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Legacy Charter School

AMINISTRATION/BOARD POLICIES **1050**

Superintendent—Administrator Training and Oversight

The Governing Board will contract with Rebecca Stallcop to serve as Superintendent of Legacy Public Charter School for the first three years of operation. Mrs. Stallcop will provide training for the administrator in all aspects of his or her duties and specifically in the implementation of Harbor culture and financial operations, oversight of staff training, and development and implementation of the school budget. Additionally, as Superintendent, Mrs. Stallcop will be the final authority for the administrator in all aspects of school management. After the first three years, Mrs. Stallcop will evaluate Legacy annually to ensure compliance with the Harbor School Method TM.

Policy History:
Adopted on: June 29, 2011
Revised on:

Legacy Charter School

THE BOARD OF DIRECTORS **1300**

Charter School Policy

The adoption of new policies and the revision and amending of existing policies shall be solely the responsibility of the Board of Directors.

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 Principal for detailed study as needed prior to Board action on the proposal. The Board encourages the Principal to contact other experts to have potential policies researched. Interested parties, including any Board Member, citizen, or employee of the Board may submit views or present data or arguments, orally or in writing, in support of or in opposition to proposed policy.

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 first reading of the particular policy.

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 Charter School's policy manual. Policies of the School shall be reviewed periodically, 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 Principal 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 Principal 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 Directors 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 Directors present.

Policy Manuals

The Principal shall develop and maintain a current policy manual which contains the policies of the Charter School. 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 Charter School and shall be subject to recall at any time.

Legal Reference:	I.C. § 30-30-601	Idaho Nonprofit Corporation Act - Directors and Officers - Requirement for and Duties of the Board

Policy History:
Adopted on: August 21, 2014
Revised on: April 16, 2015
Revised on: August 19, 2021
Reviewed on:

Continuous Improvement Plan

Each year, The Board of Directors shall use the Charter School's performance certificate as a continuous improvement plan to improve student achievement, assess and prioritize needs, and measure outcomes.

Legal References:	I.C. § 33-320	Continuous Improvement Planning and Training
	I.D.A.P.A. 08.02.01.801	Planning and Training

Policy History:
Adopted on: August 21, 2014
Revised on: July 16, 2015
Revised on: February 16, 2017
Revised on: September 2, 2021
Revised on: November 18, 2021
Revised on: May 18, 2023
Revised on: September 21, 2023
Reviewed on:

Legacy Charter School

THE BOARD OF DIRECTORS **1405**

School Board Use of Email and Social Media

Use of email, 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 electronic communication 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 communication 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 Charter School 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 Directors, and the Charter School. 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 the TikTok app or visiting the TikTok website on any School-provided device or while connected to the School's network. If TikTok has already been downloaded onto a device issued to a Board member by the School, the Board member shall delete the app or seek School assistance in deleting it.

Board Directors shall not use School-provided email or social media for personal purposes.

Use of any School-provided electronic device for informal purposes is permissible within reasonable limits provided it does not interfere with their duties as a Board director and complies with School policy. However, the Board member needs to understand that such use of school provided electronic devices for informal purposes may be subject to production in a public records request.

Cross Reference:	5325	Employee Use of Social Media Sites, Including Personal Sites
	5330	Employee Email and Online Services Usage
Legal References:	IC § 74-101, *et seq*.	Idaho Public Records Act
	IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
	IC § 74-202	Open Meetings Law - Open Public Meetings – Definitions
	Idaho Executive Order 2022-06	
	Cowles Pub. Co. v. Kootenai County Bd., 159 P.3d 896 (Idaho, 2007)	

Policy History:
Adopted on: 2014.04.17
Revised on: 2015.04.16
Reviewed on: 2023.05.18
Revised on: 2026.06.18

Legacy Charter School

THE BOARD OF TRUSTEES **1500P**

Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Executive Director 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 School may also suggest inclusions on the agenda. Such suggestions must be received by the Executive Director at least seven (7) days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Executive Director, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

Regular Meeting Agendas

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 School or, if no such office exists, at the building where the meeting is to be held. All meeting notices and agendas must be posted on the School website.

Special Meeting Agendas

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 secretary or his or her 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 place of each meeting. All meeting notices and agendas must be posted on the School website.

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 a Regular Meeting or 24 Hours Before 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 24 hours or more prior to the start of a special 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.

Order of Business

The order of business will be determined by the Board Chair and Executive Director with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed.

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. Any item which appears on the consent agenda may be removed by a Member of the Board. It is strongly suggested that any Board Member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Executive Director. 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 agenda item added after the start of a meeting unless an emergency is declared 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; and
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the clerk to 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 the 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.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.

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 Board Members in attendance. Voting shall be by acclamation or show of hands.

Procedure History
Adopted on: November 15, 2018
Revised on:

Legacy Charter School

THE BOARD OF DIRECTORS **1600**

Code of Ethics for School Board Members

As a member of The Legacy Charter School Board of Directors, 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 only has authority to make decisions 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 Administrator;

7. Be open, fair, and honest – to have no hidden agendas, and respect the right of other Board Members to have opinions and ideas which differ from mine;

8. Recognize that the Administrator is the Board's advisor and should be present at all meetings, except where the Administrator is the subject matter, or where the Administrator's presence is a conflict of interest. Further, the Administrator 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 Charter School decisions and School operations;

12. Understand that I will receive information that is confidential and cannot be shared;

13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as Charter School staff, while insisting on regular and impartial evaluation of all staff;

14. Present personal criticism of School operations to the Administrator, not to Charter School staff or to 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 Charter School; and

17. Discharge my duties in good faith, with reasonable care, and in a manner that I believe to be in the best interests of the Charter School.

Director Signature: _____ Date: _____

Legal Reference	I.C. § 30-30-618	Idaho Nonprofit Corporation Act - Directors and Officers - General Standards for Directors
Other Reference:	Office of the Attorney General, *Idaho Ethics in Government Manual*, July 2019 (available at: https://www.ag.idaho.gov/content/uploads/2018/04/EthicsInGovernment.pdf) (last accessed 10/21/2019)	

Policy History:
Adopted on: February 16, 2017
Revised on: April 16, 2020
Revised on: March 22, 2022

Legacy Charter School

THE BOARD OF DIRECTORS **1700**

Conflict of Interest Policy

It shall be unlawful for any member of the Board of Directors to have pecuniary interest, directly or indirectly, in any contract or other transaction pertaining to the maintenance or conduct of the school district or to accept any reward or compensation for services rendered as a trustee except as may be otherwise provided in this section. The Board of Directors may accept and award contracts involving the Charter School to businesses in which a member of the Board of Directors or a person related to him/her by blood or marriage within the second degree has a direct or indirect interest provided that the procedures set forth in section 18-1361 or 18-1361A, Idaho Code, are followed.

It shall be unlawful for the Board of Directors to enter into or execute any contract with the spouse of any member of such board, the terms of which said contract requires, or will require, the payment or delivery of any school district funds, money or property to such spouse, except as provided in section 18-1361 or 18-1361A, Idaho Code.

When any relative of any member of the Board of Directors or relative of the spouse of a member of the Board of Directors related by affinity or consanguinity within the second degree is considered for employment by the Charter school, such Director shall abstain from voting in the election of such relative and shall be absent from the meeting while such employment is being considered and determined.

The receiving, soliciting or acceptance of moneys of the Charter school for deposit in any bank or trust company, or the lending of money by any bank or trust company of the Charter school, shall not be deemed to be a contract pertaining to the maintenance or conduct of the Charter school within the meaning of this section; nor shall the payment by the Charter school to any member of the Board of Directors of compensation to any bank or trust company, for services rendered in the transaction of any banking business with such Board Member be deemed the payment of any reward or compensation to any officer or director of any such bank or trust company within the meaning of this section.

LEGAL REFERENCE

Idaho Code Sections
18-1361
18-1361A
33-507

Adopted on: July 21, 2016