

1 Great Falls School District

2

3 **THE BOARD OF TRUSTEES**

1400

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5 Board Meetings

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

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12 Notice of Meetings

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14 Unless otherwise required by law and policy, the District shall publish an agenda for each type of
15 meeting included in this policy with a minimum of 48 hours notice to the public as follows:

16 A. if a newspaper of general circulation in the county where the District is located
17 publishes electronic notices and links to meeting agendas free of charge to the District on
18 the newspaper's website, the District shall provide the notice and agenda to the
19 newspaper to post on the newspaper's website;

20 B. if the District does not have an option to post notices and links to meeting agendas free
21 of charge, the District shall provide adequate notice of a meeting by doing at least one of
22 the following:

- 23 1. posting a link to the meeting agenda on the agency's primary website; or
- 24 2. posting the agenda on the social media site of the agency.

25 C. In addition to the above-noted electronic postings, the District shall post a physical
26 copy of the meeting agenda at the District Office Building and at the entrance to each
27 school in the District during the school year.

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29 Regular Meetings

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31 Unless otherwise specified, all meetings will take place in the District Administration Office.
32 Regular meetings shall take place at 5:30 p.m. on the second (2nd) and fourth (4th) Monday of
33 each month, or other dates determined by the approved Board meeting calendar. Except for an
34 unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote
35 of the Trustees, in a publicly accessible building located within the District. If regular meetings
36 are scheduled at places and/or times other than as stated above, notice of the meeting shall be
37 made in the same manner as provided for special meetings. The Trustees may meet outside the
38 boundaries of the District for collaboration or cooperation on educational issues with other
39 school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as
40 an agenda, must be provided to the public in advance. Decision making may only occur at a
41 properly noticed meeting held within the District's boundaries. When a meeting date falls on a
42 school holiday, the meeting may take place the next business day.

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44 Emergency Meetings

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1 The 48-hour notice requirement for a special Board meeting is waived in an unforeseen
2 emergency or to consider a violation of the student code of conduct, as defined in accordance
3 with District policy, within a week of graduation. For the purposes of this policy, “unforeseen
4 emergency” means a storm, fire, explosion, community disaster, insurrection, act of God, or
5 other unforeseen destruction or impairment of school district property that affects the health and
6 safety of the Trustees, students, or District employees or educational functions of the district.

7 8 Budget Meetings

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10 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,
11 time, and place Trustees will meet for the purpose of considering and adopting a final budget for
12 the District, stating that the meeting of the Trustees may be continued from day to day until final
13 adoption of a District budget and that any taxpayer in the District may appear at the meeting and
14 be heard for or against any part of the budget. This notice shall be published in a newspaper of
15 general circulation in the county where the District is located.

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

21 22 Committee Meetings

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24 Each Board committee established under Policy 1130; each District committee with a Trustee as
25 a member; and each District committee made up of district employees, administrators, or
26 officials deliberating on matters for report to the Board for final decision shall meet as needed in
27 accordance with the directive issued to the committee or Trustees and noticed to the public
28 consistent with the requirements of this policy.

29 30 Special Board Meetings

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32 Special Board meetings may be called by the Chairperson or by any two (2) Trustees. A written
33 notice of a special meeting, stating the purpose of the meeting, shall be delivered to every
34 Trustee, and noticed to the public consistent with the requirements of this policy. The forty-
35 eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA.
36 Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

37 38 Closed Sessions

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40 Under Montana law, the Board may meet in closed sessions to consider matters of individual
41 privacy. The possibility of a closed session shall be noted on the respective agenda item
42 appearing on the public notice published in accordance with this policy. The individual whose
43 right of privacy will be considered during the possible closed session shall be notified in writing
44 of the meeting. Before closing a meeting, the presiding officer must determine that the demands
45 of individual privacy exceed the merits of public disclosure and so state publicly before going
46 into closed session. The Board also may go into closed session to discuss a strategy to be

1 followed with respect to litigation, when an open meeting would have a detrimental effect on the
2 litigating position of the District. This exception does not apply if the litigation involves only
3 public bodies or associations as parties. Before closing a meeting for litigation purposes, the
4 District may consult legal counsel on the appropriateness of this action. No formal action shall
5 take place during any closed session. Closed session meeting minutes shall be completed in
6 accordance with Policy 1420.

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8 Events or Functions

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10 From time to time there may be events and functions in which a quorum of the Board may be
11 present. Board business will not be discussed during those events.

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13 Legal References:

- 14 § 2-3-103, MCA Public participation – governor to ensure guidelines adopted
15 § 2-3-104, MCA Requirements for compliance with notice provisions
16 § 2-3-105, MCA Supplemental notice by radio or television
17 § 2-3-201, MCA Legislative intent – liberal construction
18 § 2-3-202, MCA Meeting defined
19 § 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to
20 be open to public – exceptions
21 § 20-3-322, MCA Meeting and quorum
22 § 20-9-115, MCA Notice of final budget meeting
23 § 20-9-131, MCA Final budget meeting
24 10.55.701, ARM Board of Trustees
25 Chapter 396 (2023) Revise public notice requirements.
26 Associated Press v. Crofts, 2004 MT 120

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28 Policy History:

- 29 Adopted on: July 1, 2000
30 Revised on: November 12, 2001
31 Revised on: June 28, 2010
32 Revised on: March 12, 2012
33 Revised on: June 23, 2014
34 Revised on: May 22, 2017
35 Revised on: April 26, 2021
36 Revised on: August 21, 2023
37 Revised on: April 22, 2024