

# St. Regis School Board Policies

## INTRODUCTION TO POLICY MANUAL

### Basic Purpose of the Policy Manual

The policy-making function of the Board is clearly spelled out in the Montana School Accreditation Standards, which state:

Each school district shall formulate a written, comprehensive philosophy of education which reflects the needs of students . . . .

Each school district shall also formulate a statement of specific objectives which describes how its schools will meet educational needs in accordance with the district's philosophy . . . .

Each school district shall have written policies which delineate the responsibilities of the board, the superintendent and personnel employed by the school district . . . .

Policies can be thought of as District laws which set standards and provide the framework for decisions made by both the trustees and the administration. The American Association of School Administrators lists the following values which result from clearly written policy statements:

- They help clarify responsibilities.
- They help promote more consistent decisions.
- They provide continuity of action.
- They save the Board time, money, and effort.
- They help improve public relations.
- They help reduce pressures on the Board.
- They help reduce criticism of Board action.
- They give the Board a sense of direction.
- They help facilitate orderly review of Board practices.
- They ensure a better-informed Board and staff.

The Board has attempted to develop policies using clear, definitive, and specific (but not detailed) language.

1 **ST. REGIS SCHOOL DISTRICT**

2  
3 **1000 SERIES**  
4 **THE BOARD OF TRUSTEES**

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1 **St. Regis School District**

2

3 **THE BOARD OF TRUSTEES**

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5 Legal Status and Operation

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7 The Board of Trustees of St. Regis School District # 1 is the governmental entity established by  
8 the State of Montana to plan and direct all aspects of the District's operations, to the end that stu-  
9 dents shall have ample opportunity to achieve their individual and collective learning potentials.

10

11 Policies of the Board define its organization and the manner of conducting its official business.

12 The operating policies of the Board are those that it adopts from time to time to facilitate the per-  
13 formance of its responsibilities.

14

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17 Legal Reference:      20-3-323, MCA      District policy and record of acts  
18                              20-3-324, MCA      Powers and duties

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20 Policy History:

21 Adopted on: March, 8, 2006

22 Revised on:

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1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

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5 Organization

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7 The legal name of this District is St. Regis School District No. 1, Mineral County, State of Mon-  
8 tana. The District is classified as a class three (3) district and is operated according to the laws  
9 and regulations pertaining to a class three (3) district.

10

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

17

18

19

20 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

24

25 Policy History:

26 Adopted on: March 8, 2006

27 Revised on:

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1 **St. Regis School District**

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5 Membership

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7 The District is governed by a Board of Trustees consisting of five (5) members. The powers and  
8 duties of the Board include the broad authority to adopt and enforce all policies necessary for the  
9 management and government of the public schools. Except as otherwise provided by law, trust-  
10 ees shall hold office for terms of three (3) years, or until their successors are elected and quali-  
11 fied. Terms of trustees shall be staggered as provided by law.

12

13 All trustees shall participate on an equal basis with other members in all business transactions  
14 pertaining to the high school maintained by the District. Only those trustees elected from the el-  
15 ementary district may participate in business transactions pertaining to the elementary schools  
16 maintained by the District. Official action by Board members must occur at a duly called and le-  
17 gally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent  
18 membership of the Board, whether in person or by means of electronic equipment, to hear, dis-  
19 cuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory  
20 power.

21

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

24

25

26	Legal References:	20-3-301, MCA	Election and term of office
27		20-3-302, MCA	Legislative intent to elect less than majority of trust- ees
28			
29		20-3-305, MCA	Candidate qualification and nomination
30		20-3-306, MCA	Conduct of election
31		20-3-307, MCA	Qualification and oath
32		20-3-341, MCA	Number of trustee positions in elementary districts transition
33			
34		20-3-344, MCA	Nominating of candidates by petition in first-class elementary district
35			
36		20-3-351, MCA	Number of trustee positions in high school districts
37		20-3-352, MCA	Request and determination of number of high school district additional trustee positions nonvot- ing trustee
38			
39			
40		20-3-361, MCA	Joint board of trustees organization and voting membership
41			
42			

43 Policy History:

44 Adopted on: March 8, 2006

45 Revised on:

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1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

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5 Election

6

7 Elections conducted by the District are nonpartisan and are governed by general election laws of  
8 the state of Montana. The ballot at such elections may include candidates for trustee positions,  
9 various public policy propositions, and advisor questions.

10

11 Board elections shall take place on the first (1<sup>st</sup>) Tuesday after the first (1<sup>st</sup>) Monday in May of  
12 each year. Any person who is a qualified voter of the District is legally qualified to become a  
13 trustee. Any five (5) qualified electors may nominate as many trustee candidates as there are  
14 trustee positions subject to election at the ensuing election. The name of each person nominated  
15 for candidacy shall be submitted to the District Clerk not less than forty (40) days before the reg-  
16 ular school election day. If different terms are to be filled, the term for which each candidate is  
17 nominated also shall be indicated. Any person seeking to become a write-in candidate must file  
18 a declaration of intent on the 26<sup>th</sup> day before the election. If there are no contested seats, and  
19 there is no other reason for the election, the trustees may declare an election by acclamation and  
20 give notice no later than twenty-five (25) days before the election that an election will not take  
21 place. If no election takes place, the trustees shall declare the candidates elected by acclamation  
22 and issue a "certificate of election" to each candidate.

23

24 Except in the event of an unforeseen emergency occurring on the date scheduled for the election,  
25 a proposition requesting additional funding pursuant to 20-9-353, MCA, may be submitted to  
26 electors only once each calendar year, on the regular school election day.

27

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29

30	Legal Reference:	13-10-211, MCA	Declaration of intent for write-in candidates
31		20-3-304, MCA	Annual election
32		20-3-305, MCA	Candidate qualification and nomination
33		20-3-313, MCA	Election by acclamation B notice
34		20-3-322, MCA	Meetings and quorum
35		20-3-324(4), MCA	Powers and duties
36		20-3-344, MCA	Nomination of candidates by petition in
37			first-class elementary district
38		20-20-105, MCA	Regular school election day and special
39			school elections
40		20-20-301, MCA	Qualifications of elector

41

42 Policy History:

43 Adopted on: March 8, 2006

44 Revised on:

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1 **St. Regis School District**

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5 Candidate Orientation

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7 Candidates for appointment or election to the Board shall be urged to attend public meetings of  
8 the Board. All public information about the school system shall be made available to them. Ad-  
9 ditionally, the Board directs the Superintendent to cooperate impartially with all candidates in  
10 providing them with information about school governance, Board operations, and school pro-  
11 grams.

12

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

16

- 17 1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all  
18 candidates for that position shall be invited to attend or to send representatives;
- 19
- 20 2. The school will not send home partisan materials through the students; and
- 21
- 22 3. The Superintendent shall invite all candidates to an information session. Each candidate  
23 will be given the same materials and information at these sessions.
- 24

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27 Procedure History:

28 Promulgated on: March 8, 2006

29 Revised on:

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1 **St. Regis School District**

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5 Resignation

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7 Resignation of a trustee, for whatever reason, must be submitted in writing to the Clerk. A resig-  
8 nation is effective seventy-two (72) hours after its submission unless withdrawn during that peri-  
9 od by the resigner through written notification of withdrawal made to the Clerk.

10

11 The Board will ratify the resignation at its next regularly scheduled meeting and will proceed to  
12 fill the vacancy as provided by statute and Board policy.

13

14 Trustees retiring from the Board may be recognized for their service to the District by presenta-  
15 tion of a service plaque or other appropriate activities.

16

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18

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

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22 Policy History:

23 Adopted on: March 8, 2006

24 Revised on:

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1 **St. Regis School District**

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5 Vacancies

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7 A trustee position becomes vacant before the expiration of a term, when any of the following oc-  
8 curs:

9

- 10 1. Death of the incumbent;
- 11 2. Resignation, in writing, filed with the Clerk;
- 12 3. Incumbent moves out of the nominating district, establishing residence elsewhere;
- 13 4. Incumbent is no longer a registered elector of the District under the provisions of  
14 20-20-301, MCA;
- 15 5. Incumbent is absent from the District for sixty (60) consecutive days;
- 16 6. Incumbent fails to attend three (3) consecutive meetings of the trustees without good rea-  
17 son;
- 18 7. Incumbent has been removed under the provisions of 20-3-310, MCA; or
- 19 8. Incumbent ceases to have the capacity to hold office under any other provision of law.

20

21 A trustee position also shall be vacant when an elected candidate fails to qualify.

22

23 When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill  
24 such vacancy by appointment. The Board will receive applications from any qualified persons  
25 seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate  
26 to fill the position.

27

28 Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the  
29 county superintendent shall appoint, in writing, a competent person to fill such vacancy. An ap-  
30 pointee shall qualify by completing and filing an oath of office with the county superintendent  
31 within fifteen (15) days after receiving notice of the appointment and shall serve until the next  
32 regularly scheduled school election and a successor has qualified.

33

34

35

36 Cross Reference: 1240 Duties of Individual Trustees

37

38 Legal References: 20-3-308, MCA Vacancy of trustee position  
39 20-3-309, MCA Filling vacated trustee position, appointee qualifica-  
40 tion and term of office

41

42 Policy History:

43 Adopted on: March 8, 2006

44 Revised on:

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1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

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5 Vacancies

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

10

11 1. Announcement of the vacancy and the procedure for filling it shall be made in the gener-  
12 al news media as well as District publications to patrons.

13

14 2. All citizens shall be invited to nominate candidates for the position, provided that the  
15 nominees shall be residents of the District. An application will be required of interested  
16 candidates.

17

18 3. The Board shall individually interview the finalists in a regular or special meeting and ap-  
19 point the candidate who, in the judgment of the Board, is most likely to contribute to the  
20 growth and development of the District's education programs and operations. All trust-  
21 ees shall vote on the candidate of their choice.

22

23 4. If no one candidate receives a majority of the votes, the Board may:

24

25 a. Discuss all candidates and vote again;

26

27 b. Discuss all candidates and vote only on those candidates with the most votes; or

28

29 c. Continue voting until one (1) candidate receives a majority vote.

30

31 5. The Board Clerk shall prepare, for the signatures of all trustees, a letter thanking all can-  
32 didates for the position and commending them for their interest in the District.

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36 Procedure History:

37 Promulgated on: March 8, 2006

38 Revised on:

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1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

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5 Annual Organization Meeting

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7 After issuance of election certificates to newly elected trustees in May, and on or before the third  
8 (3<sup>rd</sup>) Saturday in May, the Board shall elect from among its members a Chairman and a Vice-  
9 Chairman to serve one-(1)-year terms. If a Board member is unable to continue to serve as an of-  
10 ficer, a replacement shall be elected immediately. In the absence of both the Chairman and the  
11 Vice-Chairman, the Board shall elect a Chairman *pro tempore*, who shall perform the functions  
12 of the Chairman during the latter's absence. The Clerk shall act as Board secretary.

13

14 The normal order of business shall be modified for the annually organizational meeting with the  
15 following agenda:

16

- 17 1. Roll call of old members
- 18 2. Approval of minutes, etc.

19

20 **Old Business**

21 **Election**

- 22 1. Canvass votes
- 23 2. Swear in new trustees
- 24 3. Reorganize board
- 25 4. Hire clerk

26

27 **New Business**

28

- 29 1. Roll call new members
- 30 2. Return to regular agenda.

31

32

33

34 Policies and bylaws remain in effect until and unless changed by the Board.

35

36

37

38 Legal References: 20-3-321, MCA Organization and officers  
39 20-3-322(a), MCA Meetings and quorum

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41 Policy History:

42 Adopted on: March 8, 2006

43 Revised on:

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1 **St. Regis School District**

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5 School Board Advocacy

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7 The Board of Trustees of St. Regis School District believes it has a responsibility to the students,  
8 parents, and community to advocate for student achievement and quality education. In order to  
9 meet these responsibilities, the District will work vigorously for the passage of new laws de-  
10 signed to advance the cause of good schools and for the repeal or modification of existing laws  
11 that impede this cause.

12

13 As Trustees, we must keep ourselves informed of pending legislation and actively communicate  
14 board positions and concerns to elected representatives at both the state and national level. We  
15 must work with legislative representatives (both state and federal), with the Montana School  
16 Boards Association, the National School Boards Association, and other concerned groups in de-  
17 veloping an annual as well as long-range legislative program.

18

19 We will encourage each Trustee to participate in the MTSBA Delegate Assembly and the  
20 MTSBA Board Legislative Contact Program. We also encourage each board and trustee to be  
21 aware of the importance of building a relationship with the community, to be used to increase  
22 student success.

23

24 In doing so, the Board will:

25

- 26 1. At its annual organizational meeting appoint a member as its Board Legislative Contact  
27 (BLC) to the Montana School Boards Association (MTSBA). This person will:  
28 a. Serve as the Board's liaison to MTSBA;  
29 b. Attend the Day of Advocacy during each legislative session;  
30 c. Attend other state and regional association meetings as approved by the Board; and  
31 d. Advise MTSBA of the Board's views regarding MTSBA's legislative positions and  
32 activities.
- 33
- 34 2. At least once each month, the Board meeting agenda will include an opportunity for the BLC  
35 to report on educational issues pending on the state and federal levels.
- 36
- 37 3. Work with the BLC, MTSBA, the National School Boards Association (NSBA), and other  
38 concerned groups and organizations on matters of mutual interest.

39

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41 Policy History:

42 Adopted on: January 14, 2009

43 Reviewed on:

44 Revised on:

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1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

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5 School Board Advocacy

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7 Once the Board of Trustees has determined that it is in its best interest to actively become an ad-  
8 vocate for the education of the students in its District, the following guidelines are established to  
9 help facilitate the process.

10

11 1. An additional item on the agenda of the Annual Organizational Meeting, usually held in May  
12 of each year, will include the appointment of one of its trustees as the Board Legislative  
13 Contact (BLC) to the Montana School Boards Association (MTSBA).

14

15 a. The District Clerk will submit the name to the Director of Member Services of the  
16 MTSBA no later than one (1) month after the appointment.

17

18 2. The Board will identify this appointee and/or additional trustees as registered lobbyists for  
19 the District.

20

21 a. The District Clerk will make sure that the appointed trustee(s) are sufficiently regis-  
22 tered as lobbyists for the District.

23

24 3. The threshold for reimbursement of expenses before the lobbying license requirement be-  
25 comes effective are:

26

27 4. The BLC, or designee, will attend the Day of Advocacy during each legislative session.

28

29 5. The BLC, or designee, will attend the annual Delegate Assembly.

30

31 6. The Board may set additional parameters, including the number of trips to the Legislature,  
32 the number of regional and state meetings approved, etc.

33

34 7. The Board will include an item on its monthly agenda, giving the BLC an opportunity to dis-  
35 cuss advocacy information.

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39 Policy History:

40 Adopted on: January 14, 2009

41 Reviewed on:

42 Revised on:

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1 **St. Regis School District**

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5 Qualifications, Terms, and Duties of Board Officers

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

9

10 Chairperson

11

12 The Board elects a Chairperson from its members for a one-(1)-year term. The duties of the  
13 Chairperson include the following:

14

- 15 ! Preside at all meetings and conduct meetings in the manner prescribed by the Board's
- 16 policies;
- 17 ! Make all Board committee appointments, subject to Board approval;
- 18 ! Sign all papers and documents as required by law and as authorized by action of the
- 19 Board;
- 20 ! Close Board meetings as authorized by Montana law; and
- 21 ! Act as spokesperson for the Board.

22

23 The Chairperson is permitted to participate in all Board meetings in a manner equal to all other  
24 Board members, including the right to participate in debate and to vote. The Chairperson may  
25 not make a motion, but may second motions.

26

27 The Chairperson must be able to perform the functions of a trustee in all matters over which he/  
28 she presides.

29

30 Vice Chairperson

31

32 The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and  
33 shall perform all the duties of the Chairperson during the Chairperson's absence or unavailabil-  
34 ity. The Vice Chairperson shall work closely with the Chairperson and shall assume whatever  
35 duties the Chairperson may delegate.

36

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38 Legal References:	2-3-203, MCA	Meetings of public agencies and certain associa-
		tions of public agencies to be open to public B ex-
		ceptions
	20-3-321(2), MCA	Organization and officers

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43 Policy History:

44 Adopted on: March 8, 2006

45 Revised on:

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1 **St. Regis School District**

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5 Clerk

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7 The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairman,  
8 and shall keep an accurate journal of its proceedings. The Clerk shall have custody of the re-  
9 cords, books, and documents of the Board. In the absence or inability of the Clerk to attend a  
10 Board meeting, the Chairman will designate a person to serve as Clerk for the meeting.

11

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

15

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

18

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

23

24

25

26	Legal references:	20-3-321, MCA	Organization and officers
27		20-3-325, MCA	Clerk of the district
28		20-4-201, MCA	Employment of teachers and specialists by contract
29		20-9-133, MCA	Adoption and expenditure limitations of final budg- et
30			
31		20-9-165, MCA	Budget amendment limitation, preparation, and adoption procedures
32			
33		20-9-221, MCA	Procedure for issuance of warrants
34		20-20-401, MCA	Trustees= election duties B ballot certification

35

36 Policy History:

37 Adopted on: March 8, 2006

38 Revised on:

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1 **St. Regis School District**

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5 Duties of Individual Trustees

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

12

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

16

17 All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall  
18 give advance notice to the Chairman or Superintendent, of the trustee's inability to attend a  
19 Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if re-  
20 quested to do so. The Board shall declare a position vacant after three (3) consecutive unex-  
21 cused absences from regular Board meetings, or when a trustee has been absent from the District  
22 for sixty (60) consecutive days.

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26 Cross Reference: 1113 Vacancies

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28 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

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33 Policy History:

34 Adopted on: March 8, 2006

35 Revised on:

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1 **St. Regis School District**

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5 District Policy

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7 Adoption and Amendment of Policies

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9 Proposed new policies and proposed changes to existing policies shall be presented in writing for  
10 reading and discussion at a regular or special Board meeting. Interested parties may submit  
11 views, present data or arguments, orally or in writing, in support of or in opposition to proposed  
12 policy. Any written statement by a person, relative to a proposed policy or amendment, should  
13 be directed to the District Clerk prior to the second (2<sup>nd</sup>) reading. The final vote for adoption  
14 shall take place not earlier than at the second (2<sup>nd</sup>) reading of the particular policy.

15

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

18

19 Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which ac-  
20 tion was taken and also shall be included in the District's policy manual. Policies of the District  
21 shall be reviewed annually by the Board.

22

23 Policy Manuals

24

25 The Superintendent shall develop and maintain a current policy manual which includes all poli-  
26 cies of the District. Every administrator, as well as staff, students, and other residents, shall have  
27 ready access to District policies ([www.stregis.k12.mt.us](http://www.stregis.k12.mt.us)). All policy manuals distributed to any-  
28 one shall remain the property of the District and shall be subject to recall at any time.

29

30 Suspension of Policies

31

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

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39 Legal References:      20-3-323, MCA      District policy and record of acts  
40                                      10.55.701, ARM      Board of Trustees

41

42 Policy History:

43 Adopted on: March 8, 2006

44 Revised on:

45

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1 **St. Regis School District**

2

3 **THE BOARD OF TRUSTEES**

1312

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5 Administrative Procedures

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7 The Superintendent shall develop such administrative procedures as are necessary to ensure con-  
8 sistent implementation of policies adopted by the Board.

9

10 When a written procedure is developed, the Superintendent shall submit it to the Board as an in-  
11 formation item. Such procedures usually need not be approved by the Board, although the Board  
12 may revise them, when it appears they are not consistent with Board intentions as expressed in  
13 its policies. On controversial matters the Superintendent shall submit proposed procedures to  
14 the Board for review prior to their adoption.

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18 Policy History:

19 Adopted on: March 8, 2006

20 Revised on:

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1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

1332

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5 Authorization of Signatures

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

10

11 Warrants: The Chairman and Clerk are authorized to sign all District warrants by facsimile sig-  
12 nature on behalf of the Board.

13

14 Claim Forms: Staff employed by the District in the following designated positions are author-  
15 ized to certify voucher or invoice claims against or for the District:

16

17           Superintendent  
18           Principal  
19           Athletic Director

20

21 Checks: The Superintendent and the Clerk are designated custodians of the school building ex-  
22 tracurricular fund account.

23

24 Contracts for Goods and Services and Leases: The Superintendent is authorized to sign, on be-  
25 half of the Board, contracts, leases, and/or contracts for goods and services for amounts under  
26 Two Thousand Five Hundred Dollars (\$2,500) without prior approval of the Board. The types of  
27 goods and services contracted for must be pre-approved by the Board.

28

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

31

32 Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board  
33 Chairman and the Clerk.

34

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37 Policy History:

38 Adopted on: March 8, 2006

39 Revised on:

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1 **St. Regis School District**

2

3 **THE BOARD OF TRUSTEES**

1400

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page 1 of 2

5 Board Meetings

6

7 Regular Meetings

8

9 Unless otherwise specified, all meetings will take place in the St. Regis School Library. Regular  
10 meetings shall take place at 7:00 p.m. on the second (2<sup>nd</sup>) Wednesday of each month, or at other  
11 times and places determined by a majority vote. Except for an unforeseen emergency, meetings  
12 must be held in a school building or in a publicly owned building located within the District. If  
13 regular meetings are scheduled at places other than as stated above or are adjourned to times  
14 other than the regular meeting time, notice of the meeting shall be made in the same manner as  
15 provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall  
16 take place the next business day.

17

18 Emergency Meetings

19

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

22

23 Budget Meetings

24

25 Between July 1 and August 4 of each year, the Clerk shall publish a notice stating the date, time,  
26 and place trustees will meet for the purpose of considering and adopting a final budget for the  
27 District, stating that the meeting of the trustees may be continued from day to day until final  
28 adoption of a District budget and that any taxpayer in the District may appear at the meeting and  
29 be heard for or against any part of the budget. This notice shall be published in the local news  
30 media.

31

32 On the date and at the time and place stated in the published notice (on or before August 15),  
33 trustees shall meet to consider all budget information and any attachments required by law. The  
34 meeting may continue from day to day; however, the Board must adopt a final budget not later  
35 than the fourth (4<sup>th</sup>) Monday in August.

36

37 Special Meetings

38

39 Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of  
40 a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less  
41 than forty-eight (48) hours before the time of the meeting. Such written notice shall be posted  
42 conspicuously within the District in a manner that will receive public attention. Written notice  
43 also shall be sent not less than forty-eight (48) hours prior to the meeting, to each newspaper and  
44 radio or television station that has filed a written request for such notices. **Business transacted**  
45 **at a special meeting will be limited to that stated in the notice of the meeting.**

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Closed Portions of Regular or Special Meetings

Under Montana law, the Chair may close a portion of a regular or a special meeting, if he/she determines the demands of individual privacy CLEARLY exceed the merits of public disclosure. The right of individual privacy may be waived by the individual involved, and the meeting will be open. A portion of a meeting may also be closed, when an open meeting would have a detrimental effect on the litigating position of the Board.

The District believes it is clear the legislative intent of the open meeting laws is that actions and deliberations of public boards be conducted openly. Therefore the Chair will carefully balance rights of individual privacy and merits of public disclosure and when uncertain will find in favor of the public's right to know.

When it has been determined a closed session is necessary, the Chair will advise the public of his/her decision and assure those present that only matters pertaining to the privacy of the individual will be discussed. The meeting will be declared open when that discussion concludes, and any action taken by the Board will be in open session and a part of public record.

Legal References:	2-3-103, MCA	Public participation B 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 B liberal construction
	2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public B exceptions
	20-3-322, MCA	Meeting and quorum
	20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on: March 8, 2006

Revised on:

1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

1401

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5 Records Available to Public

6

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

9

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

13

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

17

18 Fees will be charged as follows:

19

20 a) Copy of Board minutes - 154 per page

21

22 b) Copy of other materials - 254 per page

23

24 c) Time spent researching a copy project will be charged at the employee=s hourly  
25 rate of pay.

26

27

28

29 Legal References: 20-3-323, MCA District policy and record of acts

30

20-9-213, MCA Duties of trustees

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32 Policy History:

33 Adopted on: March 8, 2006

34 Revised on:

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5 School Board Use of Electronic Mail

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

12 1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for  
13 other communications or business properly confined to Board meetings.

15 2. Board members will be aware that e-mail and e-mail attachments received or prepared  
16 for use in Board business or containing information relating to Board business may be re-  
17 garded as public records, which may be inspected by any person upon request, unless oth-  
18 erwise made confidential by law.

20 3. Board members will avoid reference to confidential information about employees, stu-  
21 dents, or other matters in e-mail communications, because of the risk of improper disclo-  
22 sure. Board members will comply with the same standards as school employees, with re-  
23 gard to confidential information.

27 Cross Reference: 1400 Board Meetings  
28 1401 Records Available to Public

30 Legal Reference: 2-3-103, MCA Public participation B governor to insure guidelines  
31 adopted  
32 2-3-201, MCA Legislative intent B liberal construction  
33 2-3-203, MCA Meetings of public agencies and certain associa-  
34 tions of public agencies to be open to public B ex-  
35 ceptions  
36 20-3-322, MCA Meeting and quorum

38 Policy History:

39 Adopted on: March 8, 2006

40 Revised on:

1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

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page 1 of 2

5 School Board Meeting Procedure

6

7 Agenda

8

9 Agendas for meetings of the Board will be jointly prepared by the Superintendent and the Chair.  
10 The agendas will contain those items submitted by administration and trustees. Such agendas  
11 will be prepared in writing with substantiating information and received by the trustees one (1)  
12 week prior to regular meetings and will be available to any interested citizen at the Superintend-  
13 ent's office forty-eight (48) hours before a Board meeting. In the case of special meetings, agen-  
14 das should be included with notification of the meeting, at least forty-eight (48) hours in advance  
15 of the meeting.

16

17 Anyone has the right to appear before the Board. In order for that person or persons to be placed  
18 on the agenda at a regularly scheduled meeting, the request must be submitted in writing at least  
19 eight (8) days before the meeting, to enable the request to be added to the agenda and mailed to  
20 Board members. The request will be made at the Superintendent's office will include the name  
21 of the individual, group, or company making the request, who they represent, and the item or  
22 items they wish to discuss. If the reason for the appearance is a complaint against any District  
23 employee, the individual filing the complaint must demonstrate that the Uniform Complaint Pro-  
24 cedure has been followed. Citizens wishing to make brief comments about school programs or  
25 procedures or items on the agenda need not request placement on the agenda but may ask for rec-  
26 ognition by the Chair at the appropriate time.

27

28 The agenda also must include a public comment portion to allow members of the general public  
29 to comment on any public matter under jurisdiction of the District which is not specifically listed  
30 on the agenda, except that no member of the public will be allowed to comment on contested  
31 cases, other adjudicative proceedings, or personnel matters. The Board Chair may place reason-  
32 able time limits on any public comment period to maintain and ensure effective and efficient op-  
33 erations of the Board. The Board will not take any action on any matter discussed, unless the  
34 matter is specifically noticed on the agenda and the public has been allowed opportunity to com-  
35 ment.

36

37 Minutes

38

39 The Clerk will keep written minutes of all open Board meetings, which will be signed by the  
40 Chair and the Clerk. The minutes will include:

41

- 42 • Date, time, and place of the meeting;
- 43 • Presiding officer;
- 44 • Board members recorded as absent or present;
- 45 • Summary of discussion on all matters discussed (including those matters

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1420

- discussed during the "public comment" section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

When issues are discussed which may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant to 20-1-212, MCA.

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

Quorum

No business will be transacted at any meeting of the Board, unless a quorum of its members is present. A majority of the full membership of the Board will constitute a quorum, whether the individuals are present physically or via speaker telephone. A majority of the quorum may pass a resolution except as provided in 20-4-203(1), MCA, and 20-4-401(4), MCA.

Meeting Conduct and Order of Business

In matters of procedure not covered under Montana law, the provisions of *Robert's Rules of Order (Small Boards)* will prevail. The Clerk will act as parliamentarian at all regular and special Board meetings. Any rules and regulations of the Board may be suspended at any regular Board meeting, by unanimous consent of members present.

The use of proxy votes will not be permitted. Voting rights are reserved to those trustees in attendance. The Chair will always vote, and the vote will be taken by raising of hands.

Cross Reference:      1441    Audience Participation  
                                  1700    Uniform Complaint Procedure

Legal References:      2-3-103, MCA      Public participation B governor to ensure guidelines adopted  
                                  2-3-212, MCA      Minutes of meetings B public inspection  
                                  20-1-212, MCA      Destruction of records by school officer  
                                  20-3-322, MCA      Meetings and quorum  
                                  20-3-323, MCA      District policy and record of acts

Policy History:

1 Adopted on: March 8, 2006

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3 Revised on:

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**St. Regis Public Schools Request Form**  
(Request To Be Placed on Board Meeting Agenda)

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To: Board of Trustees

From: \_\_\_\_\_  
Name Phone Number  
\_\_\_\_\_  
Address

Board Policy about which complaint is being made: \_\_\_\_\_

Nature of complaint (description of grounds for the complaint, including all names, dates, and places, necessary for complete understanding of the complaint):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the complaint been discussed with the administrator responsible for enforcing the Policy?  
\_\_\_\_\_ If not, why? \_\_\_\_\_

To whom have you spoken? Name(s): \_\_\_\_\_

What was the result of the discussion? \_\_\_\_\_

What result and/or action would you like to see resulting from an appeal to the Board of Trustees?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Parent

\_\_\_\_\_  
Date Parent

Received by Superintendent on \_\_\_\_\_, 20\_\_.

**St. Regis School District**

2  
3 Abstentions From Voting  
4

5 Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting re-  
6 cords of each trustee present. As a general rule trustees should vote on all issues, unless casting  
7 a vote would be a violation of law. Under Montana law, instances in which it would be unlawful  
8 or inappropriate for a trustee to cast a vote on a particular issue include, but are not necessarily  
9 limited to, the following:

10  
11 When hiring the relative of a trustee;

12  
13 When casting a vote would directly and substantially affect, to its economic benefit, a business  
14 or other undertaking in which the trustee either has a substantial financial interest or in  
15 which the trustee is engaged as counsel, consultant, representative, or agent;

16  
17 When casting a vote would directly and substantially affect a business or other undertaking to its  
18 economic detriment, where a trustee has a substantial personal interest in a competing  
19 firm or undertaking;

20  
21 When casting a vote would cause a trustee to have a pecuniary interest, either directly or indi-  
22 rectly, in a contract made by the trustee (while acting in the trustee’s official capacity) or  
23 by the Board; and

24  
25 When casting a vote would put the trustee in the position of an agent or solicitor in the sale or  
26 supply of goods or services to the District.  
27

28 In addition, a trustee shall be allowed to abstain from voting to avoid the appearance of impro-  
29 priety or the appearance of a perceived conflict. If a trustee abstains from voting, the abstention  
30 should be recorded in the minutes and may include an explanation of the reasons for the absten-  
31 tion. The Board discourages abstentions, unless the reasons are substantiated as provided herein.  
32

33 Legal References:	2-2-302, MCA	Appointment of relative to office of trust or emolu- ment 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 em- ployees
	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

43 Policy History:

44 Adopted on: March 8, 2006

45 Revised on:  
46

5 Audience Participation

7 The trustees' desire to achieve a creative and dynamic partnership with the community it serves  
8 can best be accomplished by providing citizens opportunity for exchanging ideas with the Board.  
9 It is to this end that the following policies have been developed:

11 All meetings of the Board (including formal actions) will be open to the public, with the excep-  
12 tion of closed portions, as provided by law.

14 An agenda item can be added at a meeting, with unanimous approval of the Board. Persons  
15 wanting to bring up an item not on the agenda may be granted up to five (5) minutes at the end  
16 of the agenda, at the discretion of the Board by majority vote. Anyone wanting to include  
17 printed material in the packets sent to the trustees prior to a meeting should contact the Superin-  
18 tendent at least eight (8) days before the Board meeting. The Superintendent may reject printed  
19 material, at the Superintendent's discretion.

21 Procedures for Public Testimony

23 **It is important for all participants to remember that Board meetings are held in public, but**  
24 **are not public meetings. Members of the public shall be recognized and allowed input dur-**  
25 **ing the meeting, at the discretion of the Chairman.** Members of the audience wanting to  
26 speak regarding an agenda item will be allowed up to five (5) minutes after the agenda item has  
27 been explained by the Superintendent or other appropriate person. More time may be granted, at  
28 the Chair=s discretion. Trustees may ask questions of those who testify. After those who want  
29 to speak have had an opportunity to do so, the public portion of the discussion will be closed.  
30 Trustees will then have discussion and take action if required. If the Chair determines the nature  
31 of the motion significantly alters the discussion, the meeting may be opened for further public  
32 comment before final action is taken.

34 Correspondence

36 Copies of correspondence to the Board should be given to trustees before a Board meeting,  
37 whenever possible. The Board Chair and/or the Superintendent will provide appropriate and  
38 timely response. It is not necessary to publicly read correspondence given to trustees before the  
39 meeting, unless the writer, the Superintendent, or a trustee so requests. The trustees should be  
40 given opportunity to ask questions regarding the correspondence.

42 Cross Reference: 1420 School Board Meeting Procedure

44 Legal Reference: Article II, Section 8, Montana Constitution B Right of participation  
45 Article II, Section 10, Montana Constitution B Right of Privacy  
46 2-3-101, et seq., MCA Right of participation

1 Policy History:  
2 Adopted on: March 8, 2006  
3 Revised on:

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1 **St. Regis School District**

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3 **THE BOARD OF TRUSTEES**

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5 Board of Trustees Code of Conduct

6

7 AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL CONSTANTLY ENDEAV-  
8 OR TO:

9

- 10 1. Work with all Board members in a spirit of mutual respect and cooperation in spite of  
11 differences of opinion which arise during vigorous debate.
- 12
- 13 2. Devote time, thought, and study to issues to be considered and insofar as possible attend  
14 all Board meetings.
- 15
- 16 3. Inform myself about current educational issues through participation in programs such as  
17 workshops and conference sponsored by the Montana School Boards Association and  
18 other educational agencies.
- 19
- 20 4. Acquaint myself with Montana school laws, Montana open meeting laws, and other laws  
21 relating to governance of the public school system.
- 22
- 23 5. Recognize that I should make decisions only after full discussion by the Board at public  
24 meetings, with my final decision based on available facts and my independent judgment.
- 25
- 26 6. Avoid being placed in a position of conflict of interest. I will encourage free expression  
27 of opinion but refuse to surrender my judgment to special interest groups. I will refrain  
28 from using my Board position for personal gain. I recognize that I am an at-large repre-  
29 sentative of the District and will make decisions which are in the best interests of the en-  
30 tire school system.
- 31
- 32 7. Remember I have no legal authority outside Board meetings and that I must take no pri-  
33 vate action which will undermine or compromise the Board or administration.
- 34
- 35 8. Respect confidentiality of information privileged under applicable law.
- 36
- 37 9. Understand the policy-making function of the Board and recognize that administration  
38 and supervision of the instructional program and schools should be left to the Superin-  
39 tendent and his/her staff.

40

41

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43 Policy History:

44 Adopted on: March 8, 2006

45 Revised on:

46

5 Conflict of Interest

7 A trustee may not:

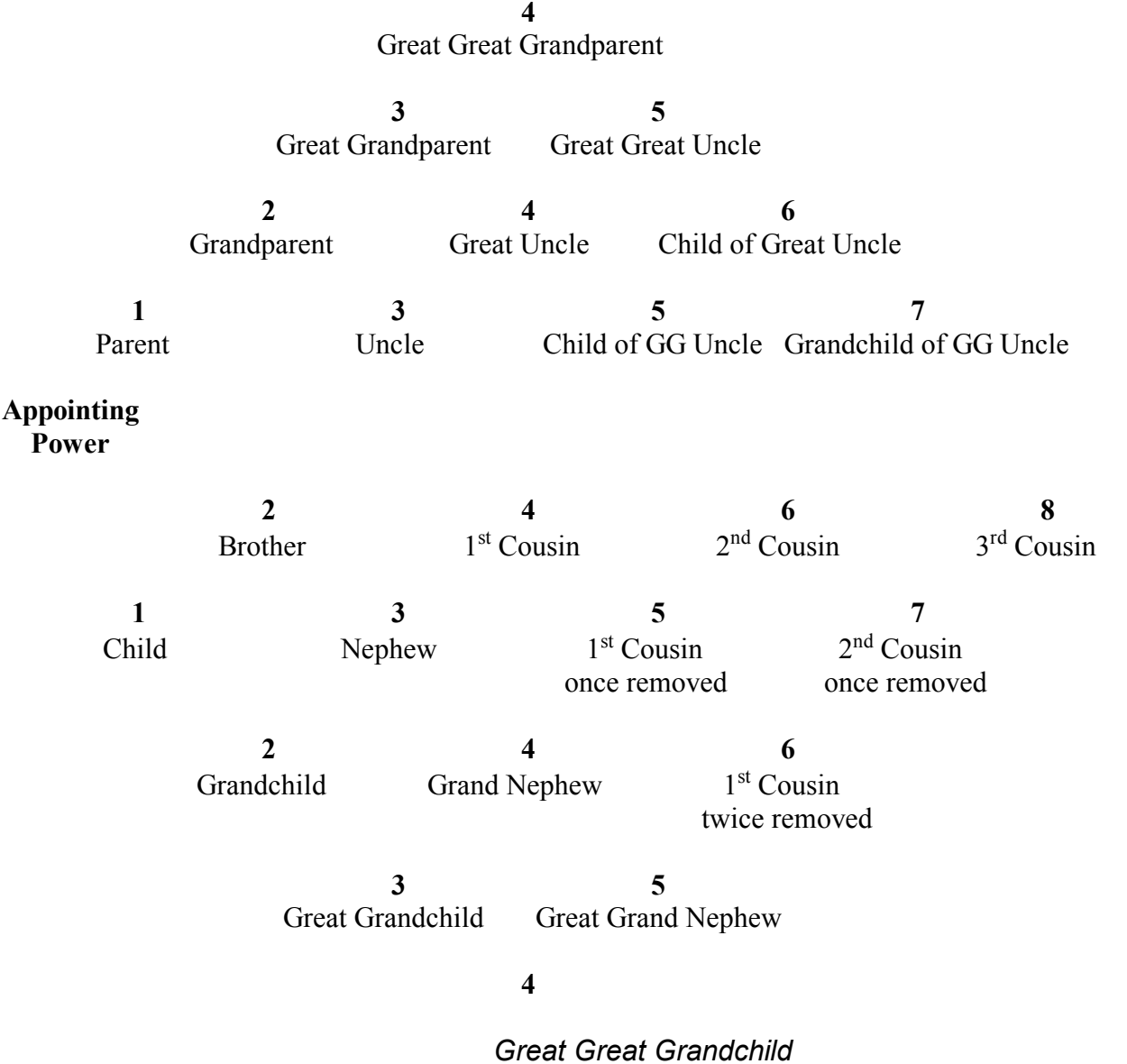
- 9 1. Engage in a substantial financial transaction for the trustee's private business purpose,  
10 with a person whom the trustee inspects or supervises in the course of official duties.  
11
- 12 2. Perform an official act directly and substantially affecting, to its economic benefit, a  
13 business or other undertaking in which the trustee either has a substantial financial inter-  
14 est or is engaged as counsel, consultant, representative or agent.  
15
- 16 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.  
17
- 18 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when  
19 the trustee has more than a ten percent (10%) interest in the corporation. A contract does  
20 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments  
21 or deposits in financial institutions that are in the business of loaning or receiving money,  
22 when such investments or deposits are made on a rotating or ratable basis among finan-  
23 cial institutions in the community or when there is only one (1) financial institution in the  
24 community; or 3) contracts for professional services other than salaried services or for  
25 maintenance or repair services or supplies when the services or supplies are not reason-  
26 ably available from other sources, if the interest of any Board member and a determina-  
27 tion of such lack of availability are entered in the minutes of the Board meeting at which  
28 the contract is considered.  
29
- 30 5. Be employed in any capacity by the District.  
31
- 32 6. Appoint to a position of trust or emolument any person related or connected by consan-  
33 quinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.  
34
- 35 a. This prohibition does not apply to the issuance of an employment contract to a  
36 person as a substitute teacher who is not employed as a substitute teacher for  
37 more than thirty (30) consecutive school days.
- 38 b. This prohibition does not apply to the renewal of an employment contract of a  
39 person related to a Board member, who was initially hired before the Board mem-  
40 ber assumed the trustee position.
- 41 c. This prohibition does not apply if trustees comply with the following require-  
42 ments: 1) All trustees, except the trustee related to the person to be employed or  
43 appointed, vote to employ the related person; 2) the trustee related to the person  
44 to be employed abstains from voting; and 3) the trustees give fifteen (15) days  
45 written notice of the time and place of their intended action in a newspaper of  
46 general circulation in the county where the school is located.

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Degrees of Affinity

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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Degrees of Affinity

		<b>3</b>	
		Great Grandfather-in-law	
	<b>2</b>		
	Grandfather-in-law		
	<b>1</b>		<b>3</b>
	Father-in-law		Uncle-in-law
<b>Spouse of</b>	<b>2</b>		
<b>Appointing</b>		Brother-in-law	
<b>Power</b>			
	<b>1</b>		<b>3</b>
	Step Child		Nephew-in-law
		<b>2</b>	
		Step Grandchild	
			<b>3</b>
			Step Great Grandchild

Policy History:

Adopted on: March 8, 2006  
Revised on:

5 Management Rights

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

9 1. Direct employees;

11 2. Employ, dismiss, promote, transfer, assign, and retain employees;

13 3. Relieve employees from duties because of lack of work or funds under conditions where  
14 continuation of such work would be inefficient and nonproductive;

16 4. Maintain the efficiency of District operations;

18 5. Determine the methods, means, job classifications, and personnel by which District oper-  
19 ations are to be conducted;

21 6. Take whatever actions may be necessary to carry out the missions of the District in situa-  
22 tions of emergency;

24 7. Establish the methods and processes by which work is performed.

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

28 The Board also reserves the right to delegate authority to the Superintendent for the ongoing di-  
29 rection of all District programs.

33 Cross Reference: 6110 Superintendent

35 Legal Reference: 20-3-324, MCA Powers and duties

39-31-303, MCA Management rights of public employers

38 Policy History:

39 Adopted on: March 8, 2006

40 Revised on:

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5 Board/Staff Communications

6

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

10

11 Staff Communications to the Board

12

13 All official communications or reports to the Board, from principals, supervisors, teachers, or  
14 other staff members, should be submitted through the Superintendent. This procedure shall not  
15 deny any staff member the right to appeal to the Board from administrative decisions, provided  
16 that the Superintendent has been notified of the forthcoming appeal and that it is processed ac-  
17 cording to the applicable procedures for complaints and grievances.

18

19 Board Communications to Staff

20

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

24

25 Visits to Schools

26

27 In accordance with Montana statutes, each trustee shall visit the school at least once each school  
28 fiscal year to examine its condition and needs. As a courtesy, individual Board members inter-  
29 ested in visiting schools should make arrangements for visitations through the principals of the  
30 various schools. Such visits shall be regarded as informal expressions of interest in school af-  
31 fairs and not as "inspections" or visits for supervisory or administrative purposes.

32

33 Social Interaction

34

35 Staff and Board members share a keen interest in schools and education. When they meet at so-  
36 cial affairs and other functions, informal discussion about such matters as educational trends, is-  
37 sues, and innovations and general District problems can be anticipated. **Discussions of person-**  
38 **alities or staff grievances are not appropriate.**

39

40

41 Legal Reference: 20-3-324(21), MCA Powers and duties

42

43 Policy History:

44 Adopted on: March 8, 2006

45 Revised on:

46

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5 Board-Superintendent Relationship

6

7 The Board-Superintendent relationship is based on mutual respect for their complementary roles.

8 The relationship requires clear communication of expectations regarding the duties and responsi-

9 bilities of both the Board and the Superintendent.

10

11 The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District

12 chief executive officer. The Board adopts policies necessary to provide the general direction for

13 the District and to encourage achievement of District goals. The Superintendent develops plans,

14 programs, and procedures needed to implement the policies and directs the District's day-to-day

15 operations.

16

17

18

19 Cross Reference: 6110 Superintendent

20

21 Legal Reference: 20-4-401, MCA Appointment and dismissal of district superintend-  
22 ent or county high school principal

23 20-4-402, MCA Duties of district superintendent or county high  
24 school principal

25

26 Policy History:

27 Adopted on: March 8, 2006

28 Revised on:

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5 Trustee Expenses

7 Expenses for Board Members - In-District

9 A trustee shall not receive remuneration for service as a trustee. Trustees living more than three  
10 (3) miles from the meeting place shall be entitled to be reimbursed for mileage at the rate stipu-  
11 lated in 2-18-503, MCA, for each mile of travel between their homes and the meeting place for  
12 each meeting of the Board or for any meeting called by the county superintendent. Reimburse-  
13 ment may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at  
14 the discretion of the trustee.

16 In-Service Conference for Trustees

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

23 Expenses for Board Members at Out-of-District Meetings

25 Trustees normally attend workshops, training institutes, and conferences at both the state and na-  
26 tional levels. The District will pay all legitimate costs for trustees to attend out-of-District meet-  
27 ings, at established rates for reimbursement set by the District:

- 29 1. Transportation as approved by the Board;
- 30 2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;
- 31 3. Hotel or motel costs for trustee, as necessary;
- 32 4. Food costs as necessary;
- 33 5. Incidental expenditures for tips and other necessary costs attributable to the trustee=s at-  
34 tendance at a meeting; however, the District will not reimburse or pay for such items as  
35 liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

39 Cross Reference: 7336 Travel Allowances and Expenses

41 Policy History:

42 Adopted on: March 8, 2006

43 Revised on:



5 Philosophy, Goals, and Objectives

7 The three essential components of the framework for operation of a school district are its philos-  
8 ophy, goals, and objectives. The Board subscribes to the following definitions of these terms:

10 **Philosophy B** An encompassing statement of beliefs, attitudes, aspirations, and convic-  
11 tions held by the Board, as community representatives regarding education.

13 **Goals B** Broad statements of purpose designed to give general direction to educational  
14 practices and programs.

16 **Objectives B** Statements of purpose which may incorporate specific criteria for achiev-  
17 ing goals, in terms of time, procedure, and level of accomplishment.

19 District philosophy, goals, and objectives become the basis for District policies and provide the  
20 outline for the education program.

22 Philosophy

24 The public school system is an essential part of the American way of life and heritage. Our pub-  
25 lic schools should provide each of us with the knowledge and understanding necessary to live  
26 and work together as responsible and productive citizens. The Board believes that to achieve the  
27 fullest individual development:

29 Schools should foster a zest for learning and a commitment to excellence.

31 Because these are public schools, the public must be considered, informed, and involved  
32 in establishment of objectives and policies.

34 The entire staff has a profound effect on the success of education and must be consid-  
35 ered, informed, and involved.

37 Quality teaching demands strong professional commitment by teachers and staff. The  
38 District strives to employ the best-qualified personnel.

40 Each child has individual abilities and talents, which must be discovered, understood,  
41 and developed.

43 A secure, self-aware child is able to effectively participate in his/her personal and educa-  
44 tional development, and it is the Board's duty to help each child identify and develop  
45 his/her own special characteristics and sense of personal worth.

1 Discipline must be firm, fair, and consistent, encouraging self-discipline and self-respect.

2 Understanding and respect among student, teacher, and parents are essential for learning.

3  
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5  
6 Every student has the right to a variety of learning materials within the school to broaden  
7 individual interests and experiences and to stimulate mental growth.

8  
9 To maintain buildings and grounds to obtain an optimum learning environment.

10  
11 The Board pledges the use of all resources at its disposal to ensure a quality education for each  
12 child.

13  
14 Objectives

15  
16 District schools exist for the benefit of the children of the community, and the Board accepts the  
17 final responsibility for the quality of education provided. The success of the schools can be  
18 measured by the extent to which the District is able to achieve both the wise use of the taxpayers'  
19 dollars and an educational program which fits the needs of every learner.

20  
21 The Board will conduct its business within both the letter and the spirit of the Montana school  
22 laws and open meeting laws and such other laws pertaining to public boards. Specific policies  
23 will be developed, which will clearly indicate the manner in which these objectives will be  
24 achieved.

25  
26 The Board and the Superintendent should work as a team, with each having clearly defined func-  
27 tions. The Board's major function is legislative; e.g., it sets policies and objectives; plans; and  
28 evaluates. The Superintendent is the chief executive officer of the District, with both administra-  
29 tive and advisory functions, and has responsibility for operations of the schools. The Board en-  
30 courages responsible communication among its members and administrative staff, certified and  
31 classified personnel, while at the same time recognizing lines of authority established by the Dis-  
32 trict organizational chart.

33  
34 In order to promote understanding and trust between the community and the Board, the Board  
35 will develop policies which will:

36  
37 Provide the public reasonable and consistent opportunities to participate in Board meet-  
38 ings.

39  
40 Encourage full public discussion of agenda items by Board members.

41  
42 Offer the public complete access to public information.

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4 Stress cooperation with all local news media.  
5

6 Invite public suggestions regarding policies and objectives of the schools, which sugges-  
7 tions will be given full consideration by the Board.  
8

9 To achieve these objectives, each Board member will acquaint themselves with Policy 1511,  
10 Board of Trustees' Code of Conduct.  
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14 Policy History:

15 Adopted on: March 8, 2006

16 Revised on:  
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5 Uniform Complaint Procedure

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7 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 collective bargaining agreement.

11

12 The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individuals rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

16

17 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.

23

24 The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

29

30 Level 1: Informal

31

32 An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, 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.

36

37 Level 2: Building Administrator

38

39 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.

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

6

7 If either the complainant or the person against whom the complaint is filed is dissatisfied with  
8 the administrator's decision, either may request, in writing, that the Superintendent review the  
9 administrator's decision. (See Level 3.) This request must be submitted to the Superintendent  
10 within fifteen (15) calendar days of the administrator's decision.

11 When a complaint alleges sexual harassment or a violation of Title IX of the Education Amend-  
12 ments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or  
13 Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint  
14 over to a District nondiscrimination coordinator. The coordinator will complete an investigation  
15 and file a report and recommendation with the Superintendent. A coordinator may hire, with the  
16 approval of the Superintendent, an independent investigator to conduct the investigation. Within  
17 fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent in-  
18 vestigator's report and recommendation, the Superintendent will respond to the complaint and  
19 take such administrative steps as the Superintendent deems appropriate and necessary. If either  
20 the complainant or the person against whom the complaint is filed is dissatisfied with the Super-  
21 intendent's decision, either may request, in writing, that the Board consider an appeal of the  
22 Superintendent's decision. (See Level 4.) This request must be submitted in writing to the  
23 Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the  
24 complaint, for transmission to the Board.

25

### 26 Level 3: Superintendent

27

28 If either the complainant or the person against whom the complaint is filed appeals the adminis-  
29 trator's decision provided for in Level 2, the Superintendent will review the complaint and the  
30 administrator's decision. The Superintendent will respond in writing to the appeal, within thirty  
31 (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the ap-  
32 peal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a  
33 separate or supplementary investigation; (3) engage an outside investigator or other District em-  
34 ployees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving  
35 the complaint.

36 If either the complainant or the person against whom the complaint is filed is dissatisfied with  
37 the Superintendent's decision, either may request, in writing, that the Board consider an appeal  
38 of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the  
39 Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the  
40 complaint, for transmission to the Board.

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### 42 Level 4: The Board

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4 Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3.  
5 Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the  
6 agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than  
7 three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair  
8 appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make  
9 written recommendation to the full Board. The Board will report its decision on the appeal, in  
10 writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board  
11 considered the appeal or the recommendation of the panel. A decision of the Board is final, un-  
12 less it is appealed pursuant to Montana law within the period provided by law.

13

#### 14 Level 5: County Superintendent

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16 When a matter falls within the jurisdiction of a county superintendent of schools, the decision of  
17 the Board may be appealed to the county superintendent by filing written appeal within thirty  
18 (30) calendar days of the Board's decision, pursuant to Montana law.

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21

22 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)  
23 Title II of the Americans with Disabilities Act of 1990  
24 504 of the Rehabilitation Act of 1973

25

#### 26 Policy History:

27 Adopted on: March 8, 2006

28 Revised on: April 9, 2009