Policy 1230: Clerk

Reviewed: 02/10/2020 **Last Reviewed Date: 1/12/2026**

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

The Clerk shall additionally:

- Advise the Board of Trustees on financial and operational constraints as outlined by law;
- Serve as a member of the administrative team, working closely with the District Superintendent and other administrative staff to align the educational goals and financial stability of the district;
- Assist the Trustees in ensuring all district policies comply with local, state, and federal laws;
- Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record;
- Keep and maintain accurate minutes of meetings of the Board of Trustees;
- Act as the custodian of all documents, records, and reports of the Trustees, including the Trustees' report required under § 20-9-213, MCA;
- Act as custodian of all other records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and meeting minutes;
- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required;
- Assist in budget preparation and with audits;
- Keep accurate and detailed accounts of all receipts and disbursements;
- Prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis, unless the Board requests such reports on a more frequent basis;
- Draw and countersign all warrants for expenditures;
- Process payroll data for all School District employees and prepares payroll checks for distribution and maintain up-to-date files of all payroll information;
- Process all authorized invoices and maintain records of paid/unpaid invoices and purchase orders;
- Process and maintain employment forms related to state and federal taxes and retirement systems;
- Prepare and submit financial reports to the Board and Superintendent as requested;
- Prepare and provide Board packets to the Trustees prior to every Board meeting, and make the Board packets available to the public;
- Prepare all notices for Board meetings;
- Make the preparations legally required for the notice and conduct of all District elections;
- Communicate with and respond to requests from governmental agencies, labor organizations, TRS, and PERS to provide information;

- Serve as the election administrator for the district unless the county administers an election at the request of the district; and
- Perform other duties as prescribed by state law or as directed by the Board and the Superintendent.

Montana Code Annotated	Description
20-20-401	Trustees' election duties – ballot certification
20-3-322	Meetings and quorum
20-3-325	Clerk of District
20-4-201	Employment of teachers and specialists by contract
20-9-133	Adoption and expenditure limitations of final budget
20-9-165	Budget amendment limitation, preparation, and adoption procedures
20-9-221	Procedure for issuance of warrants

Cross References

Code	Description
1120	Annual Organizational Meeting

Policy 2700: AI Integration in Education

Original Adopted Date: 10/10/2025 | **Last Reviewed Date: 1/12/2026**

Purpose:
This policy establishes guidelines for the responsible, ethical, and equitable use and integration of Artificial Intelligence (AI) in the District to enhance educational outcomes while safeguarding privacy, empowering educators, promoting transparency, and ensuring human oversight. It incorporates compliance with the Montana Pupil Online Personal Information Protection Act (MPOIPA), ensuring that AI providers are treated as operators of K-12 online applications for K-12 school purposes, as defined in Sec. 20-7-1324, MCA. It further aligns with Montana's educational vision and cultural values.

Application to Students

(a) Academic Integrity, Transparency and Accountability

- Students must use AI tools in ways that reinforce learning, originality, and reflection.
- AI-generated content must be properly attributed, and students must disclose when AI tools are used in assignments. This disclosure must occur as required by the teacher and administration and might include, but not be limited to citation, statement in the assignment or other written disclosure.
- Teachers will provide clear guidelines on acceptable AI use for academic work.
- AI must supplement—not replace—educators.
- Teachers retain responsibility for reviewing and contextualizing AI- generated content.

(b) Privacy and Data Security

- AI tools used by students must comply with FERPA, COPPA, and Montana state laws, including MPOIPA.
- Teachers shall obtain written parent or guardian consent for use of AI systems by students age 13 and under pursuant to COPPA and FTC rule codified at 16 C.F.R. Part 312.
- AI providers are considered operators of K-12 online applications and must adhere to the requirements of Sec. 20-7-1324, MCA, including:
    - Prohibiting the use of student data for targeted advertising or non-educational purposes.
    - Ensuring student data is not sold or shared for commercial purposes.
    - Maintaining strict data security measures, including encryption and access controls.
- Personally identifiable information (PII) must not be entered into unauthorized AI tools.

(c) Accessibility

- AI tools must meet accessibility standards (e.g., WCAG, Section 508) and provide features like text-to-speech, translation, and adaptive interfaces.

- Special attention will be given to ensuring AI tools support students with disabilities, English language learners, and underserved communities.

(d) Bias Awareness and Information Verification

- Students will be taught to critically evaluate AI-generated content for accuracy, bias, and misinformation.
- AI tools will be regularly assessed for embedded biases, and students will be encouraged to cross-reference outputs with reliable sources.

(e) Ethics and Societal Impact

- Students will engage in discussions about AI's ethical implications, including bias, fairness, intellectual property, and environmental impact.
- AI use must align with Montana's cultural values, including respect for tribal sovereignty and Indigenous data.

Application to Staff

(a) Professional Learning

- All staff will receive foundational training on AI literacy, including its functionality, limitations, and ethical implications.
- Role-specific training will be provided:
    - **Teachers**: Strategies for integrating AI into curriculum and instruction.
    - **Administrators**: Oversight of AI tools and policy implementation.
    - **IT Staff**: Technical management of AI systems and data security.

(b) Human Oversight

- Staff must critically review AI-generated outputs before using them in instruction, grading, or decision-making.
- AI tools must supplement—not replace—educator judgment and human interaction.

(c) Privacy and Data Security

- Staff must ensure compliance with FERPA, COPPA, and Montana state laws, including MPOIPA.
- AI providers are considered operators of K-12 online applications and must adhere to Sec. 20-7-1324, MCA, including:
    - Prohibiting the use of student data for targeted advertising or non-educational purposes.
    - Ensuring student data is not sold or shared for commercial purposes.
    - Maintaining strict data security measures, including encryption and access controls.
- Vendors must sign contracts that include provisions for data minimization, encryption, and regular audits.
- Staff must avoid entering PII into unauthorized AI tools.

(d) Accessibility

- Staff must prioritize AI tools that meet accessibility standards and ensure equitable access for all students.
- Districts will provide funding and support for schools serving rural, tribal, or low-income communities to adopt AI tools.

(e) Bias Awareness and Information Verification

- Staff must regularly assess AI tools for embedded biases and misinformation.
- Professional development will include training on bias mitigation and critical evaluation of AI outputs.

(f) Ethics and Societal Impact

- Staff must ensure AI use aligns with Montana's cultural values, including respect for tribal sovereignty and Indigenous data.
- AI tools must be used responsibly, with consideration for their environmental impact and ethical implications.

Section 3: Governance and Implementation

(a) Policy Development

- The district will adapt existing policies on academic integrity, acceptable use, privacy, grading, and digital citizenship to include AI.
- All policies will be grounded in shared values: privacy, transparency, accountability, accessibility, human oversight, and academic integrity.

(b) Vendor Vetting

- Vendors must provide clear documentation of compliance with privacy laws, including MPOIPA, and bias mitigation strategies.
- Contracts must explicitly state that AI providers are operators of K-12 online applications under Sec. 20-7-1324, MCA, and must:
    - Prohibit secondary uses of student data, such as advertising or model training.
    - Ensure compliance with data security standards, including encryption and access controls.
    - Require regular audits and adherence to data retention policies.
- Vendors must provide a Montana Student Data Privacy Agreement.

(c) Monitoring and Evaluation

- The district will review AI policies and practices annually or more frequently as needed to keep pace with technological and legal shifts.
- Feedback loops will be established to collect input from students, staff, and families.
- The district will track the impact of AI use on equity, instruction, well-being, and data security.

(d) Tribal Sovereignty

- The district will consult tribal leaders when AI policies or tools impact tribal communities or data.
- AI tools must respect Indigenous data sovereignty and align with the Indian Education for All Act.

(e) Accessibility and Equity

- The district will prioritize funding for schools serving rural, tribal, or low-income students to ensure equitable access to AI tools.
- AI tools must be scalable for rural schools with limited infrastructure and intermittent connectivity.

Family and Community Engagement

(a) Public Awareness

- The district will provide clear, accessible information to families and communities about AI's benefits, risks, and safeguards.
- Workshops and guides will be offered to help families understand AI's implications and engage in informed decision-making.

(b) Student Involvement

- Students will be meaningfully engaged in conversations and decision-making about AI's impact on their education and lives.

Implementation Roadmap

(a) Phase I: Establishing a Strong Foundation

- Define the district's vision and goals for AI integration.
- Convene a diverse team of stakeholders, including administrators, teachers, IT leaders, students, parents, tribal leaders, and community members.
- Provide introductory training for district leaders and board members.

(b) Phase II: Developing Policies, Procedures and Practices

- Review and update existing policies to include AI.
- Develop procedures that align with the District's AI Policy and Practices
- Promote transparency and communication about AI use.
- Vet vendors and ensure contracts address privacy, security, and bias mitigation.

(c) Phase III: Capacity Building

- Provide differentiated professional learning for staff.
- Create safe spaces for educators to test tools, reflect on risks and benefits, and collaborate in PLCs or cross-district networks.

Montana Code Annotated	Description
20-7-1324	Definitions
20-7-1325	Online protections for pupils
20-7-1326	Pupil records -- online privacy protections

Code of Federal Regulations	Description
16 CFR Part 312	CHILDREN'S ONLINE PRIVACY PROTECTION RULE (COPPA RULE)