

**1000 SERIES
THE BOARD OF TRUSTEES**

TABLE OF CONTENTS

Continuity of the Board	
Legal Status and Operation	1000
Organization and Classification	1010
School Board Elections	
Membership	1100
Election	1110
Candidate Edification	1110P
Taking Office	1120
Oath of Office	1120P
Resignation	1130
Vacancies	1140
Organization and Government of the Board	
Annual Organization Meeting	1200
School Board Powers and Duties	1205
Qualifications, Terms and Duties of Board Officers	1210
Clerk	1220
Duties of the Treasurer	1230
Duties of Individual Trustees	1240
Committees	1250
Authorization of Signatures	1260
Governance	
District Policy	1300
Administrative Procedures	1310
Management Rights	1320
Principles of Operations	
Board/Staff Communications	1400
School Board Use of Electronic Mail	1402
Board-Superintendent Relationship	1410
Trustee Expenses	1420
Trustee Insurance	1430
Board Participation in Activities	1440
Board Meetings and Board Meeting Procedures	
Board Meetings	1500
School Board Meeting Procedure	1500P

<u>Open Meeting Law Compliance and Cure</u>	1510
<u>Public Participation in Board Meeting</u>	1520
<u>Request to Appear Before the Board</u>	1520F
<u>Board Meeting News Coverage</u>	1525

Board Ethics, Growth and Development

<u>Code of Ethics for School Board Members</u>	1600
<u>Conflict of Interest</u>	1610
<u>Annual Goals and Objectives</u>	1620
<u>Evaluation of Board</u>	1630
<u>In-Service Conference for Trustees</u>	1640
<u>Board Development Opportunities</u>	1645
<u>New Board Member Workshop</u>	1650

Legal Status and Operation

1000

The Board of Trustees of Joint School District #171 is the governmental entity established by the State of Idaho to plan and direct all aspects of the District’s operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education.

The District in its corporate capacity may sue and be sued and may acquire, hold, and convey real and personal property necessary to its establishment, extension and existence. The District shall have authority to issue negotiable coupon bonds and incur such other debt, in the amounts and manner, as prescribed by law.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board’s operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

Legal Reference: I.C. § 33-301 School districts bodies corporate
 I.C. § 33-511 Maintenance of schools
 I.C. § 33-512 Governance of schools
 I.C. § 33-1612 Thorough system of public schools

Policy History:

Adopted on: 11/20/06

Organization and Classification

1010

The legal name of this District is Joint School District No.171 of Clearwater, Lewis, and Nez Perce Counties, Idaho. The District is classified as a K-12 joint school district giving instruction to pupils in grades K (kindergarten) through twelve (12).

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of Idaho. Its legal powers, duties and responsibilities are derived from the Idaho Constitution and state statutes and rules. Sources such as the school laws of Idaho, and the rules and regulations of the State Board of Education delineate the legal powers, duties and responsibilities of the Board.

Legal Reference:	I.C. § 33-302	Classification of school districts.
	I.C. § 33-305	Naming and numbering school districts.
	I.C. § 33-506	Organization and government of board of trustees.

Policy History:

Adopted on: 11/20/06

Membership

1100

The District is governed by a Board of Trustees consisting of five members, each member a representative of a different trustee zone. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools. Except as otherwise provided by law, trustees shall hold office for terms of four (4) years until July 1 of the year in which the trustee's term expires.

All trustees shall participate on an equal basis with other members in all business transactions. Official action by Board members must occur at a duly called and legally conducted meeting. A meeting of the Board means convening to make a decision or to deliberate toward a decision on any matter.

School board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

Legal Reference:	I.C. § 33-313	Trustee Zones
	I.C. § 33-501	Board of Trustees
	I.C. § 33-504	Vacancies of Boards of Trustees
	I.C. § 67-2341	Open Public Meetings – Definitions

Policy History:

Adopted on: 11/20/06

Revised on: 1/23/12

Election

1110

Elections conducted by the District are non-partisan elections governed by the school district election laws of the State and include the election of board members, various public policy propositions and advisory questions.

Board elections shall be held on the third (3rd) Tuesday in May of each year. Any person legally qualified to hold the position of school trustee may file a declaration of candidacy for the office. The declaration must include the name of the candidate, the term for which declaration of candidacy is made and include the signatures of not less than five (5) school district electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the school district no later than 5:00 p.m. on the Friday preceding the day of the election. Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk no later than forty-five (45) days before the election date.

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for the position or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the Board or the Clerk with the written permission of the Board, shall declare such candidate elected as a trustee. The clerk shall immediately prepare and deliver to the person a certificate of election signed by the clerk bearing the seal of the district. All other scheduled trustee elections will move forward under the regular procedures.

In each trustee zone, the person receiving the greatest number of votes cast within his zone shall be declared by the Board of Trustees as the trustee elected from that zone.

If any two (2) or more persons have an equal number of votes in any trustee zone and a greater number than another nominee in that zone, the Board of Trustees shall determine the winner by a toss of a coin.

Legal Reference:	I.C. § 33-401	Legislative Intent
	I.C. § 33-501	Board of Trustees
	I.C. § 33-502	Declaration of candidacy for trustee
	I.C. § 33-502B	Board of Trustees – One nomination – No election
	I.C. § 33-503	Election of Trustees – Uniform Date
	I.C. § 34-1404	Declaration of Candidacy
	I.C. § 34-1407	Write-in Candidate

Policy History:

Adopted on: 11/20/06

Revised on: 12/12/11, 2/27/12

Candidate Edification

1110P

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them. Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations and school programs.

Notices of candidate's meetings that are sponsored by impartial, non-partisan organizations may be announced in District publications and/or be sent home with students. The following procedures shall be followed:

1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives;
2. The school will not send home partisan materials through the students; and
3. The Superintendent shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions.

Procedure History:

Promulgated on: 11/20/06

Taking Office

1120

At the time of nomination and election or appointment, each trustee shall be a school district elector of the district and a resident of the trustee zone from which nominated and elected, or appointed.

Each trustee shall qualify and assume office on the next July 1st following his or her election, or, if appointed, at the regular meeting of the board of trustees next following such appointment.

An oath of office shall be administered to each trustee, whether elected, re-elected or appointed. The oath may be administered by the clerk, or by a trustee of the district. The records of the district shall show such oath of office to have been taken, by whom the oath was administered and shall be filed with the official records of the district.

Legal Reference: I.C. § 33-501 Board of Trustees

Policy History:

Adopted on: 11/20/06

Revised on: 1/23/12

Oath of Office

1120P

An oath of office is required to be administered to each school board trustee, whether elected, re-elected or appointed. The trustee is required to take his/her oath within ten (10) days after the trustee has notice of his/her election or appointment, or within fifteen (15) days from the commencement of his/her term of office. Before any school district trustee elected or appointed enters upon the duties of his/her office, he/she must take the following oath:

I do solemnly swear (or affirm, if re-elected) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Trustee of Joint School District #171 according to the best of my ability.

The oath is required to be administered by the clerk, or by a trustee. Additionally, the records of the district are required to show that such oath of office has been taken and by whom the oath was administered. Finally, this information is required to be filed with the official records of the district.

A school district trustee holds office from July 1st in the year in which he/she is elected until July 1st in the year in which his/her term of office expires, unless: he/she dies; resigns as trustee; removes him/herself from the trustee zone of residence; refuses to serve as trustee; fails to attend four (4) consecutive regular meetings of the board without an acceptable excuse to the board of trustees or is recalled and discharged from office.

If the school district trustee is appointed, he/she holds office from the time he/she takes the oath of office until July 1st in the year in which the term of office to which he/she was appointed expires, unless: he/she dies; resigns as trustee; removes him/herself from their trustee zone of residence; refuses to serve as trustee; fails to attend four (4) consecutive regular meetings of the board without an acceptable excuse to the board of trustees or is recalled and discharged from office.

Legal Reference:	I.C. § 33-501	Board of Trustees
	I.C. § 33-504	Vacancies on Boards of Trustees
	I.C. § 59-401	Loyalty Oath—Form
	I.C. § 59-402	Time of Taking Oath

Policy History

Promulgated on: 11/20/06

Revised on: 1/23/12

Resignation

1130

Resignation of a trustee, for whatever reason, must be submitted in writing to the Clerk. The Board shall accept the resignation at any duly convened regular or special meeting and proceed to fill the vacancy as provided by statute and Board policy.

Trustees retiring from the Board may be recognized for their service to the District by presentation of a service plaque or other appropriate activities.

Legal Reference: I.C.§ 33-504 Vacancies on boards of trustees
 I.C.§ 59-902 Resignations

Policy History:

Adopted on: 11/20/06

A vacancy shall be declared by the Board of Trustees within thirty (30) days of when any of the following occurs:

1. A trustee dies;
2. A trustee resigns;
3. A trustee removes him/herself from the trustee’s zone of residence;
4. A trustee no longer is a resident or school district elector of the district;
5. A trustee refuses to serve as trustee;
6. A trustee, without excuse acceptable to the Board of Trustees fails to attend four (4) consecutive regular meetings of the board; or
7. A trustee is recalled and discharged from office.

A trustee position also shall be vacant when an elected candidate fails to qualify.

A declaration of vacancy shall be made at any regular or special meeting of the Board of Trustees, when any of the above-mentioned conditions are determined to exist.

In the case of a trustee vacancy, the remaining trustees shall fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will consider all applications from qualified persons seeking to fill the position in open session. The Board will appoint one (1) candidate to serve for the balance of the unexpired term of office which was declared vacant. In the event the board of trustees is unable to appoint a trustee from the zone vacated after ninety (90) days from the date the board declared the vacancy, the board of trustees may appoint a person at-large from within the boundaries of the school district to serve as the trustee from the zone where the vacancy occurred. Otherwise, after one hundred twenty (120) days of the declaration of vacancy, the county commissioners of the county in which the district is situated (or of the home county if the district is a joint school district) shall appoint a qualified person to fill such vacancy.

Cross Reference: 1240 Duties of Individual Trustees

Legal Reference: I.C. § 33-501	Board of trustees
I.C. § 33-504	Vacancies on boards of trustees
I.C. § 67-2345(1)(a)	Executive Sessions When Authorized

Policy History:

Adopted on: 11/20/06

Revised on: 8/17/09, 1/23/12

Annual Organization Meeting

1200

After the issuance of the election certificates to the newly elected trustees in May, and on the date of its regular July meeting, the Board shall elect from among its members a Chairman and a Vice-Chairman to serve one (1)-year terms. The Board shall also elect a Clerk and a Treasurer, who may be members of the Board of Trustees or, in the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the clerk and for the Treasurer if other than the County Treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the Vice-Chair, the Board shall elect a Chairman pro tempore, who shall perform the functions of the Chair during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board Members by the current Chair.
2. Swearing in of newly-elected trustees.
3. Call for nominations for Chairman to serve during the ensuing year.
4. Election of a Chair.
5. Assumption of office by the new Chair.
6. Call for nominations for Vice-Chairman to serve during the ensuing year.
7. Election of a Vice-Chair.
8. Election of a Clerk.
9. Election of a Treasurer.

Policies and Bylaws shall continue from year to year until and unless the Board changes them.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees
I.C. § 33-510 Annual meetings – Regular meetings – Board of Trustees

Policy History:

Adopted on: 11/20/06

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the superintendent and district staff and who shall be held responsible for the effective administration and supervision of the entire school system.

The Board, functioning within the framework of laws, court decisions, attorney general's opinions, State Department of Education regulations and similar mandates from the state and national levels of government, and recognizing the authority of the state, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

1. Enacts policy.
2. Adopts courses of study and provides instructional aides.
3. Employs all staff members and fixes and prescribes their duties.
4. Approves the budget, financial reports, audits, major expenditures, payment of obligations and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business.
5. Estimates and seeks to provide funds for the operation, support, maintenance, improvement and extension of the school system.
6. Provides for the planning, expansion, improvement, financing, construction, maintenance, use and disposition of physical plants of the school system.
7. Prescribes the minimum standards needed for the efficient operation and improvements of the school system.
8. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.
9. Requires the establishment and maintenance of records, accounts, archives, management methods and procedures considered essential to the efficient conduct of school business.
10. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public.

Legal Reference: I.C. § 33-313 Trustee Zones
I.C. § 33-501 Board of Trustees
I.C. § 67-2341 Open Public Meetings – Definitions

Policy History:

Adopted on: 11/20/06

Qualifications, Terms and Duties of Board Officers

1210

The Board officers are the Chairman and Vice-Chairman. These officers are elected at the annual organizational meeting.

Chairman

The Board elects a Chairman from its members for a one-(1)-year term. The duties of the Chairman are:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments;
- Sign all papers and documents as required by law and as authorized by the action of the Board; and
- Close Board meetings as prescribed by Idaho law.

The Chairman is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairman may not make a motion, but may second motions.

Vice-Chairman

The Vice-Chairman shall preside at all Board meetings in the absence of the Chair, and shall perform all of the duties of the Chair in case of the Chair's absence or disability.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees

Policy History:

Adopted on: 11/20/06

Clerk

1220

The Clerk of the Board shall have such duties as prescribed by the Board and the Superintendent. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees
 I.C. § 33-508 Duties of clerk.

Policy History:

Adopted on: 11/20/06

Duties of the Treasurer

1230

The Treasurer shall have such duties as prescribed by the Board. The Treasurer shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho in such amount as determined by the Board or under personal bond equal to twice such determined amount with at least two (2) sureties who each shall qualify as in the case of sureties on the bonds of county officers.

The Treasurer shall account for the deposit of all moneys of the District in accordance with the provisions of the public depository law (Chapter 1, Title 57, Idaho Code).

The Board may elect one (1) or more assistant treasurers who shall have such duties as prescribed by the Board. Assistant treasurers shall act at and under the control, supervision and direction of the Treasurer.

Legal references: I.C. § 33-506 Organization and government of board of trustees
 I.C. § 33-509 Duties of the treasurer
 I.C. § 33-509A Assistance treasurers

Policy History:

Adopted on: 11/20/06

Duties of Individual Trustees

1240

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend both regular and special board meetings. Whenever possible, each trustee shall give advance notice to the Chair or Superintendent of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so.

Cross Reference: 1140 Vacancies

Legal Reference: I.C. § 33-506 Organization and government of board of trustees.

Policy History:

Adopted on: 11/20/06

Committees

1250

Generally, the Trustees will function as a committee of the whole. Nevertheless, the Board may create Board committees as deemed necessary.

Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint trustees to serve on such committees. Board committees shall be limited to less than one-half (1/2) of the Board.

Advisory Committees

Advisory committees may be organized when appropriate. Both district-wide and at the school level, advisory committees shall function within the organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it carry out its functions. The composition of the advisory committees shall be broadly representative and shall take into consideration the specific task assigned to the committee. Only the Board shall have the authority to dissolve the committees it has created.

The Board will instruct each committee as to:

- a. The length of time each member is invited to serve;
- b. The service the Board wishes the committee to render;
- c. The resources the Board will provide;
- d. The approximate dates on which the Board wishes to receive major reports;
- e. Board policies governing citizen's committees and the relationship of these committees to the Board as a whole, individual Board members, the superintendent, and other members of the professional staff; and
- f. Responsibilities for release of information to the press.

Policy History:

Adopted on: 11/20/06

Revised on: 11/17/08

Authorization of Signatures and Electronic Signatures

1260

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District. The Chair, Superintendent, Business Manager, and Clerk are authorized to use a facsimile signature plate or stamp or other electronic signature as addressed herein.

Claim Forms: Staff employed by the District in the following designated positions are authorized to certify voucher or invoice claims against or for the District:

Business Manager, Accounts Payable, Payroll/Personnel

Checks: The school principal is designated as the custodian of each school building activity fund. The Superintendent is designated as the custodian of all District petty cash accounts. Staff employed by the District in the following designated positions are authorized to sign on behalf of the Board checks drawn on any specific petty cash account:

District: Business Manager, Superintendent

Building: Principal, Head Teacher, Head Secretary,

Contracts for Goods and Services and Leases: The Superintendent is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$25,000 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board Chair and Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature or via electronic signature.

Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board Chair and the Clerk.

Electronic Signatures

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

District Use of Electronic Signatures

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

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

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

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

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

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

Legal Reference: I.C. § 33-705 Activity Funds.

Policy History:

Adopted on: 11/20/06

Revised on: 1/25/16

District Policy

1300

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board of Trustees.

All policies shall conform to local, state, and federal laws as well as to the rules and regulations of the Idaho Department of Education.

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the Superintendent for detailed study as needed prior to Board action on the proposal. The Board encourages the Superintendent to contact other experts to have potential board policy researched. Interested parties, including any Board member, citizen, or employee of the Board may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District Clerk prior to the second reading.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two (2) readings in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
2. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

Although approval of a new or amended policy requires a minimum of two (2) readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

Administration in Absence of Policy

In cases where action must be taken before the next board meeting and where the Board has provided no policies or guides for administrative actions, the Superintendent shall have the power to act.

His decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the Superintendent to inform the Board of such action

and the need for policy.

Suspension of Policies

Under circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

Legal References: I.C. § 33-506 Organization and government of board of trustees.
 I.C. § 33-512 Governance of schools.

Policy History:

Adopted on: 11/20/06

Administrative Procedures

1310

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though they may be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. On controversial topics, the Superintendent may request prior Board approval.

Policy History:

Adopted on: 11/20/06

Management Rights

1320

Except where limited or restricted by a collective bargaining agreement, the Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Establish the school calendar;
2. Determine the procedures to use in handling public complaints about employees;
3. Direct non-teaching duties and responsibilities of teachers;
4. Procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;
6. Contract notification dates;
7. Extra-curricular assignments;
8. Personnel files;
9. Direct, employ, dismiss, promote, transfer, assign, and retain employees;
10. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
11. Maintain the efficiency of District operations;
12. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
13. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
14. Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent as provided by state law. The Board also reserves the right to delegate authority to the Superintendent for the on-going direction of all District programs.

Cross Reference: 6100 Superintendent-Board Relations

Legal Reference: I.C. § 33-514	Issuance of annual contracts – Supports programs – Categories of contracts – Optional Placement
I.C. § 33-514A	Issuance of limited contract – Category 1 contract
I.C. § 33-515	Issuance of renewable contracts
I.C. § 33-515A	Supplemental contracts
I.C. § 33-518	Employee personnel files

Policy History:

Adopted on: 11/20/06

Board/Staff Communications

1400

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools

Trustees should make a point to visit each school of the District not less than once each school year to examine its condition and needs. Individual Board members interested in visiting schools should, out of courtesy, make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Social Interaction

Staff and Board members share a keen interest in the schools and education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations and general District problems can be anticipated.

Policy History:

Adopted on: 11/20/06

School Board Use of Electronic Mail

1402

Use of electronic mail (e-mail) by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure or unsecure websites. Board members will comply with the same standards as school employees with regard to confidential information.

Definitions

“Deliberation” is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

Legal Reference: I.C. § 9-337 Public Writing *et. seq*
 I.C. § 67-234(2) Open Public Meeting – Definitions
 Cowles Pub. Co. v. Kootenai Co. Bd. Of County Commissioners
 144 Idaho 259 (2007)

Policy History:

Adopted on: 8/17/09

Board-Superintendent Relationship

1410

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide the general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District’s day-to-day operations.

The Superintendent shall be employed for a term not to exceed three (3) years and shall be the executive officer of the Board with such powers and duties as the Board prescribes. The Superintendent shall act as the authorized representative of the district whenever such is required.

The Board shall conduct an annual, written formal evaluation of the work of the Superintendent.

Cross Reference: 6100 Superintendent

Legal Reference: I.C. § 33-513 Professional personnel

Policy History:

Adopted on: 11/20/06

Trustee Expenses

1420

Expenses for Board Members - In-District

A trustee shall not receive remuneration for service as a trustee. However, each trustee shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the board as provided herein. Reimbursement may be paid after the travel is completed or may accumulate until the end of the fiscal year, at the discretion of the trustee.

Board Meetings

Whenever any trustee resides at such distance from the meeting place of the board as to require such member to incur extraordinary expense in traveling from the trustee's home to and from the meeting place, the board may approve payment to a trustee of the extraordinary expense incurred in attending any such meeting. The Board has determined that those trustees who travel in excess of five miles from the place where school board meetings are generally held shall be entitled to an allowance for mileage or actual travel expense incurred, whichever is less.

Expenses for Board Members at Out-of-District Meetings

Trustees normally attend workshops, training institutes, and conferences at both the state and national level. It is appropriate that trustee expenditures at these out-of-District meetings be paid by the District from the general fund. It is the intent of the District to pay all legitimate costs for trustees to attend out-of-District meetings, at the established rates for reimbursement set by the Board in accordance to the Board Travel Budget:

1. Transportation and parking fees as approved by the Board.
2. Hotel or motel costs for trustee, as approved by the Board.
3. Food costs, not to exceed employee per diem rates in Policy 7430P.
4. The District will not reimburse or pay for such items as liquor, or expenses of a spouse, separate entertainment, or other unnecessary expenditures.
5. Registration and attendance fees.

Cross Reference: 7430

Travel Allowances and Expenses

Legal Reference: I.C. § 33-506
I.C. § 33-701

Organization and government of board of trustees.
Fiscal Year – Payment and Accounting of Funds

Policy History:

Adopted on: 11/20/2006

Amended on 11/19/2012

Trustee Insurance

1430

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the District and within the trustee's authority.

Legal Reference I.C. § 59-801 et seq. Surety Bond Act

Policy History:

Adopted on: 11/20/06

Board Participation in Activities

1440

Members of the Board, collectively and individually, are encouraged to attend school activities, social functions and instructional programs at no cost to the trustees in order to view and observe such functions in operation. Attendance at such programs as musical presentations, speech activities, clubs, dramatic productions and athletic events, indicates interest in school affairs and provides opportunity for more comprehensive understanding of the total school program. Administration will provide appropriate communications to trustees to keep them informed about activities they may wish to attend.

Policy History:

Adopted on: 11/20/06

Meeting Defined

A meeting is defined as the convening of the Board of Trustees to make a decision or to deliberate toward a decision on any matter. Trustees may participate in school board meetings via electronic means (including telephonic or video conferencing devices) provided at least one (1) member of the Board of Trustees or the Superintendent is physically present at the meeting location.

Regular Meetings

All regular Board Meetings will be held in District Schools as published on the District's School Board Calendar. Regular meetings shall be held at 7:00 p.m. on the third Monday of each month, except when the Monday is a legal holiday. When the third Monday falls on a holiday, the Board may schedule regular meetings on the holiday or another day, as published in the School Board Calendar.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.

Budget Meetings

No later than twenty-eight (28) days prior to its annual meeting, the Board shall have prepared a budget, in the form prescribed by State Superintendent of Public Instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than fourteen (14) days after the public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in I.C. § 33-402. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

Special Meetings

Special meetings may be called by the Chairperson or by any two (2) members of the trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the school district office and at least two (2) or more public buildings within the school district. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Executive Sessions

Pursuant to Idaho Code, upon a two-thirds (2/3's) roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified

the specific legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session.

An executive session may be held for, and only for, the following purposes:

1. To consider hiring a public officer, employee, staff member or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
2. To consider the evaluation, dismissal or disciplining of, or to hear a complaint or charges brought against, a public officer, employee, staff member or individual agent, or a student;
3. To conduct deliberations regarding labor negotiations;
4. To acquire an interest in real property which is not owned by a public agency;
5. To consider records that are exempt from public disclosure;
6. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations;
7. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated. The presence of legal counsel at executive session does not satisfy this requirement.
8. To communicate with a representative of the District's risk management or insurance provider to discuss a pending claim or prevention of a possible claim to be filed. The presence of a risk management or insurance provider at executive session does not satisfy this requirement.

Labor negotiations may be conducted in executive session if either side requests closed meetings. Except for making a determination to place a certified professional employee on probation, no final action may be held for the purpose of taking any final action or making any final decisions.

If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall include the date, time, place and items to be discussed and include the specific provisions of law authorizing the executive session. The Board will not change the subject within the executive session to one not identified within the motion to enter executive session or to any topic for which an executive session is not provided.

Legal Reference: I.C. § 33-510	Annual meetings – Regular Meetings – Board of Trustees
I.C. § 33-514	Issuance of annual contracts – Support programs – Categories of contracts – Optional placement
I.C. § 74-202	Open Public Meetings – Definitions
I.C. § 74-203	Governing Bodies—Requirement for Open Public Meetings
I.C. § 74-204	Notice of Meetings.

I.C. § 74-205
I.C. § 74-206
I.C. § 74-206A

Written Minutes of Meetings
Executive Sessions – When Authorized
Negotiations in Open Session

Policy History:

Adopted on: 11/20/06

Revised on: 11/17/08, 8/17/09, 11/16/15

Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chairman. Items submitted by the Board Chair or at least two (2) board members shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least two (2) days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

Regular Meeting Agendas - A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal office of the District, or if no such office exists, at the building where the meeting is to be held.

Special Meeting Agendas – Special meetings require a twenty-four (24) hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time and place.

Amending Agendas – An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

AMENDING THE AGENDA MORE THAN 48 HOURS BEFORE REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING

If an amendment to an agenda is made after an agenda has been posted but forty eight (48) hours or more prior to the start of a regular meeting, or twenty four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

AMENDING THE AGENDA LESS THAN 48 HOURS BEFORE REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING

If an amendment to an agenda is proposed after an agenda has been posted and less than forty eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

AMENDING THE AGENDA AFTER THE START OF A MEETING

An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

Negotiation Meeting Notices

Notice of all negotiation sessions between the District and the local education organization shall be posted, at the earliest time practicable on the front page of the district's website. Additionally, if time permits, the district shall post notice of the negotiation sessions within twenty-four (24) hours at the same physical locations the district uses for posting its regular meetings.

Order of Business

The order of business will be determined by the Board Chairman and Superintendent with input from the Board. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chairman and Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the Clerk. The minutes shall include:

- The date, time and place of the meeting;
- The presiding officer;
- Board members recorded as absent or present;
- All motions, resolutions, orders, or ordinances proposed and their disposition;
- The results of all votes, and upon the request of a member, the vote of each member, by name;
- Legal basis for recessing into executive session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

Minutes of Executive Session

The Clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Minutes of Negotiation Sessions

In all negotiation sessions between the District and the local education organization, the District shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the District and shall be subject to public writings disclosure laws.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board members in attendance. Voting shall be by acclamation or show of hands.

Legal Reference: I.C. § 67-2343 Notice of Meetings
 I.C. § 67-2344 Written Minutes of Meetings
 I.C. § 67-2345 Executive Sessions – When Authorized
 I.C. § 33-510 Annual meetings – Regular meetings – Boards of trustees
 I.C. § 33-1273A Negotiations in Open Session

Policy History:

Adopted on: 11/20/06

Revised on: 11/17/08, 8/17/09, 6/17/13

Formation of Public Policy at Open Meetings

The District recognizes that the formation of public policy is public business and shall not be conducted in secret. The District further recognizes the goal of the Open Meeting Law is compliance, and that in order to achieve compliance, the District must have the ability to correct any errors.

Violations

If an action, or any deliberation or decision-making that leads to an action, occurs at any meeting which fails to comply with the guidelines set forth in Idaho's Open Meeting laws, such action shall be null and void.

The Board may self-recognize an open meeting violation or receive written notice to the Clerk of the Board of an alleged violation. A civil complaint filed and served upon the Board may serve as written notice.

An individual Board member who conducts or participates in a meeting which violations the Open Meeting Law is subject to a civil penalty of up to two hundred fifty dollars (\$250.00). A knowing violation is subject to a civil penalty of up to one thousand five hundred dollars (\$1,500.00). A second knowing violation within a twelve month time period is subject to a civil penalty of up to two thousand five hundred dollars (\$2,500).

Cure Provision

A violation may be cured by the Board upon:

1. The Board's self-recognition of a violation; or
2. Receipt by the Clerk of a written notice of an alleged violation. A civil complaint filed and served upon the Board may be substituted for other forms of written notice. Upon notice of an alleged open meeting violation, the Board shall have 14 days to respond publicly and either acknowledge the open meeting violation and state an intent to cure the violation or state that Board has determined that no violation has occurred and that no cure is necessary. Failure to respond shall be treated as a denial of any violation.

Following the Board's acknowledgment of a violation, the Board shall have 14 days to cure the violation by declaring as void all actions taken at or resulting from the meeting in violation of the Open Meeting Law.

Within 14 days of acknowledging the violation, and stating an intent to cure, the Board shall cure the violation by holding a properly noticed meeting to address the voided actions. The Board may then address the voided actions and lawfully take the desired action in accordance with the Open Meeting Law. Curing the violation in this manner bars any civil penalty for an unintentional violation. Private enforcement actions are stayed during the cure period.

Ratification

Any suit brought for the purpose of having an action or decision declared null and void must be commenced within 30 days of the decision or action that results from an open meeting violation. Actions taken in violation of the Open Meeting Law are not void unless they are challenged

within 30 days. Even where an action is not challenged within 30 days, it is the best practice to cure any known violation by holding a meeting in accordance with the law to ratify a decision or action that results from an open meeting violation.

Legal Reference:	I.C. § 74-201	Formation of Public Policy at Open Meetings
	I.C. § 74-202	Open Public Meetings – Definitions
	I.C. § 74-203	Governing Bodies—Requirement for Open Public
Meetings		
	I.C. § 74-204	Notice of Meetings
	I.C. § 74-208	Violations
	<u>City of McCall v. Buxton, 146 Idaho 656 (2009)</u>	

Policy History:

Adopted on: 12/14/15

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave. The Board of Trustees encourages all citizens of the District to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be District students and their educational program.

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION.

“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Superintendent
4. Board of Trustees

Please also see District Policy No. 4110 regarding public complaints.

Members of the public will not be recognized by the Chairman as the Board conducts its official business except when the Board schedules an interim public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and to speak only when properly recognized.

At each Regular and Special meeting of the Board the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a “REQUEST TO APPEAR BEFORE THE BOARD” form. Forms are available from the Board Clerk and will be available at each meeting.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to three (3) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the board a

second time. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board.

Written materials for Board Members must be submitted to the Board Clerk. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Wednesday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at P.O. Box 2259, Orofino, ID 83544.

If a topic is being considered by a committee established for that purpose, the Chairman may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chairman may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Trustees as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks. If a special meeting has been held to obtain public comment on a specific issue, the Chairman of the Board may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross Reference: 4110 Public Complaints
 4120 Uniform Grievance Procedure
 4320 Disruption of School Operations

Legal Reference: I.C. § 33-512 (11)
 I.C. § 67-2345

Policy History

Adopted on: 11/20/06

Revised on: 11/17/08

REQUEST TO APPEAR BEFORE THE BOARD

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION.

“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Superintendent
4. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the Board Chairman, Superintendent, or Board Clerk prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor a maximum of three minutes.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk by noon on the Wednesday before the Board meeting. Written comments must include name, address and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairman.
2. Identify yourself and be brief. Ordinarily, comments shall be limited to three minutes. In unusually circumstances and when an individual has made a request in advance to

Speak for a longer period of time, the individual may be allowed to speak for more than three minutes.

3. The Board Chairman may shorten or lengthen an individual's opportunity to speak. The Chairman may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.
4. The Board Chairman shall have the authority to determine procedural matters regarding public participation not otherwise defined in board policy.

REQUEST TO APPEAR BEFORE THE BOARD

NAME _____

ADDRESS _____

REPRESENTING _____

Brief Description of Reason to Appear Before the Board _____

Date: _____

Form History:

Promulgated on: 1/22/07

Revised on: 11/17/08

One of the paramount responsibilities of the Board of Trustees is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome and encouraged to attend all regular and special meetings of the board.

Broadcasting & Taping Of Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special board of trustee meetings legally open to the public according to the following guidelines:

1. Photographs, broadcasting and recording of meetings are permitted only when the school district and the person(s) seeking to use cameras, broadcasting, and/or recording devices have been informed that cameras, broadcasting and/or recording devices will be used. The District requests that notification occur at least twenty-four (24) hours prior to the meeting in order to give the District time to accommodate the request or be prepared to make an official district copy of the video or audio tape. (This time period could be subject to board waiver, provided good cause is shown.) All equipment setup shall take place prior to the commencement of the meeting, and all equipment removal will take place either during a recess or after conclusion of the meeting.
2. Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between trustees and the audience must not be obstructed; interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts the trustees or the audience.

The Board, or its representatives, will make the necessary arrangements to have audio and video recordings of regular meetings and any special meetings that it deems appropriate. Audio and video recordings are not to be considered part of the minutes of any meeting.

Legal Reference: I.C. § 67-2343 Notice of Meetings
 I.C. § 67-2344 Written Minutes of Meetings
 I.C. § 33-510 Annual meetings – Regular meetings – Boards of trustees

Policy History:

Adopted on: 11/20/06

Code of Ethics for School Board Members

1600

As a member of my local board of trustees, I will strive to improve student achievement in public education, and to that end I will:

Attend all regularly scheduled Board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action unless so authorized by official Board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all Board members;

Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Superintendent;

Be open, fair and honest – no hidden agendas, and respect the right of other Board members to have opinions and ideas which differ from mine;

Recognize that the Superintendent is the Board's advisor and should be present at all meetings, except when the Board is considering the Superintendent's evaluation, contract or salary;

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the Board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about District decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as District staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of district operations to the Superintendent, not to district staff or to a Board meeting;

Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: _____ Date: _____

Policy History:

Adopted on: 11/20/06

A trustee may not:

1. Use the trustee's official power to further the trustee's own interests;
2. Have a pecuniary interest directly or indirectly (except a remote interest) in any contract or other transaction pertaining to the maintenance or conduct of the school district. A "remote interest" means:
 - A. The trustee is a nonsalaried employee of a nonprofit corporation; or
 - B. The trustee is an employee or agent of a contracting party where the compensation of the trustee as an employee or agent consists entirely of fixed wages or salary; or
 - C. The trustee is a landlord or tenant of a contracting party; or
 - D. The trustee is a holder of less than one percent (1%) of the shares of a corporation or cooperative a contracting party ; AND
 - E. The trustee discloses such remote interest to the Board of Trustees.
3. Accept any reward or compensation for services rendered as a trustee except as expressly provided by law;
4. Accept and award contracts involving the school district to businesses in which a trustee or person related to him by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in §§ 18-1361 or 1861A are followed;
5. Be involved in the election of a relative related by affinity or consanguinity within the second degree and shall be absent from the meeting while such employment is being considered and/or determined;
6. Enter into a contract in the trustee's individual capacity, the effect of which is to create a personal interest which may conflict with the officer's public duty;
7. Enter into a contract with the trustee's district;
8. Accept a bribe in the way for money, a promise, gift or any other form of personal advantage engage in a substantial financial transaction for the trustee's private business purpose with a person whom the trustee inspects or supervises in the course of official duties;
9. Be a purchaser or vendor at any sale or purchase made by the trustee in the trustee's official capacity;
10. Use public funds or property to obtain a pecuniary benefit for himself;
11. Solicit, accept or receive a pecuniary benefit as payment for services, advice, assistance or conduct customarily exercised in the course of the trustee's official business;
12. Use or disclose confidential information gained in the course of or by reason of the trustee's official position or activities in any manner with the intent to obtain a pecuniary benefit for the trustee or any other person or entity in whose welfare the trustee is interested or with the intent to harm the District;
13. Appoint or vote for the appointment of any person related to him by blood or marriage within the second degree to any clerkship, office, position, employment or duty, when the salary, wages, pay or compensation of such appointee is to be paid out of public funds or fees of office, or appointment or furnish employment

to any person whose salary, wages, pay or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

Legal Reference:	I.C. § 33-507	Limitation upon authority of trustees
	I.C. § 18-1359	Use public position for personal gain
	I.C. § 18-1361	Self-Interest Contracts - Exception
	I.C. § 18-1361A	Noncompensated Appointed Public Servant – Relative of Public Servant -- Exceptions
	I.C. § 59-201	Officers not to be interested in contracts
	I.C. § 59-202	Officers not to be interested in sales

Policy History:

Adopted on: 11/20/06

Annual Goals and Objectives

1620

Each year, the Board will formulate annual objectives for the District and have available a written comprehensive philosophy of education with goals which reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to the staff and to the public.

At the conclusion of the year, the Superintendent shall submit a report to the Board which shall reflect the degree to which the annual objectives have been accomplished.

Policy History:

Adopted on: 11/20/06

Evaluation of Board

1630

At the conclusion of each year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations.

The Board may choose to evaluate the effectiveness of the processes that it employs in carrying out the responsibilities of the District. Those processes include, but are not limited to: team building, decision making, functions planning, communications, motivation, influence and policy.

Policy History:

Adopted on: 11/20/06

In-Service Conference for Trustees

1640

In keeping with the need for continued boardsmanship development, the Board encourages the participation of its members at appropriate Board conferences, workshops, conventions and District-sponsored in-service training sessions. Funds for participation at such meetings will be budgeted on an annual basis.

Policy History:

Adopted on: 11/20/06

The Joint School District #171 Board of Trustees realizes that proper board training is important. Decisions about school policy, personnel, finance, curriculum and communications can be overwhelming and may require training. Training board members to be effective leaders and decision makers is an educational investment that benefits the entire community. The Board believes that with proper training, it can create a positive and productive atmosphere for decision-making. There needs to be strong leadership among board members demonstrated by teamwork, effective communication, problem-solving skills and positive relationships between the Board and the Superintendent.

The Board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual Board members shall be reimbursed for out-of-pocket expenses, as prescribed in policy 1420, incurred through participation in approved activities. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short-and long-range benefits to our schools.

The Board regards the following as examples of activities and services appropriate for implanting this policy:

1. Participation in school board conferences, workshops and conventions held by the state and national school boards associations.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions and workshops shall be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the district.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. When a conference, convention or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

School board members are encouraged to attend workshops presented by the state and national school boards associations.

Policy History:

Adopted on: 11/20/06

New Board Member Workshop

1650

The Joint School District #171 Board of Trustees will assist newly elected/appointed Board members to become familiar with their duties and responsibilities as quickly as possible. All Board members are encouraged to attend appropriate workshops, seminars and conventions in order to develop professionalism and expertise in governance.

Newly elected/appointed Board members are required by this board policy to complete at least four hours of instruction on education issues, including Idaho education laws, school finance, ethics, duties, and responsibilities of district Board members. The four hours of attendance must be accomplished during the first twelve months of the Board member's tenure. The Board and the Superintendent will insure that new members are notified of the date and time of such workshops.

Upon completion of either a new Board member workshop or four hours of other workshops, the information will be recorded into the Board minutes.

Board members who attend and successfully complete such workshops, shall be reimbursed for actual expenses for lodging, meals, registration fees, and transportation to and from the location of the workshop as prescribed in policy 1420 "Trustee Expenses".

The Superintendent or the Superintendent's designee will maintain records of each Board member's training accomplishments and will notify any Board member of the need for that Board member to accomplish any additional training.

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School Districts

Policy History:

Adopted on: 11/20/06