

Great Falls School District

## THE BOARD OF TRUSTEES

1400

### Board Meetings

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

### Notice of Meetings

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

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

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

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

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

### Regular Meetings

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

### Emergency Meetings

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

#### 3 4 Budget Meetings

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

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

#### 17 18 Committee Meetings

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

#### 25 26 Special Board Meetings

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

#### 33 34 Closed Sessions

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

litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session. Closed session meeting minutes shall be completed in accordance with Policy 1420.

#### Events or Functions

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

#### Legal References:

§ 2-3-103, MCA	Public participation – governor to ensure 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 – liberal construction
§ 2-3-202, MCA	Meeting defined
§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
§ 20-3-322, MCA	Meeting and quorum
§ 20-9-115, MCA	Notice of final budget meeting
§ 20-9-131, MCA	Final budget meeting
10.55.701, ARM	Board of Trustees
Chapter 396 (2023)	Revise public notice requirements.

#### Policy History:

Adopted on:	July 1, 2000
Revised on:	November 12, 2001
Revised on:	June 28, 2010
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Revised on:	May 22, 2017
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