

## SCHOOL BOARD MEETINGS

### Regular Meetings

All regular school Board meetings will be held on the second Monday of each month, unless otherwise designated at the annual organizational meeting of the board. The regular monthly school board meeting however may be rescheduled to another date due to holidays, conflicts with other school activities, inclement weather or other valid reasons. The time and place for all regular meetings will be set at the organizational meeting. Public Notice shall be given by posting the proposed agenda to the school's website, printing the proposed agenda in the Montrose Herald, and posting the proposed agenda on the administration entrance window at least twenty-four hours prior to the meeting.

The official meetings of the school board are open to the public unless a specific law is cited by the school board to close the official meeting to the public. An official meeting is any meeting of a quorum of the school board at which official business of the school district is discussed or decided, or public policy is formulated, whether in person or by means of teleconference.

Subject to the following rules, any person may record, through audio or video technology, a school board meeting that is open to the public as long as the recording is reasonable, obvious, and not disruptive.

1. A person who wishes to audio or video record some or all of an official school board meeting must provide a written request to the school board president/chairperson and superintendent prior to the beginning of the meeting of the person's intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.
2. The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public's right to be informed of school board meeting proceedings, but only where these rules have been violated.
3. Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera
4. Recording equipment must not obstruct the vision of the persons attending the school board meeting and their ability to see all school board members.
5. Any person violating the rules set forth above may be directed to cease the recording or leave the premises.

### Special Meetings

Special meetings may be called by the chairman of the Board, or in his/her absence the vice-chairman, or a majority of the Board members. Notice stating the time and place of any special meeting, and the purpose for its call, will be given to each Board member and the superintendent/chief executive officer (CEO) by the business manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated on the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting prior to the meeting. The twenty-four hour notice for special meetings shall be complied with to the extent circumstances permit. SDCL 1-25-1.1.

### Telephone Conference Call

Meetings, including executive meetings, may be conducted by telephone conference call. Members shall be deemed present if they answer present to the roll call taken over the phone. Except for executive meetings held by teleconference, there shall be provided one or more places at which the public may listen to and participate in the meeting.

### Meetings Open to the Public

All regular and special meetings of the Board are open to the public unless the Board is in executive session.

Adoption date: February 9, 1998

Amended: October 8, 2007

Amended: February 12, 2018