

1000 Series

The Board of Trustees



1000 Series
“The Board of Trustees”
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THE BOARD OF TRUSTEES

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Legal Status and Operation

The Board of Trustees of Jefferson High School District # 1 is the governmental entity established by the state of Montana to plan and direct all aspects of the District's operations, to the end that students shall have ample opportunity to achieve their individual and collective learning potentials.

Policies of the Board define its organization and the manner of conducting its official business. The operating policies of the Board are those that it adopts from time to time to facilitate the performance of its responsibilities.

Legal Reference:	§ 20-3-323, MCA	District policy and record of acts
	§ 20-3-324, MCA	Powers and duties

Policy History:

Adopted on: February 2007

Revised on:

Personalized Learning Opportunities

It is the policy of the District to create an environment and culture that supports and meets the individual needs, skills and interests of each student, provides advanced opportunities for students and supports transformational learning. As a result of the collective efforts of Trustees, Administrators, and Educators, the District ensures equality of educational opportunity for each student and have fully developed the potential of each student in District schools. In addition to other initiatives/strategies, the District is committed to the following:

1. Expanding the personalized learning opportunities for each student to accelerate in their career and college readiness, reduce the out-of-pocket costs for families and empower students to actively engage in forming successful post-secondary pathways by:
 - a. developing an advanced opportunity plan for students in grades 6-12 that
 - i. fosters individualized pathways for career and postsecondary educational opportunities and that honors individual interests, passions, strengths, needs, and culture and is supported through relationships among teachers, family, peers, the business community, postsecondary education officials, and other community stakeholders; and
 - ii. embeds community-based, experiential, online, and work-based learning opportunities and foster a learning environment that incorporates both face-to-face and virtual connections.
2. Supporting and embracing a culture of transformational learning by:
 - a. developing a transformational learning plan for each participating student that
 - i. honors individual interests, passions, strengths, needs, and culture, and that is rooted in relationships with teachers, family, peers, and community members;
 - ii. embeds community-based, experiential, online, and work-based learning opportunities and foster a learning environment that incorporates both face-to-face and virtual connections; and
 - iii. provide effective professional development to assist employees in transitioning to a transformational learning model.

Legal Reference:

Policy History:

Adopted on: May 2020

Revised on:

Revision Note:

THE BOARD OF TRUSTEES

1100

Organization

The legal name of this District is Jefferson High School District No. 1, Jefferson County, State of Montana. The District is classified as a class 2 district and is operated according to the laws and regulations pertaining to a class 2 district.

To achieve its primary goal of providing each child with the necessary skills and attitudes necessary to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties, and responsibilities are derived from the Montana Constitution and state statutes and regulations. *School Laws of Montana* and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board.

Legal References:	§ 20-3-324, MCA	Powers and duties
	§ 20-6-101, MCA	Definition of elementary and high school districts
	§ 20-6-201, MCA	Elementary district classification
	§ 20-6-301, MCA	High school district classification

Policy History:

Adopted on: February 2007

Revised on:

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Membership and Terms of Office

The District is governed by a Board of Trustees consisting of seven (7) members. The powers and duties of the Board include the broad authority to adopt and enforce all policies necessary for the management, operations and governance of the District. Except as otherwise provided by law, trustees shall hold office for terms of three (3) years, or until their successors are elected and qualified. Terms of trustees shall be staggered as provided by law.

Trustees participate on an equal basis with other members in all District business.

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-302, MCA	Legislative intent to elect less than majority of trustees
	§ 20-3-305, MCA	Candidate qualification and nomination
	§ 20-3-306, MCA	Conduct of election
	§ 20-3-307, MCA	Qualification and oath
	§ 20-3-341, MCA	Number of trustee positions in elementary districts – transition
	§ 20-3-344, MCA	Nominating of candidates by petition in first-class elementary district
	§ 20-3-351, MCA	Number of trustee positions in high school districts
	§ 20-3-352, MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee
	§ 20-3-361, MCA	Joint board of trustees organization and voting membership

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 Revision Note: Cleans up language as per MTSBA Jan, 2014 Policy Notes

THE BOARD OF TRUSTEES

1110

Taking Office

A newly elected trustee shall take office as soon as election results have been certified and the newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county superintendent not more than fifteen (15) days after the receipt of the certificate of election or the appointment.

Cross Reference:	Policy 1113	Vacancies
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Legal References:	§ 1-6-101, MCA	Officers who may administer oaths
	§ 2-16-116, MCA	Power to administer oaths
	§ 20-1-202, MCA	Oath of office
	§ 20-3-307, MCA	Qualification and oath

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: April 15, 2008, November 15, 2011, January 2016, March 2020, June 2020

Note: Line 5-7 was added to clarify when a trustee (who has been appointed mid-term) becomes official and can vote at meetings.

Note: The sentence in lines 7-9 were added as the revision, as well as two legal references (lines 15 and 16).

January 2016 Revision adds Cross Reference

March 2020 revision changes number of days from 15 to 25

June 2020 revision changes number of days from 25 to 15 again as the March 2020 revision was incorrect according to MTSBA.

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Election

Elections conducted by the District are nonpartisan and are governed by applicable election laws as found in Titles 13 & 20 of the Montana Code Annotated. The ballot at such elections may include candidates for trustee positions, various public policy propositions, and advisor questions.

Board elections shall take place on the first (1st) Tuesday after the first (1st) Monday in May of each year. Any person who is a qualified voter of the District is legally qualified to become a trustee. A declaration of intent to be a candidate must be submitted to the District Clerk at least forty (40) days before the regular school election day. If different terms are to be filled, the term for the position for which the candidate is filing must also shall be indicated. Any person seeking to become a write-in candidate for a trustee position shall file a declaration of intent no later than 5:00 p.m. on the day before the ballot certification deadline in 20-20-401. Any person seeking to become a write-in candidate in a mail ballot election or for a trustee position in a school board election shall file a declaration of intent on the twenty-sixth (26th) day before the election. If the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the trustees may give notice no later than thirty (30) days before the election that a trustee election will not take place. If a trustee election is not held, the trustees shall declare the candidates elected by acclamation and shall issue a "certificate of election" to each candidate.

A candidate intending to withdraw from the election shall send a statement of withdrawal to the clerk of the district containing all information necessary to identify the candidate and the office for which the candidate filed. The statement of withdrawal must be acknowledged by the clerk of the district. A candidate may not withdraw after 5:00 p.m. the day before the ballot certification deadline in 20-20-401.

In the event of an unforeseen emergency occurring on the date scheduled for the funding election, the district will be allowed to reschedule the election for a different day of the calendar year.

In years when the legislature meets in regular session or in a special session that affects school funding, the trustees may order THE election on a date other than the regular school Election Day in order for the electors to consider a proposition requesting additional funding under 20-9-353.

Legal Reference:	§ 13-10-211, MCA	Declaration of intent for write-in candidates
	§ 20-20-204, MCA	Election Notice
	§ 20-3-304, MCA	Annual election
	§ 20-3-305, MCA	Candidate qualification, nomination and withdrawal
	§ 20-3-313, MCA	Election by acclamation – notice

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Note: Lines 22-26 (page 1) were added based on the 2011 Legislative session. The word (withdrawal) was also added in legal reference 20-3-305, MCA.
January 2016 Revision Note: Updated to match current law.

THE BOARD OF TRUSTEES

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Candidate Orientation

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them. Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations, and school programs. Information to Board candidates include:

1. Notifying the candidate of open meetings of the Board, accompanied with an agenda;
2. Meeting with the candidate to provide background information on the school system and Board service and/or arranging such other candidate orientation sessions as the candidate may reasonably request;
3. Providing each candidate with access to the official minutes of the Board meetings and the District policy manual;

Notices of candidates' meetings that are sponsored by impartial, non-partisan organizations may be announced in District publications and/or be sent home with students. The following procedures shall be followed:

1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives;
2. The school will not send home partisan materials through the students; and
3. The Superintendent or designee shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions.

Procedure History:

Promulgated on: February 2007

Revised on:

THE BOARD OF TRUSTEES

1112

Resignation

The resignation of a trustee of the district must be in writing, must stipulate an effective date, and must be submitted to the Clerk of the District.

Trustees retiring from the Board may be recognized for their service to the District by presentation of a service plaque or other appropriate activities.

Legal Reference:	§ 2-16-502, MCA	Resignations
	§ 20-3-308, MCA	Vacancy of trustee position

Policy History:

Adopted on: February 2007

Revised on: January 2016, March 2020

January 2016 Revision Note: Remove board ratification

January 2016 revision notes: replaced word “incumbent” with “Trustee”

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Vacancies

When a vacancy occurs on the Board, it is in the best interest of the District to encourage as many able citizens as possible to consider becoming a trustee. To that end, the following procedures shall be used to identify and appoint citizens to fill Board vacancies:

1. Announcement of the vacancy and the procedure for filling it shall be made in the general news media as well as District publications to patrons.
2. All citizens shall be invited to nominate candidates for the position, provided that the nominees shall be residents of the District. A letter of application will be required of interested candidates.
3. The Board shall individually interview the finalists in a regular or special meeting and appoint the candidate who, in the judgment of the Board, is most likely to contribute to the growth and development of the District's education programs and operations. All trustees shall vote on the candidate of their choice.
4. If no one (1) candidate receives a majority of the votes, the Board may:
 - a. Discuss all candidates and vote again;
 - b. Discuss all candidates and vote only on those candidates with the most votes; or
 - c. Continue voting until one (1) candidate receives a majority vote.
5. The Board Clerk shall prepare, for the signatures of all trustees, a letter thanking all candidates for the position and commending them for their interest in the District.

Procedure History:

Promulgated on: February 2007

Revised on:

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1120

Annual Organization Meeting

After issuance of election certificates to newly elected trustees in May, and no later than twenty-five (25) days after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to serve until the next annual organizational meeting. If a Board member is unable to continue to serve as an officer, a replacement shall be elected at the earliest opportunity to serve the remainder of the term. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the functions of the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board members by the current Chairperson
2. Swearing in of newly elected trustees
3. Call for nominations for Chairperson to serve during the ensuing year
4. Election of a Chairperson
5. Assumption of office by the new Chairperson
6. Call for nominations for Vice Chairperson to serve during the ensuing year
7. Election of a Vice Chairperson
8. Appointment of a Clerk

Legal References:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-322(a), MCA	Meetings and quorum
	§ 1-5-416(1)(b), MCA	Powers and duties of Notary Public

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011

January 2016

March 2020

Note: The November 2011 revision included the date for when the Annual Organization Meeting must be held and the addition of the legal reference in line 34.

- 1 January 2016 *Revision: Clarified Officer Terms of Office*

THE BOARD OF TRUSTEES

1130

Committees

Generally, trustees will function as a whole and will not form committees of the Board. Nevertheless, the Board may create Board committees as deemed necessary or useful. All committees created by the Board shall comply with the open meeting laws and all other laws applicable to school board meetings.

Committees of the Board may be created and their purposes defined by a majority of the Board. The Board Chairperson shall appoint trustees to serve on such committees. Trustees serving on committees shall be limited to fewer than one-half (½) of the Board.

• .

Legal Reference: § 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
Bryan v. Yellowstone (2002), 2002 MT 264
Crofts v. Associated Press (2004), 2004 MT 120

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 revision note: broadened application of open meeting laws by removing examples.

School Board Advocacy

The Board of Trustees of Jefferson High School District believes it has a responsibility to the students, parents, and community to advocate for student achievement and quality education. In order to meet these responsibilities, the District may work for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

Trustees, should keep themselves and community members informed of pending legislation and actively communicate board positions and concerns to elected representatives at both the state and national level. The Board should work with legislative representatives (both state and federal), with the Montana School Boards Association, the National School Boards Association, and other concerned groups in developing an annual as well as long-range legislative program.

Each Trustee is encouraged to participate in the MTSBA Delegate Assembly and the MTSBA Board Legislative Contact Program and the caucuses. We also encourage each board and trustee to be aware of the importance of building a relationship with the community, to be used to increase student success.

In doing so, the Trustees will:

- 1.Review MTSBA legislative correspondence;
- 2.Respond to MTSBA legislative calls to action;
- 3.Participate in the Day of Advocacy during each legislative session;
- 4.Attend other state and regional association meetings as approved by the Board;
- 5.Advise MTSBA of the Board's views regarding MTSBA's legislative positions and activities;
- 6.At least once each month in accordance with Policy 1420, the Board meeting agenda will include an opportunity for the trustees to discuss educational issues pending on the state and federal levels; and
- 7.Work with the MTSBA, the National School Boards Association (NSBA), and other concerned groups and organizations on matters of mutual interest.

Policy History:

Adopted on: April 21, 2009

Reviewed on:

Revised on: January 2016

January 2016 revision note: format corrections, added caucuses,

Timeline index entry: Regular board meeting every May

THE BOARD OF TRUSTEES

1210

Qualifications, Terms, and Duties of Board Officers

The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual organizational meeting.

Chairperson

The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-352(2). The duties of the Chairperson include the following:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments, subject to board consensus
- Sign all papers and documents as required by law and as authorized by action of the Board;
- Close Board meetings as authorized by Montana law; and
- Act as spokesperson for the Board.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairperson may make a motion and may make second motions.

Vice Chairperson

The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform all the duties of the Chairperson during the Chairperson's absence or unavailability. The Vice Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-321(2), MCA	Organization and officers
	§ 20-3-351(1)(a), MCA	Number of trustee positions in high school districts
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions –nonvoting trustee

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011, January 2016

Note: The definition and duties of a chairperson (lines 8-12) were changed according to the 2011 Legislative session. Also, legal references in lines 34-38 were added.

January 2016 revision note: Removed term of chair because is covered in other policy. Replaced Board approval of Chair committee appointments with consensus.

THE BOARD OF TRUSTEES

1230

Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairperson, and shall keep an accurate and permanent record of all proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis unless the Board requests such reports on a more frequent basis. The Clerk shall perform all functions pertaining to the preparation of school elections. The Clerk shall perform other duties as prescribed by state law or as directed by the Board and the Superintendent.

Legal references:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-325, MCA	Clerk of the district
	§ 20-4-201, MCA	Employment of teachers and specialists by contract
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-165, MCA	Budget amendment limitation, preparation, and adoption procedures
	§ 20-9-221, MCA	Procedure for issuance of warrants
	§ 20-20-401, MCA	Trustees' election duties – ballot certification

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 revision note: added language that record of proceedings be permanent. Added that Clerk prepares for school elections.

THE BOARD OF TRUSTEES

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Duties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee, except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item. Each trustee shall visit the school at least once per year to examine its management, conditions, and needs.

All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall give advance notice to the Chairperson or Superintendent, of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so.

Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

Cross Reference: 1113 Vacancies

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(21), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 revision note: Removed sentence declaring a trustee position vacant after three unexcused absences or 60 day absence. Added sentence regarding no individual authority.

THE BOARD OF TRUSTEES

1310

District Policy and Procedures

The policies contained in this manual are adopted, implemented, and enforced in accordance with the supervisory authority vested with the Board of Trustees in accordance with Article X, section 8 of the Montana Constitution and related statutes, regulations, and court decisions.

Adoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit view, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the final reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of the particular policy. New or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the board agenda.

All new or amended policies shall become effective on adoption unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board at the regular June Board meeting.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

Suspension of Policies

Under circumstances that require waiver of policy, the policy may be suspended by a majority vote of the trustees present. To suspend policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

The superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References: §20-3-323, MCA	District policy and record of acts
10.55.701, ARM	Board of Trustees

Policy History:

Adopted on: February 2007

Revised on: February 15, 2011

Revised on: July 2013, January 2016, June 2021

Timeline Index Entry: June

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1310

- 1 January 2016 revision note: Removed language about distributed manuals remaining property of the school. Added
- 2 Administrative Procedures section. Added language to allow adoption on first read if required by law AND noticed
- 3 as such.

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1310P

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1 District Policy

2
3 Procedure for Maintenance of District Policy and Policy Manual

4
5 The official copy of the policies of Jefferson High School District #1 is maintained as an
6 electronic PDF (Adobe portable document file). The singular location for this official Policy
7 Manual is on the JHS server and it is accessed via the JHS website on a page designated for this
8 purpose in the district information section of the site.

9
10 Generally, each year the Board establishes a policy committee. The purpose of the committee is
11 to review or construct policy additions or change proposals and make recommendations to the
12 full Board for action.

13
14 The policy committee may develop its own methods for tracking and processing their work. This
15 may include internet or other posting of materials, working copies of policy proposals and
16 methods for incorporating public input in the process. All methods used by the committee will
17 adhere to open meeting law requirements.

18
19 All policies that include a due date or other date-related requirement for the Board,
20 administration, staff or other persons or entities will be listed on a "Board Timeline Index" which
21 will follow the Master Index in the district policy manual.

22
23 The procedure for processing policy proposals is:

- 24
25 1. Committee meets as needed to review and research policy proposals and may revise or
26 construct drafts of the policy proposals.
- 27 2. Proposed policy draft is submitted to the Superintendent to be included on the agenda at
28 the next regularly scheduled board meeting. For policy changes, written drafts must be
29 the current policy language with deleted language formatted with a strike through and
30 new language underlined. The agenda item will include the policy number, title and a
31 brief description of the proposal.
- 32 3. District Clerk disseminates proposed policy marked as "1st Reading Draft" to trustees.
- 33 4. If approved on 1st reading, the District Clerk incorporates any changes made on 1st
34 reading in the draft policy with markup formatting and disseminates the updated draft to
35 the Board marked as "2nd Reading Draft" and adds the proposed policy for 2nd reading to
36 the agenda for the next regularly scheduled board meeting.
- 37 5. If approved on 2nd reading, the District Clerk incorporates any changes made on 2nd
38 reading, removes the markup formatting, and emails the final approved policy Word
39 document to the District's provider of policy maintenance services, if any, as soon as
40 possible but not more than ten (10) working days after approval.
- 41 6. Policy maintenance vendor adds the approved policy document to our word documents
42 on their site, updates the Board Timeline Index if needed, and posts a new full Policy
43 Manual PDF to our directory on their website. The file name of the official policy manual

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PDF will include the date and time the file was generated. Example: Jefferson High School District Policies–20110610-1259pm.pdf

7. District Clerk downloads the updated PDF and posts it to the JHS website. The District Clerk moves the former versions of the official policy manual to a linked page on the site where they will be maintained for historical purposes.
8. If the District does not use a policy maintenance service, then the District Clerk will update the PDF file locally.

Administrative Procedures

The goals of written administrative procedures are:

- A clear understanding and expectation of how recurring important tasks are done consistently and well within the district is shared among administration, staff, students, trustees and the public, and
- Achievement of district goals is enhanced through communication and implementation of procedures tied to goals, and
- Transitions between former and new staff are improved less time is spent “reinventing the wheel.”

To this end, the Superintendent shall develop and maintain administrative procedures in such a way that:

1. An electronic manual of procedures is created and maintained by the district office under the direction of the superintendent and available in PDF format to the public upon request.
2. Any recurring task for which it is important that the task be done consistently and in a certain manner has a written procedure in the procedure manual.
3. A timeline index is created and maintained as part of the procedures manual.
4. Each procedure clearly identifies the need for the task, the steps involved, who is responsible, when the task must be done, any measurements for success that are appropriate and a reference to any corresponding district goals or policy.
5. The manual uses a style, format and numbering scheme, consistent with the District policy manual.

Policy History:

Adopted on: August, 14 2012

Revised : January 2016

January 2016 Revision Note: Moved Administrative Procedure from 1312P to 1310P when 1312 was incorporated into 1310

THE BOARD OF TRUSTEES

1332

Authorization of Signatures

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District. The Chairperson and Clerk are authorized to use a facsimile signature plate or stamp.

Warrants: The Chairperson and Clerk are authorized to sign all District warrants by facsimile signature on behalf of the Board.

Claim Forms: Staff employed by the District in the following designated positions are authorized to certify voucher or invoice claims against or for the District:

- Superintendent
- High School Principal
- Activities Director

Checks: The school principal is designated as the authorizer of expenditures from extracurricular fund accounts. The district clerk is designated as the accounting oversight manager for extracurricular fund accounts and shall ensure that these accounts are maintained in a similar manner as that used for all District accounting. Extracurricular revenue and expenditures shall be coded in a manner that the applicable event date, sport/activity title and gender (when applicable) are identified and easily reported on.

Contracts: The Superintendent is authorized to sign, on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$25,000 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board Chairperson and Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board, by facsimile signature.

Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board Chairperson and the Clerk.

Contract and Agreement Maintenance: The Superintendent shall maintain on the District website on a page designed for this purpose an electronic file PDF of a copy of all contracts and agreements currently in place. A Master List and Timeline of all contracts and agreements currently in place will also be maintained and posted to the District website on a page designed for this purpose.

For each contract or agreement, the Master List and Timeline will include:

- the name of the party with which the contract or agreement was executed,
- a brief description of the goods or services provided,
- who signed the contract on behalf of the district,
- the start and end dates,
- the annual and total dollar value,

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- 1 - any required renewal or expiration notice dates or requirements,
- 2 - whether the contract is bid,
- 3 - the last bid date and the next bid date.

4
5

6 Policy History:

7 Adopted on: February 2007

8 Revised on: September 2013

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Board Meetings

Meetings of the Board and/or committees of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

Regular Meetings

Unless otherwise specified, all meetings will take place in the Jefferson High School Library. Regular meetings shall take place at 6:30 p.m. on the third (3rd) Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are scheduled at places other than as stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. The Trustees may meet outside the boundaries of the school district for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting as well as an agenda must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the school district's boundaries. When a meeting date falls on a legal holiday, the meeting shall take place the next business day.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the *Boulder Monitor*.

On the date and at the time and place stated in the published notice (on or before August 20) trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt a final budget not later than August 25.

Special Meetings

Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-eight (48) hours before the time of the meeting, except that the 48-hour notice is

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Waived in an unforeseen emergency as stated in 20-3-322(5), MCA. Such written notice shall be posted within the District in a manner that will receive public attention. Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting.**

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Legal References:	§ 2-3-103, MCA	Public participation – governor to insure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011, January 2016

Note: Lines 11-14 (page 1) were added, by legislative action, allowing full boards to meet outside of their district, with other boards, for purposes of educational issues.

Note: The dates in the “Budget Meetings” section were changed based on 2011 Legislature and the addition of legal reference on line 27.

January 2016 revision note: Add paragraph below “Board meetings” header. Added language notice that meeting notice postings be in a manner that will receive public attention.

Records Available to Public

All District records, except those restricted by state and federal law, shall be available to citizens for inspection at the Clerk's office.

Any individual may request public information from the district. The district shall make the means of requesting public information accessible to all persons.

Upon receiving a request for public information, the district shall respond in a timely manner to the requesting person by:

- (a) Making the public information available for inspection and copying by the requesting person; or
- (b) Providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that may be charged.

The district may charge a fee for fulfilling a public information request. The fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The district may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.

The district is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person. If the district agrees to a request to customize a records request response, the cost of the customization may be included in the fees charged by the district.

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Fees will be charged as follows:

- a) Copy of Board minutes - 15¢ per page
- b) Copy of other materials - 25¢ per page
- c) Time spent researching a copy project will be charged at the employee's hourly rate of pay.

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Legal References:

§ 2-6-1003, MCA	Access to Public Information
§ 2-6-1006, MCA	Public Information requests - fees
§ 20-3-323, MCA	District policy and record of acts
§ 20-9-213, MCA	Duties of trustees

Policy History:

Adopted on: February 2007

Revised on: 7/20/2010, 12/31/2018

*Note: Lines 6-8 were added to clarify procedure for requests of electronic information.
2018 revision to match MCA language.*

Records Available to Public

In order to enhance the availability of district information to the public and increase the transparency of district operation, the following information, at a minimum, will be available on the district website on a page designed for this purpose and with a direct link from the main page of the website:

- Current and previous three years Board of Trustees meeting agendas and minutes (within five days of approval), including committees
- Current District Strategic Plan
- District policy and procedure manual
- Current collective bargaining agreements
- Current employment contracts and compensation levels for all staff
- Year-to-date per month General Fund Budget
- Year-to-date expenditures tied to each General Fund Account and by payee
- All current contracts and agreements
- Previous three years General Fund Budget
- Previous three years budget and expenditures for all other funds
- Previous three years academic measurements data including:
 - o ACT/SAT scores
 - o Graduation Rates
 - o Montana standardized test data
- JHS student headcounts as reported to the State for purposes of calculating Average Number Belonging
- Any other information or reports that would be helpful in achieving the goal of increased availability of information and transparency of district operations.

All posted files shall be in the PDF format, downloadable and printable but locked against editing.

Legal Reference:

Policy History:

Adopted on: October 2013

Revised on:

Revision Note:

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School Board Use of Electronic Mail and Mobile Messaging

Use of electronic mail (e-mail) and mobile messaging by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail or mobile messaging as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that mobile messages, e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail and mobile communications, because of the risk of improper disclosure. Board members will comply with the same standards as school employees, with regard to confidential information.

Cross Reference: 1400 Board Meetings
 1401 Records Available to Public

Legal Reference: § 2-3-103, MCA Public participation – governor to insure guidelines adopted
 § 2-3-201, MCA Legislative intent – liberal construction
 § 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
 § 20-3-322, MCA Meeting and quorum

Policy History:

Adopted on: February 2007

Revised on: March 2020

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School Board Meeting ProcedureAgenda

The authority to set the board agenda lies with the Board Chair in consultation with board members and the administration. The act of preparing the board meeting agendas can be delegated to the Superintendent.

Any topics requested by Board members or members of the public must first be approved by the Board Chair before being placed on the agenda. Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office forty-eight (48) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board may approve the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;

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- 1 • Presiding officer;
- 2 • Board members recorded as absent or present;
- 3 • Summary of discussion on all matters discussed (including those matters discussed
- 4 during the “public comment” section), proposed, deliberated, or decided, and a record of any
- 5 votes taken;
- 6 • Detailed statement of all expenditures;
- 7 • Purpose of recessing to closed session; and
- 8 • Time of adjournment.

9
10
11 If the minutes are recorded and designated as the official record, a log or time stamp for each
12 main agenda item is required for the purpose of providing assistance to the public in accessing
13 that portion of the meeting.

14
15 Unofficial minutes shall be delivered to Board members in advance of the next regularly
16 scheduled meeting of the Board. Minutes need not be read publicly, provided that Board
17 members have had an opportunity to review them before adoption. A file of permanent minutes
18 of Board meetings shall be maintained in the office of the Clerk, to be made available for
19 inspection upon request. A written copy shall be made available within five (5) working days
20 following approval by the Board.

21
22 Quorum

23
24 No business shall be transacted at any meeting of the Board unless a quorum of its members is
25 present. A majority of the full membership of the Board shall constitute a quorum, whether the
26 individuals are present physically or electronically. A majority of the quorum may pass a
27 resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

28
29 Electronic Participation

30
31 The Board may allow members to participate in meetings by telephone or other electronic
32 means. Board members may not simply vote electronically, but must be connected with the
33 meeting throughout the discussion of business.

34 If a Board member electronically joins the meeting after an item of business has been opened,
35 the remotely located member shall not participate until the next item of business is opened. If the
36 Board allows a member to participate electronically, the member will be considered present and
37 will have his or her actual physical presence excused. The member shall be counted present for
38 purposes of convening a quorum. The Clerk will document it in the minutes when members
39 participate in the meeting electronically.

40
41 Any Board member wishing to participate in a meeting electronically will notify the Board
42 chairperson and superintendent as early as possible. The superintendent will arrange for the
43 meeting to take place in a location with the appropriate equipment so that Board members
44 participating in the meeting electronically may interact and the public may observe or hear the

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1 comments made. The superintendent will take measures to verify the identity of any remotely
2 located participants.

3
4 Meeting Conduct and Order of Business

5
6 General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of
7 Order may be used as a guide at any meeting. The order of business shall be reflected on the
8 agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those
9 trustees in attendance. Voting shall be by acclamation or show of hands.

10
11 Rescind a Motion

12
13 A motion to rescind (cancel previous action) may be made anytime by any trustee that voted on
14 the prevailing side of the motion being considered for revision. A motion to rescind must be
15 properly noticed on the Board agenda for the meeting. It is in order any time prior to
16 accomplishment of the underlying action addressed by the motion.

17
18 Cross Reference: 1441 Audience Participation

19
20 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
21 adopted
22 § 2-3-202, MCA Meeting defined
23 § 2-3-212, MCA Minutes of meetings – public inspection
24 § 20-1-212, MCA Destruction of records by school officer
25 § 20-3-322, MCA Meetings and quorum
26 § 20-3-323, MCA District policy and record of acts Jones and Nash v.
27 Missoula Co., 2006 MT2, 330 Mont 2005
28

29 Policy History:

30 Adopted on: February 2007

31 Revised on: October 2011, March 2020
32

33 *Note: First revision was addition of Legal Reference 2-3-202, MCA. Second revision was the*
34 *addition of the "Rescind a Motion" language.*

35 *Note: Third revision was the addition of language for recorded minutes (lines 3-6 and 22-24 of*
36 *page 2). It also included a revision of the "Rescind a Motion" language.*

37 *Note: 2018 revision clarified responsibilities and requirements regarding construction of agenda*

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Notice Regarding Public Comment

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the agency. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the public comment portion of the meeting, if you haven't already done so, please sign your name to the sheet and indicate the general topic on which you will be commenting. The Board Chairperson will call individuals to speak in the order listed on the sheet provided. Please state your name prior to beginning your comment. There will be an opportunity for citizens who have not signed in to comment at the conclusion of the comment period. The Board would like to remind everyone in attendance to avoid violations of individual rights of privacy when providing comment. The Board is not authorized to hear comments on contested cases or other adjudicative proceedings.

By law, the District cannot take any action on any matter discussed during the public comment portion of the meeting as those matters are specifically noticed on the agenda. The Board may take a matter raised during the public comment period under consideration for inclusion on a future agenda.

In accordance with Montana law, citizens have the right to comment on an item that is specifically listed on the agenda. Citizens will be permitted to do so when the item comes up for discussion and action. The board chair will indicate when the public has the opportunity to comment prior to board action on a particular agenda item.

The Board Chair has the authority to manage all public comment periods and will do so in accordance with state law and district policy.

Policy History:

Adopted on: March 2020

Revised on:

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Abstentions From Voting

Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of each trustee present. As a general rule trustees should vote on all issues, unless casting a vote would be a violation of law. Under Montana law, instances in which it would be unlawful or inappropriate for a trustee to cast a vote on a particular issue include, but are not necessarily limited to, situations when the Board is considering hiring the relative of a trustee.

In addition, a trustee shall be allowed to abstain from voting to avoid the appearance of impropriety or the appearance of a perceived conflict. If a trustee abstains from voting, the abstention should be recorded in the minutes and may include an explanation of the reasons for the abstention. The Board discourages abstentions, unless the reasons are substantiated as provided herein.

Legal References:	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful – exceptions – publication of notice
	§ 20-3-323, MCA	District policy and record of acts
	§ 2-2-121, MCA	Rules of conduct for public officers and public employees
	§ 2-2-105, MCA	Ethical requirements for public officers and public employees
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	§ 20-1-201, MCA	School officers not to act as agents

Policy History:

Adopted on: February 2007

Revised on: March 2020

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Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting in the manner described in Policy 1420F.

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation
Article II, Section 10, Montana Constitution – Right of privacy
§§ 2-3-101, et seq., MCA Right of participation

Policy History:

Adopted on: February 2007

Revised on: March 2020

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1511

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at public Board meetings;

Make all decisions based on available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for administration to the Superintendent;

Recognize and respect the responsibilities that properly are delegated to the Superintendent;

Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;

Inform myself about current educational issues, by individual study and through participation in programs providing needed information, such as those sponsored by the Montana and National School Boards Associations;

Support the employment of those persons best qualified to serve as school staff and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;

Avoid compromising the Board or administration by inappropriate individual action or comments and respect the confidentiality of information that is privileged under applicable law;

Remember always that my first and greatest concern must be the educational welfare of students attending public schools.

Policy History:

Adopted on: February 2007

Revised on:

Conflict of Interest

A trustee may not:

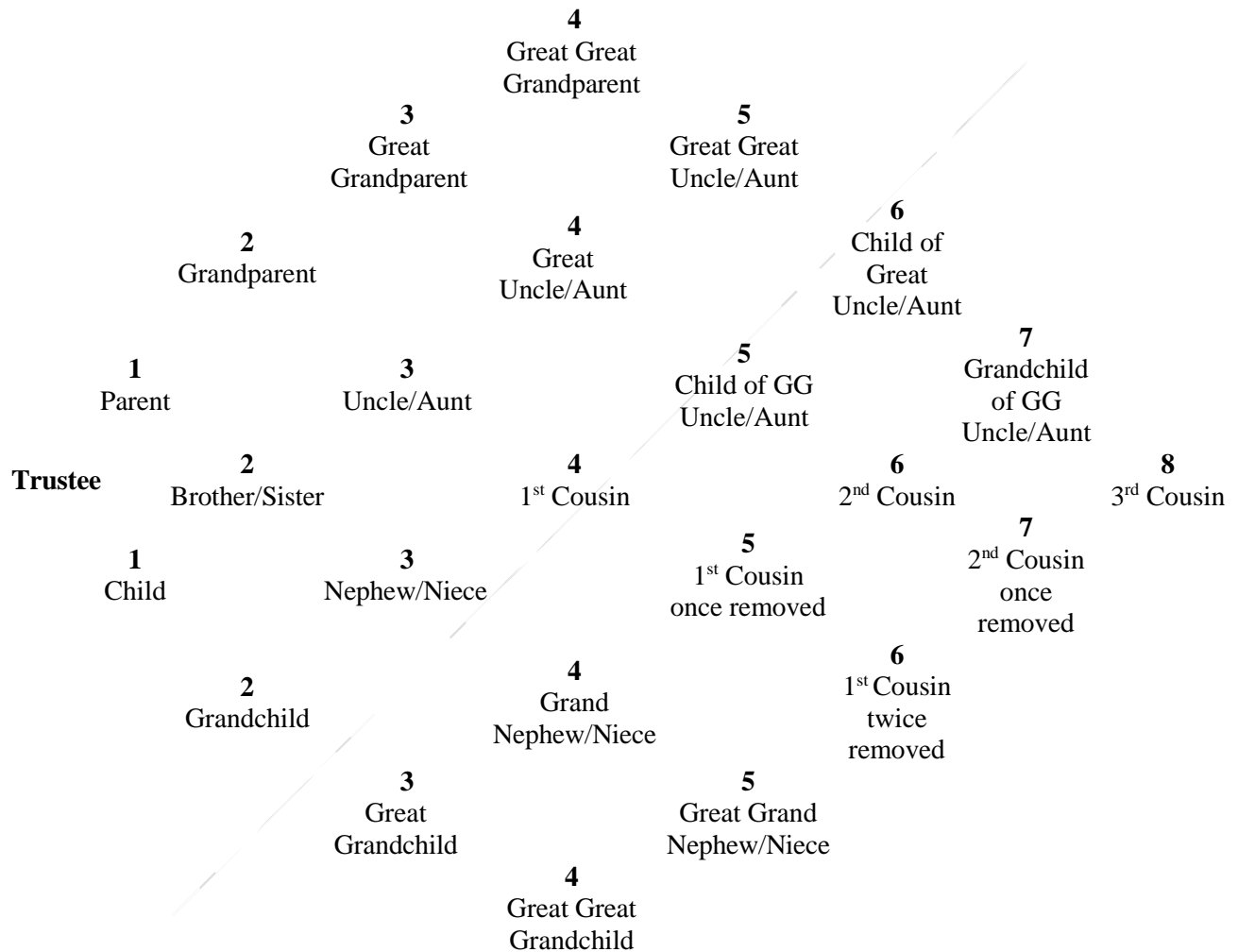
1. Engage in a substantial financial transaction for the trustee's private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.
2. Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. Be employed in any capacity by the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
6. Perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm or undertaking.
7. Appoint or renew to a position of trust or emolument any person related or connected by consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
 - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
 - b. This prohibition does not apply to the renewal of an employment contract of a tenured teacher or classified employee employed without a written contract for a specific term related to a Board member, who was initially hired before the Board member assumed the trustee position.
 - c. This prohibition does not apply if trustees comply with the following requirements: 1) **All trustees**, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to the person to be employed abstains from voting; and 3) the trustees give fifteen

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(15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

8. Affinity is the legal relationship arising as the result of marriage. Relationship by affinity terminates upon the death of one of the spouses or other dissolution of marriage, except when the marriage has resulted in issue still living.

Degrees of Consanguinity



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Degree of Affinity

Trustee

1
Parent - in - Law

1
Spouse

1
Step Child

2
Grandparent-in-law

2
Brother/Sister-in-law

2 Step Grandchild

3
Great Grandparent-in-law

3
Uncle/Aunt-in-law

3
Nephew/Niece-in-law

3 Step Great Grandchild

Policy History:

Adopted on: February 2007

Revised on: September 2010, March 2020

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Management Rights

The Board retains the right to operate and manage its affairs in such areas as, but not limited to:

1. Direct employees;
2. Employ, dismiss, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive;
4. Maintain the efficiency of District operations;
5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
7. Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent, as provided by state law.

The Board also reserves the right to delegate authority to the Superintendent for the ongoing direction of all District programs.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties
§ 39-31-303, MCA Management rights of public employers

Policy History:

Adopted on: February 2007

Revised on:

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1520

Board/Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board, from principals, supervisors, teachers, or other staff members, shall be submitted through the Superintendent. This procedure shall not deny any staff member the right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances. The provision does not limit or restrict employees from engaging in public comment during Board meetings as permitted by Montana law.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of Board concerns and actions.

Visits to Schools

In accordance with Montana statutes, each trustee shall visit every school of the District at least once each school fiscal year to examine its condition and needs. As a courtesy, individual Board members interested in visiting schools should make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes.

Social Interaction

Staff and Board members share a keen interest in schools and education. When they meet at social affairs and other functions, informal discussion about such matters as educational trends, issues, and innovations and general District problems can be anticipated. **Discussions of personalities or staff grievances are not appropriate.**

Legal Reference:	§ 20-3-324(21), MCA	Powers and duties
	§ 2-3-103, MCA	Public Participation

Policy History:

Adopted on: February 2007

Revised on: May 2022

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Board-Superintendent Relationship

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and the Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide the general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's day-to-day operations.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-4-401, MCA Appointment and dismissal of district superintendent or county high school principal
§ 20-4-402, MCA Duties of district superintendent or county high school principal

Policy History:

Adopted on: February 2007

Revised on:

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Trustee Expenses

Expenses for Board Members - In-District

The members of the trustees of any district may not receive compensation for their services as trustees. A trustee is entitled to collect mileage at a rate equal to the mileage allotment allowed by the United States internal revenue service for the current year for the first 1,000 miles and 3 cents less per mile for all additional miles traveled within a given calendar month.

The members of the trustees who reside over 3 miles from the trustees' meeting place must upon request be reimbursed at the rate as provided in 2-18-503 for every mile necessarily traveled between their residence and the meeting place and return in attending the regular and special meetings of the trustees, and all trustees must be similarly reimbursed for meetings called by the county superintendent. The travel reimbursement may be accumulated during the school fiscal year and paid at the end of the fiscal year, at the discretion of each trustee.

A trustee must file a reimbursement for mileage form, prior to July 1 of each year, requesting reimbursement for the then current fiscal year. The form may be obtained from the District Clerk/Business Manager.

Expenses for Board Members at Out-of-District Meetings

Trustees normally attend workshops, training institutes, and conferences at both the state and national levels. The District will pay all legitimate costs for trustees to attend out-of-District meetings, at established rates for reimbursement set by the District:

1. Transportation as approved by the Board;
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;
3. Hotel or motel costs for trustee, as necessary;
4. Food costs as necessary;
5. Telephone services for necessary communications with business or family, resulting from the trustee being away from Jefferson County;
6. Incidental expenditures for tips and other necessary costs attributable to the trustee's attendance at a meeting; however, the District will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Cross Reference: 7336 Travel Allowances and Expenses

Policy History:

Adopted on: February 2007, March 2018

Revised on:

THE BOARD OF TRUSTEES

1532

Trustee Insurance

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the District and within the trustee's authority.

An additional trustee, as provided for in 20-3-352(2), who is chosen as a nonvoting chairperson of the board of an elementary district is entitled to all of the immunization, defenses, and indemnifications as described in 20-3-322, MCA.

Legal References:	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§ 20-3-332, MCA	Personal immunity and liability of trustees
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011

Note: The revision included the addition of the second paragraph and the legal reference 20-3-352(2). MCA.

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1610

Annual Goals and Objectives

Each year, at the regular October Board meeting, the Board will formulate annual objectives for the District and will have available a written comprehensive philosophy of education with goals that reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to all.

At the conclusion of the year at the regular June Board meeting, the Superintendent or designee shall submit a report to the Board which reflects the degree to which annual objectives have been accomplished.

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: February 2007

Revised on: February 2011, March 2020

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1620

Evaluation of Board

At the conclusion of each year, the Board **may** evaluate its own performance in terms of generally accepted principles of successful Board operations.

The Board may choose to evaluate the effectiveness of the processes it employs in carrying out the responsibilities of the District. Those processes include, but are not limited to: team building, decision making, functions planning, communications, motivation, influence, and policy.

Policy History:

Adopted on: February 2007

Revised on:

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1621

In-Service Conference for Trustees

In keeping with the need for continued boardsmanship development, the Board encourages the participation of its members at appropriate Board conferences, workshops, conventions, and District-sponsored in-service training sessions. Funds for participation at such meetings will be budgeted on an annual basis.

Policy History:

Adopted on: February 2007

Revised on:

Internships

Internship means an agreement between a fully licensed Class 1, 2, or 3 educators, the school district, and a Montana accredited educator preparation program. Internships are permitted in endorsement areas approved by the Board of Public Education.

The Board recognizes the need to provide training opportunities for prospective teachers and administrators. Internships for those in the process of acquiring teaching endorsements and/or administrative credentials shall be considered and approved on an individual basis. The Superintendent or designee involved will review the internship proposal with the candidate and the university representative, much in the same manner as student teachers are assigned.

As part of an internship agreement, the parties must agree to the following:

- (a) The intern will complete the requirements for the appropriate endorsement within three years;
- (b) the school district will provide local supervision and support of the intern; and
- (c) the accredited educator preparation program will approve the coursework and provide support and periodic supervision.

A superintendent intern shall be supervised through the year by a licensed and endorsed superintendent contracted by the district, including participation in, and review of, and written concurrence in all performance evaluations of licensed staff completed by the intern.

An emergency authorization of employment granted by the Superintendent of Public Instruction pursuant to §20-4—111, MCA is not a license; therefore, is not eligible for an internship.

Legal Reference:	§20-4-111, MCA	Emergency authorization of employment
	ARM 10.55.602	Definitions
	ARM 10.55.607	Internships
	ARM 10.55.702	Licensure and duties of District Administrator
		- District Superintendent
	ARM 10.57.412	Class 1 and 2 Endorsements
	ARM 10.57.413	Class 3 Administrative License

Policy History:

Adopted on: January 2016

Revised on:

Revision Note:

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1640

Board Participation in Activities

Members of the Board, collectively and individually, are encouraged to attend school activities, social functions, and instructional programs at no cost to the trustees, in order to view and observe such functions in operation. Attendance at such programs as musical presentations, speech activities, clubs, dramatic productions, and athletic events, indicates interest in school affairs and provides opportunity for more comprehensive understanding of the total school program. Administration will provide appropriate communications to trustees to keep them informed about activities they may wish to attend.

Policy History:

Adopted on: February 2007

Revised on:

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Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

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1 When a complaint alleges violation of Board policy or procedure, the building administrator will
2 investigate and attempt to resolve the complaint. The administrator will respond in writing to the
3 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

4
5 If the complainant has reason to believe the administrator's decision was made in error, the
6 complainant may request, in writing, that the Superintendent review the administrator's decision.
7 (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar
8 days of the administrator's decision.

9
10 When a complaint alleges sexual harassment or a violation of Title IX of the Education
11 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of
12 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator shall turn the
13 complaint over to the applicable District nondiscrimination coordinator. The coordinator shall
14 ensure an investigation is completed in accordance with the applicable procedure. In the case of a
15 sexual harassment or Title IX complaint, the applicable investigation and appeal procedure is
16 Policy 3225P or 5012P. In the case of a disability complaint, the coordinator shall complete an
17 investigation and file a report and recommendation with the Superintendent for decision. Appeal
18 of a decision in a disability complaint will be handled in accordance with this policy.

19
20 Level 3: Superintendent

21
22 If the complainant filed appeals the administrator's decision provided for in Level 2, the
23 Superintendent will review the complaint and the administrator's decision. The Superintendent
24 will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's
25 receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with
26 the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3)
27 engage an outside investigator or other District employees to assist with the appeal; and/or (4)
28 take other steps appropriate or helpful in resolving the complaint.

29
30 If the complainant has reason to believe the Superintendent's decision was made in error, the
31 complainant may request, in writing, that the Board consider an appeal of the Superintendent's
32 decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within
33 fifteen (15) calendar days of the Superintendent's written response to the complaint, for
34 transmission to the Board.

35
36 Level 4: The Board

37
38 Upon written appeal of a complaint alleging a violation the individual's rights under state or
39 federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board
40 may consider the Superintendent's decision in Level 2 or 3.

41 Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the
42 agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than
43 three (3) trustees to hear the appeal and make a recommendation to the Board, or (3) respond to
44 the complaint with an explanation of why the appeal will not be heard by the Board of Trustees

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1 in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel
2 will meet to consider the appeal and then make written recommendation to the full Board. The
3 Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar
4 days of the Board meeting at which the Board considered the appeal or the recommendation of
5 the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within
6 the period provided by law.

7
8 Cross Reference: 3210 – Equal Educational Opportunity and Nondiscrimination
9 5010 – Equal Employment Opportunity and Nondiscrimination
10 3225-3225P – Sexual Harassment of Students
11 5012-5012P – Sexual Harassment of Employees
12

13 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
14 Title II of the Americans with Disabilities Act of 1990
15 § 504 of the Rehabilitation Act of 1973
16

17 Policy History:

18 Adoption on: February 2007

19 Revised on: April 21, 2009, May 2021
20

21 *Note: Lines 20-24 (page 1) were added to allow the Superintendent to hire an independent*
22 *investigator if needed.*