

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 provided 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. Regular meetings shall be held at _____ PM on the _____ day of each month.

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 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 ~~that are~~ 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.

Provisions:

1. The Board of Trustees will comply with the legal requirements imposed upon meetings of this Board.
2. The Board may hold six (6) basic types of meetings:
 - A. Regular Meetings -- This meeting is set at a time and place determined by the Board at its annual meeting. Notice of dates and locations of meetings will be conspicuously posted 48 hours preceding that meeting at the following locations:
 1. The ~~School~~ District Service Center Office, Rupert, Idaho
 2. ~~Rupert City Office, Rupert, Idaho~~
 3. ~~Minidoka County Courthouse, Rupert, Idaho~~
 4. ~~United States Post Office, Paul, Idaho~~
 5. ~~United States Post Office, Heyburn, Idaho~~
 6. ~~Heyburn City Office, Heyburn, Idaho~~
 7. ~~Each School Building in the District and Transportation, Food Service, and Maintenance Departments~~
 2. District Website: www.minidokaschools.org (See BoardBook link)
 3. Each School & Department Building in the District

The Board Agenda will be posted on the District Website~~distributed to the following individuals preceding each regular meeting:~~

1. ~~Each Board of Trustee member~~
2. ~~School Attorney~~
3. ~~President(s) of the Teachers Association~~
4. ~~Patrons as requested~~

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 #204.02 “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.

- B. 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.
- C. Work Session -- Such a meeting 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 predetermined 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 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.
- 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.
- D. Special Meetings -- Called by either the Board Chairman or by any two (2) members of the trustees due to a circumstance requiring immediate action for the operation of the District, or the Board of Trustees in an open meeting by official action. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the school district office and at least two (2) or more public buildings within the school district. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.
- E. Executive Sessions -- An executive session is a meeting closed to all public members, except by invitation of the Board. Such a meeting may be convened only upon the passage of a proper motion as provided in Idaho Code §67-2345 in an open, regular, or special meeting. Such an executive session may, by motion, be held immediately after the motion is passed in an open meeting, or at a specific time and place so specified in the motion. An executive session is only for matters in which the public interest would not best be served by discussion in an open meeting. If an executive session **only** will be held, a twenty-four (24) hour

meeting and agenda notice shall include the date, time, place, and items to be discussed. Such sessions may be called:

1. To consider hiring a public officer, employee, staff member or individual agent. (This does not apply to filling a vacancy in an elected office.)
2. To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student;
3. To conduct deliberations concerning labor negotiations;
4. To acquire an interest in real property which is not owned by a public agency;
5. To consider records that are exempt by law from public inspection;
6. To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with other public or private governing bodies.
7. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated. The presence of legal counsel at executive session does not satisfy this requirement.
8. To communicate with a representative of the District's risk management or insurance provider to discuss a pending claim or prevention of a possible claim to be filed. The presence of a risk management or insurance provider at executive session does not satisfy this requirement.

Except for making a determination to place a certified professional employee on probation, no action will be taken in an executive session, although the Board has the right to chart a course of action. All action must be taken at a regular or special meeting open to the public. If a motion is passed to move to an executive session immediately from an open meeting, the Board will return to an open meeting to either formalize the action or to adjourn the meeting.

- F. Budget Meetings - - No later than twenty-eight (28) days prior to its annual meeting, the Board shall have prepared a budget, in the form prescribed by the state superintendent of public instruction, and shall hold a public hearing. At such public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in I.C. § 33-402. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.
3. Consistent with Idaho Code 33-510, an annual meeting of the Board shall be held on the date of the regular July 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..
 4. 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, §33-514, §67-2341, §67-2342, §67-2343, §67-2345
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

ADOPTED: May 22, 1996

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