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3 **THE BOARD OF TRUSTEES**

4
5 District Policy and Procedures

6 The policies contained in this manual are adopted, implemented, and enforced in accordance with the
7 supervisory authority vested with the Board of Trustees in accordance with Article X, section 8 of the
8 Montana Constitution and related statutes, regulations and court decisions.
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10 Adoption and Amendment of Policies

11 Proposed new policies and proposed changes to existing policies shall be presented in writing for reading
12 and discussion at a regular or special Board meeting. Interested parties may submit views, present data or
13 arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement
14 by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to
15 the final reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of
16 the particular policy. New or revised policies that are required or have required language changes based
17 on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st)
18 reading if sufficient notice has been given through the board agenda.
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20 All new or amended policies shall become effective on adoption; unless a specific effective date is stated
21 in the motion for adoption. Policies, as adopted or amended, shall be made a part of the minutes of the
22 meeting at which action was taken and also shall be included in the District’s policy manual. Policies of
23 the District shall be reviewed on a regular basis.
24

25 Policy Manuals

26 The Superintendent shall develop and maintain a current policy manual which includes all policies of the
27 District. Every administrator, as well as staff, students, and other residents, shall have ready access to
28 District policies.
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30 Suspension of Policies

31 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of
32 the trustees present. To suspend a policy, however, all trustees must have received written notice of the
33 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such
34 proposed suspension.
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36 Administrative Procedures

37 The Superintendent shall develop such administrative procedures as are necessary to ensure consistent
38 implementation of policies adopted by the Board.
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40 When a written procedure is developed, the Superintendent shall submit it to the Board as an information
41 item.
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43 Legal References: Article X, Section 8 Montana Constitution
44 § 20-3-323, MCA District policy and record of acts
45 10.55.701, ARM Board of Trustees
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47 Policy History:

48 First reading on: 9/8/21
49 Second reading on: 10/13/21
50 Third reading/Adopted on: 11/10/21