

**262 — Board Meetings: Like policy 260, this policy is updated to reflect the most current agenda requirements under the Idaho Open Meetings Act. We have added a reference to the specific section of the Idaho Open Meetings Act referenced in the policy.

All meetings of the board are open to the public and all persons are permitted to attend any regular, special, or emergency meeting of the board. The right to attend a meeting of the board does not grant any individual the right to provide public input to the board during its meeting. The board may exclude the public from any meetings it may hold in executive session.

Any complaint about the District; including instruction, discipline, personnel, policy, procedure, or curriculum; should be referred through proper administrative channels (See Policy 1012 Patron Complaint) before it is presented to the Clerk of the Board, Superintendent, and/or Chairperson for consideration for a board agenda. All complaints should be resolved through proper channels in the following order:

1. On Matters Involving Instruction/Curriculum
 - a. Classroom Teacher
 - b. Principal
 - c. Superintendent
 - d. Board of Education

2. On Matters Involving Athletics
 - a. Coach
 - b. Athletic Director
 - c. Principal
 - d. Superintendent
 - e. Board of Education

3. On Matters Involving Student Discipline
 - a. Classroom Teacher
 - b. Principal
 - c. Superintendent
 - d. Board of Education

4. On Matters Involving Facilities/Grounds/Buildings
 - a. Principal
 - b. Supervisor of Facilities (Maintenance)

- c. Superintendent
- d. Board of Education

5. On Matters Involving Transportation

- a. Building principal for discipline issues
- b. Transportation Director
- c. Superintendent
- d. Board of Education

If the problem is not resolved through the listed chain of command avenues, it may then be brought before the board in the following manner:

- a. The request, concern, or complaint will be submitted in writing to the board one week prior to the regularly scheduled board meeting;
- b. Participants shall identify whom they represent and shall be asked to comment on their questions or problems;
- c. Personnel complaints against any school district employee or student issues will not be heard in open session;
- d. The board reserves the right to set time limitations for presentations and speakers.

PUBLIC PARTICIPATION

The board chairperson has the authority and responsibility to oversee the orderly process of a board meeting, and is responsible for recognizing all speakers, utilizing the following guidelines:

- 1. Public participation will be permitted only as indicated on the order of business as set forth in the board’s agenda, or as determined appropriate by the chairperson.
- 2. Members of the public will not be recognized while the board is conducting its official business.
- 3. Members of the public wishing to make formal presentations to the board must make a written request one (1) week in advance, submitted to the district office. Individuals will be notified regarding whether their request to address the board has been granted and, if so, will be provided the approximate time as set forth in the meeting agenda.
- 4. Members of the public must be recognized by the chairperson and must preface their comments by announcing their name, address, and group affiliation, if appropriate.

5. A single spokesman must be selected by groups or organizations desiring to address the board in order to avoid repetitious information.
6. Each statement made by a member of the public shall be limited to three (3) minutes duration, or as determined appropriate by the chairperson.
7. All comments must be limited to items directly related to the district. When deemed appropriate by the chairperson, comments and questions at a regular board meeting may deal with any topic related to the board's conduct of schools. Comments at special meetings must be related to the call of the meeting.
8. The board will not hear complaints against personnel or any students in a public board meeting.
9. All statements shall be directed to the chairperson; no member of the public may address or question board members individually.

The chairperson may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant, or redundant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers in the removal of a disorderly person when the person's conduct interferes with the orderly process of the meeting.
4. Call a recess or an adjournment when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

USE OF ELECTRONIC DEVICES DURING MEETINGS

Board members will not utilize electronic communication during board meetings unless that communication is also publicly communicated to those in attendance at the meeting. Such communication will be recorded or otherwise referenced in the board minutes, as determined appropriate, given the nature of the topic being considered.

PARTICIPATION VIA TELECOMMUNICATIONS DEVICES

Any board meeting may be conducted using telecommunications devices which enable all participating board members to communicate with each other; provided, however, that at least one (1) board member, or the superintendent, must be physically present at the location designated in the meeting notice, to ensure that the public may attend such meeting in person. Such telecommunication devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment. All communications must be audible to the public attending the meeting in person and all participating board members. Any

board member participating via telecommunications devices shall be deemed to be present in person at the meeting.

BOARD DECISIONS

All final actions and final decisions by the board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive session. In such cases, the employee will not be named in the minutes of the meeting. No final action will be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification for taking final action on an item added after the start of the meeting will be reflected in the minutes. No decision at a regular or special meeting of the board will be made by secret ballot.



LEGAL REFERENCE:

Idaho Code Sections

33-510

33-514

~~67-2341~~74-201, *et seq.*

ADOPTED: AUGUST 28, 2002

AMENDED: FEBRUARY 16, 2008, February 21, 2018, August 28, 2019

**Language in text set forth in italics is optional.*