

Board Meetings

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 (1) member of the Board of Trustees is physically present at the meeting location.

Regular Meetings

Unless otherwise specified, all meetings will be held in the District. Regular meetings shall be held at a time and place agreed upon by the Board of Trustees at the Annual Meeting and posted on the District Website.

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 twenty-eight (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 fourteen (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 I.C. § 33-801. 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 Board Chair or by any two (2) 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 twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the District Office and at least two (2) or more public buildings within the District. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

## Executive Sessions

Pursuant to Idaho Code § 74-206, upon a two-thirds (2/3's) 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. The mere attendance of legal council at a Board Meeting does not meet the requirements for executive session.
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 mere attendance of a risk management or insurance provider at a Board Meeting does not meet the requirements for executive session.
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.

If only an executive session will be held, a twenty-four (24) hour meeting and agenda notice shall include the date, time, place, and items to be discussed, and include the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to any subject not identified within the motion to enter executive session or to any topic for which an executive session is not provided.

Legal Reference: I.C. § 33-510 Annual Meetings – Regular Meetings – Board of Trustees

I.C. § 33-801	School District Budget
I.C. § 33-514	Issuance of annual contracts – Support programs – Categories of contracts – Optional placement [Effective April 1, 2001.]
I.C. § 74-202	Open Public Meetings – Definitions
I.C. § 74-203	Governing Bodies--Requirement for Open Public Meetings
I.C. § 74-204	Notice of Meetings
I.C. § 74-205	Written Minutes of Meetings
I.C. § 74-206	Executive Sessions – When Authorized
I.C. § 74-206A	Negotiations in Open Session Idaho Open Meeting Law Manual, current edition

Policy History:

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Reviewed on: