

## **Board Policy 1000: Board of Trustees Governance Policy Guiding Principles**

**Status:**

**Original Adopted Date: | Last Revised Date: | Last Reviewed Date:**

**[NOTE: This policy provides an opportunity for the Board to describe what is important to it and what the Trustees will strive to keep in mind when adopting, reviewing, and editing the other policies in Section 1000. Considering and customizing this policy is intended to act as a focal point for discussion by the Board. Because this policy is not based closely on any section of state or federal law or administrative rules, the Board has a great deal of freedom to edit it to reflect what is important to it, including the District's strategic plan.]**

The Board adopts policies governing its own operations. In doing so, the Board prioritizes the following principles, aims, and values:

**[SELECT, REVISE, ADD TO, AND DELETE THE FOLLOWING AS APPROPRIATE FOR THE BOARD:**

- 1. Keep the best interests of each and every student in mind when conducting all District business;**
  - 2. In accordance with open meeting law, conduct meetings in an open and transparent manner;**
  - 3. Welcome community attendance at Board meetings and input on Board business;**
  - 4. Work to create a constructive atmosphere among Board members and within the broader community;**
  - 5. Strive to serve the best interests of the community and the Board's constituents while also representing the best interests of the District;**
  - 6. Model continuous learning about how to be good and effective board members, gaining knowledge about issues affecting the District's schools and students;**
  - 7. Think and plan deliberately about how to achieve the District's goals by advancing the District's strategic plan.**
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## Board Policy 1005: Legal Status and Operation

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees of the Minidoka County Joint School District governmental entity established by the State of Idaho to plan and direct all aspects of the District's operations. Therefore, the Board shall establish and oversee a thorough system of education in which all students achieve their individual and collective learning needs.

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 the Board adopts from time to time to facilitate the performance of its responsibilities.

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### Legal References

IC § 33-1612

IC § 33-301

IC § 33-511

IC § 33-512

### Description

Thorough System of Public Schools

School Districts Bodies Corporate

Maintenance of Schools

District Trustees - Governance of Schools

**Board Policy 1010: Organization and Classification**

**Status:**

Original Adopted Date: | Last Reviewed Date:

The legal name of this District is Minidoka County Joint School District #331, Minidoka, Lincoln, Jerome and [OTHER]Cassia Counties, State of Idaho. The District is classified as a K-12 school district giving instruction to pupils in grades K (kindergarten) through 12 and a joint school district.

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.

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**Legal References**

**Description**

IC § 33-302	Classification of School Districts
IC § 33-305	Naming and Numbering School Districts
IC § 33-506	District Trustees - Organization and Government of Board of Trustees

**Board Policy 1013: School District Trustee Zones**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The five trustee zones for Minidoka County Joint School District #331, as of the 2011 re-zoning, will be as follows:

**Trustee Zone No. 1**

BEGINNING at the intersection of Highway 25 (100 South Road) and South 500 West in Minidoka County, Idaho; thence,

South approximately 2.0 miles along South 500 West to West 300 South; thence,

East approximately 1.0 miles along West 300 South to South 400 West; thence,

South on South 400 West approximately 0.5 miles to I-84; thence,

East on I-84 approximately 0.4 miles to State Highway 24/US Highway 30; thence,

Southwest on State Highway 24/US Highway 30 approximately 2.1 miles to Milner Lake/Snake River and the Minidoka-Cassia County line; thence,

Westerly along said county line approximately 5.6 miles to a point South of the D-17 Canal; thence,

North approximately 0.1 miles from said point in Milner Lake/Snake River to the north shoreline; thence,

Northwest approximately 0.3 miles from said point to the D-17 canal; thence,

Northeast approximately 0.6 miles along the D-17 canal to West 500 South; thence,

West approximately 0.3 miles on West 500 South to South 950 West; thence,

North approximately 1.0 mile on South 950 West to West 400 South; thence,

West approximately 0.3 miles on West 400 South to the Main Drain; thence,

Northeast approximately 0.4 miles on Main Drain to South 950 West; thence,

North approximately 0.6 miles on South 950 West to I-84; thence,

West approximately 1.4 miles on I-84 to an unnamed canal; thence,

North approximately 150 feet from South side of I-84 to North side of I-84

East approximately 0.3 miles from said point to South 1050 West

North approximately 2.0 miles on South 1050 West to Highway 25 (100 South Road); thence,

East along said Highway 25 (100 South Road) to the POINT OF BEGINNING.

## **Trustee Zone No. 2**

BEGINNING on the North district boundary which is the Blaine County line at the point where the Minidoka-Lincoln County line departs to the south; thence, along said North and East district boundary the following four courses;

East approximately 15 miles; thence,

South approximately 24 miles; thence,

West approximately 2.5 miles to an unnamed road; thence,

Northwest approximately 1.0 mile on said unnamed road to Minidoka to Arco Road; thence,

Southerly approximately 1.5 miles on the Minidoka to Arco Road to an unnamed road; thence

Southeasterly along said unnamed road returning to said East district boundary; thence,

South approximately 3.1 miles to Minidoka to Arco Road; thence, departing from said East district boundary

West approximately 0.6 miles on said Minidoka to Arco Road; thence,

West approximately 0.4 miles on unnamed two track road to East 1200 North; thence,

West approximately 1.0 mile on East 1200 North to North 800 East; thence,

South approximately 3.0 miles on North 800 East to East 900 North; thence,

West on East 900 North approximately 8.0 miles to Meridian Road; thence,

South on Meridian Road approximately 8 miles to 100 North; thence,

West on 100 North approximately 4 miles to 400 West; thence,

South on 400 West approximately 3 miles to 200 South; thence,

West on 200 South approximately 1 mile to 500 West; thence,

North on 500 West approximately 1 mile to State Highway 25 (West 100 South); thence,

West approximately 5.5 miles on Highway 25 (West 100 South) to South 1050 West; thence,

South approximately 2.0 miles on South 1050 West to I-84; thence,

West then South then East on I-84 to South 950 West; thence;

South approximately 0.6 miles on South 950 West to the Main Drain; thence,

Southwest approximately 0.4 miles on the Main Drain to West 400 South; thence,

East approximately 0.3 miles on West 400 South to South 950 West;

thence, South approximately 1.0 mile on South 950 West to West 500 South; thence,

East approximately 0.3 miles on West 500 South to the D-17 Canal; thence,

Southwest approximately 0.6 miles along the D-17 Canal to the north shoreline of the Snake River; thence,

Southeast approximately 0.3 miles to a point; thence,

South approximately 0.1 miles from said point to the Snake River and the boundary of the Minidoka School District; thence,

West, North and Northeast, along the Minidoka School District boundary to the POINT OF BEGINNING.

### **Trustee Zone No. 3**

BEGINNING at the intersection of 100 North and 400 West in Minidoka County, Idaho; thence,

East on 100 North approximately 3.5 miles to 50 West; thence,

South on 50 West (H Street) approximately 1.0 mile to 8th Street; thence,

West on 8th Street approximately 0.5 miles to 100 West; thence,

South on 100 West approximately 1.0 mile to State Highway 25; thence,

Southeast on State Highway 25 to State Highway 24/State Highway 25/Oneida Street; thence

Northeast along State Highway 25 (Oneida Street) to South 9th Street; thence,

East along South 9th Street to South Meridian Road; thence,

South along South Meridian Road to the Main Drain; thence,

along the centerline of said drain East and north approximately 1.0 mile to East 100 South; thence,

East on 100 South approximately 0.1 mile to the A canal; thence,

Southerly along the centerline of the A Canal approximately 2.1 miles to Interstate 84; thence,

West on Interstate 84 approximately 2.3 miles to 200 West; thence,

South on 200 West approximately 3.4 miles to the south district boundary at the Snake River (Milner Lake); thence,

West and Northwest along the south district boundary approximately 3.9 miles to US Highway 30; thence,

Northeast on US Highway 30 approximately 2.1 miles to Interstate 84; thence,

West on I-84 approximately 0.4 miles to 400 West; thence,

North on 400 West approximately 0.5 miles to 300 South; thence,

West on 300 South approximately 1.0 mile to 500 West; thence,

North on 500 West approximately 1.0 mile to 200 South; thence,

East on 200 South approximately 1.0 mile to 400 West; thence,

North on 400 West approximately 3.0 miles to the POINT OF BEGINNING.

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

BEGINNING at the intersection of H Street and 100 North in Minidoka County, Idaho; thence,

East on 100 North approximately 1.5 miles to State Highway 24 (Read Avenue); thence,

Southwest on State Highway 24 (Read Avenue) approximately 1.3 Miles to Meridian Road (A Street);  
thence,

South on Meridian Road approximately 230 feet to 8th Street (Oneida Street); thence,

East on 8th Street (Oneida Street) approximately 0.1 miles to a fork in 8th Street/Oneida Street;  
thence,

Southwest on 8th Street (Oneida Street) approximately 0.1 miles to Meridian Road (A Street);  
thence,

South on Meridian Road to 100 South (9th Street); thence,

West on 100 South approximately 0.8 miles to State Highway 24/25 (Oneida Street); thence,

Southwest on State Highway 24/25 (Oneida Street) approximately 0.2 miles to the intersection of  
State Highway 24 and State Highway 25; thence,

Northwest along State Highway 25 to 100 West Road; thence

Northwest and North on 100 West Road approximately 1.1 mile to 8th Street; thence,

East on 8th Street approximately 0.5 miles to H Street; thence,

North on H Street approximately 1.0 mile to the POINT OF BEGINNING.

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

BEGINNING at the intersection of Meridian Road and 900 North in Minidoka County Idaho; thence,

East on 900 North approximately 8.1 miles to North 800 East; thence,

North approximately 3.0 miles on North 800 East to East 1200 North; thence,

East approximately 1.0 miles to an unnamed road; thence, continuing

East along said unnamed road to Minidoka to Arco Road; thence,

Continuing East along said Minidoka to Arco Road to the eastern district boundary and the  
Minidoka-Blaine County Line; thence,

South on the said district and county line approximately 8.4 miles to the point where the district  
boundary and the Cassia-Blaine County line departs to the east; thence,

East on the district boundary approximately 7.2 miles to the point where the district boundary  
departs the Blaine-Cassia County line to the south; thence,

South and west, following the district boundary approximately 22 miles to the Cassia-Minidoka  
County line; thence,

Southwest along the Cassia-Minidoka County line and the district boundary approximately 8.4 miles  
to the point where 200 West extended to the south intersects the Cassia-Minidoka County line;  
thence,

North on 200 West extended and then 200 West approximately 3.4 miles to I-84; thence,

East on I-84 approximately 2.3 miles to the A Canal; thence,

North and Northeast along the centerline of the A Canal approximately 2.8 miles to East 100 South;  
thence,

West on East 100 South approximately 0.1 miles to the Main Drain; thence,  
South and the West along the centerline of the Main Drain approximately 1.0 mile to Meridian Road (A Street); thence,  
North on Meridian Road (A Street) approximately 1.2 miles to State Highway 25 (Oneida Road); thence,  
Northeast on State Highway 25 (Oneida Road) approximately 0.1 mile to a divergence in 8th Street Road (Oneida Road); thence,  
West on 8th Street (Oneida Road) approximately 0.1 mile to Meridian Road (A Street); thence,  
North on Meridian Road approximately 230 feet to Read Avenue (State Highway 24); thence,  
Northeast on Read Avenue (State Highway 24) approximately 1.3 miles to 100 North; thence,  
West on 100 North approximately 1 mile to Meridian Road; thence,  
North on Meridian Road approximately 8.0 miles to the POINT OF BEGINNING

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**Legal References**

IC § 33-501

**Description**

Board of Trustees



**Board Policy 1100: Membership**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

It is the policy of the Board of Trustees of Minidoka County Joint School District No. 331 to follow the Idaho State Constitution in forming the Board of Trustees for Minidoka County. The District is governed by a Board of Trustees consisting of 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 years until January 1 of the year in which the Trustee’s term expires.

Each Trustee shall be a District elector when they are elected or appointed to the position of Trustee

When a change in the boundaries of a duly elected Trustee’s zone causes them to no longer reside in the zone they were elected to serve, the Trustee shall be allowed to remain in office for the remainder of their term. This shall not apply to a Trustee who resides at a different address from the one they resided at when the election took place. In such cases and in cases where the Trustee was appointed to represent a zone they no longer reside within, a vacancy shall be declared as described in Policy 1140.

All Trustees shall participate on an equal basis with other Members in all Board business. 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.

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**Legal References**

IC § 33-313

**Description**

Trustee Zones

IC § 33-501

Board of Trustees

IC § 33-504

Vacancies on Boards of Trustees

IC § 74-202

Open Public Meetings – Definitions

**Cross References**

**Code**

1140

**Description**

[Vacancies](#)

**Board Policy 1110: Elections**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

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 first Tuesday following the first Monday in November 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 fewer 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 fewer 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 person receiving the greatest number of votes cast within his or her zone shall be declared by the Board 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.

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**Legal References**

**Description**

IC § 33-401	Legislative Intent
IC § 33-501	Board of Trustees
IC § 33-502	Declaration of Candidacy for Trustees
IC § 33-502B	Board of Trustees – One Nomination – No Election
IC § 34-1404	Declaration of Candidacy
IC § 34-1407	Write-in Candidates

**Procedure 1110-P(1): Elections - Candidate Edification**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

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 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.

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**Legal References**

**Description**

IC § 33-401	Legislative Intent
IC § 33-501	Board of Trustees
IC § 33-502	Declaration of Candidacy for Trustees
IC § 33-502B	Board of Trustees – One Nomination – No Election
IC § 34-1404	Declaration of Candidacy
IC § 34-1407	Write-in Candidates

**Board Policy 1120: Taking Office**

**Status:**

Original Adopted Date: | Last Reviewed Date:

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. While the Trustee shall assume office on January 1, they shall not enter upon any of the duties of the office until they have been administered the oath of office.

An elected or appointed Trustee shall not take office if, before doing so, they:

1. Die;
2. Resign as Trustee;
3. Remove him or herself from the trustee zone of residence; or
4. Refuse to serve as Trustee.

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. If appointed, the oath shall be administered at a regular meeting of the Board; it may not be administered at a special meeting. 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.

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**Legal References**

**Description**

IC § 33-501	Board of Trustees
IC § 59-401	Loyalty Oath—Form
IC § 59-402	Time of Taking Oath

**Cross References**

**Code**

**Description**

1140	<a href="#">Vacancies</a>
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**Procedure 1120-P(1): Taking Office - Oath of Office**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected, or appointed. 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 Minidoka County Joint School District #331 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 January 1 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, the oath of office must be administered at a regular board meeting. When appointed, he or she holds office from the time he or she takes the oath of office until January 1 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.

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<b>Legal References</b>	<b>Description</b>
IC § 33-501	Board of Trustees

IC § 59-401

Loyalty Oath—Form

IC § 59-402

Time of Taking Oath

### Cross References

<b>Code</b>	<b>Description</b>
1140	<a href="#">Vacancies</a>

## Board Policy 1130: Resignation

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

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### Legal References

IC § 33-504

IC § 59-902

### Description

Vacancies on Boards of Trustees

Resignations

**Board Policy 1140: Vacancies**

**Status:**

**Original Adopted Date:** | **Last Revised Date:** | **Last Reviewed Date:**

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

- 1. Dies;
- 2. Resigns;
- 3. Removes him or herself from the trustee zone of residence;
- 4. Is no longer is 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 of Trustees without excuse acceptable to the Board;

A Trustee position shall also 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 when any of the above-mentioned conditions are determined to exist.

If a Trustee is recalled, the vacancy shall exist upon certification of the special recall election by the board of county commissioners. Board action is not required to declare a vacancy upon the board of county commissioner's certification.

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 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 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. For Trustees who are recalled, vacancy period begins upon certification of the recall election. Otherwise, after 120 days of the declaration of vacancy, the county commissioners of the home county shall appoint a qualified person to fill such vacancy.

The authority of a Trustee subject to recall is limited from the period of the special recall election until the time of certification by the board of county commissioners, consistent with 1500P.

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**Legal References**

**Description**

IC § 33-501

Board of Trustees

IC § 33-504

Vacancies on Boards of Trustees

IC § 74-206

Executive Sessions – When Authorized



## Cross References

<b>Code</b>	<b>Description</b>
1100	<a href="#"><u>Membership</u></a>
1120	<a href="#"><u>Taking Office</u></a>
1120-P(1)	<a href="#"><u>Taking Office - Oath of Office</u></a>
1240	<a href="#"><u>Duties of Individual Trustees</u></a>
1500	<a href="#"><u>Board Meetings</u></a>
1500-B(1)	<a href="#"><u>Board Meetings - Board Operating Procedure &amp; Protocol</u></a>
1500-P(1)	<a href="#"><u>Board Meetings - Board Meeting Procedure</u></a>

**Board Policy 1200: Annual Organization Meeting**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

After the issuance of the election certificates to the newly elected Trustees in November and on the date of its regular January meeting, the Board shall organize at the annual meeting and 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;
10. Review the code of ethics;
11. Determine the day and week regular board meetings will be held.

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

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**Legal References**

**Description**

IC § 33-506

District Trustees - Organization and Government of Board of Trustees

IC § 33-510

Annual Meetings – Regular Meetings – Board of Trustees

**Board Policy 1205: School Board Powers and Duties**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

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, opinions of attorneys general, State Department of Education regulations, and similar mandates from the State and national levels of government, 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. Providing the best educational program possible within the financial means available
2. Establishing District policy, including on such topics as education and personnel;
3. Adopting courses of study and providing instructional aides;
4. Employing all staff members upon the recommendation of the Superintendent and fixing and prescribing their duties;
5. Selecting and employing a well-qualified Superintendent to manage the District;
6. Approving 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;
7. Estimating and seeking to provide funds for the operation, support, maintenance, improvement, and extension of the school system;
8. Accounting for the District’s funds;
9. Providing for the planning, expansion, improvement, financing, construction, maintenance, use, and disposition of physical plants of the school system;
10. Prescribing the minimum standards needed for the efficient operation and improvements of the school system;
11. Establishing the educational and administrative structure of the school system;
12. Evaluating the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system;
13. Planning for the continued effectiveness and further improvement of the school system;
14. Requiring the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business;
15. Providing for the dissemination of information relating to the schools necessary for creating a well-informed public;
16. Calling special meetings or elections for when necessary for the proper conduct and management of the schools of the District;
17. Employing an attorney or attorneys when deemed the best interest of the District, or for the purpose of defending the District against any suit or bringing action Board deems it necessary to commence.

**Legal References**

**Description**

IC § 33-313

Trustee Zones

IC § 33-501

Board of Trustees

IC § 74-202

Open Public Meetings – Definitions



**Board Policy 1210: Qualifications, Terms, and Duties of Board Officers    Status:**

**Original Adopted Date:**     | **Last Reviewed Date:**

The Board officers are the Chair and vice chair. These officers are elected at the annual organizational meeting.

Chair

The Board elects a Chair from its members for a one year term. The duties of the Chair are to:

- 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 Chair 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 Chair may make a motion, but they must first hand over responsibility for chairing the meeting to the vice chair or, if the vice chair is not present, to another Board Member. The Chair may second motions and is not required to hand over responsibility for chairing the meeting before doing so.

Vice Chair

The vice chair 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 or as described above.

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<b>Legal References</b>	<b>Description</b>
IC § 33-506	District Trustees - Organization and Government of Board of Trustees

## Board Policy 1220: Clerk

Status:

Original Adopted Date: | Last Reviewed Date:

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, keep an accurate record of the proceedings, and 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.

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### Legal References

IC § 33-506

### Description

District Trustees - Organization and Government of Board of Trustees

**Board Policy 1230: Duties of the Treasurer**

**Status:**

**Original Adopted Date:**      | **Last Reviewed Date:**

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 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 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.

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<b>Legal References</b>	<b>Description</b>
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-509	Duties of the Treasurer
IC § 33-509A	Assistant Treasurers

**Board Policy 1240: Duties of Individual Trustees**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

Governing authority is granted to the Board, not to the individual members. 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. Neither the Board nor staff shall 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. No Board Member shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any school employee. School Board Members, as individuals, have no authority over school affairs or personnel, except as provided by law or authorized 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.

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**Legal References**

IC § 33-506

**Description**

District Trustees - Organization and Government of Board of Trustees

**Cross References**

**Code**

1140

**Description**

[Vacancies](#)



**Board Policy 1250: Committees**

**Status:**

Original Adopted Date: | Last Reviewed Date:

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

Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint Trustees to serve on such committees. Board committees shall be limited to less than half of the Board.

Advisory Committees

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

The Board will instruct each committee as to:

1. The length of time each member is invited to service;
  2. The service the Board wishes the committee to render;
  3. The resources the Board will provide;
  4. The approximate dates on which the Board wishes to receive major reports;
  5. Board policies governing citizens' committees and the relationship of these committees to the Board as a whole, individual Board members, the Superintendent, and other members of the professional staff; and
  6. Responsibilities for the release of information to the press.
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## Board Policy 1260: Authorization of Signatures and Electronic Signatures

Status:

Original Adopted Date: | Last Reviewed Date:

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District.

The Chair, Superintendent, Business Manager, and Clerk are authorized to use a facsimile signature plate or stamp or other electronic signature as addressed herein.

### Purchase Orders

District-level purchase orders are electronically approved by the secretary, principal, supervisor, grant administrator, business manager, or Superintendent or a combination thereof. An electronic signature of the business manager and Board Chair is affixed to each purchase order printed.

School level purchase orders are signed by the building bookkeeper, administrator, and activity advisors.

### Invoices

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

1. Bookkeepers;
2. Grant administrators; and
3. Department supervisors.

### Checks

The school principal and bookkeeper are designated as the custodians of each school building activity fund. The treasurer or the assistant treasurer must sign all checks issued by the District. The Chair or Vice Chair must countersign all such checks.

### Vendor Credit Applications

The business manager is authorized to sign credit applications that do not constitute a formal contract arrangement.

### District Financial Reports

The business manager is authorized to sign financial reports to the State Department of Education unless they must be signed by the Superintendent or Board Chair.

### Contracts for Goods, Services, and Leases

The Superintendent is authorized to sign on behalf of the Board contracts, leases, and/or contracts for goods and services for amounts under \$ 5,000 without prior approval of the Board. The types of goods and services contracted for must be preapproved by the Board.

## Personnel Contracts

The Board Chair and Superintendent are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature, electronic signature, or authorized signature stamp.

## Negotiated Agreements

Negotiated agreements shall be signed for the District by the Board Chair and the Superintendent or their designee.

## Medicaid Electronic Signatures

The individual whose name is on the electronic signature and the provider bear the responsibility for authenticity. Providers should check with their attorneys and malpractice insurers regarding these alternate signature methods.

Each provider must develop written policies and procedures to assure complete, accurate, and authenticated records. At a minimum, these must include the following:

1. Security provisions to protect the use of an electronic signature by anyone other than the person to which the electronic signature belongs;
2. The privacy and integrity measure to protect the records;
3. A list of which records will be maintained and signed electronically;
4. How an e-signature is assigned and the code and associated staff identity are protected;
5. How passwords are assigned and the frequency with which they are changed;
6. The ability for the participant access to their records; and
7. Immediate access to records by the Department and others who are authorized by law.

As required by HIPAA – covered entities, the provider must assure that the software program they are using ensures the following:

1. The signer cannot deny having signed the document in the future
2. There is verification of the signer's identity at the time the signature was generated

Certainty that the document has not been altered since it was signed

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

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

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

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

#### 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 their 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.

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**Legal References**

IC § 33-701

IC § 33-705

**Description**

Fiscal Year – Payment and Accounting of Funds

Activity Funds

The adoption of new policies and the revision and amending of existing policies shall be solely the responsibility of the Board of Trustees. The legislative and discretionary power and duty for establishing policy is the most important single function of the Board of Trustees of Minidoka County Joint School District No. 331. It is basic to all of the operations of the school system.

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

The Board may establish policy at any scheduled Board meeting. Proposed new policies and proposed changes in existing policies shall be introduced at a regular or special Board meeting.

The draft policy will also be available online for public comment.

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 Board may submit views or present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District clerk.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of one reading in addition to the introduction in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be introduced in writing for discussion; and
2. The final vote for adoption ~~shall~~ may take place not earlier than at the second reading of the particular policy. Policies may be held for additional readings at the discretion of the Board.

Although approval of a new or amended policy may ~~requires~~ a minimum of two 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 or the Board can take a majority vote to suspend the two reading requirement for warranted circumstances.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption. Each policy shall include the dates on which it was adopted and revised.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Once a policy is adopted or amended, the Superintendent or their designee will finalize the approved draft and place the new or amended policy in the online policy manual.

## Review of Policy

The Board acknowledges that it is necessary to periodically review and revise District policies. Revisions to policies will be consistent with effective ~~schools~~schools' research, best educational practices, changes in law and administrative rules, and community and District philosophy.

Policies of the District shall be reviewed once every five years by the Board unless otherwise detailed in a specific policy.

Any policy may be reviewed if review of it is placed on the Board agenda in accordance with District policy. The Superintendent may recommend that the Board review any policy. The Superintendent shall consider employee, student, and community requests for the Board to review any policy.

Each regular Board meeting agenda may contain five to seven existing policies for review. The Superintendent, Board Chair, and the Vice Chair shall determine which policies to review as the agenda is prepared.

Policies may be presented for review as-is or with suggested edits clearly noted, and the meeting agenda will clearly note whether the policy is to be presented with proposed changes.

Recommended changes should be carefully reviewed by Trustee members, legal counsel, administration, and interested members of the District community. Such changes do not become the policy of the District until they are adopted 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 to 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.

If this policy is suspended to allow for immediate adoption of a policy, the reason for doing so shall be included in the meeting minutes.

## Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies

of the District. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

The District's policies shall be made available on the District's website.

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**Legal References**

IC § 33-506

**Description**

District Trustees - Organization and Government of Board of Trustees

IC § 33-512

District Trustees - Governance of Schools

**Cross References****Code**

1303

**Description**

[Policies and Procedures to Review Annually](#)



**Board Policy 1303: Policies and Procedures to Review Annually**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The following policies, procedures, and forms shall be reviewed annually by the School Board.

1600	Code of Ethics for School Board Members
2200	School Year, Calendar, and Instructional Hours
2420	Parent and Family Engagement
2420P	Parent and Family Engagement Guidelines
3010	Open Enrollment by Students Who Reside Within and Outside the District
3285*	Relationship Abuse and Sexual Assault Prevention and Response
3295*	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3300*	Drug Free School Zone
3320*	Substance and Alcohol Abuse
3330*	Student Discipline
3345**	Use of Restraint, Seclusion, and Aversive Techniques for Students
3500*	Student Health/Physical Screenings/Examinations
3530*	Suicide
4210F1	Fee Schedule for Community Use of School Facilities
7215**	Fund Accounting System
7240	Programs for Indian Children
7240P	Federal Impact Funds
7305	Investment of Funds
7500	New Fees or Increase of Fees
7710**	Bond Continuing Disclosure and Certification Requirements

8170	District-Owned Vehicles
8300P1	Emergency and Disaster Preparedness
8320*	Fire Drills and Evacuation Plans
8520*	Inspection of School Facilities

\*Must be reviewed annually by the Board or delegated by the Board to the Superintendent or his or her designee.

\*\*Must be reviewed annually by another party.

When the Board reviews a policy, they shall note the date reviewed at the bottom of the policy in the field provided. When a policy is reviewed by any other part in accordance with this policy, the completion of such review shall be reported to the Board by the Superintendent. The Board shall then note in the field provided at the bottom of this policy, “(date reviewed) by (position of the person who reviewed it)”.

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#### Legal References

IDAPA 08.02.03.160

#### Description

Safe Environment and Discipline

#### Cross References

#### Code

1300

#### Description

[District Policy](#)

## **Board Policy 1310: Administrative Procedures**

**Status:**

**Original Adopted Date:**     | **Last Reviewed Date:**

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

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

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## **Board Policy 1313: Conflicting Policies and Procedures**

**Status:**

**Original Adopted Date: | Last Reviewed Date:**

If any of the policies adopted by the Board of Trustees conflict with one another, the policy adopted, revised, or reviewed most recently shall be the policy in effect.

If any procedures promulgated by the District conflict with one another, the procedure adopted, revised, or reviewed most recently shall be the procedure in effect.

If any policy and procedure conflict with one another, the policy shall override the procedure.

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**Original Adopted Date: | Last Revised Date: | Last Reviewed Date:**

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;
5. Include student literacy and proficiency goals and targets and specify measures of progress toward those outcomes.
6. Include, as applicable to the grade ranges served, trajectory growth targets toward literacy proficiency;
7. Include, as applicable to the grade ranges served, college and career advising and mentoring goals and how progress toward those outcomes will be measured;
8. Include the individual staff performance on each of the performance criteria defined in 33-1001, Idaho Code, including measurable student achievement and student success indicator targets and the percentage of students meeting those targets. Data will be aggregated by grade range, subject, or performance indicator as determined by Idaho's Commission for Education Excellence through the office of the State Board of Education;
9. Include, at a minimum, the student achievement and growth metrics for the state accountability framework; and
10. 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 percentage of students meeting the four-year cohort graduation rate. The Board may also set a benchmark for the five-year cohort graduation rate and the percentage of students who meet the college ready benchmark on the college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college and career ready performance metric.
2. **College and Career Advising:** The percentage of students meeting the District's chosen performance metric for college and career advising. Improvement shall be measured by year

over year growth in percentage of students meeting the performance metric.

3. **High School Readiness:** The percentage of students meeting proficient or advanced on the grade 8 Idaho Standards Achievement Test in mathematics and English language arts as well as percentage of students who make adequate growth on the grade 8 Idaho Standards Achievement Test in mathematics and English language arts . Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
4. **Grade 7 Readiness:** The percentage of students meeting proficient or advanced on the grade 6 Idaho Standards Achievement Test in mathematics and English language arts as well as percentage of students who make adequate growth on the grade 6 grade Idaho Standards Achievement Test in mathematics and English language arts. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
5. **Grade 5 Reading Readiness:** The percentage of students meeting proficient or advanced on the grade 4 Idaho Standards Achievement Test in English language arts as well as percentage of students who make adequate growth on the grade 4 Idaho Standards Achievement Test in English language arts. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
6. **Grade 4 Reading Readiness:** The percentage of students reading at grade level on the grade 3 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
7. **Grade 3 Reading Readiness:** The percentage of students reading at grade level on the grade 2 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
8. **Grade 2 Reading Readiness:** The percentage of students reading at grade level on the grade 1 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
9. **Grade 1 Reading Readiness:** The percentage of students reading at grade level on the kindergarten spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
10. **Staff Performance:** The percentage of students taught by staff of the indicated grade/grade band and subject group that meet measurable student achievement targets or success indicators on the assessment tool used for evaluation.

The Board may engage in planning training to assist in the process and the development of the plan and may use the following assessment tools for measuring student achievement:

1. Idaho Standards Achievement Test (ISAT), including interim ISAT assessments;
2. Student learning objectives;
3. Teacher-constructed assessments of student growth;
4. Pre and post tests, including District-adopted tests;
5. Performance-based assessments;
6. Idaho Reading Indicator, which is a required assessment tool for applicable staff;
7. College entrance exams or preliminary college entrance exams such as PSAT, SAT, PACT, and ACT;
8. Advanced placement exams;
9. Career technical exams;

10. The number of business or industry certificates or credentials earned by students in an approved career technical education program;
11. The number of students completing career technical education capstone courses;
12. The number of students enrolled in career technical education courses that are part of a program that culminates with business or industry certificates or credentials.

The Board may use the following for measuring student success indicators:

1. Quantifiable goals stated in a student's 504 plan or individualized education plan;
2. Quantifiable goals stated in a student's behavior improvement plan;
3. School- or District-identified measurable student objectives for a specified student group or population;
4. The percentage of students who create career pathway plans in grade 8 or who annually update their career pathway plans thereafter;
5. The percentage of students who satisfactorily complete one or more Advanced Opportunities options as identified in IC 33-4602 or who earn business or industry certificates or credentials. This indicator shall be one of the required indicators for applicable staff.

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 and submitted to the Office of the Board of Education no later than October 1 each year.

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### Legal References

IC § 33-320

### Description

Continuous Improvement Plans and Training

IDAPA 08.02.01.801

Planning and Training

IDAPA 08.02.03.104.01

Other Required Instruction

### Cross References

#### Code

1645

#### Description

[Board Development Opportunities](#)

2125

[K-3 Reading Intervention](#)

4130

[Public Access to District Website](#)

5710

[Paraprofessionals, Teachers' Aides, and Para-Educators](#)

6100

[Superintendent](#)





**Board Policy 1320: Management Rights**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

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. The school calendar;
2. The procedures to use in handling public complaints about employees;
3. The non-teaching duties and responsibilities of teachers;
4. The procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;
6. Establishment of contract notification dates;
7. Extracurricular assignments;
8. Personnel files;
9. Direction, employment, dismissal, promotion, transfer, assignment, and retention of employees;
10. Relieving employees from duties because of lack of work or funds and under conditions where continuation of such work would be inefficient and nonproductive;
11. Maintenance of the efficiency of District operations;
12. The methods, means, job classifications, and personnel by which District operations are to be conducted;
13. Any actions necessary to carry out the missions of the District in situations of emergency; and
14. Establishment of 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 ongoing direction of all District programs.

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**Legal References**

**Description**

IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-514(2)(a)	Issuance of Limited Contract – Category 1 Contract
IC § 33-515	Issuance of Renewable Contracts
IC § 33-515A	Supplemental Contracts
IC § 33-518	Employee Personnel Files

**Cross References**

<b>Code</b>	<b>Description</b>
6100	<a href="#">Superintendent</a>



**Board Policy 1400: Board/Staff Communications**

**Status:**

Original Adopted Date: | Last Reviewed Date:

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 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 be certain 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.



**Board Policy 1405: School Board Use of Email and Social Media**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

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. Additionally, if a Board Member is utilizing a school-owned technology device for personal purposes, such communications may also be subject to production in a public records request.
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 comply with the same standards as school employees with regard to confidential information and security measures taken when sending it electronically.
5. Board members shall refrain from downloading or using the TikTok app or visiting the TikTok website on any District-provided device or while connected to the District’s network. If TikTok has already been downloaded onto a device issued to a Board member by the District, the Board member shall delete the app or seek District assistance in deleting it.

Trustees shall not use District-provided email or social media for personal purposes.

**[CHOOSE ONE OF THE FOLLOWING OPTIONS]**

**[Option 1]** Use of any District-provided electronic device for informal or personal purposes is permissible within reasonable limits provided it does not interfere with their duties as a Board trustee and complies with District policy. However, the Board member needs to understand that such use of school provided electronic devices for personal or informal purposes may be subject to production in a public records request.

**[Option 2]** Any use of a District-provided electronic device by a Board trustee must be:

In support of education and/or research, and in furtherance of the District's stated educational goals; or  
For a legitimate school business purpose.

## 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.

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### **Legal References**

144 Idaho 259 (2007).

IC § 18-6726

IC § 67-2341(2)

IC § 9-337

Idaho Executive Order

### **Description**

Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners

TikTok Use by State Employees on a State-Issued Device Prohibited

Open Public Meetings – Definitions

Public Writings et. seq.

2022-06

### **Cross References**

#### **Code**

5325

5325-P(1)

5330

5330-F(1)

#### **Description**

[Employee Use of Social Media Sites, Including Personal Sites](#)

[Employee Use of Social Media Sites, Including Personal Sites - Recommended Practices for Use of Social Media Sites, Including Personal Sites](#)

[Employee Electronic Mail and Online Services Usage](#)

[Employee Electronic Mail and Online Services Usage - Employee Electronic Mail and Online Services Use Policy Acknowledgment](#)

**Board Policy 1410: Board/Superintendent Relationship**

**Status:**

Original Adopted Date: | Last Reviewed Date:

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 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.

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**Legal References**

IC § 33-513

**Description**

Professional Personnel

**Cross References**

**Code**

6100

**Description**

[Superintendent](#)

6100-P(1)

[Superintendent - Board/Superintendent Relations](#)

**Board Policy 1420: Trustee Expenses**

**Status:**

Original Adopted Date: | Last Reviewed Date:

A Trustee shall not receive remuneration for service as a Trustee, the Board real. However, the Board of Trustees of Minidoka County, Joint School District No. 331 recognizes the importance of continued training in their capacities as board members. Realizing that school board training often occurs outside of the District’s boundaries, each Trustee shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the Board or Board-approved Board training as provided herein.

[SELECT ONE:

The Trustee may submit their requests for reimbursement as the travel occurs or may submit a single request at the end of the fiscal year for all travel expenses accumulated, at the discretion of the Trustee.

OR

To receive reimbursement for travel expenses, a Trustee must submit their request for reimbursement [within \_\_\_\_\_ days following the travel OR monthly OR quarterly OR annually.]

Board Meetings

When practical, District vehicles will be used. The Board shall approve payment of a Trustee’s expenses incurred in travelling to and from Board meetings if the Trustee requests such payment 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, including the following:

1. Transportation as approved by the Board;
2. On-site transportation during the course of the meeting, such as bus, taxi, or rental car;
3. Single occupancy hotel or motel costs for Trustee, as necessary;
4. Food costs as necessary, either included with a Board training event or as a per diem allowance. When the cost of a meal is included with the cost of attending a Board training, the per diem allowance with be adjusted accordingly;
5. 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.

Depending upon circumstances and dollar values at issue, the District may be required to report reimbursements consistent with IRS regulations. Tax consequences may be applicable. However, if such a circumstance does occur, Board members would need to talk with their individual tax preparers regarding tax implications and possible deductions for expenses.

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<b>Legal References</b>	<b>Description</b>
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-701	Fiscal Year – Payment and Accounting of Funds

#### **Cross References**

<b>Code</b>	<b>Description</b>
1650	<a href="#"><u>New Board Member Workshop</u></a>
7430	<a href="#"><u>Travel Allowances and Expenses</u></a>



**Board Policy 1430: Trustee Insurance****Status:**

Original Adopted Date: | Last Reviewed Date:

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.

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**Legal References**

IC § 59-801 et seq.

**Description**

Surety Bond Act

**Board Policy 1440: Board Participation in Activities**

**Status:**

Original Adopted Date: | Last Reviewed Date:

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 opportunities 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.

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## Board Policy 1500: Board Meetings

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees of Minidoka County Joint School District must exert constant vigilance to ensure the District's constituents are fully informed of the actions of their elected officials. Board meetings are a crucial way to doing so. The Board meeting is critical because it gives patrons a chance to monitor the Board's work. It also provides a place to handle the Board's legal responsibilities. Board meetings should be direct and focused on the Board's work.

### 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 School District Service Center at 310 10<sup>th</sup> St., Rupert, Idaho. Regular meetings shall be held 7 p.m. on the third Monday 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 regular 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.

Work sessions, a type of special meeting, will occur only upon call of the Board of Trustees, and may take one of four formats:

1. **Public Hearing:** An public forum to address a single pre-determined issue, with prior notice given consistent with policy. The Chair will conduct the meeting determining at their 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 public input.
3. **Planning Session:** This meeting includes a public hearing portion and a work plan portion.
4. **Committee Hearing or Report:** A meeting held to collect data 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 the public. No action will be officially taken by the Board. The Board may direct the Superintendent to develop items for discussion or 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.*

No action may be held for the purpose of taking any final action or making any final decisions except for making a determination to place a certified professional employee on probation or taking action on a student disciplinary hearing.

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.

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<b>Legal References</b>	<b>Description</b>
IC § 33-205	Denial of School Attendance
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

## Background 1500-B(1): Board Meetings - Board Operating Procedure & Status: Protocol

Original Adopted Date: | Last Reviewed Date:

Idaho Law requires school boards to adopt rules of order that govern their meetings, including offering in-person public comment during regular meetings. ISBA School Board Standards recommend that boards develop Board Operating Protocols from the concepts below with adaptation to their local context – this should be unique to your board, however, the first 4 items are strongly recommended for inclusion. Once developed, we suggest that boards publicly commit collectively and individually to their operating protocols to enhance teamwork among board members and between the board and chief administrator. Once you've finalized the protocols, we recommend that you have a display copy available for your public in your board room, along with your relevant policies on public comment.

1. The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of *Robert's Rules of Order (small boards)* will be used as a guide.
2. All Board meetings shall be held in a location that is accessible to the public. Any person with a disability that requires accommodation or support to allow them to attend a meeting and/or provide comment may request such accommodation as described in Policy 1440.
3. The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings.
4. The order of business shall be reflected on the agenda and is determined by the Board Chair and Superintendent with input from the Board. Upon consent of a majority of the Board, the order of business at any meeting may be changed. Patrons may suggest items for inclusion on the agenda by submitting a written request to the Board Clerk.
5. Proxy voting is not permitted. Board Members are allowed, by Idaho Law, to attend virtually or by phone when they are unable to attend the meeting in-person. Each Board Member will attend all meetings in-person and only remotely when necessary.
6. The Board will accept in-person public comment at every regular meeting before action is taken on District business, including the consent agenda. The Board may take action to approve an agenda prior to public comment. Our rules for patron comment are outlined in **[Policy 4105 OR APPLICABLE DISTRICT POLICY]**. The Board may accept public comment at Special Meetings on items that warrant input. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law.
7. The Board will consistently follow our audience participation procedures outlined in Policy **4105**.
8. The Board will consider and represent the needs and interests of ALL of the children in our District.
9. The Board will lead by example. We agree to avoid inflammatory and personally directed language and actions that create a negative impression of an individual, the Board, or the

District. While we encourage debate and differing points of view, we will do it thoughtfully and with respect.

10. Surprises to Board Members or the Superintendent will be the exception and not frequent. We agree to ask the Board Chair and/or the Superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting, as doing so may be an Open Meeting Law violation and not conducive to good governance practices.
11. Board requests of staff are to be made through the Superintendent.
12. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent through the Board's Uniform Grievance Procedure.
13. Board Members will encourage others to follow the Board policy on complaint procedures to present their concerns, problems, or proposals to the person who can properly address their issue by using the Board's Uniform Grievance Procedure.
14. To be efficient and effective, long Board meetings will be avoided. If a Board Member needs more background information on business items, they will contact the superintendent in advance of the meeting and consider a special meeting to address tabled matters.
15. The Board will consider research, best practices, public input, and financial impacts in our decision making.
16. The superintendent is the CEO (chief executive officer) and should recommend, propose, or advise on all items that go before the Board.
17. The Board will speak to the issues on the agenda and not engage in off-topic debate. Facts and information needed from the administration will be referred to the Superintendent.
18. Work sessions will be for in-depth discussion on one or two agreed-upon topics, which will be identified on an agenda.
19. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.
20. The Board commits itself to continuous improvement through annual Board retreats, work sessions, and participating together in learning opportunities. The Board will ensure it includes a properly noticed agenda for such meetings.
21. The Board and Superintendent will annually facilitate goal setting for the School District.
22. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.
23. We recognize that individual Board Members do not have authority. Only the Board as a whole has authority. We agree that an individual Board Member will not take unilateral action.
24. The Board Chair or designee will be the Board's spokesperson.
25. When Board Members serve on committees or attend committee meetings, their role shall be as liaison to the Board and, when addressing the committee, shall be only as one individual on the Board.

The Board will establish the vision, mission, and goals for the District, adopt policies, and assure accountability. The Superintendent will manage the schools.

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<b>Legal References</b>	<b>Description</b>
IC § 33-205	Denial of School Attendance
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

#### **Cross References**

<b>Code</b>	<b>Description</b>
1140	<a href="#">Vacancies</a>
4105	<a href="#">Public Participation in Board Meeting</a>
4105-F(1)	<a href="#">Public Participation in Board Meeting - REQUEST TO ADDRESS THE BOARD</a>



## Procedure 1500-P(1): Board Meetings - Board Meeting Procedure

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

### Agenda

The agenda for any Board meeting shall be prepared by the Board clerk under the supervision of 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 Board Clerk 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. District patrons wishing to make brief comments about items on the agenda need not request placement on the agenda, and must follow procedure established for public comment at Board meetings. It is the policy of the Board that the agenda of all regular meetings include the following:

1. Call to Order/Roll Call;
2. Pledge of Allegiance & Visitor Welcome;
3. Agenda Approval;
4. Consent Agenda;
5. Patron Comments;
6. Discussion Items;
7. Business Items; and
8. Adjournment of Meeting.

The agenda may also include other items, including, but not limited to:

1. Executive Sessions;
2. Good News Report;
3. Accountability & Student Achievement Reports;
4. Student Representative Reports; and
- ~~5. Effective Instruction.~~

### Regular Meeting Agendas

A 48 hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted at the District Service Center in Rupert, Idaho. All meeting notices and agendas must be posted on the District website.

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

### 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 clerk or their 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. The Board shall accept public comment before it takes action on any District business.

### 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 any 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. However, in the event one or more vacancies on the board exist in accordance with Policy 1140, a quorum is permitted if a majority of the remaining members of the board are present.

### 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. The Board shall adopt a board operating protocol and rules of procedure, and make it available for patrons at all Board meetings.

### Recall of School Trustees

In the event one or more Board Members are subject to a recall election, those Board Member(s) shall not vote on any of the following action items until after the certification of the recall election results:

1. Action items that would alter the structure of the Board; or
2. Action items that would create a new contractual or financial obligation for the District.

This prohibition shall apply to all Board Members who are subject to the recall election, regardless of the result of the election, and it shall apply from the date of the recall election until the results are certified. These Board Members may participate and vote in all other routine matters.

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### **Legal References**

<b>Legal References</b>	<b>Description</b>
IC § 33-205	Denial of School Attendance
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

### **Cross References**

<b>Code</b>	<b>Description</b>
1140	<a href="#">Vacancies</a>

4105

Public Participation in Board Meeting

4105-F(1)

Public Participation in Board Meeting - REQUEST TO  
ADDRESS THE BOARD

### 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 \$250. A knowing violation is subject to a civil penalty of up to \$1,500. A second knowing violation within a twelve-month time period is subject to a civil penalty of up to \$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 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.

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**Legal References****Description**

146 Idaho 656 (2009)

City of McCall v. Buxton

IC § 74-201

Formation of Public Policy at Open Meetings

IC § 74-202

Open Public Meetings – Definitions

IC § 74-203

Governing Bodies--Requirement for Open Public Meetings

IC § 74-204

Notice of Meetings

IC § 74-208

Violations

Idaho Open Meeting Law Manual

Current edition

**Board Policy 1525: Board Meeting News Coverage**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The Board of Trustees respects the public’s right to information and recognizes that the media significantly influences the community’s understanding of school programs. The District is committed to helping reporters get the best possible information for their stories about our public schools in a timely way. One of the paramount responsibilities of the Board of Trustees is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome and encouraged to attend all regular and special meetings of the Board. To develop and maintain positive media relations, the Board and the Superintendent shall strive to to reasonably accommodate media requests for information and provide accurate, reliable, and timely information with minimal disruption to school programs.

Any media visitors to school during school hours must comply District rules and policies related to visitors to the District. Like all visitors, they are required to check in at the District office and may not interrupt class. No staff member, student, or parent is ever required to talk to the media.

Media inquiries about specific students, including inquiries in police-related matters or activities that have taken place off school grounds and not during the regular school day, should be referred to the Superintendent.

Student information may only be provided as allowed by District policy and state and federal law protecting student privacy.

Broadcasting and Taping Of Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public. Persons operating cameras or broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Trustees and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts the Trustees or the audience.

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

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**Legal References**

**Description**

IC § 33-510

Annual Meetings – Regular Meetings – Board of Trustees

IC § 74-204

Notice of Meetings

IC § 74-205

Written Minutes of Meetings



## Board Policy 1600: Code of Ethics for School Board Members

Status:

Original Adopted Date: | Last Reviewed Date:

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:

1. 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 meeting;
2. Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. 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;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all Board Members;
6. 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;
7. Be open, fair, and honest; have no hidden agendas; and respect the right of other Board Members to have opinions and ideas which differ from mine;
8. Recognize that the Superintendent is the Board's advisor and should be present at all meetings, except where the Superintendent is the subject matter, or where the Superintendent's presence is a conflict of interest. Further, the Superintendent shall not be present during any Board deliberation regarding a student expulsion hearing and/or when the Board deliberates regarding a teacher non-renewal or termination advanced by the administration;
9. 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 concern ever rise to the attention of the Board as a hearings panel;
10. Keep abreast of important developments in educational trends, research, and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about District decisions and school operations;
12. Understand that I will receive information that is confidential and cannot be shared;
13. 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;

14. Present personal criticism of District operations to the Superintendent, not to District staff or to a Board meeting;
15. 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
16. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Goals

Each Trustee shall assist the Board in pursuit of:

1. The development of educational programs which meet the individual needs of every student, regardless of ability, race, sex, creed, or social standing;
2. The development of procedures for the regular and systematic evaluation of programs, staff performance, and Board operations to ensure progress toward educational and fiscal goals;
3. The development of effective District policies which provide direction for the operation of the schools and which delegate authority to the Superintendent for their administration;
4. The development of systematic communications which ensure that the Board, administration, staff, students, and community are fully informed and that the staff understands the community's aspirations for its schools; and
5. The development of sound business practices which ensure that every dollar spent produces maximum benefit

Trustee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>Legal References</b>	<b>Description</b>
IC § 33-506	Organization and Government of Board of Trustees

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## Board Policy 1610: Trustee Conflict of Interest

Status:

Original Adopted Date: | Last Reviewed Date:

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 of the shares of a corporation or cooperative contracting party;

and the Trustee discloses such remote interest to the Board of Trustees. The Trustee may not, under any circumstances, be employed by the District;

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 with businesses in which a Trustee or person related to him or her 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. Employ the spouse of a Trustee when such employment requires or will require the payment or delivery of any School District funds, money, or property to such spouse except when the procedures set forth in I. C. § 33-507(3) are followed as outlined in Policy 1615;
7. Enter into a contract in the Trustee's individual capacity, the effect of which is to create a personal interest which may conflict with the officer's public duty;
8. Enter into a contract with the District;
9. Accept a bribe of money, a promise, a gift, or any other form of personal advantage engage in a substantial financial transaction for the Trustee's private business purpose with a person whom the Trustee inspects or supervises in the course of official duties

10. Be a purchaser or vendor at any sale or purchase made by the Trustee in the Trustee's official capacity;
11. Use public funds or property to obtain a pecuniary benefit for himself or herself;
12. 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;
13. 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;
14. Appoint or vote for the appointment of any person related to him or her 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 appoint 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.

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**Legal References**

**Description**

IC § 18-1359	Use Public Position for Personal Gain
IC § 18-1361	Self-Interest Contracts - Exception
IC § 18-1361A	Non-compensated Appointed Public Servant – Relative of Public Servant – Exceptions
IC § 33-507	Limitation Upon Authority of Trustees
IC § 74-501	Officers Not to be Interested in Contracts
IC § 74-502	Remote Interests
IC § 74-503	Officers Not to be Interested in Sales

**Board Policy 1615: Trustee Spouse Employment**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

It is generally unlawful for a Trustee to have their spouse employed by the District in any paying position whereby such employment would require the payment or delivery of any District funds, money, or property to their spouse.

However, Trustees in Districts that annually meet the following criteria may have a spouse employed in the District under the following conditions:

1. The District had a fall student enrollment of 1,200 or fewer students in the prior school year;
2. The spouse will be employed in a non-administrative position;
3. The position has been listed as open for application on the District’s website or in a local newspaper for at least 60 days unless the opening occurred during the school year, in which case the position must have been listed as open for at least 15 days on the District’s website or in a local newspaper;
4. No applications were received that met the minimum certification, endorsement, education, or experience requirements of the position except the Trustee’s spouse; and
5. The Trustee abstained from voting in the employment of the spouse and was absent from the meeting while such employment was being considered and determined.

The above five criteria must be met in each subsequent school year in which the Trustee’s spouse is employed. Additionally, the following provisions are applicable in such situations:

1. Throughout the course of the spouse’s employment, the Trustee shall abstain from voting in any decision that affects the compensation, benefits, individual performance evaluation, or disciplinary action relating to the spouse and shall be absent from the meeting while such issues are being considered. Such limitation shall include a prohibition on voting and attendance with regard to the following subject matters:
  - A. Negotiations regarding compensation and benefits;
  - B. Discussion and negotiation with District benefits providers; and
  - C. Any matters relating to the spouse and letters of reprimand, direction, probation, or termination.
2. Regardless of spouse employment status, the Trustee may participate in deliberations and vote upon the District’s annual fiscal budget and annual audit report;
3. Should the spouse of a Trustee be hired as a certificated teacher, notwithstanding any other policy or law to the contrary, such spouse may only be employed under a Category 1 annual contract pursuant to section 33-514A, Idaho Code, and so long as the status of Trustee and spouse employee remains, shall not progress to subsequent contract stages with the District.

**Legal References**

IC § 33-507

**Description**

Limitation Upon Authority of Trustees

## Board Policy 1620: Board Goals and Objectives

Status:

Original Adopted Date: | Last Reviewed Date:

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; and
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 regular meeting or a work session with all Board Members present;
  2. Develop a consensus of opinion on the objectives following a discussion by all Board Members; and
  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.
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**Board Policy 1630: Evaluation of Board**

**Status:**

**Original Adopted Date:**     | **Last Reviewed Date:**

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

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

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**Board Policy 1640: Inservice Conference for Trustees**

**Status:**

**Original Adopted Date:**     | **Last Reviewed Date:**

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

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**Board Policy 1645: Board Development Opportunities**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The Minidoka County Joint 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 a positive relationship between the Board and the Superintendent.

The Board places a high priority on 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 will 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.

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**Legal References**

IC § 33-320

**Description**

Continuous Improvement Plans and Training

IDAPA 08.02.01.801

Planning and Training

**Cross References**

**Code**

1315

**Description**

[District Planning](#)

## Board Policy 1650: New Board Member Workshop

Status:

Original Adopted Date: | Last Reviewed Date:

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

Newly elected/appointed Board Members are required by this Board policy to complete at least one hours of instruction on education issues and shall receive literacy training described in Policy 2125; education issues include Idaho education laws, school finance, ethics, duties, and responsibilities of District Board Members. The one hours of attendance must be accomplished during the first 12 months of the Board Member's tenure. The Board and the Superintendent will ensure that new Members are notified of the date and time of such workshops.

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

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

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

### Legal References

IC § 33-701

### Description

Fiscal Year – Payment and Accounting of Funds

### Cross References

#### Code

1420

#### Description

[Trustee Expenses](#)

2125

[K-3 Reading Intervention](#)

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