discussed or conducted at a special meeting.

IX. PUBLIC COMMENTS IN MEETINGS

The Board of Directors may elect to reserve a reasonable time at any regular meeting for comments and requests for business to be brought before the Board by parents/legal guardians of students enrolled in the Corporation, employees of the Corporation, students enrolled in the Corporation, and interested community members. The Board Chair may reasonably limit individual speaking times. The Board may, but is not required to, reserve time for public comment at a special meeting.



X. CLOSED MEETINGS

The Board may close a meeting to evaluate the performance of an individual who is subject to its authority, including but not limited to employees of the Corporation, or as otherwise permitted by law or the attorney-client privilege. If a meeting is closed to evaluate the performance of an individual, prior to closing the meeting, the Chair shall identify the individual to be evaluated and at the next open meeting, the Chair shall summarize the Board's conclusions regarding the evaluation; provided, however, that the meeting must be open at the request of the individual who is the subject of the meeting. The Board shall close a meeting if expressly required by law or to discuss information that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults, active investigation data as defined in Minn. Stat. Section 13.82 (or successor statute), or educational data that is not public under Minn. Stat. Section 13.32 (or successor statute). The Board shall also close a meeting for preliminary consideration of allegations or charges against an individual subject to its authority; provided, however, that if the Board determines discipline may be warranted as a result of such allegations or charges, further meetings related to such allegations or charges shall be open, and all meetings related to such allegations or charges shall be open at the request of the person who is the subject of such allegations or charges. Before closing a meeting, the Board shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

XI. MINUTES

The minutes of meetings of the Board shall record all votes taken at the meeting. The minutes shall record the vote of each Director on appropriations of money, except for payment of judgments and amounts fixed by statute. After the Minutes have been reviewed and approved by the Board, minutes of Board meetings shall be open to the public during all normal business hours where records of the Corporation are kept, and will be posted on the Corporation's web site.

XII. PUBLIC COPIES OF DIRECTORS' MATERIALS

Unless a meeting is closed pursuant to Section X, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the Board or its employees and distributed at, before or available during the meeting to all Directors shall be available in the meeting room for inspection by the public while the Board considers their subject matter. This section does not apply to materials classified by law as other than public, or to materials relating to the agenda items of a closed meeting.