CHALLIS JOINT SCHOOL DISTRICT #181

Policy and Procedure – 1000 Series
The Board of Trustees

TABLE OF CONTENTS

1000	Board of Trustees Governance Policy Guiding Principles	Pg. 3
1005	Legal Status & Operation	Pg. 4
1010	Organization & Classification	Pg. 5
1020	Trustee Zones	Pgs. 6-11
1100	Membership	Pg. 12
1110	Election	Pg. 13
1110p	Candidate Edification	Pg. 14
1120	Taking Office	Pg. 15
1120p	Oath of Office	Pg. 16
1130	Resignation	Pg. 17
1140	Vacancies	Pg. 18
1200	Annual Organization Meeting	Pg. 19
1205	School Board Powers and Duties	Pg. 20
1210	Qualifications, Terms and Duties of Board Officers	Pg. 21
1220	Clerk	Pg. 22
1230	Duties of the Treasurer	Pg. 23
1240	Duties of Individual Trustees	Pg. 24
1250	Committees	Pg. 25
1260	Authorization of Signatures	Pgs. 26-27
1300	District Policy	Pgs. 28-29
1303	Policies and Procedures to Review Annually	Pgs. 30-31
1310	Administrative Procedures	Pg. 32
1313	Conflicting Policies and Procedures	Pg. 33
1315	District Planning	Pgs. 34-36

1320	Management Rights	Pg. 37
1400	Board/Staff Communications	Pg. 38
1405	School Board Use of Email and Social Media	Pgs. 39-40
1410	Board-Superintendent Relationship	Pg. 41
1420	Trustee Expenses	Pg. 42
1430	Trustee Insurance	Pg. 43
1440	Board Participation in Activities	Pg. 44
1500	Board Meetings	Pgs. 45-46
1500p	School Board Meeting Procedure	Pgs. 47-49
1500B	Board Meetings – Board Operating Procedure & Protocol	Pgs. 50-51
1510	Open Meeting Law Compliance and Cure	Pgs. 52-53
1525	Board Meeting News Coverage	Pg. 54
1600	Code of Ethics for School Board Members	Pg. 55
1610	Trustee Conflict of Interest	Pgs. 56-57
1615	Trustee Spouse Employment	Pgs. 58-59
1620	Board Goals and Objectives	Pg. 60
1630	Evaluation of Board	Pg. 61
1640	Inservice Conference for Trustees	Pg. 62
1645	Board Development Opportunities	Pgs. 63-64
1650	New Board Member Workshop	Pg. 65

Board of Trustees Governance Policy Guiding Principles 1000

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

Keep the best interests of each and every student in mind when conducting all District business.

1. In accordance with open meeting law, conduct meetings in an open and transparent manner.
2. Welcome community attendance at Board meetings and input on Board business.
3. Work to create a constructive atmosphere among Board members and within the broader community.
4. Strive to serve the best interests of the community and the Board's constituents while also representing the best interests of the District.
5. Model continuous learning about how to be good and effective board members, gaining knowledge about issues affecting the District's schools and students.
6. Think and plan deliberatively about how to achieve the District's goals by advancing the District's strategic plan.

Policy History
Adopted on: 2/2025
Reviewed on:
Revised on:

Legal Status and Operation 1005

The Board of Trustees of the Challis Joint School District # 181 is the 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 that the Board adopts from time to time to facilitate the performance of its responsibilities.

Legal Reference:
I.C. § 33-301 School Districts bodies corporate
I.C. § 33-511 Maintenance of schools
I.C. § 33-512 Governance of schools
I.C. § 33-1612 Thorough system of public schools
Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on: 2/2025

Organization and Classification 1010

The legal name of this District is Challis Joint School District No. 181, Custer and Lemhi Counties, State of Idaho. The District is classified as:

A K-12 school District giving instruction to pupils in grades K (kindergarten) through Twelve (12).

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.

Legal References:
I.C. § 33-302 Classification of school Districts.
I.C. § 33-305 Naming and numbering school Districts.
I.C. § 33-506 Organization and government of board of trustees.
Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

Trustee Zones 1020

The District is divided into five (5) trustee zones. They are described as follows:

CHALLIS JOINT SCHOOL DISTRICT NO. 181
Custer and Lemhi Counties

BEGINNING at a point on the Blaine-Custer County line on the summit of the range of mountains dividing the headwaters of the East Fork of the Salmon River from the Little and Big Wood Rivers and Big Lost River, and continuing westerly on the said divide between the East Fork of the Salmon River and the Little and Big Wood Rivers to the intersection of the longitude line of longitude 114 degrees 40' west from Greenwich; thence north on said longitude line to a point on the divide due east of the NE corner of Sec. 24, Twp. 7 N, R 14 EBM; thence due west to the NE corner of said Sec. 24; thence west along the section lines to the corner of Sec. 15, 16, 21 and 22, Twp. 7 N, R 14 EBM; thence north along the section lines to the corner of Sec. 3, 4, 33 and 34, Twp. 7 & 8 N, R 14 EBM; thence north along the 1/4 section corner between Sec. 27 & 28, Twp. 8 N, R 14 EBM; thence west along the 1/4 section line to the west 1/4 section corner of Sec. 30, said township and range; thence southwesterly along the summit of the mountains dividing the waters of Yellow Belly Lake and Pettit Lake to the summit of the Sawtooth Mountains; thence northerly along the summit of the Sawtooth Mountains to the divide which separates the waters flowing to the South Fork of the Payette River and Bear Valley Creek from those flowing into the main Salmon River and Cape Horn Creek; thence along the divide to the Middle Fork of the Salmon River; thence down the Middle Fork of the Salmon River to the mouth of Loon Creek; thence up Loon Creek to the mouth of Warm Springs Creek; thence up Warm Spring Creek and the divide which separates the waters of Yankee Fork on the south and Loon and Deep Creek on the north; thence following the divide in a northeasterly direction around the head of Panther Creek to the divide between Hat Creek and Ellis Creek; thence on the divide between Hat Creek and Ellis Creek in an easterly direction to the Salmon River; thence northeasterly down the main channel of the Salmon River to the confluence of Cow Creek with the Salmon River; thence up Cow Creek to the summit of the divide separation the waters of the Lemhi River and the Pahsimeroi River; thence along the divide in the southeasterly direction to a point west from the headwaters of the Little Lost River; thence east to the headwaters of Little Lost River; thence down Little Lost River to the township line between Twp. 10 & 11 N; thence west along the township line to the corner of Ranges 25& 26 EBM, and Twp. 10 & 11 N; thence south along the line between Ranges 25 & 26 EBM, to the corner common to Twp. 8 & 9 N; thence west along the line between Twp. 8 & 9 N, to the NW corner of Sec. 2, Twp. 8 N, R 25 EBM, which is also a point on the Custer-Butte County line; thence south along the Custer- Butte County line approximately 2-1/2 miles to the point where said line intersects the divide which separates the waters flowing into Little Lost River and Big Lost River; thence in a general northwesterly direction along the divide between the Little Lost River and Big Lost River to the Summit of the Divide separating the waters of the Pahsimeroi River, Big Lost River and Little Lost River; thence in a general southwesterly direction

Trustee Zone Descriptions

Trustee Zone 1:

A tract of land situated in the Challis School District No. 181, Custer County, Idaho, described as follows:

BEGINNING at the intersection of Valley Avenue and 7th Street;
Thence westerly along Valley Avenue to the southerly extension of 1st Street;
Thence northerly along 1st street, and the southerly extension thereof, to Garden Creek Road;
Thence southwesterly along Garden Creek Road to a point where the summit of the range of mountains, which divide the headwaters of the Squaw Creek and the Kinnikinic Creek from the headwaters of the Bayhorse Creek and the Salmon River, heads southeasterly;
Thence southeasterly and southerly along the summit divide (Poverty Flat);
Thence southeasterly along the summit divide to State Highway 75;
Thence northeasterly along State Highway 75 to East Fork Road;
Thence southerly along East Fork Road to Walker Way;
Thence southeasterly along Walker Way to the district boundary;
Thence southwesterly and northwesterly along the district boundary;
Thence easterly along the district boundary to Twin Peaks Road;
Thence easterly along Twin Peaks Road to Challis Creek Road (NFDR 080);
Thence southwesterly along Challis Creek Road to Pine Summit Road (NFDR 080);
Thence southerly along Pine Summit Road to NFDR 079;
Thence northeasterly along NFDR 079 and Jeff's Flat Road to Challis Creek Road;
Thence easterly along Challis Creek Road to the Highline Canal;
Thence southeasterly along the Highline Canal to Rod and Gun Club Road;
Thence easterly along Rod and Gun Club Road to Challis Creek Road;
Thence southerly along Challis Creek Road and 7th Street to the POINT OF BEGINNING.

Trustee Zone 2:

A tract of land situated in the Challis School District No. 181, Custer County, Idaho, described as follows:

BEGINNING at the intersection of US Highway 93 and Valley road;
Thence easterly along Valley Road to Piva Lane;
Thence northeasterly and easterly along Piva Lane;
Thence northerly along Piva Lane to Bradbury Lane;
Thence northerly along Bradbury Lane;
Thence westerly along Bradbury Lane;
Thence northerly along Bradbury Lane to US Highway 93;
Thence northerly along US Highway 93 to Hutchison Lane which heads northeast along the west bank of the Salmon River;
Thence northeasterly along Hutchison Lane to the Salmon River;
Thence southerly along the Salmon River to US Highway 93;
Thence northwesterly along US Highway 93 to Blue Mountain Road;
Thence westerly along Blue Mountain Road to 10th Street South;
Thence northerly along 10th Street South to South Avenue;
Thence easterly along South Avenue to 11th Street;
Thence northerly along 11th Street to the alleyway between Butte Avenue and the easterly extension of South Avenue;
Thence easterly along the alleyway to 13th Street;
Thence northerly along 13th Street to Butte Avenue;
Thence easterly along Butte Avenue to US Highway 93;
Thence northerly along US Highway 93 to the POINT OF BEGINNING.

Trustee Zone 3:

A tract of land situated in the Challis School District No. 181, Custer County, Idaho, described as follows:

BEGINNING at the intersection of Valley Avenue and 7th Street;
Thence southerly along 7th Street to an unnamed access road which heads east along the north line of the Challis Cemetery;
Thence easterly along the unnamed access road to 10th Street;
Thence southerly along 10th Street to Blue Mountain Road;
Thence easterly along Blue Mountain Road to US Highway 93;
Thence southeasterly along US Highway 93 to Hot Springs Road;
Thence northerly along Hot Springs Road to Foothills Road;
Thence easterly and northerly along Foothills Road to Westergard Lane;
Thence northerly along Westergard Lane to Upper Hot Springs Road;
Thence easterly and northerly along Upper Hot Springs Road to Leaton Gulch Road (NFDR 111);
Thence northeasterly along Leaton Gulch Road to Grouse Ridge Road (NFDR 110);
Thence southeasterly along Grouse Ridge Road (NFDR 110) and the summit of the Pahsimeroi Mountains, which divide the headwaters of the Pahsimeroi River, Warm Springs Creek, the Big Lost River and the Little Lost River, to a point on the district boundary where the district boundary heads southwest;
Thence southwesterly along the district boundary to Walker Way;
Thence westerly along Walker Way to East Fork Road;
Thence northerly along East Fork Road to State Highway 75;
Thence southwesterly along State Highway 75 to a point where the summit of the range of mountains, which divide the headwaters of the Squaw Creek and the Kinnikinic Creek from the headwaters of the Bayhorse Creek and the Salmon River, heads northwesterly;
Thence northwesterly and northerly along the divide (Poverty Flat);
Thence northwesterly along the divide to Garden Creek Road;
Thence northeasterly along Garden Creek Road to 1st Street;
Thence southerly along 1st Street and the southerly extension thereof to Valley Avenue;
Thence easterly along Valley Avenue to the POINT OF BEGINNING.

Trustee Zone 4:

A tract of land situated in the Challis School District No. 181, Custer County, Idaho, described as follows:

BEGINNING at the intersection of US Highway 93 and Valley Road;
Thence southerly along US Highway 93 to Butte Avenue;
Thence westerly along Butte Avenue to 13th Street;
Thence southerly along 13th Street to the alleyway between Butte Avenue and the easterly extension of South Avenue;
Thence westerly along the alleyway to 11th Street;
Thence southerly along 11th Street to South Avenue;
Thence westerly along South Avenue to 10th Street;
Thence southerly along 10th Street to an unnamed access road which heads west along the north line of the Challis Cemetery;
Thence westerly along the unnamed access road to 7th Street;
Thence northerly along 7th Street to Challis Creek Road;
Thence northerly along Challis Creek Road to Rod and Gun Club Road;
Thence westerly along Rod and Gun Club Road to the Highline Canal;
Thence northwesterly along the Highline Canal to Challis Creek Road;
Thence easterly and southerly along Challis Creek Road to Jobe Lane;
Thence easterly along Jobe Lane to US Highway 93;
Thence southerly along US Highway 93 to Bradbury Lane;
Thence southerly along Bradbury Lane;
Thence easterly along Bradbury Lane;
Thence southerly along Bradbury Lane to Piva Lane;
Thence southerly and Westerly along Piva Lane;
Thence southwesterly along Piva Lane to Valley Road;
Thence westerly along Valley Road to the POINT OF BEGINNING.

Trustee Zone 5:

A tract of land situated in the Challis School District No. 181, Custer County and Lemhi County, Idaho, described as follows:

BEGINNING at the intersection of US Highway 93 and Jobe Lane;
Thence westerly along Jobe Lane to Challis Creek Road;
Thence northerly and westerly along Challis Creek Road to Jeff's Flat Road;
Thence southwesterly along Jeff's Flat Road and NFDR 079 to Pine Summit Road (NFDR 80);
Thence northwesterly along Pine Summit Road to Challis Creek Road (NFDR 80);
Thence northeasterly along Challis Creek Road to Twin Peaks Road;
Thence westerly along Twin Peaks Road to the district boundary;
Thence northerly and easterly along the district boundary;
Thence southerly and westerly along the district boundary to a point where the summit of the Pahsimeroi Mountains, which divide the headwaters of the Pahsimeroi River, Warm Springs Creek, the Big Lost River and the Little Lost River, heads northwest and the district boundary heads southwest;
Thence northwesterly along the summit of the Pahsimeroi Mountains and Grouse Ridge Road (NFDR 110) to Leaton Gulch Road (NFDR 111);
Thence southwesterly along Leaton Gulch Road to Upper Hot Springs Road;
Thence southerly and westerly along Upper Hot Springs Road to Westergard Lane;
Thence southerly along Westergard Lane to Foothills Road;
Thence westerly and southerly along Foothills Road to Hot Springs Road;
Thence southerly along Hot Springs Road to US Highway 93;
Thence northwesterly along US Highway 93 to the Salmon River;
Thence northerly along the Salmon River to Hutchison Lane which heads west across the Salmon River;
Thence westerly and southwesterly along Hutchison Lane to US Highway 93;
Thence southerly along US Highway 93 to the POINT OF BEGINNING.

Legal References:
I.C. § 33-313 Trustee Zones
Policy History:
Adopted on:
Effective: 5/1961, Corrected 1/1990, Rezoned 2/2002, Corrected 2/2003
Reviewed on: 8/14/19, 1/2021
Revised on: 6/2012

Membership 1100

The District is governed by a Board of Trustees consisting of 5 members. Each member 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, or until January 1 of the following year in which the Trustee's term expires.

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.

Cross Reference:
1140 Board Vacancies

Legal References:
I.C. § 33-313 Trustee Zones
I.C. § 33-501 Board of Trustees (Effective January 1, 2011)
I.C. § 33-504 Vacancies on Boards of Trustees
I.C. § 67-2341 Open Public Meetings – Definitions

Policy History:
Adopted on: 9/13/04
Reviewed on: 1/2021
Revised on: 8/14/19, 7/2023

Election 1110

Elections conducted on behalf of the District are non-partisan elections governed by the election laws of the State of Idaho and include the election of Board members, various public policy propositions and advisory questions.

Board elections shall be held on the first Tuesday in November following the first Monday, in odd-numbered years. Any person legally qualified to hold the position of school 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 less 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 school district not later than 5:00 p.m. on the ninth Friday proceeding 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.

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 of trustees 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 them 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 zone shall be declared by the Board of Trustees 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.

Legal Reference:
§ I.C. 33-401 Legislative Intent
§ I.C. 33-501 Board of Trustees
§ I.C. 33-502 Declaration of candidacy for trustees
§ I.C. 33-502B Board of Trustees – One nomination – No election.
§ I.C. 33-503 Election of Trustees – Uniform Date
§ I.C. 34-1407 Write-in Candidates
I.C. Title 34 Elections
Policy History:
Adopted on:
Reviewed on:
Revised on: 6/10/02, 9/13/04, 1/14/08], 10/9/10, 2/14/11, 4/11/12, 8/14/19, 11/2019, 1/2021

Candidate Edification 1110P

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 in school district with 500 students or more 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 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.

Procedure History
Promulgated on: 8/14/19
Revised on:
Reviewed on: 1/2021

Taking Office 1120

At the time of nomination and 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 their 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 administered the oath of office.

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, by whom the oath was administered and shall be filed with the official records of the District.

Cross Reference:
1140 Vacancies

Legal Reference:
I.C. 33-501 Board of Trustees
I.C. § 59-401 Loyalty Oath—Form
I.C. § 59-402 Time of Taking Oath

Policy History:
Adopted on: 9/13/04
Reviewed on: 1/2021
Revised on: 8/14/19, 7/2020, 3/2022

Oath of Office 1120P

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 their office, they must take the following oath:

****I do solemnly swear (or affirm, if re-elected) 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 Challis Joint School District #181 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 in the following year in which they are elected through January 1 in the year in which their term of office expires, unless they:

1. Die;
2. Resign as trustee;
3. Remove themselves from their trustee zone of residence;
4. Refuse to serve as trustee;
5. Fail to attend four consecutive regular meetings of the board without an acceptable excuse to the board of trustees; or
6. Are recalled and discharged from office.

If the trustee is appointed, the oath of office must be administered at a regular board meeting. When appointed, they hold office from the time they take their oath of office until January 1 in the following year in which the original term of office to which they were appointed expires, unless they:

1. Die;
2. Resign as trustee;
3. Remove themselves from their trustee zone of residence;
4. Are no longer a resident or school district elector of the District;
5. Refuse to serve as trustee;
6. Fail to attend four consecutive regular meetings of the board without an acceptable excuse to the board of trustees; or
7. Are recalled and discharged from office.

Policy History:
Promulgated on: 9/04
Reviewed on:
Revised on: 10/10, 8/14/19, 7/2020, 1/2021

Resignation 1130

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.

Legal Reference:
I.C.33-504 Vacancies on boards of trustees
I.C.59-902 Resignations
Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on: 11/2005

Vacancies 1140

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 themselves from the trustee's zone of residence;
4. Is no longer is a resident or school District elector of the District;
5. Refuses to serve as trustee;
6. Without excuse acceptable to the board of trustees fails to attend four consecutive regular meetings of the board; or

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 of trustees when any of the above-mentioned conditions are determined to exist.

In the case of a trustee vacancy, the remaining trustees shall fill such 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. Otherwise, after 120 days of the declaration of vacancy, the county commissioners of the county in which the District is situated (or of the home county if the District is a joint school District) shall appoint a qualified person to fill such vacancy.

Cross Reference:
1240 Duties of Individual Trustees
Legal Reference:
I.C. § 33-501 Board of Trustees
I.C. 33-504 Vacancies on boards of trustees
I.C. 67-2345(1)(a) Executive Sessions When Authorized
Policy History:
Adopted on: 9/13/04
Reviewed on:
Revised on: 11/14/05, 10/9/10, 8/14/19, 1/2021, 8/2024

Annual Organization Meeting 1200

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 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, in 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.

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

Legal Reference:
I.C. 33-506 Organization and government of board of trustees
I.C. 33-510 Annual meetings – Regular meetings – Board of Trustees
Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

School Board Powers and Duties 1205

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. Enacting policy;
2. Adopting courses of study and providing instructional aides;
3. Employing all staff members and fixing and prescribing their duties;
4. 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;
5. Estimating and seeking to provide funds for the operation, support, maintenance, improvement, and extension of the school system;
6. Providing for the planning, expansion, improvement, financing, construction, maintenance, use, and disposition of physical plants of the school system;
7. Prescribing the minimum standards needed for the efficient operation and improvements of the school system;
8. Evaluating the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system;
9. Requiring the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business;
10. Providing for the dissemination of information relating to the schools necessary for creating a well-informed public.

Legal Reference:
I.C. § 33-313 Trustee Zones
I.C. § 33-501 Board of Trustees
I.C. § 74-202 Open Public Meetings – Definitions

Policy History
Adopted on: 8/14/19
Revised on: 1/2021

Qualifications, Terms and Duties of Board Officers 1210

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:

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 ~~not~~ make a motion, but they must firsthand 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.

Legal Reference:
I.C. 33-506 Organization and government of board of trustees

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19
Revised on: 1/2021, 7/2022

Clerk 1220

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, and keep an accurate record of the proceedings, and shall 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 all District elections.

Legal references:
I.C. 33-506 Organization and government of board of trustees
I.C. 33-508 Duties of clerk.
Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on: 10/10/2012

Duties of the Treasurer 1230

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.

Legal references:
I.C. 33-506 Organization and government of board of trustees
I.C. 33-509 Duties of the treasurer
I.C. 33-509A Assistance treasurers
Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

Duties of Individual Trustees 1240

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.

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.

Cross Reference:
1140 Vacancies

Legal References:
I.C. 33-506 Organization and government of board of trustees.

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

Committees 1250

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.

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on: 1/14/08

Authorization of Signatures 1260

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 and Clerk are authorized to use a facsimile signature plate or stamp, or other electronic signature as addressed herein.

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

1. ***Superintendent***
2. ***District Clerk***
3. ***Treasurer***

Checks
The school Principal is designated as the custodian 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.

Contracts for Goods and 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 $25,000 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 Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature or via electronic signature.

Negotiated Agreements
Negotiated agreements shall be signed for the District by the Board Chair and the Clerk.

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 their 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.

Legal Reference:
I.C. § 33-701 Fiscal Year – Payment and Accounting of Funds

Policy History:
Promulgated on: 9/13/04
Reviewed on: 8/14/19
Revised on: 11/2019, 5/2020, 1/202

District Policy 1300

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board of Trustees.

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

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. 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, 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 prior to the second reading.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two readings in the following manner:

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

Although approval of a new or amended policy 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.

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. Policies of the District shall be reviewed at least once during a two-year period, unless otherwise detailed in a specific policy 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 the 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.

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. They shall be subject to recall at any time.

The District may also have the policies of the District available for public access online. The hard-copy master policy file in the District office, as substantiated by Board Minutes, will supersede the on-line version in case of a discrepancy.

School handbooks and other materials shall implement and communicate appropriate District policies. In case of discrepancy, District policy shall prevail.

Cross References:
1305 Policies and Procedures to Review Annually

Legal References:
I.C. 33-506 Organization and government of board of trustees.
I.C. 33-512 Governance of schools.

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19
Revised on: 2/14/05, 1/2021, 8/2021

Policies and Procedures to Review Annually 1303

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
2605**	Advancement Requirements (6 through 9)
3010	Open Enrollment by Students Who Reside Within and Outside the District
3265*	Student Owned Electronic Communication Devices
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**	Restraint & Seclusion
3500*	Student Health/Physical Screenings/Examinations
3510	Student Medicines
3515**	Food Allergy Management
3515p**	Food Allergy Management – Medical Plans of Care
3530*	Suicide
4210F1	Fee Schedule for Community Use of School Facilities
5265**	Employee Responsibilities Regarding Student Harassment
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
8200*	Local School Wellness
8210**	District Nutrition Committee
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 their designee.
**Must be reviewed annually by another party.

When the Board reviews a policy, they shall note the date reviewed on this 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, “(date reviewed) by (position of the person who reviewed it)”.

Cross References:
1300 District Policy
Legal Reference:

I.D.A.P.A. 08.02.03.160 Rules Governing Thoroughness, Safe Environment and Discipline

Other References

ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:

Adopted on: 8/2021
Revised on: 7/2026
Reviewed on:

Administrative Procedures 1310

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.

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

Conflicting Policies and Procedures 1313

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 Superintendent as described in policy 1310 conflict with one another, the procedure that was promulgated, 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.

Policy History
Adopted on: 8/14/19
Revised on: 5/2025
Reviewed on: 1/2021

District Planning 1315

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.
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 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 languages 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 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 posttests, including District-adopted tests.
5. Performance-based assessments.
6. Idaho Reading Indicator, which is a required assessment tools 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.

Cross Reference:
1645 Board Development Opportunities
2125 K-3 Reading Intervention
4130 Public Access to District Website
5170 Paraprofessionals, Teacher's Aides, and Para-Educators
6100 Superintendent

Legal Reference:
I.C. § 33-320 Continuous Improvement Plans and Training
IDAPA 08.02.01.801 Planning and Training
IDAPA 08.02.03.104.01

Policy History:
Adopted on: 8/14/19
Reviewed on:1/2021
Revised on: 8/2021, 7/2023, 2/2025

Management Rights 1320

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. Establish the school calendar;
2. Determine the procedures to use in handling public complaints about employees;
3. Direct non-teaching duties and responsibilities of teachers;
4. 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. Extra-curricular 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 under conditions where continuation of such work would be inefficient and non-productive;
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 on- going direction of all District programs.

Cross Reference:
6100 Superintendent

Legal Reference:
I.C. 33-514 Issuance of annual contracts – Supports programs – Categories of contracts – Optional Placement
I.C. 33-514A Issuance of limited contract – Category 1 contract
I.C. 33-515 Issuance of renewable contracts
I.C. 33-515A Supplemental contracts
I.C. 33-518 Employee personnel files

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on: 10/10/2012, 5/2020

Board/Staff Communications 1400

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 from 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.

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

School Board Use of Email, Social Media, and District-Provided Electronic Devices 1405

Use of e-mail, text, and other electronic communications 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 email in the conduct of Board responsibilities:

1. The Board will not use electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings. “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.
2. Board members will be aware that electronic communications 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 device or personally owned device, may be regarded as public records, which may be inspected by any person upon request, unless otherwise determined to be exempt from disclosure. Additionally, if a Board Member uses a school-owned device for personal purposes, such communications may also be subject to production in a public records request. For this reason, Board Members are strongly discouraged from using District technology for any personal purpose.
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. Further, such postings could be used as evidence that an individual Board Member is biased and should be excluded from decision-making when matters of due process, such as personnel matters or student hearings, are at issue. Opinions expressed on a social networking website have the potential to be disseminated far beyond the speaker’s desire or intention and could undermine public perception of the individual’s fitness 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 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.
Any use of District-provided electronic device by a Board trustee must be:

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

Cross Reference:
5325 Employee Use of Social Media Sites, Including Personal Sites
5330 Employee Email and Online Services Usage

Legal Reference:
144 Idaho 259 (2007). Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners

IC § 18-6726 TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 74-202 Open Public Meetings - Definitions
IC § 9-337 Public Writings *et. seq.*
Idaho Executive Order 2022-06

Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on:
Reviewed on: 1/2021
Revised on: 10/2012, 8/2019, 7/2023, 7/2026

Board-Superintendent Relationship 1410

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.

Cross Reference:
6100 Superintendent

Legal Reference:
I.C. 33-513 Professional personnel

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

Trustee Expenses 1420

Expenses for Board Members - In-District
A trustee shall not receive remuneration for service as a trustee. However, each trustee shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the board as provided herein. The trustee may submit their requests for reimbursement as the travel occurs or may submit a single request a the end of the fiscal year for all travel expenses accumulated, at the discretion of the trustee.

Board Meetings
The Board shall approve payment of a Trustee's expenses incurred in traveling to and from Board meetings if the Trustee requests such payment. The Board has determined that all trustees shall be entitled to an allowance for mileage.

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, i.e., bus, taxi, or rental car;
3. Hotel or motel costs for trustee, as necessary;
4. Food costs as necessary;
5. Incidental expenditures for tips and other necessary costs attributable to the trustee's attendance at the meeting.

The Districts 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.

Cross Reference:
7430 Travel Allowances and Expenses

Legal Reference:
I.C. 33-506 Organization and government of board of trustees.
I.C. 33-701 Fiscal Year – Payment and Accounting of Funds

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on: 7/2022

Trustee Insurance 1430

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.

Legal Reference:
I.C. 59-801 et seq. Surety Bond Act

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

Board Participation in Activities 1440

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 opportunity 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.

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on

Board Meetings 1500

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 school board meetings via electronic means, including telephonic or video conferencing devices, provided at least one member of the Board of Trustees or the Superintendent is physically present at the meeting location.

Regular Meetings
Unless otherwise specified, all meetings will be held in the Challis Middle School. Regular meetings shall be held on the second Wednesday of each month, unless rescheduled according to District policy.

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 members of the 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 school 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, upon a two-thirds 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 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 not 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 which is not owned by a public agency.
4. To consider records that are 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 final 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 an executive session only will be held, a 24-hour meeting and agenda notice shall include the date, time, place and 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.

Transportation Hearing

The transportation hearing of the Board shall be the first regularly scheduled meeting in August. The transportation hearing will be the only time during the year that bus routes will be considered unless emergency situations arise.

Legal Reference:
I.C. 33-205 Denial of Student Attendance
I.C. 33-510 Annual meetings – Regular Meetings – Board of Trustees
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:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on: 1/14/08, 9/12/12, 8/2021, 1/2026

School Board Meeting Procedure 1500P

Agenda

The agenda for any Board meeting shall be prepared by 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 at least seven days 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.

Regular Meeting Agenda

A 48-hour agenda notice shall be required in advance of each regular meeting, Notices and agendas must be posted in a prominent place at the principal office of the District, or if no such office exists, at the building where the meeting is to be held.

Special Meeting Agenda

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 placeof each meeting.

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 Regular Meeting or 24 Hoursbefore 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 less than 24 hours prior to a special meeting but prior to the start of the meeting, or 24 hours or more prior to the start of a special board 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 organizationshall 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 within24 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 and shall not include fee resolutions or items requiring more than a simple majority. Any item, which appears on the consent agenda, may be removed by a member of the Board. It is strongly suggested thatany Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chairman 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 isdeclared 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.
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerkto 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 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 membersis present. A majority of the full membership of the Board shall constitute a quorum. A majorityof the quorum may pass a resolution. However, in the event one or more vacancies on the board exist in accordance with Policy 1140, a majority of the remaining members of the board shall constitute a quorum.

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 trustees 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.

Cross Reference:
1140 Vacancies
4105 Public Participation in Board Meeting
Legal Reference:
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
Policy History:
Adopted on: 9/13/04
Reviewed on:1/2021, 1/2026
Revised on: 8/14/19, 8/2024, 7/2025

Board Meetings – Board Operating Procedure & Protocol 1500B

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 4150.
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, except the Board may take up public comment on items not related to the Board's agenda at another specified time during the meeting. The Board may take action to approve an agenda prior to public comment. Our rules for patron comment are outlined in policy 4105. 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 public participation procedures outlined in Policy 4105.
8. The Board will consider and represent the needs and interests of ALL 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. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.
19. 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.
20. The Board and Superintendent will annually facilitate goal setting for the School District.
21. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.
22. 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.
23. The Board Chair or designee will be the Board's spokesperson.
24. 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.
25. The Board will establish the vision, mission, and goals for the District, adopt policies, and assure accountability. The Superintendent will manage the schools.

Cross Reference:
1140 Vacancies
4105 Public Participation in Board Meeting

Legal Reference:
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

Policy History:
Adopted on: 9/2024
Reviewed on: 1/2026
Revised on: 7/2025

Open Meeting Law Compliance and Cure 1510

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 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.

Legal Reference:
I.C. § 74-201 Formation of Public Policy at Open Meetings
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. § 74-208 Violations Idaho Open Meeting Law Manual, July 2015 City of McCall v. Buxton, 146 Idaho 656 (2009)

Policy History:
Adopted on: 8/14/19
Revised on:
Reviewed on: 1/2021

Board Meeting News Coverage 1525

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.

Broadcasting & Taping of Board Meetings
Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special board of trustee 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.

Legal Reference:
I.C. § 33-510 Annual meetings – Regular meetings – Boards of trustees
I.C. § 74-204 Notice of Meetings -- Agendas
I.C. § 74-205 Written Minutes of Meetings

Policy History:
Adopted on: 12/12/05
Reviewed on: 1/2021
Revised on: 8/14/19

Code of Ethics for School Board Members 1600

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 meetings.
2. Recognize that the Board must comply with the Open Meeting Law and has authority to make decisions only 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 – no hidden agendas, and respect the right of other Boardmembers 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 operation.
12. Understand that I will receive information that is confidential and cannot be shared.
13. Give staff the respect and consideration due to 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 at 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.
16. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature:_____ Date: _____

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021, 1/2024, 2/2026
Revised on: 1/1/08, 3/2022, 1/2025

Trustee Conflict of Interest 1610

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 a contracting party; AND
   e) 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 to businesses in which a trustee or person related to him by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in §§ 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. Be a purchaser or vendor at any sale or purchase made by the trustee in the trustee's official capacity
9. Use public funds or property to obtain a pecuniary benefit for themself
10. 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
11. 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
12. Appoint or vote for the appointment of any person related to him 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 appointment 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.

Legal Reference:
I.C. 18-1359 Use public position for personal gain
I.C. 18-1361 Self-Interest Contracts - Exception
I.C. 18-1361A Non-compensated Appointed Public Servant – Relative of Public Servant – Exceptions
I.C. 33-507 Limitation upon authority of trustees
I.C. 74-501 Officers not to be interested in contracts
I.C. 74-502 Remote Interests
I.C. § 74-503 Officers Not to be Interested in Sales

Policy History:
Adopted on: 9/13/04
Reviewed on:
Revised on: 8/14/19, 11/2019, 1/2021, 3/2022

Trustee Spouse Employment 1615

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.

Districts with 400 or Fewer Students
However, if the District had a fall enrollment of 400 or fewer students in the prior school year the Board may employ the spouse of a Trustee if the following conditions are met:

1. The spouse will be employed in a non-administrative position.
2. The spouse is selected through the District's approved hiring process.

Districts with 401 to 1,200 Students:
If the District had a fall enrollment of more than 400, but fewer than 1,200 students in the prior school year, the Board may employ the spouse of a Trustee if the following conditions are met each year:

1. The spouse will be employed in a non-administrative position.
2. 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 onthe District's website or in a local newspaper.
3. No applications were received that met the minimum certification, endorsement, education, or experience requirements of the position except the Trustee's spouse; ~~and~~
4. 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.
5. Notwithstanding any other policy or law to the contrary, the Trustee's 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.

All Districts with 1,200 or Fewer Students
In any case where the Board hires a Trustee's spouse, throughout the course of the spouse's employment, the Trustee shall abstain from voting in any decision that affects the compensation, benefits, individual performanceevaluation, 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:

1. Negotiations regarding compensation and benefits.
2. Discussion and negotiation with District benefits providers; and
3. Any matters relating to the spouse and letters of reprimand, direction, probation, or termination.
4. Regardless of spouse employment status, the Trustee may participate in deliberations and vote upon the District's annual fiscal budget and annual audit report.

If a Trustee's spouse is hired in a classified position, they shall be employed as an at-will employee with no contract status and no right to continue employment.

Legal Reference:
I.C. § 33-507 Limitation Upon Authority of Trustees

Policy History:
Adopted on: 8/14/19
Revised on: 7/2025
Reviewed on: 1/2021

Board Goals and Objectives 1620

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.

Legal Reference:

Policy History:
Adopted on: 9/13/04
Reviewed on: 1/2021
Revised on: 8/14/19

Evaluation of Board 1630

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 that 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.

Policy History:
Adopted on: 9/13/04
Reviewed on: 8/14/19, 1/2021
Revised on:

Inservice Conference for Trustees 1640

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.

Policy History:
Adopted on: 8/14/19
Revised on:
Reviewed on: 1/2021

Board Development Opportunities 1645

The Challis 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 positive relationships 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 Board 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, 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
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 School Board conferences, conventions and workshops shall be maintained by the board clerk. 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 would be the most appropriate to 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.

School Board members are encouraged to attend workshops presented by the state and national School Boards associations.

Cross Reference:
1315 District Planning

Legal Reference:
I.C. § 33-320 Continuous Improvement Plans and Training
IDAPA 08.02.01.801 Planning and Training

Policy History:
Adopted on: 9/13/04
Reviewed on:
Revised on: 2/13/08, 8/14/19, 1/2021

New Board Member Workshop 1650

The Challis School District Board of Trustees will assist newly elected/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 review the new Board member packet, District policy 1000 and 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. This must be accomplished during the first three months of the Board Member's tenure. The Board and the board clerk will ensure that new members are notified of upcoming workshops.

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

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 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.

Cross Reference:
1420 Trustee Expenses
2125 K-3 Reading Intervention
Legal Reference:
I.C. 33-701 et seq. Fiscal Affairs of School Districts Policy History:
Policy History:
Adopted on: 1/14/08
Reviewed on:
Revised on: 8/14/19, 1/2021, 8/2021