

West Jefferson School District Policy Manual

Chapter 2 - Organization

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201 GENERAL ORGANIZATION

201.1 NAME OF SCHOOL DISTRICT

The official name of this school district shall be "West Jefferson School District No. 253"

Policy History:

Adopted: February 16, 1995

201.2 LEGAL STATUS OF THE BOARD

The School district is a local agent, which exists through authority granted by the Constitution of the State of Idaho, and laws enacted by the State Board of Education. On the Board rests the responsibility of the supervision and administration of the schools, in this district.

The Board reserves unto itself all of its legal responsibilities for promoting and developing quality education in the district schools, including the right to reject any and all recommendations and the right to revise its policies, rules and regulations from time to time to meet changing conditions.

Policy History:

Adopted on: February 16, 1995

201.3 GENERAL POWERS AND DUTIES

The Board shall make by-laws, rules and regulations for its government and that of the District, consistent with the laws of the State Board of Education; to call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools of the district; best interests of the District, or for the purpose of defending the District against any suit or for bringing action deemed necessary to be commenced by the Board.

Idaho Code 33-506

Policy History:

Adopted on: February 16, 1995

201.4 ORGANIZATION OF THE BOARD

The Board shall be organized and members nominated, elected, and vacancies filled on the Board as outlined in the Idaho Code.

Legal Reference

Idaho Code 33-501, 33-502, 33-503, 33-504

Policy History:

Adopted on: February 16, 1995

202 DUTIES OF THE BOARD

202.1 CODE OF ETHICS

The Board is the legally elected agency responsible for the determination of policy with respect to the operation of the educational program through high school. Although Board members are elected from various zones, they are legally considered as representatives of the entire district and the individual members' responsibility and authority, as determined by the courts, is limited to their actions as a Board in a legally called meeting in which a quorum is present.

Policy History:

Adopted on: February 16, 1995

202.2 CHAIRMAN OF THE BOARD

The Chair shall preside at all meetings of the Board. He/she shall conduct all meetings in accordance with policies, regulations and by-laws adopted by the Board. He/she shall appoint committees to study issues when directed by the Board. He/she shall have the right, as other members of the Board, to discuss questions and vote on all matters.

It shall be the prerogative of the Chair to alter the order of the agenda or to move an agenda item to a different position during the course of any meeting, if there is no objection from a Board member present.

The Chair shall have the authority to sign all necessary documents related to the function of School District #253 and those required by law under Idaho Statutes.

The Chair shall have authority to speak on behalf of the board with the District's attorney and

may delegate this authority to other board members and employees as needed.
The Chair shall hold office for one year.

Legal Reference
Idaho Code 33-506
Policy History:
Adopted on September 19, 1985
Revised on August 12, 2010
Revised on August 20th, 2015

202.3 VICE-CHAIRMAN

In the absence of the Chairman, the Vice Chairman shall perform the duties and obligations of the Chairman.

The Vice-Chairman shall serve for one year.

Legal Reference
Idaho Code 33-506

Policy History:
Adopted on: February 16, 1995

202.4 CLERK

The Clerk of the Board shall have such duties as shall be prescribed by the Board. He shall attend all meetings of the board and proceedings, and shall enter these in the District minute book.

Legal Reference
Idaho Code 33-508

Policy History:
Adopted on: February 16, 1995

202.5 TREASURER

The Treasurer shall be elected by the Board and have such duties as the Board may prescribe, and shall deposit the monies of the District in accordance with the provisions of the Public Depository Law.

The Treasurer shall be placed under Fidelity Bond in such amount as the Board may from time to time determine.

The Treasurer shall hold office for one year.

Legal Reference

Idaho Code 33-509; 33-506

Policy History:

Adopted on: February 16, 1995

202.6 CONFLICT OF INTEREST

It shall be unlawful for any trustee to have pecuniary interest directly or indirectly in any contract or other transaction pertaining to the maintenance or conduct of the school district, or to accept any reward or compensation for services rendered as a trustee. The receiving, soliciting or acceptance of monies of a school district for deposit in any bank or trust company, or the lending of money by any bank or trust company to any school district shall not be deemed to be a contract pertaining maintenance or conduct of a school district within the meaning of this section; nor shall the payment by the Board of compensation to any bank or trust company for services rendered in the transaction of any banking business with the Board, be deemed the payment of any reward or compensation to any officer or director of any such bank or trust company within the meaning of this section.

It shall be unlawful for the Board to enter into or execute any contract with the spouse or any member of the Board, the terms of which said contract requires, or will require, the payment or delivery of any school district funds, money or property to such spouse.

A person related to a public servant by blood or marriage within the second degree may contract to provide goods or services to the public body of which the public servant is a member if the contract is reasonably necessary to respond to a disaster or if there are less than three suppliers of the goods or services within a fifteen mile radius of the place where the goods or services are to be provided if certain procedures are followed. To provide that a person related to a public servant by blood or marriage with the second degree may contract with the governmental entity of which the public servant is a member if certain procedures are followed as outlined in Idaho Code 18-1361 or 18-1361A.

When any relative of any trustee or of the spouse of a trustee is considered for employment in a school district, such trustee shall abstain from voting in the election of such relative, and absent himself/herself from the meeting while such employment is being considered.

Legal Reference

Idaho Code 33-507

Policy History:
Adopted on: February 16, 1995

203 PROCEDURES OF OPERATION

203.1 FORMULATION OF POLICY

The Board shall adopt policies to express Board expectations, guide administrative action, and to give understanding for the conduct of educational procedures and programs.

The Board will establish such policies for the conduct and administration of the schools as are prescribed by law and such other policies as they may deem advisable and have them prepared in such form that all concerned will be aware of them.

Policies may be proposed by Board members at any time. The Superintendent shall, in cooperation with the staff and faculties of the schools, recommend policies for adoption and recommend revision of existing policies.

Policy History:
Adopted on: February 16, 1995

203.2 REVISION OF POLICY

Change of policy may be proposed at any meeting of the Board, however, no action on the proposed change shall be taken until the following meeting. Thus giving the Board members an opportunity to analyze the change and its effect on the total educational program.

The majority of the Board must favor the change for the policy to become effective.

Policy History:
Adopted on: February 16, 1995

203.3 ADOPTION OF ADMINISTRATIVE REGULATIONS

The Board delegates to the Superintendent the function of formulating administrative regulations designed to interpret and carry out the policies of the Board. These regulations will specify required actions and details necessary for the operation of the schools and must be consistent with the policies adopted by the Board.

Policy History:

Adopted on: February 16, 1995

203.4 LEGAL COUNSEL

The Board, at its discretion, may employ legal counsel when deemed necessary and pay for such counsel from school district funds.

It shall be the duty of the counsel to render all necessary legal opinions for the Board and to represent the Board in specific problems requiring this service.

Policy History:

Adopted on: February 16, 1995

203.5 PUBLIC RELATIONS

The quality of a school program depends largely upon public understanding of what schools are attempting to do since a school system draws its major strengths or weaknesses from the community it serves. The kind of schooling, children within a community may be expected to receive, depends on two things.

1. The extent to which people are willing and able to pay for education.
2. The concept of what a good school program is in the minds of citizens.

We believe that a full understanding by the public of school issues and the school program and what it can and should do for children is perhaps the most effective means of developing a good school system. The board of education and school administration, therefore, accept the responsibility for encouraging the use of all appropriate means of keeping the community accurately informed about its schools and for understanding community attitudes and aspirations for the school.

1. All newspaper articles, radio broadcasts, T.V. appearances, and interviews shall be cleared by the building principal.
2. All newspaper articles, radio broadcasts, T.V. appearances, and interviews related to the school district as a whole shall be cleared by the superintendent.
3. The principal of each school is encouraged to appoint a news coordinator. It shall be the duty

of the news coordinator to keep the public informed of school happenings by giving news releases to the local news media.

Distribution of Informational Materials Through Students:

All information relative to student activities and school related functions in the school district or to an individual may be distributed through students.

Materials which promote private gain of any individual or commercial firm or which advertise any product or private fund-raising project shall not be distributed through school children, unless the school received a substantial remuneration for our services. All such advertising shall be cleared through the school principal.

Materials which disseminate information relative to any religious or political group shall not be distributed through school children unless permission is received from the office of the superintendent.

Policy History:

Adopted on: March 18, 1987

204 MEETINGS OF THE BOARD

204.1 REGULAR

Regular meetings of the Board shall be on the second Thursday of each month at 7:30 p.m., unless, by a majority vote of the Board, a meeting date is change or cancelled.

Normally all meetings shall be held in the Administration Building at Terreton, Idaho.

If the time and place of the regular Board meeting is changed, an announcement of such place shall be made by posting at least 24 hours previously.

Policy History:

Adopted on: September 19, 1985

204.2 SPECIAL

Special and adjourned meetings may be called by the Chairman or by any two members of the Board. If the time and place of special meetings shall not have been determined at a meeting of

the Board with all members being present, then notice of the time and place shall be given to each member not less than 24 hours before such special meeting is to be held. No business shall be transacted by the Board except at regular and special meetings. A minimum of three Board members shall constitute a quorum.

Legal Reference
Idaho Code 33-510

Policy History:
Adopted on: September 19, 1985

204.3 EXECUTIVE SESSION

Executive sessions from which the public is excluded, may be called at any meeting of the Board by the Chairman. No rules, resolutions, or regulations shall be adopted at such executive sessions

Policy History:
Adopted on: September 19, 1985

204.4 ANNUAL MEETING

Annual meetings of the Board shall be the second Thursday of July at 7:30 p.m. at the Administrative Office.

The Chairman, Vice Chairman, the Clerk and the Treasurer shall be elected at the annual meeting. Should vacancies occur in these offices, at other times of the year, the Board shall fill such vacancies at that time.

Legal Reference
Idaho Code 33-506

Policy History:
Adopted on: September 19, 1985

204.5 QUORUM FOR MEETINGS

A quorum for the transaction of business of the Board shall consist of a majority of the members of the Board. Unless otherwise provided by law, all questions shall be determined by a majority of the votes cast.

The Chairman may vote in all cases, and in the case of a tie vote, may additionally cast the deciding vote. Voting may be done by roll call, written ballot, show of hands, or by verbal aye or nay at the discretion of the chairman. Results of voting shall be shown in the minutes as passed or lost unless a member requests that the minutes show his vote.

Policy History:

Adopted on: September 19, 1985

204.6 RULES OF ORDER

Conduct of all meetings of the Board will be in accordance with Roberts Rules of Order Revised.

Policy History:

Adopted on: September 19, 1985

204.7 RULES OF ORDER

Under the laws of the State of Idaho, the Board is the final authority of any controversial issue, which cannot be resolved through the regularly constituted administrative channels. All employees, students, or school patrons shall have the right to appeal any decision made by a teacher or administrative officer to the next highest authority and through appropriate successive steps to the Board. All appeals shall first be made to the successive steps of authority before being considered by the Board.

Policy History:

Adopted on: September 19, 1985

204.8 RULES OF ORDER

Minutes of all regular and special meetings of the Board shall be preserved in an official minute book and the Chairman, in addition to the Clerk, shall sign each official meeting's minutes.

Policy History:

Adopted on: September 19, 1985

204.9 MEETINGS OPEN TO PUBLIC

All meetings and records of the Board shall be open to the public, with an occasional exception when questions of employment or dismissal, or lawsuits are involved, in which case the Board might vote to sit as a committee of the whole in closed meeting for the purpose of informal discussion.

Policy History:

Adopted on: September 19, 1985

204.10 ORDER OF MEETING AGENDAS

All meeting agendas of the board shall be organized in the following order. Any variation must be approved by the Board Chair.

- I. Call to order
- II. Executive Session (When Needed)
- III. Opening Ceremonies
 - a. Welcome to Visitors
 - b. Pledge-of-Allegiance:
 - c. Prayer: By Invitation
 - d. Recognitions (When Needed)

IV. Adoption of the Agenda

V. Consent Agenda

Under the revised Roberts Rules of Order, the consent agenda process permits the Board of Trustees to group routine, non-controversial items together and adopt them all at once without debate. Such items may include but are not limited to: Minutes, Approval of Bills, Approval of Payroll, Monthly Budget Report, Travel Requests, and Personnel Actions.

The Consent Agenda Process:

1. The Chair presents the consent agenda before the Board and asks if anyone wishes to remove any of the items. If a member wants a separate vote on an item or simply wants to discuss an item, then that item must be removed from the consent agenda. In such case, the Chair will state that the item has been removed from the consent agenda and determine if it will be taken up immediately after the consent agenda is adopted or placed as an action item on the agenda.
2. The Chair then asks if there are any other items to be removed. If there are none, the Chair will then ask for a motion to adopt the consent agenda. When such motion is made and seconded, the consent agenda will be adopted without debate.
3. The consent agenda will be individually itemized in the minutes so that a complete record is retained.

VI. Report/Information Agenda

a. Patron Input

Guidelines for Patron Involvement in School Board Meetings

School Board meetings are meetings of the elected Board of Trustees held in public for the purpose of conducting the business of the Board. Patron input is invited during Board meetings

on the following basis: In order to be recognized, the patron must sign and complete the Public Input portion prior to the beginning of the meeting. The Public Input should not exceed three minutes. The Board will listen to public input without comment except to ask related questions. Expressions must be appropriate to the public setting. Discussion of personnel matters or personal attacks are not appropriate. Patrons may also leave written documents with the Board. The Chair has the authority to control the meeting whenever necessary.

b. Board Member Input

c. Other reports or information items (as needed)

d. Superintendent's Report

VII. Prosals (Includes first reading of proposed policy changes, etc.)

VIII. Action Agenda (Includes final reading of proposed policy changes, etc.)

IX. Executive Sessions (When Needed)

X. Adjournment

XI. Announcements

Policy History:

Adopted on: September 10.2009