



**MISSOURI SCHOOL
BOARDS' ASSOCIATION**

Minutes and Agenda Roundtable

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Open Session Agenda

- Date
- Time
- Place
- A “tentative agenda, in a manner reasonable calculated to advise the public of the matters to be considered . . .” §610.020, RSMo.
- If an electronic meeting, include how the public can access the meeting.

Does your agenda include more than what it is required to include?

Do you have a separate, more detailed agenda for your Board?

If a member of the public read it would they understand what is going on?

Education Speak

- DESE
- Title I
- CORE
- MOCAP
- Eagle Days
- PSRS/PEERS
- ESSER
- MAP
- DHSS
- COMPASS/ACT
- IDEA/504
- ELL

Closed Session Agenda

a.k.a. Executive Session Agenda

- Date
- Time
- Place
- The appropriate subsections under §610.021, RSMo.

Do you create a separate posting for closed session or just put it at the end of your open session posting?
How do you post if the Board just has a closed session?

Does your Board hold closed session first?

All Agendas

- Must be posted at central office at least 24 hours prior to the meeting, exclusive of weekends or holidays when the facility might be closed.
- If the meeting is held electronically, it must also be posted on the district's webpage.

Do you have a special place in
central office for these postings?
Do you also post in other ways?
Do you always post on your
website?

Exception

- If for “good cause” such notice is “impossible or impractical.”
- Give as much notice as you can.
- Include in the minutes the “nature of the good cause justifying that departure from the normal requirements.”
- Also state in the minutes if there is “good cause” not to hold a meeting in an accessible location or at a time that is convenient to the public.

Have you ever had to list a “good cause” reason in your minutes?

Minutes

- Date
- Time
- Place
- Members present and members absent
- A record of any votes taken
- Roll call votes - attribute each “yea” and “nay” vote or abstinence if not voting to the name of the Board member.

What else do you include in your minutes?

How do you list roll call votes?

How quickly do you type up minutes?

Do you distribute to staff/public/media?

QUESTIONS?