

LONE ROCK SCHOOL DISTRICT NO. 13

SCHOOL BOARD POLICY

SECTION I – BOARD OF SCHOOL TRUSTEES

(1000 Series)

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1000 Legal Status and Operation

The Board of Trustees of the Lone Rock School District No. 13 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 needs.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board 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: October 17, 2000

Reviewed April 15, 2013

1010 Powers as a Corporate Body

The Trustees of each district shall have the power and duty to prescribe and enforce policies for the government of the district. The school district as a corporate body may sell, contract and acquire, purchase and dispose of the same. (See §20-6-101 MCA.)

In order to provide a comprehensive system of governing the district, the Trustees shall:

1. Adopt the policies required-by MCA Title 20.
2. Adopt policies to implement and/or administer the requirements of the general law, Title 20, the policies of the Board of Education or the rules and regulations of the Superintendent of Public Instruction. The Trustees shall keep a full and permanent record of all adopted policies and all other acts of the Trustees. (See § 20-3-323 MCA.)

Policy History:

Adopted on:

Reviewed April 15, 2013

1020 Powers of the District

A school district is a public corporation vested with limited powers. It may exercise only such authority as is confirmed by law, either expressly or by necessary implication. (Constitution of the State of Montana, Article X, Section 8.)

Policy History:

Adopted on:

Reviewed April 15, 2013

1030 Powers and Responsibilities

The Board of Trustees for the Lone Rock School receives its powers and accepts those responsibilities as determined by the School laws of Montana Codes Annotated, the Montana Office of Public Instruction, the Montana Constitution and laws enacted by the legislature of the state of Montana.

The Lone Rock School Board of Trustees is the legislative and policy-making unit of the school. The Board shall have the power and responsibility to perform the following duties or acts in accordance with the provisions of the Montana Codes Annotated § 20-3-324.

1. Employ or dismiss a teacher, or other assistant upon the recommendation of the district Superintendent or the county high school Principal, or other principal as the Board considers necessary, accepting or rejecting any recommendation as the Trustees in their sole discretion determine, in accordance with the provisions of Title 20, Chapter 4;
2. Employ and dismiss administrative personnel, clerks, secretaries, teacher aides, custodians, maintenance personnel, school bus drivers, food service personnel nurses and any other personnel considered necessary to carry out the various services of the district;
3. Administer the attendance and tuition provisions and otherwise govern the pupils of the district in accordance with the provisions of the pupil chapter of this title;
4. Call, conduct and certify the elections of the district in accordance with the provisions of the school elections chapter of this title;
5. Participate in the teachers' retirement system of the state of Montana in accordance with the provisions of the teachers' retirement system chapter of Title 19;
6. Participate in district boundary change actions in accordance with the provisions of the district's chapter of this title;
7. Organize, open, close or acquire isolation status for the schools of the district in accordance with the provisions of the school organization part of this title;
8. Adopt and administer the annual budget or an emergency budget of the district in accordance with the provisions of the school budget system part of this title;
9. Conduct the fiscal business of the district in accordance with the provisions of the school financial administration part of this title;

10. Establish the ANB, foundation program, additional levy, cash reserve and state impact aid amount for the general fund of the district in accordance with the provisions of the general fund part of this title;
11. Establish, maintain, budget and finance the transportation program of the district in accordance with the provisions of the transportation parts of this title;
12. Issue, refund, sell, budget and redeem the bonds of the district in accordance with the provisions of the bonds parts of this title;
13. When applicable, establish, financially administer and budget for the tuition fund, retirement fund, building reserve fund, adult education fund, nonoperating fund, school food services fund, miscellaneous federal programs fund, building fund, lease or rental agreement fund, traffic education fund and interlocal cooperative agreement fund in accordance with the provisions of the other school funds parts of this title;
14. When applicable, administer any interlocal cooperative agreement, gifts, legacies or devises [sic] in accordance with the provisions of the school sites and facilities part of this title;
15. Hold in trust, acquire and dispose of the real and personal property of the district in accordance with the provisions of the school sites and facilities part of this title;
16. Operate the schools of the district in accordance with the provisions of the school calendar part of this title;
17. Set the length of the school term, school day and school week in accordance with 20-1-302
18. Establish and maintain the instructional services of the schools of the district in accordance with the provisions of the instructional services, textbooks, vocational education and special education parts of this title;
19. Establish and maintain the school food services of the district in accordance with the provisions of the school food services parts of this title;
20. Makes such reports from time to time as the county Superintendent, Superintendent of Public Instruction, and Board of Public Education may require

20. Retain, when considered advisable, a physician or registered nurse to inspect the sanitary conditions of the school or the general health conditions of each pupil and, upon request make available to any parent or guardian any medical reports or health records maintained by the district pertaining to his/her child;
21. For each member of the Trustees, visit the school of the district not less than once each school fiscal year to examine its management, conditions and needs, except Trustees from a first-class school district may share the responsibility for visiting each school in the district;
22. Procure and display outside in suitable weather and during daylight hours an American flag which shall be not less than four feet by six feet;
23. Provide that an American flag that measures approximately 12 inches by 18 inches. Be prominently displayed in each classroom in each school of the district, except in a classroom in which the flag may get soiled. This requirement is waived if the flags are not provided by a local civic group.
24. Adopt and administer a district policy on assessment for placement of any child who enrolls in a school of the district from a non-public school that is not accredited, as required in § 20-5 -110; and
25. Perform any other duty and enforce any other requirements for the government of the schools prescribed by this title, the policies of the Board of Public Education, or the rules of the Superintendent of Public Instruction.

Policy History:

Adopted on:

Reviewed April 15, 2013

1040 Type of School District

School District No. 13, Lone Rock, is an independent elementary and a second class district.
(See § 20-6-201 MCA.)

Policy History:

Adopted on: October 17, 2000

Reviewed April 15, 2013

1100 Organization

Policy History:
Adopted on:

1110 School District Elections

An election of school Trustees shall be conducted annually on the regular school election day, the first Tuesday after the first Monday of May. (See § 20-3-304 MCA.)

Any five electors qualified under the provisions of § 20-20-301 of any district, except a first-class elementary district, may nominate as many Trustee candidates as there are Trustee positions subject to election at the ensuing election. The name of each person nominated for candidacy shall be submitted to the clerk of the district not less than 40 days before the regular school election day at which he [or she] is to be a candidate. If there are different terms to be filled, the term for which each candidate is nominated shall also be indicated. § 20-3-305 (2) MCA.

Policy History:

Adopted on: October 17, 2000

Reviewed April 15, 2013

1120 Number of Members and Terms of Board

There shall be five (5) Trustee positions in the district.

Board members are elected for three-year terms. (See § 20-3-301 MCA.) Any person who receives a certificate of election as a Trustee under the provisions of § 20-20-416 MCA shall not assume the Trustee position until he/she has qualified. Such person shall qualify by completing and filing an oath of office with the county Superintendent not more than fifteen (15) days after the receipt of the certificate of election. After a person has qualified for a Trustee position, he/she shall hold such position for the term of the position and until his/her successor has been elected or appointed and has qualified.

Policy History:

Adopted on:

Reviewed April 15, 2013

1130 Board Vacancies

1. Any elected Trustee position shall be vacant whenever the incumbent:
 - a. dies;
 - b. resigns;
 - c. moves his/her residence from the applicable district or from the nominating district in the case of an additional Trustee in a high school district;
 - d. is no longer a registered elector of the district under the provisions of §20-20-301;
 - e. is absent from the district for 60 consecutive days;
 - f. fails to attend three consecutive meetings of the Trustees without a good excuse;
 - g. has been removed under the provisions of § 20-3 -3 10; or
 - h. ceases to have the capacity to hold office under any other provision of law.

2. A Trustee position also shall be vacant when an elected candidate fails to qualify under the provisions of §§ 20-3-307,20-3-308 MCA

Policy History:

Adopted on:

Reviewed April 15, 2013

1131 Board Resignation

Resignations must be in writing and made by all county and township officers not commissioned by the governor, to the clerk of the board of commissioners of their respective counties. (See § 2-16-502 (d) MCA.)

Policy History:

Adopted on:

Reviewed April 15, 2013

1132 Removal From Office

Any Trustee may be removed from his/her Trustee position by a court of competent jurisdiction under the law providing for the removal of elected civic officials. When charges are preferred against a Trustee and good cause is shown the Board of County Commissioners may suspend such Trustee from his/her Trustee position until the charges can be heard in the court of competent jurisdiction. § 20-3-3 10 MCA

Policy History:

Adopted on:

Reviewed April 15, 2013

1133 Appointment to Vacated Trustee Position

Whenever a Trustee position becomes vacant in any district, the remaining members of the Trustees shall declare such position vacant and they shall appoint, in writing within sixty (60) days, a competent person as a successor. The Trustees shall notify the appointee and the county Superintendent of such appointment. If the Trustees do not make the appointment within such sixty-day period, the county Superintendent shall appoint, in writing, a competent person of his/her appointment. § 20-3-309 MCA.

Policy History:

Adopted on:

Reviewed April 15, 2013

1140 Annual Organizational Meeting

The school Trustees shall meet annually after due and legal notice at a time between the school Trustees' election and after the issuance of the election certificate to the newly elected **Trustee(s)** and on or before the third (**3rd**) Saturday in May. The Trustees shall organize by choosing one of their number as Chairperson, Vice-Chairperson, and a competent person, not a member of the Board, as a Clerk. (See § 20-3-321 MCA.)

The normal order of business shall be modified for the annual reorganization 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 Chairperson;
2. Call for nominations for Chairperson to serve during the ensuing year;
3. Election of a Chairperson;
4. Assumption of office by the new Chairperson;
5. Election of a Vice-Chairperson; and
6. Appointment of Clerk.

Policies and by-laws shall continue from year-to-year and **Board-to-Board** until and unless the Board changes them.

Policy History:

Adopted on:

Reviewed April 15, 2013

1150 Appointment of Committees

The Chairperson of the Board may appoint committees to consider special problems upon which the Board may be in need of being better informed prior to taking action. These committees shall report only to the Board. The Chairperson of the Board shall be considered an **ex-officio** member of all appointed committees.

Policy History:

Adopted on:

Reviewed April 15, 2013

1200 Duties of Officers, Members, and Auxiliary Personnel

1210 Officer of the Board: Chairperson

1. Reside over Board meeting.
2. Sign official documents required by law.
3. Summon special meetings.
4. Prepare agenda jointly with Superintendent.
5. Appoint Board members to standing and ad hoc committee.
6. Introduce motions or vote on issues as indicated in Robert's Rule of Order for small groups.
7. The Handling of issues and communications shall be the responsibility of the Chairperson or other individuals designated by the Board.
8. Perform other duties as prescribed by law.

Policy History:

Adopted on:

Reviewed April 15, 2013

1220 Officer of the Board: Vice-Chairperson

The Vice-Chairperson shall preside at all meetings when the Chairperson is absent, and shall perform all of the duties of the Chairperson in case of his/her absence or disability.

Policy History:

Adopted on:

Reviewed April 15, 2013

1230 Officer of the Board: Clerk

The Clerk shall attend all meetings and keep an accurate and permanent record of all Board meetings, prepare an annual Trustees' report as required and keep an accurate and detailed record of all receipts and expenditures of the district. (See § 20-3-325 MCA.)

The clerk of the district shall provide the county treasurer with a minimum of 30 hours' notice in advance of cash demands to meet payroll, claims, and electronic transfers that are in excess of \$50,000. If the clerk of the district fails to provide the required 30-hour notice, the district must be assessed a fee equal to any charges demanded by the state investment pool or other permissible investment manager for improperly notice withdrawal of funds.

Policy History:

Adopted on:

Reviewed April 15, 2013

1240 Duties of Individual Trustees

The authority of individual Trustees is limited to participation 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 in any way by any action taken or statement made by an individual 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 any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision making for each agenda item.

Each member is obligated to attend Board meetings regularly. Whenever possible each Trustee shall give advance notice to the Chairperson or Superintendent of his/her 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. The Board may declare a position vacant after three (3) consecutive **unexcused** absences from regular Board meetings or if the Trustee has been absent from the district for sixty (60) consecutive days.

Policy History:

Adopted on:

Reviewed April 15, 2013

1300 Methods of Governance

1310 Adoption and Amendment of Policies

The Lone Rock School District Board of Trustees realizes that its time and energies should, for the most part, be confined to the formation of educational policy and its evaluation and revision; furthermore, the Board understands that the best results are obtained when it delegates the technical duties of public education to the Superintendent and his/her staff. In short, cooperation among all interested parties is essential for efficient Board operation.

Policy History:

Adopted on:

Reviewed April 15, 2013

1311 Reasons for Written Policies

1. To clarify responsibilities;
2. To promote more consistent decisions;
3. To provide for continuity of action;
4. To save the Board time, money, and effort;
5. To help improve public relations;
6. To give the Board a sense of direction;
7. To facilitate orderly review of Board practices; and
8. To ensure a better informed Board and staff.

Policy History:

Adopted on:

Reviewed April 15, 2013

1312 Formation, Review, and Revision

Policy formation, revision and review shall be by formal resolution. A majority vote of the Board is necessary to adopt or amend any policy, rule or regulation. Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interest of the district, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy amendment should be directed to the Superintendent of school prior to the second reading. The Board may invite oral statements from staff members or patrons as an order of business.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided 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 shall also be included in the district's policy manual.

Policies of the district shall be reviewed annually by the Board of Trustees.

Policy History:

Adopted on:

Reviewed April 15, 2013

1320 Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies of the district.

The manual is intended both as a tool for district management as well as a source of information to residents of the district, staff, and others about how the district operates. To that end each administrator shall have ready access to the manual. In addition a manual shall be available in the school library and such other places as the Superintendent may determine for the use of staff, students, and other residents.

All policy manuals distributed to anyone shall remain the property of the district. They shall be subject to recall at any time.

Policy History:

Adopted on:

Reviewed April 15, 2013

1330 Adoption of Administrative Regulations

Good administrative operation is accomplished by cooperation among the Superintendent and staff and the Board of Trustees. The Superintendent shall recommend administrative rules and regulations for the Board's consideration and, upon approval by the Board, the Superintendent shall implement such rules and regulations. All administrative rules and regulations shall be made available to all individuals affected by them.

Policy History:

Adopted on:

Reviewed April 15, 2013

1340 Statement of Final Responsibility

The Board of Trustees assumes the final responsibility for the operation and evaluation of the educational programs and related services for the school district. All rules and regulations adopted by the Board shall be binding on the Board of Trustees, district personnel, and students until amended/or suspended by the Board. If there is a need for interpretation of Board policies, the Board reserves the right to interpret.

Policy History:

Adopted on:

Reviewed April 15, 2013

1400 Meetings**1410 Regular Meetings**

All school Board meetings are open to the public. (See § 20-3-322 (4) MCA.) No legislative action may be taken by the Board except on a motion or resolution passed at a legally called meeting. The Lone Rock Board of Trustees meets in regular session at 7:00 p.m. on the third (3rd) Tuesday of each month.

1411 Characteristics of an Effective and Successful Board Meeting

- Meetings are conducted in a timely manner
- Humor is used to move the meeting along during rough spots
- Involve all interested persons in planning the meeting
- Listen while at the meeting
- Allow staff and students to present reports at the meeting
- Include good news as first item on the agenda
- Chairperson & Superintendent meet to develop the agenda and prepare supporting materials to be sent out
- Provide clear guidelines on roles of Board members
- Chairperson should keep meeting on line and follow agenda
- Follow Roberts Rules of Order in a flexible fashion
- Provide training for new Board members
- Have an informal dinner before the formal Board meeting
- Start on time use subcommittees judiciously

1412 Addressing the Public at a Board Meeting

- Place controversial issues on agenda
- Comments/suggestions from the public are welcome under specific time constraints
- Comments are limited to the items on the agenda
- Show you are listening by leaning forward and maintaining eye contact
- Do not slouch or lean back so much in your chair that you appear inattentive
- Take notes sparingly as appearing to write down every word shows inattention to speaker
- Do not chat informally with colleagues or staff while a member of the community is speaking
- If possible, respond to each person by name
- Use language that can be understood by the public
- Never argue or engage in a debate with a speaker as there will be an appropriate time to address critical issues
- **Avoid** drumming your fingers or tapping your pencil as it shows you are impatient
- Avoid sarcasm ("in jokes" for example); show respect for the public and it will show respect for you

Policy History:

Adopted on: October 17, 2000

Reviewed April 15, 2013

1413 Schedule of Monthly Requirements

January

Special education census data (Cooperative assignment).
 District transportation claims.
 Superintendent's contract meeting.

February

February I OPI Spring Enrollment Count day
 Unusual increase. (See § 20-9-314 MCA.)
 Rough draft of school calendar.
 Review Board policies.
 Special education narrative revisions (Cooperative assignment). Approval of special education budget.
 First preliminary budget.
 Report of semi-annual inspection of buses.

March

Second preliminary budget.

April

Evaluation of the Superintendent.
 Election notice, required by law. (See § 20-20-201 MCA.)
 Approval of school calendar.

May

Transportation claims.
 Trustee Election 1 " Tuesday in May
 Reorganization meeting.
 Appoint District Clerk

June

Contract teachers. (Notification of non-renewal June I for tenured teachers and non-tenured teachers.)
 Hire non-certified staff or as stipulated by the applicable contract.
 Special education narrative and budget (Cooperative assignment).
 County Transportation meeting Individual elementary tuition. Annual Board evaluation

July

Begin New Fiscal Year

Between July 24 and Aug 4 publish budget meeting (20-9-115)

August

Annual Trustees' financial summary.

Final budget approval (2nd Monday of August).

Special education census data.

Approval of final school class schedule.

Report of semi-annual inspection of buses.

September

Application for registration of school buses and reimbursement.

October

October I OPI Fall Count Day

School district fall report and accreditation report.

Evaluation of the Superintendent.

TR1's due to OPI

Policy History:

Adopted on: October 17, 2000

1420 Special Meetings

The chairperson or any two (2) members of the Board of Trustees may call a special meeting by giving each member a forty-eight (48) hour written notice and posting in public 48 hours in advance. (See [20-3-322\(3\)](#) MCA.)

Policy History:

Adopted on: October 17, 2000

1430 Adjourned Meetings

Meetings may be adjourned at the discretion of the Board.

Policy History:
Adopted on:

1440 Executive Sessions

1. All meetings of public or governmental bodies, boards, bureaus, commissions, agencies of the state, or any political subdivision of the state or organizations or agencies supported in whole or in part by public funds or expending public funds shall be open to the public.
2. Provided, however, the presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting shall be open.
3. However, a meeting may be closed to discuss a strategy to be followed with respect to collective bargaining or litigation when an open meeting would have a detrimental effect on the bargaining or litigating position of the public agency.
4. Any committee or subcommittee appointed by a public body for the purpose of conducting business which is within the jurisdiction of that agency shall be subject to the requirements of this section. § 20-3-203 (4) MCA.

Policy History:

Adopted on:

1450 Notice of Meetings

Written notice of scheduled meetings shall be given to each Board member at least forty-eight (48) hours before the meeting.

Copies of the agenda shall be posted conspicuously within the district in a manner that will receive public attention.

Policy History:

Adopted on:

1460 Agenda

The Superintendent, in consultation with the Board Chairperson, will make all necessary preparations for the meetings by determining the agenda and include a copy of the agenda with the notice of meeting to all Board members. Written requests to place an item on Board agenda will be honored if received ~~five (5)~~ **seven (7)** days prior to the meeting. Later requests will be honored only at the discretion of the chairperson. The Chairperson reserves the right to limit discussion on any agenda item.

Agenda items may be submitted by the teaching staff and/or teacher organization if-

1. They are not of or related to a grievance.
2. They are not an internal school matter that has not gone through proper channels.

Policy History:

Adopted on: October 17, 2000

1461 Order of Business

1. Call to order.
2. Roll call.
3. Recognition of individuals and/or delegations.
4. Reading of minutes of last meeting.
5. Payment of bills.
6. Superintendent's report.
7. Business Manager's report.
8. Items for action.
 - a. Old business
 - b. New business
9. Committee Reports.
10. Adjournment.

Policy History:

Adopted on:

1462 Rule of Order: Parliamentary Procedure

All Board meetings shall be guided by Robert's Rules of Order using parliamentary procedures as follows:

1. Recognition of a motion - A motion is before the Board only when recognized by the Chairperson. After some discussion on a topic, the Chairperson may invite a Trustee to make a motion dealing with an issue by stating: The Chair will entertain a motion to

Motion - A main motion brings business before the Board for its consideration in such a manner that it may be discussed and acted upon. A motion may be made by any Trustee, including the Chairperson. A motion may be stated as: "I move that

_____." The Chairperson may recognize a **motion** by stating: "A motion has been made by _____." Once a motion is stated by the Chairperson, it becomes a motion of the Board and no longer belongs to the maker of the motion.

- a. Second - A motion may be entertained by the Chairperson without a second. If the Chairperson chooses not to recognize a motion made by a Trustee, another Trustee may second the motion in order to bring the motion to the floor for discussion. A motion which fails to be recognized by the Chairperson or receive a second is not considered for discussion.
 - b. Out of order motion - A motion which does not relate to the matter under consideration or which is a main motion being presented while another main motion is still before the Board is out of order and shall not be recognized.
 - c. Revision of motion – At any time before a vote is taken on a motion, the person making the motion may revise the working of the motion if there is not objection by other members of the Board. If there is an objection the motion should be revised by amendment.
 - d. Withdrawal of motion - After a motion has been stated by the Chairperson, it cannot be withdrawn without the consent of the Board. The maker of the motion may be requested to withdraw a motion and if the maker of the motion does not object, the Board by general consent or vote can withdraw the motion. If the motion has been seconded and stated by the Chairperson, the consent of the individual who seconds the motion is not required, but the Board must vote or agree by general consent to withdraw the motion.
3. Subsidiary motions - These are motions which propose to take some action in relation to the manner in which the Board will consider the substance of the main motion. Motions are ranked in **order** of precedence.
 - a. Upon majority vote of the Board, a motion may be tabled. Such motion may be removed from the table by a majority vote.

- b. Question - At any time during the discussion on any motion any member may move for the previous question. If that call receives a second and approval by two-thirds of the Board, the Chairperson shall call for the vote on the motion being discussed. The Chairperson at any time may state: "If there is no objection, the chairman will call for the vote on the motion being discussed." If one Trustee objects, the discussion shall continue until there is a two-thirds affirmative vote to close debate or there is not objection to closing debate. Other business is out of order until the motion before the Board has been disposed.
- c. Limited debate - The Board may elect to limit discussion or establish special rules governing the discussion on the main motion. A second and two-thirds vote are required.
- d. Postpone indefinitely - If a motion is to postpone consideration of a subject or the consideration of a motion is approved, the Chairperson shall place the subject or the main motion on the agenda in accordance with the terms of the motion without further action by the members. A second and majority vote are required for postponement. If no time or circumstances are specified for the reinstatement of the subject or the main motion in the motion of postponement, the Chairperson shall reinstate the subject or the main motion at his/her discretion without further action by the members but not sooner than the next regular meeting.
- e. Refer - The subject of the main motion may be referred to a committee or individual for study or special consideration.
- f. Amend - At any time before a vote is taken on a motion, any Board member may move to amend the motion which is then before the Board. The motion shall state the amendment and shall receive a second before it shall become the business before the Board. The Chairperson shall call for discussion which shall be limited to the proposed amendment. If the proposed amendment receives a favorable majority, the main motion shall stand amended and further discussion on the main motion shall be directed to the motion as amended.
- g. Postpone indefinitely - A motion can be postponed indefinitely. A second and majority vote are required.

- h. Order of motions and procedural actions - The following order in the presentation of motions and other procedural actions shall be in effect while a main motion is being discussed.

If there is a main motion before the members, the Chairperson may recognize one of the following (with "i" being at the highest rank in order):

- i. Adjourn, recess
- ii. Table
- iii. Previous question (close debate)
- iv. Limit debate
- v. Postpone
- vii. Refer to committee
- vii. Amend the motion
- viii. Postpone indefinitely

4. Privileged motions - This type of motion provides for the comfort or convenience of the Board or one of its members and is not directly related to a motion that is "on the floor." Motions are ranked in order of precedence.
- a. Adjourn - When the agenda is completed, if there are no objections, the Chairperson may declare the meeting adjourned. If a member moved to adjourn the meeting; the Chairperson would call for a vote of the Board to adjourn. Once the motion passes, the Chairperson must declare the meeting adjourned. A majority vote is required.
 - b. Recess - A member can request a recess in the deliberations of the Board. A majority vote is required.
5. Incidental motions - This type of motion deals with the procedures of the Board and is incidental to the motion that is "on the floor" Incidental motions are acted upon when proposed. No order of preference.
- a. Divide a motion - A main motion, by majority vote, may be divided into small units for the purpose of discussion, voting, or both.
 - b. Appeal - Any decision by the Chairperson may be appealed by a majority vote of the Board
 - c. Reconsider - A motion can be brought back "to the table" by a member of the Board provided that such a motion is made by a member of the majority when the issue was last acted upon.

- d. Rescind - A motion can be made to retract an issue or order that was passed. A two-thirds vote is required.
- e. Vote - The vote on all matters shall be made in person and shall be oral. Results will be announced immediately and recorded in the minutes. A member may change his/her vote if the change is announced before the Chairperson announces the results of the vote.

Policy History

Adopted on: October 17, 2000

1463 Citizen Participation

It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chair.

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the Board will provide a period during which visitors may make formal presentations. (Hearing of individuals or organization delegates having business with the Board of Trustees).

1463.1 Public Participation for Agenda Items

When individuals or organization delegates have business with the Board, it is required that they express their intention to come to the Board meeting and the nature of their business to the school office a minimum of 4 working days prior to the meeting and include copies of any letters, petitions, or other formal communications. The Board retains the option to take the matter under advisement and to respond at a future meeting.

The Board will also allow individuals to express an opinion prior to Board action on agenda items. Individuals will be limited to 5 minutes per person per agenda item. Individuals wishing to be heard by the Board shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. (The Chairperson may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.)

1463.2 Public Participation for Non-Agenda Items

The Board will allow the public to address items or concerns not on the agenda, however no action will be taken at that time. The public will be limited to 3 minutes per person per item. The public will not be allowed to address personnel issues or negotiations issues. Any person wanting to address an item would be encouraged to present written information to the board chair before the beginning of the meeting.

Policy History:

Adopted on: November 21, 2000

1463.3 Notice Regarding Public Comment

MTSBA recommends that you attach the following notice to your agendas for your regular Board meetings and/or have the Board Chairperson read it aloud at the beginning of the Board meeting, until the public becomes educated about the process:

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. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is *specifically listed/identified on the agenda*, you will be allowed to do so when the item comes up for discussion and action. 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, please sign your name to the attendance 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. The Board would like to remind everyone in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition the Board will not hear comments on contested cases or other adjudicative proceedings.

Depending on the number of persons who wish to address the Board, the Board Chairperson may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law the District cannot take any action on any matter discussed during the “public comment” portion of the meeting, until such time as the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

Policy History:

Adopted on: March 20, 2007

1480 Quorum and Voting

The majority of Board members shall constitute a quorum for the purpose of transaction of business. All questions shall be decided by a majority vote of the Board.

Policy History:
Adopted on:

1490 Minutes

The Clerk of the Board, or one appointed in his/her absence, shall keep accurate and complete minutes of the meetings. (See § 20-3-325 MCA.) Minutes become official after approval by the Board and shall be retained as a permanent record of the district. When issues are discussed that may require detailed record, the Board may direct the Clerk to record the discussion verbatim. Any other verbatim records (tapes) of a meeting shall be destroyed 6 months after the minutes have been approved. Minutes shall be comprehensive and shall show:

1. The date, time and place of the meeting;
2. The presiding officer;
3. Members in attendance;
4. Items discussed during the meeting, wording of motions and the voting record of each Trustee present, and details of board directives will be recorded;
5. A detailed statement of all expenditures (names of business or person and services rendered or goods furnished) ;
6. Purpose of recessing to executive session; and
7. Time of adjournment.

Unofficial minutes shall be delivered to Board members ~~in advance of the next regularly scheduled meeting of the Board.~~ **within five (5) working days after the board meeting.** Minutes need not be read publicly, provided that members have had an opportunity to review them prior to adoption.

A file of permanent minutes of all Board meetings will be maintained in the office of the Clerk to be made available for inspection upon the request of any interested citizen. A written copy shall be available within ten (10) working days following approval by the Trustees at a cost not to exceed 15 cents per page. A copy may be furnished to the press at no cost.

Policy History:

Adopted on: November 21, 2000

1510 Philosophy

The Board of Trustees believes that the Lone Rock School should provide the finest administrative, instructional, operational and physical facilities it can obtain within the limitations of the communities ability and willingness to furnish financial support.

It is the function of the educational process to provide each student with opportunities for obtaining the knowledge, experience and skills which will best prepare him/her for high school curriculum and which will permit the student to make his/her greatest individual contribution to society.

The Board of Trustees believes that the following goals and objectives should be the basis for curricular design and improvement in the Lone Rock School effort to increase learning opportunities for our children:

- a. to develop basic skills (math, reading, writing and speaking) with continuity of instructional programs that will provide opportunities for students to learn at their own level and to show accountable progress;
- b. to provide situations and opportunities for each while to feel success and pride of achievement in as many areas as possible;
- c. to develop an understanding and respect for rights, customs, interests and property of other people as individuals and as members of a family, in the school classroom, in citizen groups and the world of work;
- d. to develop an awareness and an appreciation of the physical and human environment.
- e. to develop an appreciation for the heritage of a variety of cultures;
- f. to develop physical, emotional and mental health;
- g. to develop a positive self-concept;
- h. to develop the skills necessary to critically analyze and solve problems;
- i. to permit the individual student to develop to his/her fullest potential with an attitude for continuous learning and self-improvement;
- j. to learn to effectively communicate knowledge, thoughts and feelings;
- k. to learn to live in harmony with others and be able to adjust to change in society;

- l. to acquire knowledge and skills to purchase goods and explore the world of work and learn about career opportunities;
- n. to acquire knowledge and attitudes needed for participation in constructive leisure activities;
- m. to develop each child's talents for expressing imagination and increasing understanding of the beauty in nature and human creations;
- o. to adapt to technological change and its impact on his/her present and future life; and
- p. to understand how beliefs and values guide one's actions.

Policy History:
Adopted on:

1520 The Mission of the Board

As Trustee for the community's schools, the Board is responsible for:

Representing the Community: (learning about the concerns and aspirations that all segments of the community have for the schools and attempting to find ways to accommodate them where possible so that the school will accurately respond to the needs of the community);

Adopting Policy: (developing and implementing policies that will guide the district towards compliance with federal and state statutes, rules and regulations);

Monitoring Operations: (reviewing district operations to assure compliance with district policy);

Controlling Expenditures (formulating the district's annual budget and approving expenditures pursuant to that budget);

Resolving Disputes (resolving complaints or grievances brought by students, staff or patrons, except those which by law or contract are assigned elsewhere for resolutions).

Policy History:

Adopted on:

1530 Board of Trustees' Code of Conduct

As a member of the School District No. 13 Board of Trustees, I will constantly endeavor to:

1. Work with all Board members in a spirit of mutual respect and cooperation in spite of differences of opinion that arise during vigorous debate.
2. Devote time, thought and study to the issues to be considered and attend all Board meetings insofar as possible.
3. Inform myself about current educational issues through participation in programs such as workshops and conferences.
4. Acquaint myself with Montana School Laws, the Montana Open Meetings Law and other laws which relate to the governance of the public school system.
5. Recognize that I should make decisions only after full discussion by Board members at publicly held meetings. My final decision will be based upon available facts and my independent judgment.
6. Avoid being placed in a position of conflict of interest. I will encourage the free expression of opinion but refuse to surrender my judgment to special interest groups. I will refrain from using my Board position for personal gain. I recognize that I am an at-large representative of the district and will make decisions which are in the best interest of the entire school system.
7. Remember that I have no legal authority outside the meetings of the Board and I must take no private action that will undermine or compromise the Board and/or the administration.
8. Respect the confidentiality of information that is privileged under applicable law.
9. Understand the policy-making function of the Board of Trustees and recognize that the administration and supervision of the instructional program and schools should be left to the Superintendent and his/her staff.

Policy History:

Adopted on:

1540 Board Staff Communications

The following communications procedures are established:

1. Staff communications to the Board - All official communications or reports to the Board or individual Trustees from supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any **staff member's** 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 on complaints and grievances.
2. 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 the Board's problems, concerns and actions.
3. Individual Board members visiting the school or classrooms will contact the teacher one working day in advance. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspection" or visits for supervisory or administrative purposes.
4. Social interaction - Staff and Board members share a keen interest in the schools and in education. When they meet at social affair and other **functions**, informal discussion on such matters as educational trends, issues, and innovation and general district problems can be anticipated. Discussions of personalities or staff grievances are not appropriate.
- 5 The Superintendent will provide written weekly reports to the board.

Policy History:

Adopted on: November 21, 2000

1550 Chief Administrative Officer

The Superintendent of schools is the Executive Officer of the Board and is given authority commensurate with his/her responsibilities.

Policy History:
Adopted on:

1600 Board Growth and Development

1610 Annual Goals and Development

Each year the Board will formulate goals and objectives for the district. The goals and objectives may include but are not limited to the Board functions of policy development, curriculum and instruction, management and communication with the public.

At the conclusion of the year the Superintendent shall submit a report to the Board which shall reflect the degree to which the goals and objectives have been accomplished.

Policy History:

Adopted on:

1620 In-Service Conference for Trustees

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

Policy History:

Adopted on:

1630 Evaluation of the Board

At the conclusion of each year, the Board shall evaluate its own performance in terms of generally accepted principles of successful Board operations. These principles shall relate to such areas of Board operations as policy development, curriculum and instruction, management, and communication with the public.

Policy History:

Adopted on: November 21, 2000

Section I was completely reviewed in the fall of 2000.

Final adoption on November 21, 2000.

Reviewed 10/07/04