

**Board of Trustees
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 or Superintendent is physically present at the meeting location.

Regular Meetings

Unless otherwise specified, all meetings will be held in the boardroom. Regular meetings shall be held at a time and place agreed upon by the Board of Trustees at the Annual Meeting. The Regular Meeting schedule shall be 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 of Trustees 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

- a. 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 the public hearing, or at a special meeting held no later than fourteen (14) days after the public hearing, the Board of Trustees shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in Idaho Code § 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 of Trustees, 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 on the District website. 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 2/3 roll call vote recorded in the minutes of the meeting, the Board of Trustees 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. The information provided shall not compromise the purpose of going into an executive session, and when there are Board vacancies preventing a $\frac{2}{3}$ majority from being present, a simple majority vote to enter executive session may be called.

An executive session may be held for the following purposes:

- 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 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 a student.
- c. To acquire an interest in real property not owned by a public agency.
- d. To consider records exempt from public disclosure.
- e. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with governing bodies in other states or nations.
- f. To communicate with legal counsel for the District and the Board of Trustees to discuss any 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. To engage in communications with a representative of the District's risk management 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 the District's risk management or insurance provider at executive session does not satisfy this requirement.
- h. To conduct deliberations regarding labor negotiations (labor contract offer or to formulate a counteroffer). *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 executive session may be held for the purpose of taking any final action or any final decisions except for:

- 1. A determination to place a certified professional employee on probation; and
- 2. A decision to expel or to deny enrollment of a student.

If only an executive session will be held, a twenty-four (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.

Legal Reference:

[I.C. § 33-205](#) Denial of School Attendance
[I.C. § 33-510](#) Annual Meeting - Regular Meetings- Board of Trustees
[I.C. § 74-202](#) Open Meetings Law
[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

Policy History:

Adopted on: August 13, 2007
Revised on: March 10, 2014
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