

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/12/16



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

Date: June 30, 2016

To: **Board of Trustees**
Browning Public Schools

From: John Rouse
Title: Superintendent

Subject: New Policy 2nd Reading

Description: In the Board Policy Meeting held on 6/13/16, Board members agreed by consensus to bring the following new policy forward to the next regular scheduled board meeting for a 2nd reading:

#5322 Military Leave

#7535 Electric Signatures

#7550 Indirect Cost Reimbursement

Justification: Changes recommended by MTSBA

Attachment(s): Policy

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

Comments: _____

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

1
2 **Browning Public Schools**

3
4 **Policy #7535**

5 **Policy Name:** *Electronic Signatures*

6 **Regulation:** -----
7

8 "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with
9 a record and executed or adopted by a person with the intent to sign the record.
10

11 Electronic signatures or digital signatures can take many forms and can be created using many different
12 types of technology. For the purpose of this policy an electronic signature means any electronic identifier
13 intended by the person using it to have the same force and effect as a manual signature.
14

15 **District Use of Electronic Signatures**

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17 When not practical or possible to have an approved individual physically sign a document, and not
18 otherwise prohibited by applicable laws, electronic signatures may satisfy the requirement of a written
19 signature when transacting business with and/or for the District and/or with parents/guardians when the
20 authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such
21 instances, the electronic signature shall have the full force and effect of a manual signature.
22

23 In order to qualify for acceptance of an electronic signature the following additional requirements are
24 applicable:
25

- 26 1. The electronic signature identifies the individual signing the document by his/her name and title;
- 27 2. The identity of the individual signing the document with an electronic signature is capable of being
28 validated through the use of an audit trail;
- 29 3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the
30 electronic signature is affixed. If the document needs to be altered, a new electronic signature must
31 be obtained; and
- 32 4. The electronic signature conforms to all other provisions of this policy.
33

34 The District shall maintain District electronically signed records in a manner consistent with the District's
35 document retention policies yet also capable of accurate and complete reproduction of the electronic records
36 and signatures in their original form. Such retention should include a process whereby the District can verify
37 the attribution of a signature to a specific individual, detect changes or errors in the information contained in
38 the record submitted electronically and protect and prevent access and/or manipulation or use access/use by
39 an unauthorized person.
40

41 The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide
42 an electronic signature in connection with school board business.
43

44 Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary
45 action up to and including termination.
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47 **Parent/Student Use of Electronic Signatures**

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49 With regard to documentation received by the District with an electronic signature from a parent/legal
50 guardian, so long as the following provisions are met, the District may receive and accept such electronic
51 signature as an original document:
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Browning Public Schools

Policy #7550

Policy Name: *Indirect Cost Reimbursement*

Regulation: -----

Occasionally the [School District] will receive indirect cost reimbursements from the Office of Public Instruction. Montana Code Annotated, 20-9-507, provides indirect costs reimbursements be spent at the discretion of the trustees.

The indirect cost reimbursements are not usually accumulated year-to-year without purpose, and are normally used for general administrative expenses.

Prior to the end of each budget year the Superintendent or Business Manager will present to the Board of Trustees, at a regular or special meeting, information regarding the amount of indirect cost reimbursement received along with a recommendation of expenditure for the amount. The Board of Trustees must approve the indirect costs reimbursement each year.

Legal Reference: §20-9-507 MCA Miscellaneous Programs Fund
Additional Reference: Indirect cost Rates, OPI

Policy History

Adopted on:

Amended on: