

# CONTENTS

## **1000 SERIES—BOARD OF TRUSTEES**

Continuity of the Board	
Legal Status and Operation.....	1000
Organization and Classification.....	1010
School Board Elections	
Membership .....	1100
Elections.....	1110
Candidate Edification.....	1110P1
School District Trustee Zones.....	1110P2
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
Advisory Committees.....	1250P1
Advisory Committee Assignments.....	1250P2
Authorization of Signatures and Electronic Signatures.....	1260
Governance	
District Policy .....	1300
Administrative Procedures.....	1310
District Planning .....	1315
Management Rights .....	1320
Principles of Operations	
Board/Staff Communications.....	1400
School Board Use of Electronic Mail and Social Media .....	1405
Board-Superintendent Relationship.....	1410
Trustee Expenses .....	1420
Trustee Insurance.....	1430
Board Participation in Activities.....	1440
Board Meetings and Board Meeting Procedures	
Board Meetings.....	1500
Board Meeting Procedure .....	1500P
Open Meeting Law Compliance and Cures.....	1510
Board Ethics, Growth and Development	
Code of Ethics for School Board Members .....	1600
Conflict of Interest .....	1610
Annual Goals and Objectives.....	1620

In-Service Conference for Trustees .....	1640
Board Development Opportunities .....	1645

The Board of Trustees of the Twin Falls School District #411 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 many opportunities 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:** 8/11/14

ISBA

**REVISED:**

The legal name of this District is Twin Falls School District No.411, Twin Falls County, and State of Idaho. The District is classified as a K-12 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 the state 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:** 8/11/14

ISBA

**REVISED:**

The District is governed by a Board of Trustees consisting of five (5) members. Each member is to represent a different trustee zone unless a trustee was appointed at-large to fill a Board vacancy. 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 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 or personnel, 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 On Boards Of Trustees  
I.C. § 67-2341 Open Public Meetings – Definitions

Policy History:  
**ADOPTED:** 8/11/14  
ISBA  
**REVISED:**

Elections conducted on behalf of the District are nonpartisan elections governed by the election laws of the State of Idaho and include the election of the Board Trustees, various public policy propositions, and advisory questions.

Board Trustee elections shall be held on the third Tuesday in May in odd-numbered years. Any person legally qualified to hold the position of School District 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 school district electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the District not later than 5:00 PM on the ninth Friday preceding the day of the election for the subject Trustee position. Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk not later than 45 days before the election date and include the signatures of not less than five school district electors residing in the trustee zone of which the candidate seeks election.

If, after expiration of the date for filing written nominations, it appears that only one qualified candidate has been nominated for a position or if only one candidate has filed a write-in declaration of intent, no election shall be held for that position. 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 him or her bearing the seal of the District. All other scheduled Trustee elections will move forward under the regular procedures.

In each Trustee zone, the Board shall declare the person receiving the greatest number of votes cast within his or her zone as the Trustee elected from that zone.

If any two or more persons have an equal number of votes in any Trustee zone and a greater number than any other 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 Trustees
  - § 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 Candidates

Policy History:  
**ADOPTED:** 8/11/14

ISBA  
**REVISED:** 10/10/16

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.

Candidates in school districts with 500 students or more should be informed of the requirement to file campaign finance disclosures and directed to the County Clerk’s Office for information on the filing requirements, forms, and deadlines.

Notices of candidate meetings that are sponsored by impartial, nonpartisan organizations may be announced in District publications 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

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 3/13/17



The five (5) trustee zones for Twin Falls School District will be as follows:

**Trustee Zone No. 1**

**BEGINNING** at the intersection of Filer Avenue and Washington Street; thence North on Washington Street approximately 0.5 miles to Falls Avenue; thence East on Falls Avenue approximately 1.0 mile to Blue Lakes Boulevard (U.S. Highway 93); thence South on Blue Lakes Boulevard approximately 1.0 mile to 3900 North Road; thence East on 3900 North Road approximately 0.25 miles to Locust Street; thence South on Locust Street approximately 0.5 miles to Elizabeth Boulevard; thence West on Elizabeth Boulevard approximately 0.25 miles to 3000 East Road (State Highway 74); thence South on 3000 East Road approximately 0.8 miles to the Twin Falls City Limits; thence West along the City Limit Boundary approximately 800 feet to Rock Creek; thence Northwest along the centerline of Rock Creek approximately 1.6 miles to Victory Avenue; thence East, Northeast, and North on Victory Avenue approximately 800 feet to 5th Avenue West; thence West on 5th Avenue West approximately 150 feet to Russet Street; thence North on Russet Street approximately 325 feet to All Street; thence West on All Street approximately 575 feet to Oak Street; thence North on Oak Street approximately 275 feet to 4th Avenue; thence West on 4th Avenue approximately 400 feet to Blake Street; thence North on Blake Street approximately 0.8 miles to Filer Avenue; thence East on Filer Avenue to the **BEGINNING**.

**Trustee Zone No. 2**

**BEGINNING** on the School District Boundary at the intersection of 2500 East Road and Pole Line Road West (4100 North); thence East along said School District Boundary and Pole Line Road West approximately 1.3 miles to Rock Creek; thence leaving said School District boundary Southeast along the centerline of Rock Creek approximately 3.4 miles; thence leaving Rock Creek North and Northeast approximately 900 feet to Grandview Drive; thence North on Grandview Drive approximately 0.2 miles to Filer Avenue; thence East on Filer Avenue approximately 0.7 miles to Blake Street; thence South on Blake Street approximately 0.8 miles to 4th Avenue; thence East on 4th Avenue approximately 400 feet to Oak Street; thence South on Oak Street approximately 275 feet to All Street; thence East on All Street approximately 575 feet to Russet Street; thence South on Russet Street approximately 325 feet to 5th Avenue West; thence East on 5th Avenue West approximately 150 feet to Victory Avenue; thence South, Southwest and West on Victory Avenue approximately 800 feet to the centerline of Rock Creek; thence Southeast along the centerline of Rock Creek approximately 1.6 miles the Twin Falls City Limits; thence West along the City Limit Boundary approximately 800 feet to Blue Lakes Boulevard; thence South on Blue Lakes Boulevard approximately 9.7 miles to a point on the South Line of the School District Boundary; thence West along the South School District Boundary approximately 2.9 miles to the West School District Boundary; thence North along the West School District Boundary approximately 17.7 miles to the **BEGINNING**.

**Trustee Zone No. 3**

**BEGINNING** at the intersection of Rock Creek and the Twin Falls County line, said intersection also being on the North School District Boundary; thence Southeast along the North School District Boundary Line to the intersection of U. S. Highway 93 (Blue Lakes Boulevard); thence South on U.S. Highway 93 (Blue Lakes Boulevard) to Falls Avenue; thence West on Falls

Avenue to Washington Street; thence South on Washington Street to Filer Avenue; thence West on Filer Avenue to Grandview Drive; thence South and Southwest on Grandview Drive to Rock Creek; thence Northwest along the centerline of Rock Creek to the **BEGINNING**.

#### **Trustee Zone No. 4**

**BEGINNING** at the intersection of Blue Lakes Boulevard (U. S. Highway 93) and the Twin Falls County line, said intersection also being on the North School District Boundary; thence Southeast along the North School District Boundary to the intersection of the east line of Section 36, T9 S, R 17 E, BM; thence continuing on the East School District Boundary South to Addison Avenue; thence leaving said School District Boundary West on Addison Avenue to 3100 East (Eastland Drive); thence North on 3100 East to Filer Avenue; thence West on Filer Avenue to Madrona Street; thence South on Madrona Street to Heyburn Avenue; thence West on Heyburn Avenue to the intersection of Perrine Coulee; thence Southeast along the centerline of Perrine Coulee to the intersection of 3900 North (Addison Avenue); thence West on 3900 North to U. S. Highway 93; thence North on U.S. Highway 93 (Blue Lakes Boulevard) to the North School District Boundary and the **BEGINNING**.

#### **Trustee Zone No. 5**

**BEGINNING** at the intersection of Locust Street and 3900 North (Addison Avenue); thence East along 3900 North to the intersection of Perrine Coulee; thence Northwest along the Perrine Coulee to Heyburn Avenue; thence East on Heyburn Avenue to Madrona Street; thence North on Madrona Street to Filer Avenue; thence East on Filer Avenue to 3100 East (Eastland Drive); thence South on 3100 East to 3900 North (Addison Avenue); thence East on 3900 North to 3300 East being on the East School District Boundary ; thence continuing along said East School District Boundary Southerly to the southeast corner of Section 1, T 12 S, R 17 E, BM being the Southeast Corner of the School District Boundary; thence along the South School District Boundary West along the south line approximately 3 miles to 3300 East; thence North on 3000 East (Blue Lakes Boulevard) to Elizabeth Boulevard; thence East on Elizabeth Boulevard to Locust Street; thence North on Locust Street to the **BEGINNING**.

### **REDEFINING TRUSTEE ZONES**

The boundaries of the trustee zones in this District are to be defined and drawn so that, as reasonably as may be, each such zone shall have approximately the same population. Trustee zones in this District will be determined to have approximately the same population when the populations of each trustee zone do not vary by more than ten percent (10%).

The Board of Trustees will initiate a proposal to redefine and change trustee zones at the first meeting following the report of the decennial census. In addition, the Board or a patron may propose that a trustee zone be redefined at any time, provided the zones are not changed more than once every five (5) years. Within one hundred twenty (120) days following the report of the decennial census or the receipt of a petition to redefine and change the trustee zones, the Board will prepare a proposal for a change which will equalize the population in each trustee zone. The proposal will include a legal description of each trustee zone as the same would appear pursuant to the proposal, a map of the District showing how each trustee zone would appear, and the approximate population each trustee zone would have, should the proposal become effective.

The Superintendent or designee will be authorized to review the decennial census, or any proposal to change trustee zone boundaries, and determine whether there has been a shift in population which causes the current trustee zones to not contain approximately the same populations. If it is determined that the population has changed so that the trustee zones are not of approximately the same population, the Board will appoint a committee, composed of interested parties, to review the matter. The committee will propose to the Board modifications to the trustee zone boundaries which are intended to equalize the population in the various trustee zones.

The proposal will be submitted to the State Board of Education for approval. The State Board of Education will approve or disapprove of the proposal within sixty (60) days and give notice of its decision to the board in writing. If approved, the trustee zones will change pursuant to the proposal. If disapproved, the Board must submit a revised proposal to the State Board of Education within forty-five (45) days.

### **IMPLEMENTATION OF PROPOSAL TO REDEFINE TRUSTEE ZONES**

At the next regular meeting of the Board following the approval of the proposal, the Board will appoint from its membership a trustee for each new trustee zone to serve as trustee until that incumbent trustee's three (3) year term expires. If the current board membership includes two (2) incumbent trustees from the same new trustee zone, the Board will select the incumbent trustee with the most seniority as the trustee to serve the remainder of his or her three (3) year term. If both incumbent trustees have equal seniority, the Board will choose one (1) of the trustees by the drawing of lots. If there is a trustee vacancy in any trustee zone, the Board will appoint an individual residing in the trustee zone to serve as trustee until the next annual meeting.



**Legal Reference:** Idaho Code Section 33-501  
Idaho Code Section 33-313

#### Procedure History

**ADOPTED:** 12/08/08

EMT

**REVISED:** 8/17/11  
8/11/14  
8/10/15

At the time of nomination, 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 for and assume office on the next January 1 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 and by whom the oath was administered and shall be filed with the official records of the District.



**Cross Reference:** 1140 Vacancies

**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

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 11/12/18

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 or her oath within ten days after the Trustee has notice of his or her election or appointment, or within 15 days from the commencement of his or her term of office. Before any Trustee, elected or appointed, enters upon the duties of his or her office, he or she must take the following oath:

I do solemnly swear 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 the Twin Falls School District #411 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 Trustee holds office from January 1 following their election in November until December 31 in the year in which his or her term of office expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;
4. Is no longer a resident or school district elector of the District;
5. Refuses to serve as Trustee;
6. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees; or
7. Is recalled and discharged from office.

If the Trustee is appointed, he or she holds office from the time he or she takes the oath of office until December 31 in the year in which the original term of office to which he or she was appointed expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;
4. Is no longer a resident or school district elector of the District;
5. Refuses to serve as Trustee;
6. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board; or
7. Is recalled and discharged from office.



Procedure History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 8/10/15  
11/12/18

Resignation of a Trustee, for whatever reason, must be submitted in writing to the Clerk of the Board. 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:** 8/11/14

ISBA

**REVISED:**

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 the 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 and 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:** 8/11/14

ISBA

**REVISED:**

On the date of its regular January meeting, after the issuance of the election certificates to the newly elected Trustees in November, the Board shall elect from among its members a Chair and a Vice Chair to serve one-year terms. The Board shall also elect a clerk and a treasurer, who may be Members of the Board of Trustees or, at 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 chair 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 Chair 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 chair to serve during the ensuing year;
7. Election of a vice chair;
8. Election of a clerk; and
9. Election of a treasurer; and
10. Review the code of ethics.

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:** 8/11/14

ISBA

**REVISED:** 11/12/18



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 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 generals' 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:** 8/11/14

ISBA

**REVISED:**

The Board Officers are the Chairman and the 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:

1. Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
2. Make all Board committee appointments;
3. Sign all papers and documents as required by law and as authorized by the action of the Board; and
4. 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:** 8/11/14

ISBA

**REVISED:**

Clerk

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:** 8/11/14

ISBA

**REVISED:**

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 Assistant Treasurers

Policy History:

**ADOPTED:** 8/11/14

ISBA

**REVISED:**

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:** 8/11/14

ISBA

**REVISED:**

Generally, 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.

The Board of Trustees reserves the right to create or establish the rules and regulations for creation and appointment of membership to any committee unless otherwise determined in the Collective Bargaining Agreement (CBA). The Board encourages patron participation and input. Advisory committees may be appointed by the Board when appropriate and will function in those areas assigned to it by the Board. The Board and TFEA will agree upon guidelines for committees in the CBA. A staff member or members will be assigned to each committee to help it carry out its functions. Only the Board has the authority to dissolve advisory committees it has created.



See also: CBA (Collective Bargaining Agreement) for Committee Assignments  
See also: 1250P1 and 1250P2

Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:**

The Board of Trustees has adopted policies and procedures that outline the objectives, duties and responsibilities of the District. The Board recognizes and values participation and input from staff members, parents, community members and students in reviewing processes and procedures that implement board policies. In order to assist the Board in improving the scope and quality of education in the district, the following advisory committees have been created:

- Activities Advisory
- Administrative Sick Leave Bank
- Budget Advisory
- Calendar Review
- Certified Sick Leave Bank
- Classified Sick Leave Bank
- Communications
- Drop-Out Prevention
- Evaluation
- Extra-Duty
- Insurance Review
- Professional Advancement
- Professional Leave
- PTA/PTO Advisory Board
- RIF Procedure
- Safety
- Student Discipline
- Technology

Other committees will be created as needed.

Committees may include administrative and certified staff representation and classified staff, student, parent and community representation when possible. All committees are subject to change, and the Board reserves the right to appoint new committees as needed. Superintendent or designee will select committee members unless otherwise specified in policy or the Collective Bargaining Agreement. The Clerk of the Board will maintain an updated member list each year. Nothing herein precludes the Superintendent from forming working committees and non-board advisory committees. 1250P2 outlines the membership for each board advisory committee.



**ADOPTED:** 12/12/11  
 TFSD  
**REVISED:** 05/06/13  
 8/11/14

## ADVISORY COMMITTEE ASSIGNMENTS

### DISCIPLINE COMMITTEE

**DUTIES:** *To review Board Policies dealing with student discipline.*

**WHEN:** *Once a year, but could meet more if an issue arises requiring a change in policy.*

**WHERE:** *Canyon Ridge High School – 300 North College Road West*

<b>Chair</b>	<b>Canyon Ridge Principal</b>	<b>Administration</b>
	<b>Board Member(s)</b>	<b>Administration</b>
	<b>O’Leary Middle School - Vice-Principal</b>	<b>Administration</b>
	<b>Morningside Principal</b>	<b>Administration</b>
	<b>Director of Elementary Programs</b>	<b>Administration</b>
	<b>Support Services</b>	<b>Administration</b>
	<b>South Hills</b>	<b>Teacher</b>
	<b>O’Leary</b>	<b>Teacher</b>
	<b>Robert Stuart</b>	<b>Teacher</b>
	<b>Bickel</b>	<b>Teacher</b>
	<b>Harrison</b>	<b>Teacher</b>
	<b>Lincoln</b>	<b>Teacher</b>
	<b>Morningside</b>	<b>Teacher</b>
	<b>Oregon Trail</b>	<b>Teacher</b>
	<b>Perrine</b>	<b>Teacher</b>
	<b>Pillar Falls</b>	<b>Teacher</b>
	<b>Rock Creek</b>	<b>Teacher</b>
	<b>Sawtooth</b>	<b>Teacher</b>
	<b>Twin Falls High School</b>	<b>Parent</b>
	<b>Canyon Ridge High School</b>	<b>Parent</b>
	<b>TFHS Student Body President</b>	<b>Student</b>
	<b>CRHS Student Body President</b>	<b>Student</b>



**PROFESSIONAL ADVANCEMENT COMMITTEE**

**DUTIES:** *To approve credits that teachers and administrators take for advancement on the salary schedule as required for Idaho credentials. The committee member from each school brings any applications that they have received.*

**WHEN:** *Three or four times a year.*

**WHERE:** *District Office Board Room - 201 Main Ave. West*

<b>Chair</b>	<b>Associate Superintendent</b>	<b>Administration</b>
	<b>Classified</b>	<b>Administration</b>
	<b>Lincoln Principal</b>	<b>Administration</b>
	<b>Harrison Elementary</b>	<b>Administration</b>
	<b>TFHS Vice-Principal</b>	<b>Administration</b>
	<b>M. V. Alternative High School</b>	<b>Teacher</b>
	<b>Twin Falls High School</b>	<b>Teacher</b>
	<b>Canyon Ridge High School</b>	<b>Teacher</b>
	<b>O'Leary Middle School</b>	<b>Teacher</b>
	<b>Robert Stuart Middle School</b>	<b>Teacher</b>
	<b>South Hills Middle School</b>	<b>Teacher</b>
	<b>Bickel Elementary</b>	<b>Teacher</b>
	<b>Harrison Elementary</b>	<b>Teacher</b>
	<b>Lincoln Elementary</b>	<b>Teacher</b>
	<b>Morningside Elementary</b>	<b>Teacher</b>
	<b>Oregon Trail Elementary</b>	<b>Teacher</b>
	<b>I.B. Perrine Elementary</b>	<b>Teacher</b>
	<b>Sawtooth Elementary</b>	<b>Teacher</b>
	<b>Pillar Falls Elementary</b>	<b>Teacher</b>
	<b>Rock Creek Elementary</b>	<b>Teacher</b>

**EXTRA DUTY COMMITTEE**

**DUTIES:** *To complete an annual review of the extra duty index, prepare recommendations for changes to be considered in negotiations as needed, and review applications for new requests for extra-curricular stipends.*

**WHEN:** *February, before negotiations begins. The number of meetings varies from year to year, but from 2008-2010 and again in 2017, the committee completed extensive reviews of the extra-curricular activities so the current need is low.*

**WHERE:** *District Office Board Room - 201 Main Ave. West*

<b>Co-Chair</b>	<b>Director of Educational Technology and Operations</b>	<b>Administration</b>
<b>Co-Chair</b>	<b>Robert Stuart M.S./Negotiations</b>	<b>Counselor</b>
	<b>Canyon Ridge H.S. Principal</b>	<b>Administration</b>
	<b>Twin Falls H.S. Principal</b>	<b>Administration</b>
	<b>Classified</b>	<b>Administration</b>
	<b>Twin Falls High School</b>	<b>Teacher</b>
	<b>South Hills M.S.</b>	<b>Teacher</b>
	<b>Rock Creek Elementary</b>	<b>Teacher</b>

**ADMINISTRATIVE SICK LEAVE BANK**

<b>Chair</b>	<b>Administrative</b>
--------------	-----------------------

**SICK LEAVE BANK**

**DUTIES:** *Approve or deny requests submitted by TFSD sick leave bank members when they need to access additional sick leave.*

**WHEN:** *As needed throughout the school year.*

**WHERE:** *By email.*

<b>Chair</b>	<b>Administrative Office</b>	<b>Administration</b>
	<b>Lincoln Vice Principal</b>	<b>Administration</b>
	<b>District Office</b>	<b>Administration</b>
	<b>Harrison Elementary</b>	<b>Teacher</b>
	<b>I. B. Perrine Elementary</b>	<b>Teacher</b>

**PTA/PTO ADVISORY BOARD COMMITTEE**

**DUTIES:** *To communicate with and receive reports from PTA/PTO/PTSO/PTSA representatives of each school in the TFSD #411.*

**WHEN:** *Third Thursday of each month from September through April, from 9:30 to 11:30 a.m.*

**WHERE:** *District Office Board Room – 201 Main Ave. West*

<b>Chair</b>	<b>Superintendent</b>
	<b>Bickel PTA President</b>
	<b>Harrison PTSO President</b>
	<b>Lincoln PTSO President</b>
	<b>Morningside PTA President</b>
	<b>Oregon Trail PTA President</b>
	<b>Perrine PTA President</b>
	<b>Pillar Falls PTO President</b>
	<b>Rock Creek PTO President</b>
	<b>Sawtooth PTO President</b>
	<b>O'Leary PTSO Presidents</b>
	<b>Robert Stuart PTSA President</b>
	<b>South Hills PTSO President</b>
	<b>Twin Falls High PTSO President</b>
	<b>Canyon Ridge High PTSA President</b>
	<b>Administration</b>

**PROFESSIONAL LEAVE COMMITTEE**

**DUTIES:** *To serve the certified and classified members of Twin Falls School District by receiving professional leave applications, and processing them according to the guidelines set forth in the Collective Bargaining Agreement. . The Association shall appoint one person from each level (elementary, middle, and high school) to serve on a committee with one individual appointed by the Administration, who will establish guidelines for professional leave grants.*

**WHEN:** *Every Wednesday at 4:30 pm. The exceptions are: when there is a holiday or parent/teacher conferences that preclude the committee members from attending.*

**WHERE:** *Robert Stuart Middle School main faculty room.*

**CHAIR:** *To be Appointed by Association*

<b><u>Co-Chair</u></b>	<b>Middle School Level</b>	<b>Teacher</b>
<b>Co-Chair</b>	<b>Director of HR</b>	<b>Administration</b>
<b>Rock Creek (Alt. Perrine)</b>	<b>Elementary Level</b>	<b>Teacher</b>
<b>CRHS</b>	<b>High School Level</b>	<b>Teacher</b>

## **INSURANCE REVIEW COMMITTEE**

**DUTIES:** *To gather information regarding the current laws and changes (including prices) that may affect the benefits package for the upcoming year. Suggestions are then used to create a recommendation for negotiations. The committee consists of a representative from each school including administrators, classified (selected by Superintendent), and certified (selected by president of TFEA) personnel. A representative from the TFEA Negotiations team is to be co-chair.*

**WHEN:** *October through April, usually 3 to 5 meetings total, from 3:45 to 5:00 p.m.*

**WHERE:** *District Office Board Room – 201 Main Ave. West*

<b>Co-Chair</b>	<b>Administrative</b>	<b>Administration</b>
<b>Co-Chair</b>	<b>Sawtooth Elementary/TFEA/Negotiations</b>	<b>Teacher</b>
	<b>Bickel Principal</b>	<b>Administration</b>
	<b>Canyon Ridge High School</b>	<b>Administration</b>
	<b>Twin Falls High School</b>	<b>Teacher</b>
	<b>O’Leary Middle School</b>	<b>Teacher</b>
	<b>Robert Stuart Middle School</b>	<b>Teacher</b>
	<b>South Hills Middle School</b>	<b>Teacher</b>
	<b>MVHS</b>	<b>Teacher</b>
	<b>Harrison Elementary</b>	<b>Teacher</b>
	<b>Lincoln Elementary</b>	<b>Teacher</b>
	<b>Sawtooth Elementary</b>	<b>Teacher</b>
	<b>Morningside Elementary</b>	<b>Teacher</b>
	<b>Oregon Trail Elementary</b>	<b>Teacher</b>
	<b>I. B. Perrine</b>	<b>Teacher</b>
	<b>Classified</b>	<b>Administration</b>
	<b>Classified</b>	<b>Administration</b>
	<b>Classified</b>	<b>Administration</b>
	<b>Classified</b>	<b>Administration</b>
	<b>Classified</b>	<b>Administration</b>
	<b>Classified</b>	<b>Administration</b>

**EVALUATION COMMITTEE**

**DUTIES:** *To review evaluation practices and any issues that may arise. The group completed extensive work on the Danielson model in the 2009-2010 school year. Every district has had to submit a plan for teacher and administrative evaluation processes to the State Department for approval, and the processes are becoming more and more consistent from district to district lessening the need for on-going changes.*

**WHEN:** *The committee meets once at the beginning of the year and then as needed to review evaluation practices and any issues that may arise.*

**WHERE:** *District Office Board Room - 201 Main Ave. West*

<b>Chair</b>	<b>Associate Superintendent</b>	<b>Administration</b>
	<b>Robert Stuart Middle School Principal</b>	<b>Administration</b>
	<b>Sawtooth Elementary Principal</b>	<b>Administration</b>
	<b>Director of Elementary &amp; Middle School Programs</b>	<b>Administration</b>
	<b>HR Community Relations Manager</b>	<b>Administration</b>
	<b>O’Leary Teacher</b>	<b>Association</b>
	<b>Twin Falls High School Teacher</b>	<b>Association</b>
	<b>Robert Stuart Teacher</b>	<b>Association</b>
	<b>Canyon Ridge High School Teacher</b>	<b>Association</b>
	<b>Morningside Teacher</b>	<b>Association</b>
	<b>Perrine Teacher</b>	<b>Association</b>

## **SAFETY COMMITTEE**

**DUTIES:** *The Safety Committee was developed to improve the safety of the Twin Falls School District. The Committee is charged with making sure the District creates a safe place for students to learn and a safe place for employees to work. The Committee is to serve the students and staff of Twin Falls School District to help prevent accidents and acquire a safer working and learning environment. The Committee should provide ongoing educational assistance, assessment of operating procedures and act as a resource for all matters concerning school safety. Reviewing and updating the District's Emergency Operation Planning Manual (EOP) is ongoing in all meetings including making sure our buildings meet all the codes and areas of safety the State requires.*

**WHEN:** *Four times a year- usually at 4:00PM on a Thursday*

**WHERE:** *CRHS Room 301*

<b>Chair</b>	<b>Director of Educational Technology and Operations</b>
	<b>Administration</b>
	<b>Board Member(s)</b>
	<b>Maintenance Supervisor</b>
	<b>Food Service</b>
	<b>Bickel Elementary</b>
	<b>Harrison Elementary</b>
	<b>Lincoln Elementary</b>
	<b>Morningside Elementary</b>
	<b>Oregon Trail Elementary</b>
	<b>Perrine Elementary</b>
	<b>Pillar Falls Elementary</b>
	<b>Rock Creek Elementary</b>
	<b>Sawtooth Elementary</b>
	<b>Bridge Academy</b>
	<b>Stuart Middle School</b>
	<b>O'Leary Middle School</b>
	<b>South Hills Middle School</b>
	<b>Twin Falls High School</b>
	<b>Canyon Ridge High School</b>
	<b>Support Services</b>
	<b>MVHS</b>
	<b>Bridge</b>
	<b>Mid-Columbia Bus Company</b>

	<b>PTO</b>
	<b>SRO – CRHS</b> <b>SRO – O’Leary</b> <b>SRO – South Hills</b> <b>SRO – Stuart</b> <b>SRO – TFHS</b>

**TECHNOLOGY COMMITTEE**

**DUTIES:** *The Technology Committee's role is to assess and monitor the technology needs of the schools and make recommendations on expenditures; find grants and other funding sources to supplement the school technology budget. The committee of approximately thirty members meets every other month to discuss current issues in planning for the long-range goal to increase student achievement by providing a technology-immersed learning environment. The ongoing work of the Committee will be to oversee and continually reevaluate the use of appropriate technology in the school as well updating and giving input on the 5-year District Technology Plan.*

**WHEN:** *Four times a year- usually at 4:00PM on a Thursday*

**WHERE:** *CRHS Room 301*

<b>Chair</b>	<b>Director of Educational Technology and Operations</b>
	<b>Administration</b>
	<b>Board Member(s)</b>
	<b>Technology Dept.</b>
	<b>Technology Dept.</b>
	<b>Technology Dept.</b>
	<b>Technology Dept.</b>
	<b>Technology Dept.</b>
	<b>Technology Dept.</b>
	<b>Technology Dept.</b>
	<b>Technology Dept.</b>
	<b>District Office</b>
	<b>Canyon Ridge</b>
	<b>Magic Valley</b>
	<b>Twin Falls</b>
	<b>Bridge</b>
	<b>O’Leary</b>
	<b>Robert Stuart</b>
	<b>South Hills</b>
	<b>Bickel</b>
	<b>Harrison</b>
	<b>Lincoln</b>



	<b>Morningside</b>
	<b>Oregon Trail</b>
	<b>Perrine</b>
	<b>Pillar Falls</b>
	<b>Rock Creek</b>
	<b>Sawtooth</b>

**ACTIVITIES ADVISORY COMMITTEE**

*DUTIES:* To conduct investigation, research and to provide advice or counsel to the district activities director, principals and school district administration and the board of trustees in the TF school district.

*WHEN:* As needed

*WHERE:* Twin Falls High School

<b>Co-Chair - Standing Member</b>	<b>TFHS –Director of Physical Ed/Athletics/Activities</b>
<b>Co-Chair - Standing Member</b>	<b>CRHS –Director of Physical Ed/Athletics/Activities</b>
	<b>Robert Stuart Middle School Activities/Athletic Director</b>
	<b>O’Leary Middle School Activities/Athletic Director</b>
	<b>South Hills Middle School Activities/Athletic Director</b>
	<b>Board Member</b>
	<b>TFHS/CRHS - Secondary School Administrator</b>
	<b>Secondary Activity Advisor (not Athletics)</b>
	<b>TFHS Student Council Member</b>
	<b>CRHS Student Council Member</b>
	<b>Parent of CRHS/RSMS/SHMS Student Involved in Activities</b>
	<b>Parent of TFHS/OMS Student Involved in Activities</b>
	<b>TFHS/OMS/SHMS Coach</b>
	<b>CRHS/RSMS Coach</b>
	<b>Patron Whose Student is not Involved in Activities</b>

**DROP OUT PREVENTION COMMITTEE**

*DUTIES:* To provide direction and guidance for the District’s dropout prevention efforts. The committee suggests activities, policy/procedures, and general oversight for the Dropout Prevention Specialist.

*WHEN:* Committee meets 3-5 times per year, typically October, December, February, April, and May on days/times conducive to members’ schedules (we have typically met at 3pm-4pm on Thursdays).

*WHERE:* Support Services Conference Room

<b>Chair</b>	<b>SDFS Coordinator</b>
	<b>O’Leary Middle School</b>

	<b>Principal, Twin Falls High School</b>
	<b>Principal, Magic Valley High School</b>
	<b>Vice Principal/AD, Twin Falls High School</b>
	<b>Director, Support Services</b>
	<b>SRO</b>
	<b>Associate Superintendent</b>
	<b>Lincoln Elementary</b>
	<b>Principal, Harrison Elementary</b>
	<b>Board Member(s)</b>
	<b>Vice-Principal, Robert Stuart Middle School</b>
	<b>Counselor, Harrison Elementary</b>
	<b>Canyon Ridge High School/Counselor</b>
	<b>Bridge Academy Principal</b>

**CALENDAR REVIEW COMMITTEE**

**DUTIES:** *To receive and share building input on the calendar for the upcoming year in order to create a draft recommendation for negotiations. Committee will consist of a teacher representative from each building selected by the president of TFEA, a principal from an elementary, secondary, and middle school, the Director of Elementary Programs, the Director of Public Relations, and a representative from the Parent Advisory Committee.*

**WHEN:** *January through April, usually 3 to 5 meetings total, from 3:45 to 5:00 p.m.*

**WHERE:** *TBD*

<b>Chair</b>	<b>Superintendent</b>	<b>Administration</b>
	<b>Director Public Relations</b>	<b>Administration</b>
	<b>Elementary Programs Director</b>	<b>Administration</b>
	<b>Board Member(s)</b>	<b>Administration</b>
	<b>Perrine Principal</b>	<b>Administration</b>
	<b>Middle School Principal</b>	<b>Administration</b>
	<b>High School AD</b>	<b>Administration</b>
	<b>MVHS/Juvenile Detention Center</b>	<b>Teacher</b>
	<b>Twin Falls High School</b>	<b>Teacher</b>
	<b>Canyon Ridge High School</b>	<b>Teacher</b>
	<b>O’Leary</b>	<b>Teacher</b>

	<b>Robert Stuart</b>	<b>Teacher</b>
	<b>Bridge Academy</b>	<b>Teacher</b>
	<b>South Hills</b>	<b>Teacher</b>
	<b>Bickel</b>	<b>Teacher</b>
	<b>Harrison</b>	<b>Teacher</b>
	<b>Lincoln</b>	<b>Teacher</b>
	<b>Morningside</b>	<b>Teacher</b>
	<b>Oregon Trail</b>	<b>Teacher</b>
	<b>Perrine</b>	<b>Teacher</b>
	<b>Pillar Falls</b>	<b>Teacher</b>
	<b>Rock Creek</b>	<b>Teacher</b>
	<b>Sawtooth</b>	<b>Teacher</b>
	<b>Support Services</b>	<b>Teacher</b>
	<b>PTA/O President Representative</b>	<b>Parent</b>

### **COMMUNICATIONS COMMITTEE**

- DUTIES:** *The representative chosen from each school will act as the Director of Public Relations' direct contact for the school, and all information on activities or events that teachers and staff want the community or media to be aware of will be filtered through this person. The Communications Committee will meet once a month to discuss upcoming events; and each representative will play an essential role in helping disseminate information to their schools.*
- WHEN:** *Once a month, typically first week of month*
- WHERE:** *District Office Board Room*

<b>Chair</b>	<b>Public Relations Director</b>	<b>Administration</b>
	<b>MVHS/Juvenile Detention Center</b>	<b>Teacher</b>
	<b>Twin Falls High School</b>	<b>Teacher</b>
	<b>Canyon Ridge High School</b>	<b>Teacher</b>
	<b>O'Leary</b>	<b>Teacher</b>
	<b>Robert Stuart</b>	<b>Teacher</b>
	<b>South Hills</b>	<b>Teacher</b>
	<b>Bridge Academy</b>	<b>Teacher</b>
	<b>Bickel</b>	<b>Teacher</b>
	<b>Harrison</b>	<b>Teacher</b>

	<b>Lincoln</b>	<b>Teacher</b>
	<b>Morningside</b>	<b>Teacher</b>
	<b>Oregon Trail</b>	<b>Teacher</b>
	<b>Perrine</b>	<b>Teacher</b>
	<b>Pillar Falls</b>	<b>Teacher</b>
	<b>Rock Creek</b>	<b>Teacher</b>
	<b>Sawtooth</b>	<b>Teacher</b>
	<b>Support Services</b>	<b>Teacher</b>

**BUDGET ADVISORY COMMITTEE**

*DUTIES: The Budget Advisory Committee will meet to discuss budget issues that impact the community.*  
*WHEN: As needed*  
*WHERE: Board Room*

<b>Chair</b>	<b>Administrative</b>
	<b>Administrative</b>
	<b>Director Public Relations</b>
	<b>Board Member(s)</b>
	<b>Teacher</b>
	<b>Teacher</b>
	<b>Classified</b>
	<b>Classified</b>
	<b>Parent</b>
	<b>Parent</b>
	<b>Community</b>
	<b>Community</b>
	<b>Community</b>
	<b>Community</b>

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, Clerk, Treasurer, and Superintendent 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 use purchase orders and the payable process against or for the District:

1. Purchasing Agent
2. Accounts Payable Clerk
3. Board of Trustees
4. Directors
5. Clerk of the Board

#### Invoices

Staff employed by the District, in the following designated positions, are authorized to certify invoices for the District:

1. Accounts Payable Clerk
2. Child Nutrition Supervisor

#### 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 building account:

1. Principals
2. Middle or high school bookkeepers/secretaries
3. Associate Principals
4. Finance Director
5. Accounts Payable Specialist
6. Clerk of the Board

#### Contracts for Goods, Services, and Leases

The Superintendent or designee 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 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 hard copy 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.

Parent/Student Use of Electronic Signatures

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

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The District’s Superintendent or designee may, at his/her discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent’s electronic signature on an official District document, the student may be subjected to discipline, and the District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.



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

Policy History:

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 1/11/16

9/12/16

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 State Board 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 policies researched. Interested parties, including any Board member, citizen, or employee of the District 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 Clerk of the Board 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 revised 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 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 or her 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, 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 or designee 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:** 8/11/14

ISBA

**REVISED:**

The Superintendent or designee 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 or designee 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:** 8/11/14

ISBA

**REVISED:**

Each year, the Board of Trustees shall create a collaborative continuous improvement plan designed to improve student achievement in the District, assess and prioritize needs, and measure outcomes.

The Board shall work with the Superintendent to engage students, parents, teachers, administrators, and community members as appropriate in the planning process.

The annual continuous improvement plan shall:

1. Be data driven, specifically in student outcomes, and shall include, but not be limited to, analysis of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed and articulated vision and mission;
4. Include key indicators for monitoring performance; and
5. Include a report of progress toward the previous year's improvement goals.

Multiple measures shall be used to determine student readiness and improvement. At a minimum, the Board shall set a benchmark for each of the following metrics:

1. **Career and College Readiness:** The number and percentage of students meeting the college ready benchmark in mathematics and English Language Arts on a state recognized college entrance exam. Improvement shall be measured by year-over-year growth in the percentage of students meeting the college readiness benchmark.
2. **High School Readiness:** The number and percentage of students meeting proficient or advanced on the 8<sup>th</sup> grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year-over-year growth in the percentage of students scoring proficient or advanced.
3. **7<sup>th</sup> Grade Readiness:** The number and percentage of students meeting proficient or advanced on the 6<sup>th</sup> grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year-over-year growth in the percentage of students scoring proficient or advanced.
4. **4<sup>th</sup> Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 3<sup>rd</sup> grade statewide reading assessment. Improvement shall be measured by year-over-year growth in the percentage of students scoring at grade level.

5. **3<sup>rd</sup> Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 2<sup>nd</sup> grade statewide reading assessment. Improvement shall be measured by year-over-year growth in the percentage of students scoring at grade level.
6. **2<sup>nd</sup> Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 1<sup>st</sup> grade statewide reading assessment. Improvement shall be measured by year-over-year growth in the percentage of students scoring at grade level.
7. **1<sup>st</sup> Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring kindergarten statewide reading assessment. Improvement shall be measured by year-over-year growth in the percentage of students scoring at grade level.

The Board may engage in planning training to assist in the process and the development of the plan. Qualified planning training may be reimbursable by the State through the process outlined in Idaho State Board of Education rule.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board's annual evaluation of the Superintendent.

The District plan shall be made available to the public by being posted on the District's website. The plan must be reviewed, updated annually, and posted no later than October 1 each year.



**Cross Reference:** 1645 Board Development Opportunities  
4130 Public Access to District Website

**Legal Reference:** I.C. § 33-320 Continuous Improvement Plans and Training  
IDAPA 08.02.01.801 Planning and Training

Policy History:

**ADOPTED:** 8/11/14

ISBA

**REVISED:**

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:** 8/11/14

ISBA

**REVISED:**

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:** 8/11/14

ISBA

**REVISED:**

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, communications via social media, or other electronic communications as a substitute for deliberations or voting 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 (regardless of whether sent or received on a school owned computer or personally owned computer) 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 note that individual postings made to social media sites should be considered carefully in light of how they would reflect on the poster, the Board of Trustees, and the District. Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to serve students' interests. Individual Board member postings are an act of the individual and are not an act of the Board.
4. 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 Writings *et. seq.*  
I.C. § 67-2341(2) Open Public Meetings – Definitions  
Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners 144 Idaho 259 (2007).

#### Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:**

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:** 8/11/14

ISBA

**REVISED:**



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 as the travel is assumed 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 will travel in excess of 30 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 District:

1. Transportation as approved by the Board.
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car.
3. Hotel or motel costs for trustee, as necessary.
4. Food costs as necessary.
5. Telephone services shall be provided for necessary communications with business or family, resulting from the trustee being away from home.
6. Incidental expenditures for tips and other necessary costs attributable to the trustee’s attendance at the meeting. The District will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.



**Cross Reference:** 7430 Travel Allowances and Expenses

**Legal Reference:** I.C. § 33-506 Organization And Government of Board of Trustees.  
I.C. § 33-701 Fiscal Year – Payment and Accounting of Funds

Policy History:

**ADOPTED: 8/11/14**

**ISBA  
REVISED:**

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:** 8/11/14

ISBA

**REVISED:**

Board Participation in Activities

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:** 8/11/14

ISBA

**REVISED:**

### 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 Board meetings via electronic means, including telephonic or video conferencing devices, provided at least one member of the Board of Trustees or Superintendent is physically present at the meeting location.

### Regular Meetings

Unless otherwise specified, all meetings will be held at Canyon Ridge High School, Room 301. Two regular monthly meetings shall be held at 7:00 PM on the second Monday and the fourth Wednesday of each month.

### 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 28 days prior to its annual meeting, the Board shall have prepared a budget, in the form prescribed by the State Superintendent of Public Instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than 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 Idaho Code. 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 Chair or by any two 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 24 hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the District Office and at least two or more public buildings within the 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 2/3 roll call vote of the governing body 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 complaint or charges brought against a public officer, employee, staff member or individual agent, or a student.
3. To acquire an interest in real property that is not owned by a public agency.
4. To consider records exempt from public disclosure.
5. 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.
6. 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, but imminently likely to be litigated. The presence of legal counsel at executive session is not sufficient to satisfy this requirement.
7. 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 imminently likely to be filed. The presence of a risk management or insurance provider at executive session is not sufficient to satisfy this requirement.
8. To conduct deliberations regarding labor negotiations. *Note: The Board may still deliberate regarding labor negotiations and may caucus regarding negotiations in Executive Session. However, all actual negotiations between the parties; such as the exchange of offers, counteroffers, and exchange of documents; must be conducted in open session.*

Except for making a determination to place a certified professional employee on probation, no action may be held for the purpose of taking any final action or making any final decisions.

If only an executive session will be held, a 24 hour meeting and agenda notice shall include the date, time, place, items to be discussed, and the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to any subject 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. § 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 Written Minutes of Meetings  
I.C. § 74-206 Executive Sessions – When Authorized  
I.C. § 74-206A Negotiations in Open Session

See Also: 1500P

Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 1/11/16

## Agenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chair. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of the District may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least 5 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 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. All meeting notices and agendas must be posted on the District website.

### Special Meeting Agendas

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board secretary or his or her designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the District website.

### 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 a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 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 a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 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 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 Chair 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 Chair 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.

## Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

## 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:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board Members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;
5. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
6. Legal basis for recessing into executive session; and
7. 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.



#### Procedure History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 8/10/15  
11/12/18

### 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 violates 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  
City of McCall v. Buxton, 146 Idaho 656 (2009)

Policy History

**ADOPTED:** 1/11/16

ISBA

**REVISED:**

The Board should adhere to the normal chain of command when dealing with the complaints, grievances or problems of any individual, whether it be a patron or employee of the district. Everyone with such a complaint or grievance should be directed first to the immediate supervisor, then to the principal, then to the Director of Elementary or Secondary Programs, then to the Superintendent before having any such matter brought before the Board.

This limitation is not intended to restrict the accessibility of Board members, but is necessary in order to establish and maintain an effective, equitable procedure for handling all such matters.

The Board, individually and collectively, encourages openness with all patrons and employees of the district and recognizes that there may be exceptional circumstances which require direct intervention by the Board. However, this can only be accomplished with the approval of a majority of the Board.

In order to assist the Board in improving the scope and quality of education in the district, representative patrons from the school district and consultants from outside the school district may be chosen from time to time to constitute a committee or committees for such purposes.

The selection of members, when not otherwise determined by the Collective Bargaining Agreement, tenure of office and projects to be undertaken shall be determined by the Board.

The order of business at a regular meeting of the Board of Trustees shall be:

Call to Order

Approval of Agenda (Additions and Deletions)

Unscheduled Delegations (Audience to Address the Board)

Consent Calendar

    Approval of Minutes

    Approval of Financial Report

    Approval of Accounts Payable

    Approval of Resignations

    Approval of New Employees

    Other

Superintendent Report

Instruction

Budget & Finance

Personnel & Students

Future Agenda Items

Executive Session

Adjournment

## **BOARD AGENDA ITEMS**

It is the policy of the Board that items of business may be suggested by Board members, clerk, administration, or patrons of the District for inclusion on the agenda for future Board meetings. The following policy will be used in placing business items on the agenda:

- A. All requests for placement on the agenda, other than regular business items must be submitted in writing to the Clerk of the Board no later than noon five (5) days prior to the Board meeting. Board members, however, may submit items of urgency after the Wednesday date.
- B. Requests for placement on the agenda will be referred by the Clerk for initial review. The Superintendent or designee will determine if the request should be addressed by the Board, a Board committee, or by the administration. If the request should be addressed by the Board, it will be placed on the agenda for discussion or placed in a pending file. The person submitting the request will be notified of the decision.
- C. Recommended agenda items will be reviewed by the Superintendent and the Chairman of the Board of Trustees prior to finalizing the agenda.
- D. Items in a pending file will be placed on the agenda within sixty (60) days and the person submitting the request will be notified.
- E. If any business item has been before the Board of Trustees and action has been taken, the item will not be reconsidered unless a Board member who voted on the prevailing side asks for reconsideration of the item. If the reconsideration vote is successful, the item is entitled to be placed on the agenda as legitimate business.
- F. Business items may not be suggested from the people attending the meeting for discussion and/or action at a regular meeting except at the discretion of the Chairman or the majority of the Board members.
- G. In special Board Meetings, only items appearing on the agenda may be discussed.
- H. Additions to, or changes in, Board policy will be voted upon at the next meeting following introduction, except when adopting policy which is already in law.



### Policy History

**APPROVED:** 10-14-86

ISBA

**REVISED:** 12-10-96

2008

5-06-13

8-11-14

8-10-15

1-11-16

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

*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:** 8/11/14

ISBA

**REVISED:**



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 non-salaried 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 I.C. §§ 18-1361 or 18-1361A are followed;
5. be involved in the employment of a relative related by affinity or consanguinity within the second degree (the trustee 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 trustee's public duty;
7. accept a bribe for money, a promise, gift, or any other form of personal advantage or 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;
8. be a purchaser or vendor at any sale or purchase made by the trustee in the trustee's official capacity;
9. use public funds or property to obtain a pecuniary benefit for himself or herself;
10. 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;
11. 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;
12. 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 Uncompensated 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:** 8/11/14

ISBA

**REVISED:** 8/10/15

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 District staff and to the public. To this end the Board will:

1. periodically set performance objectives for the Board itself and evaluate their accomplishments;
2. establish practical and simple goals and conduct a concrete review annually of performance against these goals;
3. manage the school system in accordance with Board policy;
4. maintain two-way communication with the public served by the schools.

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. Upon receipt and review of the report, the Board shall:

1. hold an evaluation of the objectives at a work or executive session with all Board members present;
2. develop a consensus of opinion on the objectives following a discussion by all Board members;
3. develop both short- and long-range priorities to ensure continued proficiency in areas of excellence, to strengthen weak areas, and to eliminate those areas no longer applicable.



Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:**

Because the Board, as the policy making authority of the school system, is responsible to the public for the success of all educational services offered by the school system; and because that success is directly dependent upon each Board member's comprehension of system-wide operations and the member's ability to participate meaningfully in the decision-making process, the Board will provide, as soon as practicable, for the orientation of new members. The purpose of the orientation is to help them become acquainted with their duties and responsibilities as members of the Board.

In keeping with the need for continued boardmanship 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:** 8/11/14

ISBA

**REVISED:**

The Twin Falls School District 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 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. Qualified training in continuous improvement planning, finance, superintendent evaluation, ethics, and governance may be reimbursable by the State through the process outlined in Idaho State Board of Education rule. Individual board members shall be reimbursed for out-of-pocket expenses, as prescribed in Policy 1420 Trustee Expenses, 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 implementing 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; and
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 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.

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



**Cross Reference:** 1315 District Planning

**Legal Reference:** I.C. § 33-320 Continuous improvement plans and training  
IDAPA 08.02.01.801 Planning and training

Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 8/10/15