

The Board of Trustees of Minidoka County Joint School District No. 331 must exert constant vigilance to assure that the District's constituents are fully informed of the actions of their elected officials. The vehicle most often used is the action of the Board in its meetings. The Board meeting then is most critical because it gives patrons a chance to monitor the Board's labors. In juxtaposition it also provides the format for handling the legal responsibilities of the Board. Board meetings should be direct and to the issues required for the members to conduct its business.

### **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 the Minidoka County Schools District Service Center at 310 10<sup>th</sup> street, Rupert Idaho. Regular meetings will generally be held at 7 PM on the third Monday of each month.

### **Advertising Regular Meetings**

The Chairman, Vice Chairman and the Superintendent shall propose an agenda at least five (5) days prior to each regular Board of Trustee Meeting. Notice of dates, locations and the official agenda of meetings will be conspicuously posted 48 hours preceding that meeting at the following locations:

1. The District Service Center, Rupert Idaho;
2. The District website: [www.minidokaschools.org](http://www.minidokaschools.org) (See BoardBook/Agenda link under the District tab); and

Courtesy meeting notices will also be available at each school and department building in the District.

### **Budget Meetings**

No later than 28 days prior to its July 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.

**Emergency Meetings** Emergency meetings may be held when an emergency exists. An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section 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

### **Work Sessions**

Work Sessions will occur only upon call of the Board of Trustees, and may take one (1) of four (4) formats:

1. Public Hearing -- An open public forum to address a single pre-determined issue, with prior notice given consistent with policy. The Chairman will conduct such meeting determining at his/her discretion those who may speak to the issue, the time allotted, and the order of addressing the issue.
2. Work Plan -- This meeting is open to the public to attend, but closed to any and all public input and is limited to discussion of the predetermined subject by Board Members and invited staff.
3. Planning Session -- A combination of public input and work plan formats, again addressing only predetermined issues.
4. Committee Hearing or Report -- A data collecting or gathering procedure in which a committee may present its findings or employee(s) may present a status report to the Board.
5. In all cases, the meetings will be open to public and patrons. No action will be officially taken by the Board. The board, however, may give direction to the Superintendent for development of an item for action at a subsequent regular or special meeting.

### **Executive Sessions**

Pursuant to Idaho Code, upon a 2/3 roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specific legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session. [Only in the event that Board vacancies, and not absences, prevent a 2/3 majority from being present, a simple majority vote to enter executive session may be called.](#)

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, n~~ No action may be held for the purpose of taking any final action or making any final decisions ~~exdept for making a determination to place a certified professional employee on probation.-~~

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.

### **Board Meeting Agendas**

The agenda for any Board meeting shall be prepared by the Board Clerk under the direction of the Superintendent and Board Chairman. Items submitted by the Board Chair or at least two (2) board members shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent by the Wednesday prior to the second Monday of each month 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 procedure established for public input at Board meeting. (See Policy #180.00 "Public Participation in Board Meetings")

Additional items may be added to the agenda notice after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort is made to include in the notice all agenda items known at the time to be probable items of discussion.

**Annual Meeting**

Consistent with Idaho Code 33-510, an annual meeting of the Board shall be held on the date of the regular January meeting in each year. The Board will at that meeting determine the regular meetings of the Board of Trustees for a uniform day of a uniform week.

**Quorum**

A quorum for the transaction of business of the Board of Trustees shall consist of a majority of the members of the Board. Unless otherwise provided by law, all questions shall be determined by a majority of the votes cast. The Chairman of the Board may vote in all cases.



**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  
[Idaho Open Meeting Law Manual, current edition](#)

**ADOPTED:** May 22, 1996

**AMENDED/REVISED:** August 20, 2007, July 21, 2008, April 18, 2016;  
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August 19, 2019