

Missoula County Public Schools  
Board of Trustees 1420  
School Board Meeting Procedure  
Agenda

The agenda for any Board meeting shall be prepared by the Superintendent. Items requested by Board members to be placed on the agenda must have prior approval of the Board Chairperson.

Individuals may also request inclusions on the agenda. Such requests must be made in writing and must be received by the Superintendent at least ten (10) business days before the Board meeting. The request must include the reason for the appearance.

If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the appropriate grievance/complaint procedure has been followed. No employee or citizen complaint shall be acted upon at a meeting of the Board of Trustees unless the employee or citizen has first pursued the matter through the appropriate grievance/complaint procedure.

Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.

The agenda for regular Board meetings will be prepared and distributed to the Trustees at least two days (48 hours) prior to the day of the Board of Trustees' meeting, and will be available to any interested citizen at the Superintendent's office at least two days (48 hours) before a Board meeting. The agenda will also be posted on the District's website two days (48 hours) before a Board meeting barring technical difficulties. An agenda for other types of Board meetings will be prepared as the circumstances necessitate an agenda

With consent of a majority of members present, the order of business at any meeting may be changed.

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

#### Consent Agenda

To expedite business at its meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. The Consent Agenda will appear on the regular agenda. The Board shall receive supporting information for the Consent Agenda items along with the regular agenda materials.

Any item which appears on the Consent Agenda may be removed by a member of the Board. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the Consent Agenda.

#### Minutes

The clerk/designee shall keep written minutes of all open Board meetings, which shall be signed by the Chairperson or committee chair and the Clerk/designee. The minutes shall include:

- Date, time, and place of the meeting;
- Presiding officer;

- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- Brief description of items approved on the Consent Agenda;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

The clerk/designee shall keep minutes of student disciplinary actions that are educationally related that are taken by the Board, including those portions held in closed session. The Board shall keep minutes of all closed sessions. Minutes taken during closed sessions shall be sealed.

When issues are discussed that may require a detailed record, the Board may direct the Clerk/designee 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 (marked as “DRAFT”) should be delivered to the Board members in advance of the next regularly scheduled meeting of the Board, and made available to other interested citizens, except for those taken during a closed session. The Clerk/designee will produce the Board meeting minutes prior to submitting them to the Board for review. Minutes need not be read publicly provided that Board members and members of the public have had an opportunity to review the minutes, and board members have had an opportunity to correct them before adoption. Minutes from closed sessions shall be provided to Board members at the meeting for review of the Board members only. Minutes from closed sessions shall be adopted by the Board during the meeting; however, any discussions regarding corrections to minutes from closed sessions must occur in a separate closed session.

A file of permanent minutes of Board and Board committee meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy of the minutes shall be made available within (5) working days following approval by the Board at a cost not to exceed 15 cents per page. A copy to the press shall be available upon request at no cost. Sealed minutes taken during any closed session of the Board shall not be made available to the public absent a court order.

If the meeting is audio recorded and designated by the board as the official record, a written record of the meeting must also be made and must include the information specified above. In addition, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

#### Quorum

No business may be transacted at any meeting of the Board or any of its subcommittees unless a quorum of its members is present. A majority of the full membership of the Board or any of its

subcommittees shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided by §20-4-203(1), MCA and §20-4-401(4), MCA.

#### Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically on an issue, but must be connected with the meeting throughout the discussion of that issue. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the board allows a member to participate electronically, the member will be

considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The clerk/designee will document it in the minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board chairperson and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The superintendent will take measures to verify the identity of any remotely located participants.

#### Meeting Conduct & Order of Business

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

#### Cross Reference:

1441 Audience Participation

5241 Citizen Complaint

#### Legal Reference:

§ 2-3-103, MCA Public participation – governor to ensure guidelines adopted

§ 2-3-212, MCA Minutes of meetings – 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

§ 20-3-325, MCA Clerk of the District

§ 20-3-103, MCA Public Participation

§ 20-4-203(1), MCA Teacher Tenure

§ 20-4-4001(4), MCA Appointment and dismissal of district superintendent or county high school principal

10.55.910, ARM Student Discipline Records

*Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*

#### Policy History:

Adopted on: October 8, 1996

Revisions approved on: December 9, 1997

Adopted on: March 8, 2005

Minor Revision to PN&P Committee meeting on June 27, 2007

Adopted on: July 10, 2007

Revisions to PN&P Committee meeting on January 28, 2009

Adopted on February 10, 2009

Revision at PN&P Committee on: September 29, 2010 and posted for Public Comment.

Approved on December 14, 2010

Revision at PN&P Committee on: October 26, 2011 and posted for Public Comment.

Approved on December 13, 2011

Revised at PN&P Committee on: August 28, 2013 and posted for Public Comment.

Approved on October 8, 2013

Revised at Regular Meeting on September 8, 2015 and posted for public comment.

Approved on: October 13, 2015