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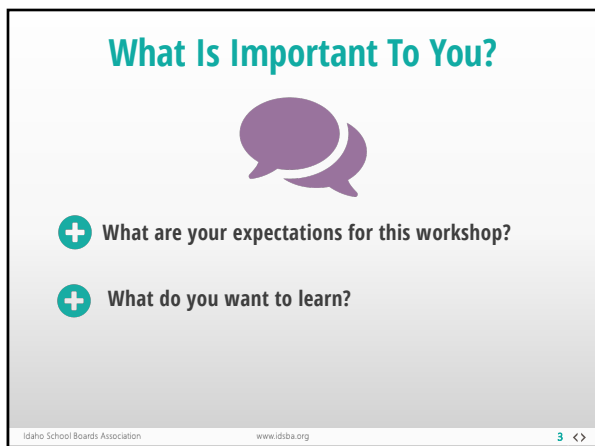
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### Agenda

WHAT WE'LL COVER TODAY

- Roles and Responsibilities
  - Trustee
  - Board
  - Board/Superintendent
- Effective Meetings and Effective Boards
- Open Meeting Law
- ISBA Services and Resources
- Q&A Time



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## Roles and Responsibilities of a TRUSTEE

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### How Many Board Members Does It Take To Screw In A Lightbulb?



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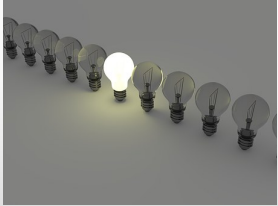
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# NONE!



- It's up to the board to say "let there be light".
- It's up to the Superintendent to decide if it will be incandescent, fluorescent, candle, solar, or neon.
- The board provides the resources
- Then, it's up to the board to evaluate the quality of lighting.

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Trustee Roles

DUTIES AND POWERS

- Sources
  - Constitution (general, uniform and thorough system of public, free common schools
  - Idaho Code
  - Idaho Administrative Procedures Act (IDAPA RULE)
  - District Policy Manual

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Idaho Code

GOVERNANCE OF SCHOOLS

Idaho Code 33-500 et. seq. District Trustees

Outlines the legal obligations, duties and responsibilities of public school trustees.

Majority of it relates to contractual and personnel obligations and general board organization and officer obligations.

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Idaho Code

33-512

GOVERNANCE OF SCHOOLS

33-512. Governance of schools. The board of trustees of each school district shall have the following powers and duties:

(1) To fix the days of the year and the hours of the day when schools shall be in session. However:

(a) Each school district shall annually adopt and implement a school calendar which provides its students at each grade level with the following minimum number of instructional hours:

• Grades	Hours
• 9-12	990 hours
• 4-8	900 hours
• 1-3	810 hours
• K	450 hours

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Idaho Code

33-512

GOVERNANCE OF SCHOOLS

(2) To adopt and carry on, and provide for the financing of, a total educational program for the district. Such programs in other than elementary school districts may include education programs for out-of-school youth and adults; and such districts may provide classes in kindergarten;

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Idaho Code

33-512

GOVERNANCE OF SCHOOLS

(3) To provide, or require pupils to be provided with, suitable textbooks and supplies, and for advice on textbook selections may appoint a textbook [curricular materials] adoption committee as provided in section 33-512A, Idaho Code;

(4) To protect the morals and health of the pupils;

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Idaho Code  
33-512

GOVERNANCE OF SCHOOLS

(5) To exclude from school, children not of school age;

(6) To prescribe rules for the disciplining of unruly or insubordinate pupils, including rules on student harassment, intimidation and bullying, such rules to be included in a district discipline code adopted by the board of trustees and a summarized version thereof to be provided in writing at the beginning of each school year to the teachers and students in the district in a manner consistent with the student's age, grade and level of academic achievement;

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Idaho Code  
33-512

GOVERNANCE OF SCHOOLS

7) To exclude from school, pupils with contagious or infectious diseases who are diagnosed or suspected as having a contagious or infectious disease or those who are not immune and have been exposed to a contagious or infectious disease; and to close school on order of the state board of health and welfare or local health authorities;

8) To equip and maintain a suitable library or libraries in the school or schools and to exclude therefrom, and from the schools, all books, tracts, papers, and catechisms of sectarian nature;

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Idaho Code  
33-512

GOVERNANCE OF SCHOOLS

(9) To determine school holidays. Any listing of school holidays shall include not less than the following: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day. Other days listed in section 73-108, Idaho Code, if the same shall fall on a school day, shall be observed with appropriate ceremonies; and any days the state board of education may designate, following the proclamation by the governor, shall be school holidays;

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Idaho Code  
33-512

GOVERNANCE OF SCHOOLS

(10) To erect and maintain on each schoolhouse or school grounds a suitable flagstaff or flagpole, and display thereon the flag of the United States of America on all days, except during inclement weather, when the school is in session; and for each Veterans Day, each school in session shall conduct and observe an appropriate program of **at least one (1) class period remembering and honoring American veterans;**

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Idaho Code  
33-512

GOVERNANCE OF SCHOOLS

(11) To prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds and to provide for the removal from each schoolhouse or school grounds of any individual or individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils or who loiters in schoolhouses or on school grounds, is guilty of a misdemeanor.

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Idaho Code  
33-512

GOVERNANCE OF SCHOOLS

(12) To supervise and regulate, including by contract with established entities, those extracurricular activities which are by definition outside of or in addition to the regular academic courses or curriculum of a public school, and which extracurricular activities shall not be considered to be a property, liberty or contract right of any student, and such extracurricular activities shall not be deemed a necessary element of a public school education, but shall be considered to be a privilege.

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Idaho Code

33-512

GOVERNANCE OF SCHOOLS

(13) To [govern](#) the school district in compliance with state law and rules of the state board of education.

**Governance:**

A process of providing strategic leadership by setting direction, making policy and strategic decisions; overseeing and monitoring organizational performance; ensuring overall accountability.

Governing for Results, Mel Gill (2005)

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Idaho Code

33-512

GOVERNANCE OF SCHOOLS

(14) To submit to the superintendent of public instruction not later than July 1 of each year documentation which meets the reporting requirements of the federal gun-free schools act of 1994 as contained within the federal improving America's schools act of 1994.

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Idaho Code

33-512

GOVERNANCE OF SCHOOLS

15) To require that all certificated and noncertificated employees hired on or after July 1, 2008, and other individuals who are required by the provisions of section 33-130, Idaho Code, to undergo a criminal history check shall submit a completed ten (10) finger fingerprint card or scan to the department of education no later than five (5) days following the first day of employment or unsupervised contact with students in a K-12 setting, whichever is sooner.

Such employees and other individuals shall pay the cost of the criminal history check. If the criminal history check shows that the employee has been convicted of a felony crime enumerated in section 33-1208, Idaho Code, it shall be grounds for immediate termination, dismissal or other personnel action of the district, except that it shall be the right of the school district to evaluate whether an individual convicted of one (1) of these crimes and having been incarcerated for that crime shall be hired. Provided however, that any individual convicted of any felony offense listed in section 33-1208 2, Idaho Code, shall not be hired. For the purposes of criminal history checks, a substitute teacher is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during a school year. A substitute teacher who has undergone a criminal history check at the request of one (1) district in which he has been employed as a substitute shall not be required to undergo an additional criminal history check at the request of any other district in which he is employed as a substitute if the teacher has obtained a criminal history check within the previous five (5) years. If the district next employing the substitute still elects to require another criminal history check within the five (5) year period, that district shall pay the cost of the criminal history check or reimburse the substitute teacher for such cost. To remain on the statewide substitute teacher list maintained by the state department of education, the substitute teacher shall undergo a criminal history check every five (5) years.

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Idaho Code  
33-512

## GOVERNANCE OF SCHOOLS

- (16) To maintain a safe environment for students by developing a system that cross-checks all contractors or other persons who have irregular contact with students against the statewide sex offender register, by developing a school safety plan for each school and by meeting annually with emergency first responders to update the plans and discuss emergency exercises and operations;

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Idaho Code  
33-512

## GOVERNANCE OF SCHOOLS

- (17) To provide support for teachers in their first two (2) years in the profession in the areas of: administrative and supervisory support, mentoring, peer assistance and professional development.

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Idaho Code  
33-512

## GOVERNANCE OF SCHOOLS

- |                                 |  |
|---------------------------------|--|
| 1. Calendar                     | 11. Prohibit                                   |
| 2. <del>12. Textbooks and</del> | <del>12. Prohibit</del> supervise and regulate |
| <del>3. Rules and health</del>  | extracurricular activities                     |
| 5. Exclude children not of      | 13. Govern in compliance                       |
| 6. Discipline plan              | with state law and rules of                    |
| 7. Exclude contagious or        | <del>14. Documentation</del>                   |
| <del>8. Infectious</del>        | regarding gun-free                             |
| <del>9. Early</del>             | <del>15. Release</del> criminal history        |
| 9. Determine School             | <del>16. Maintain safe</del>                   |
| <del>10. Days</del>             | <del>17. Environment</del> support for         |
|                                 | teachers in first two years                    |

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Idaho Code

33-513 (2)

In the case of school districts other than elementary school districts, to employ a superintendent of schools for a term not to exceed three (3) years, who shall be the executive officer of the board of trustees with such powers and duties as the board may prescribe. The superintendent shall also act as the authorized representative of the district whenever such is required, unless some other person shall be named by the board of trustees to act as its authorized representative. **The board of trustees shall conduct an annual, written formal evaluation of the work of the superintendent of the district to be completed no later than June 1.** The evaluation shall indicate the strengths and weaknesses of the superintendent's job performance in the year immediately preceding the

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## Responsibilities of a Trustee

- ☐ Governance of Schools. *See your district policy & I.C. 33-512.*
- ☐ Set the direction of the district.
- ☐ Review and set Policy/Strategic Plan.
- ☐ Employ and evaluate an administrator.
- ☐ Set the school calendar.
- ☐ Submit and approve the district budget.
- ☐ Comply with Idaho Code including open meeting laws.

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## You're a Board Member...

WHAT DOES THAT MEAN?

- ☐ You are an individual serving as a School Board Member.
- ☐ You are a member of a board made up of other members.
- ☐ You are a member of the district's governance team composed of school board members and the superintendent.
- ☐ You are a representative of the community.
- ☐ You are a leader of the district.
- ☐ You are a steward of both your district's children and its tax dollars.
- ☐ You are an advocate of public education and an educated workforce.

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## Roles and Responsibilities of the BOARD

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### Main Roles of the Board

- Executive
  - Through Superintendent
- Judicial
  - Body of Appeal
- Governance (Legislative)
  - Through Strategic Plan and Policy



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### Definitions of Governance

The exercise of authority, direction, and control of an organization in order to ensure that its purpose is achieved.

OR

A process of providing strategic leadership by setting direction, making policy and strategy decisions, overseeing and monitoring organizational performance and ensuring overall accountability.

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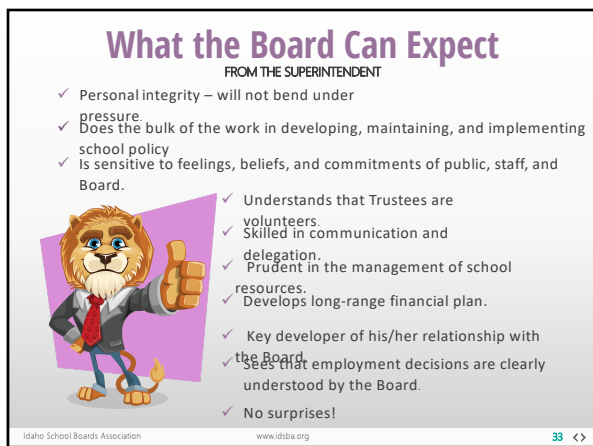
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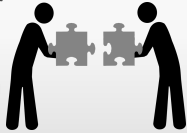
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### What the Superintendent Can Expect

FROM THE BOARD

- ✓ Trust, confidence, and professional respect
- ✓ Fair, honest job evaluation based on agreed upon criteria
- ✓ Adherence to and support of policies it has adopted
- ✓ Willingness to consider staff recommendations
- ✓ Prepared to do the job.
- ✓ Adherence to high standards of ethical behavior.



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### What the Superintendent Can Expect

FROM THE BOARD

- ✓ Trust, confidence, and professional respect
- ✓ Fair, honest job evaluation based on agreed upon criteria
- ✓ Adherence to and support of policies it has adopted
- ✓ Willingness to consider staff recommendations
- ✓ Prepared to do the job.
- ✓ Adherence to high standards of ethical behavior.
- ✓ Realism, confidence, and patience.
- ✓ Strives for educational goals above personal goals.
- ✓ No surprises!



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### What the Board Can Expect

FROM EACH OTHER



- ✓ Make every effort to attend all Board meetings
- ✓ Learn about issues to be considered at each meeting
- ✓ Don't grandstand or spring surprises at Board meetings
- ✓ Improve boardmanship by studying educational issues and by participating in in-service programs
- ✓ Focus on Student Achievement and district goals when working on district issues
- ✓ Understands they are one voice and it takes the whole board to make a decision
- ✓ Respects personal opinions but, once the Board has acted, accept the will of the majority
- ✓ No surprises!

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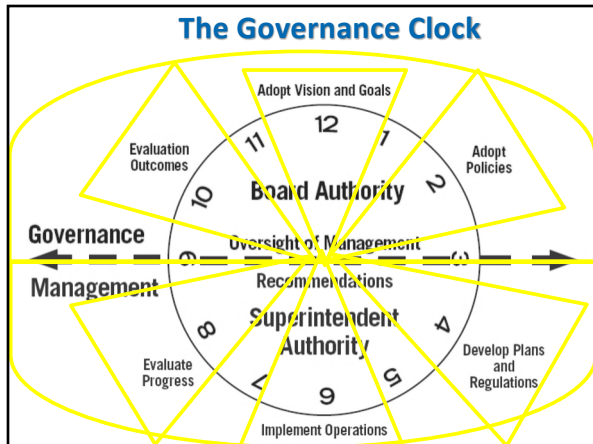
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### Elements of a Strong Board/Superintendent Team

- 1 Full disclosure of all District-level problems to the Board Members.
- 2 The Board is sufficiently informed to make wise decisions.
- 3 Carefully planning together to avoid surprises.
- 4 Informal interaction between the superintendent and Board Members.
- 5 Regular assessment and evaluation of the district, as well as the superintendent and the board.
- 6 Support each other.

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### It Takes Teamwork!

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## Common Elements of An Effective Meeting

- Organization – A well-reasoned and appropriate agenda is one prepared to cover the relevant board business.
- Communication – No surprises by Board Members or administrators at the meeting. Ask questions in advance and again at the meeting.

- Preparation – Board Members and the superintendent come to the meeting prepared to discuss and deliberate. Read your packets!
- Control – The presiding officer must maintain firm, fair, and respectful control of the meeting. A gavel is highly recommended.

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## Suggestions to Improve Meeting Effectiveness

- Use a consent agenda for routine matters (e.g. paying bills, approving minutes and the agenda, approving personnel hires, any of those non-discussion required items can be in a consent agenda.)
- Improve board-administrator communications for meeting preparation.
- Structure public participation at meetings.
- Ensure all Board Members review the agenda and support materials in advance.
- Chair takes charge of the meeting and follows rules of order.

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## 5 THINGS

POLICY

PERSONNEL

FINANCE

SAFETY

CIP (PLANS)

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## A Suggested Agenda

- ☑ Call to Order
- ☑ Student Presentation (5 minutes)
- ☑ Consent Agenda / Adopt Agenda, Approval of Minutes, Pay the Bills, etc.
- ☑ Superintendent Reports & Resolutions
- ☑ Public Comment
- ☑ Action Items
- ☑ Board Member Comments
- ☑ Adjourn



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## Which Rules of Order?



- ☑ No particular rules of procedure are specified by Idaho Code.
- ☑ Many districts choose to use some form of Parliamentary Procedure.
- ☑ In the absence of adopted rules, the Chair's rules prevail – with the consent of the board.

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## Deliberating the Issues

- ☑ All discussion must take place in public!
- ☑ All discussion flows through the chair.
- ☑ Any information obtained outside of the meeting must be disclosed. (Who and nature of the conversation)
- ☑ If discussion follows a motion, the person making the motion should have the first opportunity to speak.
- ☑ The chair needs to ensure all members have an opportunity to speak once before another can speak twice on the same issue.
- ☑ Discussion must be relevant to the motion or the topic.



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A photograph of a stack of Idaho Code books, with a purple overlay containing the text "Idaho Code 74-206 (1)".

**EXECUTIVE SESSION**

An executive session at which members of the public are excluded may be held, but only for the purposes and only in the manner set forth in this section. The motion to go into executive session shall identify the specific subsections of this section that authorize the executive session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. An executive session shall be authorized by a two-thirds (2/3) vote of the governing body.

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A photograph of a stack of Idaho Code books, with a purple overlay containing the text "Idaho Code 74-206 (1)".

**EXECUTIVE SESSION**

(a) 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. **This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;**

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student:

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A photograph of a stack of Idaho Code books, with a purple overlay containing the text "Idaho Code 74-206 (1)".

**EXECUTIVE SESSION**

(c) To acquire an interest in real property which is not owned by a public agency;

(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code;

(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;

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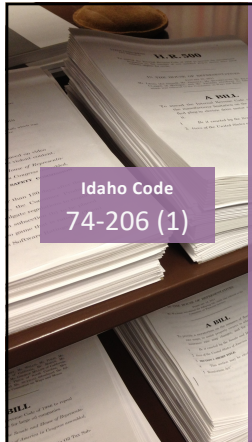
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**Idaho Code  
74-206 (1)**

**EXECUTIVE SESSION**

(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

(g) By the commission of pardons and parole, as provided by law;

(h) By the custody review board of the Idaho department of juvenile corrections, as provided by law;

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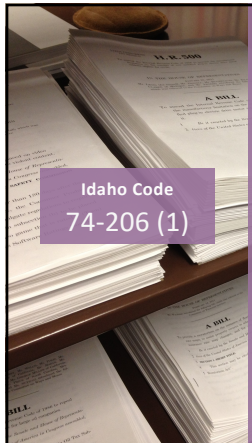
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**Idaho Code  
74-206 (1)**

**EXECUTIVE SESSION**

(i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement; or

(j) To consider labor contract matters authorized under section [74-206A](1)(a) and (b), Idaho Code.

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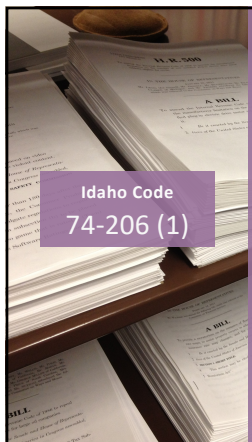
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**Idaho Code  
74-206 (1)**

**EXECUTIVE SESSION**

(2) The exceptions to the general policy in favor of open meetings stated in this section shall be narrowly construed. **It shall be a violation of this act to change the subject within the executive session to one not identified within the motion to enter the executive session or to any topic for which an executive session is not provided.**

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A photograph of a stack of Idaho Code books, with a purple overlay containing the text "Idaho Code 74-206 (1)".

### EXECUTIVE SESSION

(3) No executive session may be held for the purpose of taking any final action or making any final decision.

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## Exceptions for Voting in Secret Given to School Boards

- ☐ Decisions “to place certificated personnel on probationary status may be made in executive session . . .”
- ☐ Provided the employee not be named in the minutes of the meeting. A record of the board’s decision shall be placed in the employee’s personnel file.

Sections 33-514(2)(c), and 33-515, Idaho Code

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## Should the School Board Set Goals for Itself Each Year?

- ☐ Gives you a way to evaluate your effectiveness
- ☐ Keeps you striving for improvement
- ☐ Shows the district you are really involved in making things happen
- ☐ Keeps board operations efficient
- ☐ Make goals data driven

A green road sign with the word "Goals" in white, set against a background of a blue sky with clouds.

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## Self-Evaluation and Code of Ethics

Using these two documents will help your board move from ordinary to extraordinary



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## Contact ISBA

**Main Address**  
222 N. 13<sup>th</sup> Street, Boise, ID 83702

**Email**  
[info@idsba.org](mailto:info@idsba.org)

**Phone**  
Toll-free: (866) 799-4722 or (208) 854-1476

**Fax**  
(208) 854-1480

**Website**  
[www.idsba.org](http://www.idsba.org)

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## Connect With Us Online!

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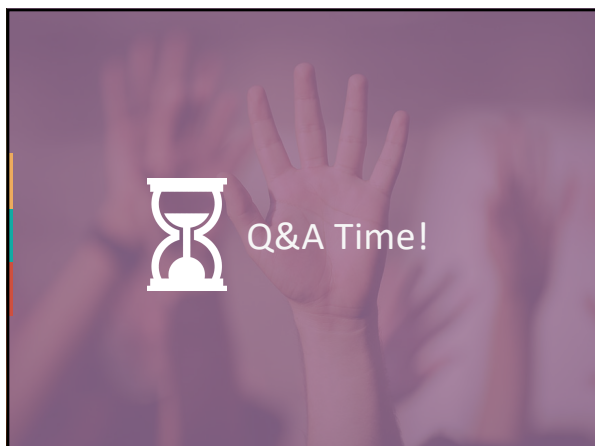
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