

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/14/18



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 8/9/18

To **Board of Trustees**
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Amend Policy #1401, 5010

Description: MTSBA has proposed changes to the following policies. Changes are noted in bold and strikethroughs:

1401 Records Made Available to Public
5010 Equal Employment-NonDiscrimination

Financial Impact: NA

Funding Source (Budget/grant, etc.): NA

Attachment(s): Policy 1401, 5010

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

1 **Browning Public Schools**

2
3 ***Policy #1401***

4 ***Policy Name: Records Made Available to Public***

5 ***Regulation: -----***

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7 All District records except those restricted by state and/or federal law shall be available to citizens for
8 inspection at the clerk's office.

9
10 Any individual may request public information from the district. The district shall make the means of
11 requesting public information accessible to all persons.

12
13 **Upon receiving a request for public information, the district shall respond in a timely manner to**
14 **the requesting person by:**

- 15
16 a) **Making the public information available for inspection and copying by the requesting**
17 **person; or**
18 b) **Providing the requesting person with an estimate of the time it will take to fulfill the request**
19 **if the public information cannot be readily identified and gathered and any fees that may**
20 **be charged.**

21
22 **The district may charge a fee for fulfilling a public information request. The fee may not exceed**
23 **the actual costs directly incident to fulfilling the request in the most cost-efficient and timely**
24 **manner possible. The fee must be documented. The fee may include the time required to gather**
25 **public information. The district may require the requesting person to pay the estimated fee prior**
26 **to identifying and gathering the requested public information.**

27
28 **The district is not required to alter or customize public information to provide it in a form**
29 **specified to meet the needs of the requesting person. If the district agrees to a request to customize**
30 **a records request response, the cost of the customization may be included in the fees charged by**
31 **the district.**

32
33 In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to
34 public inspection at any meeting of the trustees. A fee shall be charged for any copies requested of
35 district documents. Copies will be available within a reasonable amount of time following the request.

36
37 A written copy of the Board's minutes shall be available to the general public within five (5) working
38 days *following approval of the minutes of the Board*. If requested, one (1) free copy shall be provided to
39 local press within five (5) working days following approval by the Board.

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41
42 **Legal Reference:** § 20-3-323 MCA District Policy and Record of Acts
43 § 20-9-213 MCA Duties of Trustees
44

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46 **Policy History:**

47 Adopted on: 6/30/97

48 Amended on: 1/12/99, 8/14/17
49

Browning Public Schools

Policy #5010

Policy Name: Equal Employment Opportunity and Non-Discrimination Policy

Regulation: -----

~~It is the policy of~~ School District No. 9 **to will** provide equal employment opportunities to all persons regardless of sex, race, color, creed, religion, national origin, age, ancestry, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, sexual orientation or gender identity and expression, if otherwise able to perform essential functions of a job with reasonable accommodations, marital or parental status or political belief, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District. An individual should report his/her condition immediately following diagnosis or an indication the condition may require employment accommodations.

The District also prohibits any retaliation against any employee reporting any form of discrimination prohibited by law or other district policy, anyone assisting in reporting such a complaint or anyone cooperating in the investigation of any such complaint. Such retaliation is itself a violation of the law and may serve as the basis for a separate and independent complaint.

A person with an inquiry regarding discrimination should direct their questions to the Title IX Coordinator or the Superintendent of Schools. A person with a specific written complaint should follow the Uniform Complaint Procedure. In addition, individuals may pursue their complaints or inquiries with the Montana Human Rights Bureau, the U.S. Equal Employment Opportunity Commission or the U.S. Department of Education's Office for Civil Rights at the following phone number and addresses:

Montana Human Rights Bureau
P.O. Box 1728 (406) 444-2884
Helena, MT 59624-1728

Equal Employment Opportunity Commission
303 East 17th Avenue, Suite 510 (303) 866-1300
Denver, CO 80203

Office of Public Instruction
P. O. Box 202501 (406) 444-4402
Helena, MT 59620-2501

Office for Civil Rights, Seattle Office
U. S. Department of Education (206) 220-7900
915 Second Avenue, Room 330
Seattle, WA 98174-1099
FAX (06 220-7887

Cross References: 1700 Uniform Complaint Procedure
Formerly #5010

Legal References: Age Discrimination in Employment Act, 29 U.S.C. §§ 621, et seq.
Americans with Disabilities Act, Title I, 42 U.S.C. §§ 12111, et seq.
Equal Pay Act, 29 U.S.C. § 206(d)\
Immigration Reform and Control Act, 8 U.S.C. §§ 1324 (a), et seq.
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, et seq.

1 Genetic Information Nondiscrimination Act of 2008 (GINA)
2 Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R.,
3 Part 1601
4 Title IX of the Education Amendments, 20 U.S.C. §§ 1681, et seq., 34
5 C.F.R., Part 1061
6 Montana Constitution, Article X, Section 1 – Educational goals and duties
7 § 49-2-101, et. al., MCA Human Rights Act
8 § 49-3-102, MCA, What local governmental units affected
9

10 **Policy History:**

11 Adopted on: 2/11/97

12 Revised on: 8/30/00, 10/10/00, 2/13/01, 4/25/07 (formerly #5050), 1/11/11, 8/14/18
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