Coeur d'Alene School District No.271 Policy Manual

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Legal Status and Operation

The Board of Trustees of the Coeur d’Alene School District #271 is the governmental entity established by the State of Idaho to plan and direct all aspects of the District’s operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education.

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. § 33-305 Naming and numbering school districts
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: November 4, 2013
Revised on:
Boundaries of the Coeur d’Alene School District No. 271

Beginning at the north ¼ corner of Sec. 5, Twp. 50 N, R 4 WBM; thence east approximately 1 mile to the north ¼ corner of Sec. 4, said township and range; thence north approximately 2½ miles to the center of Sec. 21, Twp. 51 N, R 4 WBM; thence east approximately ½ mile to the east ¼ corner of Sec. 21, said township and range; thence north approximately 3/10 mile to a point on the existing North right-of-way line of Robison Avenue thence along said North right-of-way line, N 88° 35’ 46” W a distance of 628.61 feet to a point; thence leaving said right-of-way, N 00° 49’ 57” E a distance of 973.13 feet to a point; thence, S 88° 30’ 58” E a distance of 628.61 feet to the existing West right-of-way of Atlas Road; thence north approximately 9/10 mile to the SW corner of Sec.10, said township and range; thence east approximately 1½ miles to the south ¼ corner of Sec. 11, said township and range; thence north to the center of said Sec. 11; thence east approximately ½ mile to the east ¼ corner of said Sec. 11; thence north approximately ¼ mile to the NW corner of the SW ¼ of the NW ¼ of Sec. 12, said township and range; thence east approximately ½ mile to the NE corner of the SE 1/4 corner of the NW ¼ of said Sec. 12; thence north approximately ¼ mile to the center of Sec. 1, said township and range; thence east approximately ½ mile to the east ¼ corner of said Sec. 1; thence north approximately ½ mile to the NW corner of the SW ¼ of the NW ¼ of Sec. 12, said township and range; thence west approximately 3 ¼ miles, more or less, to the Shoshone County line; thence south approximately 5 miles, more or less, along the Kootenai-Shoshone County line to the SE corner of the SW 1/8 of Sec. 27, Twp. 51 N, R 1 EBM, on the Shoshone County line; thence west approximately 8 ¾ miles to the north ¼ corner of Sec. 31, Twp. 51 N, R 1 WBM; thence south approximately 7 miles to the south ¼ corner of Sec. 31, Twp. 50 N, R 1 WBM; thence west approximately ½ mile to the NW corner of Sec. 6, Twp. 49 N, on the range line between Ranges 1 & 2 WBM; thence south 3 miles, more or less, to the SE corner of Sec. 13, Twp. 49 N, on the range line; thence west approximately 9 miles to the SW corner of Sec. 15, Twp. 49 N, R 3 WBM; thence north approximately ½ mile to the west ¼ corner of said Sec. 15; thence west approximately 1½ miles to the center of Sec. 17, said township and range; thence north approximately ½ mile to the south ¼ corner of Sec. 5, said township and range; thence west 1½ miles, more or less, to the center of Coeur d’Alene Lake; thence south and west, continuing along the center thread of Coeur d’Alene Lake and Windy Bay to a point where it intersects the west line of Sec. 30, Twp. 48 N, R 4 WBM; thence north approximately 2 ½ miles to the SW corner of Sec. 7, said township and range; thence west approximately 1 mile to the SW corner of Sec. 12, Twp. 48 N, R 5 WBM; thence north approximately 5 miles to the NW corner of Sec. 24, Twp. 49 N, R 5 WBM; thence west approximately 1 mile to the NE corner of Sec. 22, said township and range; thence south approximately 1 mile to the SE corner of said Sec. 22; thence west 4 miles, more or less, to the Washington-Idaho State line; thence north approximately 3½ miles to the west ¼ corner of Sec. 1, Twp. 49 N, R 6 WBM; thence east 1½ miles, more or less, to the center of Sec. 5, Twp. 49 N,
R 5 WBM; thence south 1 mile to the center of Sec. 8, said township and range; thence east approximately 1½ miles to the east ¼ corner of Sec. 9, said township and range; thence north approximately 2½ miles to the NW corner of Sec. 33, Twp. 50 N, R 5 WBM; thence east ½ mile to the north ¼ corner of said Sec. 33; thence north approximately 1 mile to the north ¼ corner of Sec. 28, said township and range; thence east approximately 2 miles to the north ¼ corner of Sec. 26, said township and range; thence north approximately ½ mile to the center of Sec. 23, said township and range; thence east approximately 1½ miles to the west ¼ corner of Sec. 19, Twp. 50 N, R 4 WBM; thence north 2 miles, more or less, to the center thread of the Spokane River; thence east 1½ miles, more or less, along the center thread of the Spokane River to a point where the river intersects the north-south center line of Sec. 8, Twp. 50 N, R 4 WBM; thence north 1½ miles, more or less, to the point of beginning.

This description reflects the changes implemented with the annexations approved and effective December 12, 2002 and December 27, 2012.

Policy History:
Adopted on: November 4, 2013
Revised on:
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Organization and Classification

The legal name of the School District will be Coeur d’Alene School District No. 271, Kootenai County, State of Idaho. The administrative offices of the School District are located at 1400 N. Northwood Center Court, Coeur d’Alene, Idaho 83814. The District is classified as a K-12 school district giving instruction to pupils in grades k (kindergarten)/one (1) through twelve (12).

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 Reference:  
I.C. § 33-302  Classification of school districts.  
I.C. § 33-305  Naming and numbering school districts.  

Policy History:  
Adopted on:  November 4, 2013  
Revised on:
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Membership

The District is governed by a Board of Trustees consisting of five (5) members. Each member is 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 (4) years; their terms expire on January 1 following the November election.

All trustees shall participate on an equal basis with other members in all business transactions. 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.

Legal Reference:  I.C. § 33-313 Trustee Zones
                  I.C. § 33-501 Board of Trustees
                  I.C. § 33-504 Vacancies on Boards of Trustees
                  I.C. § 72-202 Open Public Meetings – Definitions

Policy History:
Adopted on: 11/4/13
Revised on: 7/1/19
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Legal Descriptions of District Zones

Zone 1

Beginning at the SE corner of Section 6, T49N, R3W thence west approximately ¼ mile to the east shoreline of Coeur d’Alene Lake thence north and following the shoreline of the lake approximately 19 miles to a point where it intersects with the west line of Section 19, T50N, R3W thence north to Ash Avenue thence west on the centerline of Ash Avenue to the intersection of Ash Avenue and 14th Street thence north on the centerline of 14th Street to the intersection of 14th Street and Lost Avenue thence east on the centerline of Lost Avenue to the intersection of Lost Ave and 15th Street thence north along the centerline of 15th Street to the intersection of 15th Street and Dalton Avenue thence west along the centerline of Dalton Avenue to the intersection of Dalton Avenue and US Highway 95 thence north along the centerline of US Highway 95 to the intersection of US Highway 95 and Prairie Ave thence east on the centerline of Prairie Avenue to SW corner of the SE ¼ of the SE ¼ of Section 24, T51N, R4W thence north and east to the NE corner of the SE ¼ of the SE ¼ of Section 24, T51N, R4W thence north 0.2 miles to the NE corner of the SE ¼ of Section 24, T51N, R4W thence west along the centerline of E Hayden Lake Road to the intersection of E Hayden Lake Road and Honeysuckle Avenue thence east along the centerline of Honeysuckle Road to a point on the shoreline of Hayden Lake thence south and easterly along the shoreline of the lake to a point on the north line of Section 34, T52N, R3W thence east approximately 2 ¼ miles to the NE corner of Section 36, T52N, R3W thence south 1 mile to the SE corner of Section 36, T52N, R3W thence east approximately 14 ¼ miles to a point on the north line of Section 3, T52N R1E and the Kootenai-Shoshone County line thence south along the county line 5 miles to a point on the south line of Section 27, T51N, R1E thence west 8 ¾ miles to the NE corner of the NW ¼ of Section 31, T51N, R1W thence south 7 miles to the SE corner of the SW ¼ of Section 31, T50N, R1W thence west ½ mile to the NE corner of Section 1, T49N, R2W thence south 3 miles to the SE corner of Section 13, T49N, R2W thence west 9 miles to the SW corner of Section 15, T49N, R3W thence north ½ mile to the SE corner of the NE ¼ of Section 16, T49N, R3W thence west ½ miles to the center of Section 17, T49N, R3W thence north ½ miles to the NW corner of the NE ¼ of Section 8, T49N, R3W thence west to the point of beginning.

Zone 2

Beginning at the intersection of Prairie Avenue and US Highway #95 thence north along the centerline of said highway to its intersection with Honeysuckle Avenue thence west on Honeysuckle to the intersection of Honeysuckle Avenue and Atlas Road thence north 1 ½ miles on the centerline of Atlas Road to the NW corner of Section 15, T51N, R4W thence east 1 ½ miles to the NE corner of the NW ¼ of Section 14, T51N, R4W thence north 1/2 miles to the NW corner of the SE ¼ of Section 11, T51N, R4W thence east ½ mile to the SW corner of the NE ¼ of Section 12, T51N, R4W thence north ¼ mile to the NW corner of the SW ¼ of the NW ¼ of Section 12, thence east ½ mile to the NE corner of the SE ¼ of the NW ¼ thence north ¼
miles to the center of Section 1, T51N, R4W thence east ½ mile to the NE corner of the SE ¼ of Section 1, thence north ½ mile to the NW corner of Section 6, T51N, R3W thence 3 ¼ miles to the west shoreline of Hayden Lake thence south along said shoreline approximately 8 miles to its intersection with Honeysuckle Avenue extended, thence west on the centerline of Honeysuckle Road to the intersection of Honeysuckle Road and E Hayden Lake Road thence east on the centerline of E Hayden Lake Road to the NE corner of the SE ¼ of Section 24, T51N, R4W thence south .2 miles to the NE corner of the SE ¼ of the SE ¼ of Section 24, T51N, R4W thence south and west .2 miles to the SW corner of the SE ¼ of the SE1/4 of Section 24, T51N, R4W thence west on the centerline of Prairie Avenue approximately 1 mile to the point of beginning.

Zone 3

Beginning at the SW corner of the NE corner of Section 33, T51N, R4W thence north 2 miles to the center of Section 21, T51N, R4W thence east on the centerline of Bean Ave to the intersection of Bean Avenue, Atlas Road and Honeysuckle Avenue thence east on the centerline of Honeysuckle Ave to the intersection of Honeysuckle Ave. and US Highway #95 thence south along the centerline of Highway #95 to its intersection with Kathleen Avenue thence west along the centerline of Kathleen Avenue to the intersection of Kathleen Avenue and Atlas Road, thence north on the centerline of Atlas Road to the intersection of Atlas Road and Industrial Way and thence west ½ mile to the point of beginning.

Zone 4

Beginning at the SW corner of Section 24, T49N, R6W thence north 3 ½ miles to the NE corner of the SW ¼ of Section 1, T49N, R6W thence east 1 ½ miles to the NE corner of the SW ¼ of Section 5, T49N, R5W thence south 1 mile to the center of Section 8, T49N, R5W thence east 1 ½ miles to the NE corner of the SE ¼ of Section 9, T49N, R5W thence north 2 ½ miles to the NW corner of Section 33, T50N, R5W thence east ½ mile to the SW corner of the SE ¼ of Section 28, T50N, R5W thence north 1 mile to the NW corner of the NE ¼ of Section 28, T50N, R5W thence east 2 miles to the NE corner of the NW ¼ of Section 26, T50N, R5W thence north ½ mile to the NW corner of the SE ¼ and the center of Section 23, T50N, R5W thence east 1 ½ miles to the NE corner of the SE ¼ of Section 24, T50N, R5W thence north approximately 2 miles to the center thread of the Spokane River thence east 1 ½ miles along the center of the river to a point on the east line of the NW ¼ of the Section 8, T50N, R4W thence north 1 ¼ miles to the NW corner of the NE ¼ of Section 5, T51N, R4W thence east 1 mile to the SW corner of the SE ¼ of Section 33, T51N, R4W thence north ½ mile to the center of Section 33, T51N, R4W thence east ½ mile to the NE corner of the SE ¼ of Section 33, T51N, R4W (intersection of Industrial Way and Atlas Road), thence south on the centerline of Atlas Road to the intersection of Atlas Road and Kathleen Avenue thence east on the centerline of Kathleen Avenue to the intersection of Kathleen Avenue and US Highway 95 thence south on the centerline of US Highway 95 (Lincoln Way) approximately 2.4 miles to a point on the north line of the SE ¼ of Section 14, T50N, R4W thence south on the centerline of Northwest Boulevard to the intersection of Northwest Boulevard and Garden Avenue thence east approximately 1.1 miles on the centerline of Garden Avenue to the intersection of Garden Avenue and 15th Street thence south on the centerline of 15th Street to the intersection of 15th Street and Lost Avenue thence
south on the centerline of Lost Avenue to the intersection of Lost Avenue and 14th Street thence south on the centerline of 14th Street to the intersection of 14th Street and Ash Avenue thence east on the centerline of Ash Avenue to the east line of Section 24, T50N, R4W thence south to the north shoreline of the Coeur d’Alene Lake thence west and southerly around the shoreline of the lake approximately 32 miles to its intersection with a point on the east line of Section 25, T48N, R5W thence north 2 ¼ miles to the NW corner of Section 18, T48N, R5W thence west 1 mile to the SW corner of Section 12, T48N, R5W thence north approximately 5 miles to the NW corner of Section 24, T49N, R5W thence west 1 mile to the SE corner of Section 15, T49N, R5W thence south 1 mile to the SE corner of Section 22, T49N, R5W thence west to the point of beginning.

Zone 5

Beginning at a point on the north line of the SE ¼ of Section 14, T50N, R4W thence north along (Lincoln Way) US Highway #95 north approximately 3 miles to the intersection of Dalton Avenue thence east on the centerline of Dalton Avenue 1 ¼ miles to the intersection of Dalton Avenue and 15th Street thence south 3 miles on the centerline of 15th Street to the intersection of 15th Street and Garden Avenue thence west 1.1 miles on the centerline of Garden Avenue to the intersection of Garden Avenue and Northwest Boulevard thence north on the centerline of Northwest Boulevard to the point of beginning.

Policy History:
Adopted on: November 4, 2013
Revised on:
Elections

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 the Board members, various public policy propositions, and advisory questions.

Board elections shall be held on the first (1st) Tuesday following the first Monday in November 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 (5) 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 preceding 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 school district clerk not later than forty-five (45) days before the election date and include the signatures of not less than five school district electors residing in the trustee zone of which the candidate seeks election. No write-in vote for School District Trustee in a School District election shall be counted unless a declaration of intent has been filed indicating that the person desires the office and is legally qualified to assume the duties of Trustee if elected.

Any person who filed a declaration of candidacy may withdraw from the election by filing a notarized statement of withdrawal with the Clerk of the Board. The notarized statement shall contain all the information necessary to identify the person and the office sought. The withdrawal of candidacy may occur at any time prior to the day of the election.

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for a position or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the Board or the Clerk with the written permission of the Board, shall declare such candidate elected as a trustee within four (4) days before the scheduled day of the election. The Clerk shall immediately prepare and deliver to the person a certificate of election signed by him 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 (2) 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. 34-1404 Declaration of Candidacy
§ I.C. 34-1407 Write-in Candidates

Policy History:
Adopted on: November 4, 2013
Revised on: October 3, 2016, August 6, 2018
Candidate Edification

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 districts 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, forms, and deadlines.

Notices of candidate's meetings that are sponsored by impartial, non-partisan organizations may be announced in District publications and/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: November 4, 2013
Revised on: February 6, 2017
THE BOARD OF TRUSTEES

Taking Office

At the time of the nomination and election, or appointment to the Board of Trustees, each Trustee must be eighteen (18) years of age, a United States citizen, a School District elector of the District, and a resident of the Trustee zone from which nominated and elected, or appointed for a period of at least thirty (30) days prior to the nomination and election, or appointment.

Each Trustee shall qualify for and assume office on the next January 1 following his or her election, or, if appointed, at the regular meeting of the Board of Trustees next following such appointment.

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. 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. § 33-405 Qualification of School Electors
I.C. § 33-501 Board of Trustees
I.C. § 33-504 Vacancies on Boards of Trustees
I.C. § 59-401 Loyalty Oath—Form
I.C. § 59-402 Time of Taking Oath

Policy History:
Adopted on: November 4, 2013
Revised on: August 6, 2018
Oath of Office

An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected or appointed. The Trustee is required to take his/her oath within fifteen (15) days from the commencement of his/her term of office. Before any School District Trustee elected or appointed enters upon the duties of his/her office, he/she must take the following oath:

I do solemnly swear 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 Coeur d’Alene School District #271 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 School Board Trustee assumes office from January 1 (of the year immediately following his/her election) until their term expires, unless: he/she dies; resigns as Trustee; is no longer a resident or school district elector of the District; refuses to serve as Trustee; fails to attend four (4) consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees or is recalled and discharged from office.

If the School Board Trustee is appointed, he/she holds office from the time he/she takes the oath of office until expiration of the term of office, to which he/she was appointed, unless: he/she dies; resigns as Trustee; is no longer a resident or school district elector of the District; refuses to serve as Trustee; fails to attend four (4) consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees or is recalled and discharged from office.

Policy History
Promulgated on: 11/4/18
Revised on: 8/6/18, 9/10/18
Resignation

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: November 4, 2013
Revised on:
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Vacancies

A vacancy shall be declared by the Board of Trustees within thirty (30) days of when any of the following occurs:

1. a Trustee dies;
2. a Trustee resigns;
3. a Trustee removes him/herself from the Trustee’s zone of residence;
4. a Trustee no longer is a resident or school district elector of the District;
5. a Trustee refuses to serve as trustee;
6. a Trustee, without excuse acceptable to the Board of Trustees fails to attend four (4) consecutive regular meetings of the Board; or
7. a Trustee is recalled and discharged from office.

A trustee position also shall be vacant when an elected candidate fails to qualify.

A declaration of vacancy shall be declared at any regular or special meeting of the Board, when any of the above-mentioned conditions are determined to exist.

In the case of a trustee vacancy, the remaining trustees shall fill the vacancy by appointment provided there remains in membership on the Board a majority of the membership thereof. 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 (1) candidate to serve the balance of the unexpired term of the office which was declared vacant and filled by appointment. The Board will notify the State Superintendent of Public Instruction of the appointment.

In the event the Board of Trustees is unable to appoint a Trustee from the zone vacated after ninety (90) days from the date the Board declared the vacancy, the Board 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, one hundred and twenty (120) days after 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. § 34-1701 et seq.  Appeals
I.C. § 74-206(1)  Executive Sessions When Authorized

Policy History:
Adopted on: November 4, 2013
Revised on:
Annual Organization Meeting

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-(1)-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 Board, at its annual meeting, will establish the regular monthly school Board meetings date, time, and location for the year.

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. Swearing in of newly-elected trustees.
2. Call for nominations for Chair to serve during the ensuing year.
3. Election of a Chair.
4. Call for nominations for Vice-Chair to serve during the ensuing year.
5. Election of a Vice-Chair.
7. Election of a Treasurer.
8. Establish regular monthly meeting time, location, and dates.
9. Assumption of office by the new Chair.
10. Review the code of ethics.

Policies shall continue from year to year until and unless the Board changes them. The Board may appoint a Standing or Ad Hoc Committee at any regular or special meeting during the year. A Board member may be appointed as a liaison to a committee at that time.

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:  11/4/13
Revised on:  8/6/18, 11/4/19
School Board Powers and Duties

This Board has the powers and duties attributed to it by the Constitution and laws of the State of Idaho. This includes the power of the Board as a whole to adopt policies. Policies established by the Board will be carried out by the Superintendent of schools or designee or others as may be determined by the Board. 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 and who shall be held responsible for the effective administration and supervision of the entire school system.

The Board will establish the educational policies for the District and will determine the personnel policies of the school system. The Board will employ professional school administrators to manage the school system and employ necessary personnel.

The Board will have the responsibility of dispersing and accounting for funds to support the school system, including the physical plant and necessary equipment. The Board will be responsible for having financial records audited annually.

Legal Reference:
- I.C. § 33-313 Trustee Zones
- I.C. § 33-501 Board of Trustees
- I.C. § 33-506 Organization and Government of Board of Trustees
- I.C. § 33-511 Maintenance of Schools
- I.C. § 33-512 Governance of Schools
- I.C. § 74-202 Open Public Meetings – Definitions

Policy History:
Adopted on: November 4, 2013
Revised on:
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

School Board Powers and Duties

The Board, functioning within the framework of laws, court decisions, attorney general's opinions, State Department of Education regulations and similar mandates from the state and national levels of government, and 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. Enacts policy, by-laws, rules, and regulations for its governance, and that of the District, consistent with the laws of the State of Idaho and the rules of the State Board of Education. Governs the District in compliance with state law and rules of the State Board of Education.

2. Maintains at least one (1) elementary school and one (1) secondary school, and fixes the days of the year and the hours of the day when schools shall be in session. The amount of hours will conform with state law and regulation. Determines school holidays.

3. Discontinues any school within the District whenever such discontinuance is found to be in the best interest of the District and of the students.

4. Adopts courses of study and provides instructional aides. Provides, or requires students to be provided with, suitable textbooks and supplies. Equips and maintains suitable libraries in schools and excludes therefrom all books, tracts, papers, and catechisms of sectarian nature.

5. Erects and maintains at each school a suitable flagstaff or flagpole and displays the flag of the United States of America on all days when school is in session. On each Veteran’s Day that school is in session, conducts and observes an appropriate program of at least one class period remembering and honoring American veterans.

6. Employs all staff members necessary to maintain and operate the schools of the District and fixes and prescribes their duties. Requires that all certificated and non-certificated employees hired undergo a criminal history check and shall submit a completed fingerprint card to the Department of Education no later than five (5) days following the first day of employment or unsupervised contact with students in a K-12 setting, whichever is sooner.

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

8. Approves 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.

9. Estimates and seeks to provide funds for the operation, support, maintenance, improvement and extension of the school system.

10. Provides for the planning, expansion, improvement, financing, construction, maintenance, use and disposition of physical plants of the school system.

11. Ensures the financial means by which the educational program is conducted.

12. Prescribes the minimum standards needed for the efficient operation and improvements of the school system.

13. Protects the morals and health of the students, and prescribes rules for the disciplining of unruly and/or insubordinate students including rules on student harassment, intimidation and bullying.

14. Prohibits entrance to each schoolhouse or school grounds; prohibits loitering in schoolhouses or on school grounds; and provides for the removal from each schoolhouse, school bus, or school ground of any individuals who disrupts the educational processes or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the students.

15. Excludes from school children not of school age, and students with contagious or infectious diseases, or who are diagnosed or are suspected as having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious or infectious disease; and close school on order of the State Board of Health & Welfare or local health authorities.

16. Maintains a safe environment for students by developing a system that cross-checks all contractors or other persons who have irregular contact with students against the statewide sex offender register.

17. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.

18. Supervises and regulates those extracurricular activities which are outside the regular academic courses or curriculum of the public schools.

19. Requires the establishment and maintenance of records, accounts, archives, management methods and procedures considered essential to the efficient conduct of school business.

20. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public, and ensures that the community is informed of the
needs, purposes, values, and status of the schools.

21. Calls special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools within the District.

22. Employs attorneys when deemed in the best interest of the District, or for the purpose of defending the District against any suit or for bringing action deemed necessary to be commenced by the Board. Where it is not feasible for the Board to meet and appoint an attorney to advise on a matter, the Superintendent shall be authorized to contact an attorney of his or her choice for legal advice.

23. Submits to the Superintendent of public instruction no later than July 1 of each year, documentation which meets the reporting requirements of the Federal Gun Free Schools Act of 1994, as contained within the Federal Improving America’s Schools Act of 1994.

Procedure History:
Promulgated on: November 4, 2013
Revised on:
Qualifications, Terms and Duties of Board Officers

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-(1)-year term to serve as Chair of the Board. The duties of the Chair are:

1. Preside at all meetings, conduct meetings in the manner prescribed by the Board’s policies, and enforce the usual parliamentary rules;
2. Offer resolutions and discuss questions;
3. Calling special meetings of the Board whenever there is sufficient business to conduct, or upon written request of at least two other members of the Board;
4. Advise the Superintendent on the preparation of the agenda for meetings;
5. Appoint an acting clerk in the absence of the clerk;
6. Sign all papers and documents as required by law and as authorized by the action of the Board. This shall include the annual financial statement, master agreements, Board transcript, and all other instruments deemed necessary by the Board for accurate and official Board records;
7. Advise the Superintendent so that all regular and special meetings of the Board comply with the Idaho Open Meeting Law;
8. Close Board meetings as prescribed by Idaho law; and
9. Exercise such other powers as may be delegated to him/her by the Board.

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.

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.

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

Policy History:
Adopted on: 11/4/13
Revised on: 10/1/18
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Clerk

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. The record will be open for inspection at all reasonable times. 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, who will then enter the record.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

When it is deemed prudent by the Board, the Clerk may be placed under a fidelity bond, in the manner specified in Idaho Code in an amount determined by the Board.

Additional duties of the clerk prescribed by the Board will include:

1. Being responsible to the Board for all matters pertaining to the care of the Board’s records and documents;

2. Notifying all Board members of meetings and ensuring that all special meetings are called in conformance with the Open Meeting law;

Legal reference:  I.C. § 33-506  Organization and government of board of trustees
I.C. § 33-508  Duties of clerk

Policy History:
Adopted on:  November 4, 2013
Revised on:
Duties of the Treasurer

The Treasurer shall have such duties as prescribed by the Board. Such duties include:

1. Keeping a full and accurate record of the financial transactions of the School district; and
2. Depositing the monies of the School District in accordance with the provisions of the Public Depository Law revised statutes.

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 (2) 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.

The Board may elect one (1) 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. An assistant treasurer may perform the statutory duties prescribed by law for the Treasurer to the extent authorized by the Board.

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  
Chapter 1, Title 57, Idaho Code

Policy History:
Adopted on: November 4, 2013
Revised on:
Duties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Individual members of the Board have no power separate from the Board as a whole. Trustees shall not assume responsibilities of administrators or other staff members. No Board member may, by virtue of his or her office, command the services of any school employee. The Board or staff shall not 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

I.C. § 33-507 Limitation upon authority of trustees

Policy History:
Adopted on: November 4, 2013
Revised on:
Committees

Generally, the Trustees will function as a committee of the whole. Nevertheless, the Board may create Board committees as deemed necessary. The Board of Trustees reserves the right to create or establish the rules and regulations for creation and appointment of membership to any committee. The Board encourages patron participation and input. Advisory committees may be appointed by the Board when appropriate and will function in those areas assigned to it by 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 or members 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.

A standing committee is a Board-appointed committee and is reviewed annually. An ad-hoc committee is a temporary committee assigned a specific task.

Working Committees

Nothing herein precludes the Superintendent from forming working committees and non-Board advisory committees. These working committees will report to the Superintendent/designee who in turn may inform the Board of the committee’s work. As always, the Board reserves the right to act on or reject the work of any committee, Board established or not.

Board appointed Advisory Committees are subject to open meeting laws. However, working committees authorized by the Superintendent or designee are not, provided the committee does not make a recommendation to the Board or unless a quorum of the Board is present.

Legal references:  I.C. § 74-202  Open Public Meetings--Definitions

Policy History:
Adopted on:  November 4, 2013
Revised on:
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.

Advisory Committees

These parameters will be followed by all Board committees which are established under this policy and they are to report directly to the Board:

1. The task must be clearly defined by the Board, i.e. either to select and research options and then to present the Board with the rationale for the selecting from among the various options, or to research the best path to implement a previously selected option. They will instruct each committee as to the service the Board wishes the committee to render.

2. The Board will instruct each committee as to the 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.

3. A written process for selection of committee members will accompany any administration or Board recommendation for a committee prior to establishing the committee. To the extent possible, the committee will be representative of the community. The Administration may recommend the size of the committee and the Board will confirm the committee members and alternates from those who express interest and have appropriate skills and experiences to contribute.

4. The committee once formed and confirmed by the Board, will attempt to select its own chair from among community representatives, determine its operational procedures, and publish its agendas and maintain minutes of its meetings.

5. If a committee chooses to create by-laws, those by-laws shall be approved by the Board and reviewed annually.

6. The length of time each member is invited to service, the length of the committee’s task, and the approximate dates on which the Board wishes to receive major reports must be clearly defined. A committee could be a standing committee or an ad hoc committee.

7. Prior to a final recommendation or report being presented to the Board, the committee may hold one or more public hearings.
8. All public inquiry or comment about the report should be directed to the committee for consideration.

9. The draft of the final report, with accompanying minority report if appropriate, will be provided to the Board in both written and verbal format. The final report will be approved and forwarded by the committee members.

10. At the first Board meeting after the final report is presented for information, the Board will take action to formally accept the report; making it the final report.

11. Once the Board receives and accepts the report, deliberation among the Board members will determine the final decision without further public hearings.

12. The Board will instruct each committee as to the committee’s responsibilities for the release of information to the press.

13. Advisory committees shall be reviewed annually.

Procedure History:
Promulgated on: November 4, 2013
Revised on: February 5, 2018
Authorization of Signatures and Electronic Signatures

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

Personnel Contracts: The Board Chair and Clerk are authorized to sign approved personnel contracts and agreements of employment on behalf of the Board by facsimile signature or via electronic signature.

Negotiated Agreements: Negotiated agreements must be ratified by the Board in an open meeting and shall be signed for the District by the Board Chair and the Clerk.

Electronic Signatures

Electronic signatures or digital signatures can take many forms and can be created using many different types of technology. For the purpose of this policy an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

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 his/her 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. § 33-705 Activity Funds

Policy History:
Adopted on: November 4, 2013
Revised on: February 1, 2016
District Policy

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.

Policy Development

Written policies are the primary means by which the Board governs the District. As such, the Board shall use policy development as a means to articulate the Board’s vision for student achievement, citizenship and the overall mission and values of the District.

Policies:

1. Chart a course of action;
2. Are subject to state and federal laws and regulations;
3. Give direction to and through the Superintendent on how the District will operate;
4. Serve as guidelines for the Board’s own operations; and
5. Direct the successful and efficient functioning of the District.

The Board recognizes that changes in needs, conditions and laws will require revisions, deletions and additions to the policies. The Board encourages suggestions and proposals for policy changes from any individual or group affected by the District’s policies.

The Board directs the Superintendent or designee to use an orderly and defined process in examining and preparing policy proposals for Board action, including, but not limited to:

1. considering the impact the policy proposal will have on student achievement, citizenship and the overall operation of the District;
2. gathering relevant research and data;
3. aligning policies with the Strategic Plan;
4. communicating with and encouraging input from those that will be affected by the policy change; and
5. ensuring that policy, procedure and practice are consistent with one another.
6. if a policy is reviewed and no changes are deemed necessary, it is brought to the Board for information only,
7. when revisions of policies are for grammatical and/or minor clarification, the Board at its discretion, may waive the process for 1st and 2nd readings and take immediate action.

The process by which the Superintendent or their designee accomplishes policy review will be considered an Administrative function. As such, the process will be presented to the Board for information but will not require Board approval for revision to the process. However, the Board
will reserve the right to require revision to the policy review process if deficiencies or conflicts are discovered.

Adoption and Amendment of Policies

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board. 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.

During discussion of a policy proposal, the role of the Board is to:

1. Consider the Superintendent’s or designee’s research, data and recommendations;
2. Consider the relations of the proposed policy to the Strategic Plan and budget;
3. Consider the views of those affected by the policy;
4. Determine if the draft clearly communicates a course of action;
5. Ensure the draft accurately reflects the Board’s intent;
6. Determine the impact the proposal will have on student achievement, citizenship and the overall operation of the district.
7. Seek public comment
8. Form a committee (at the request of the Superintendent and at the Boards discretion) to provide input in the development of policy.

The Board may temporarily approve a policy to meet emergency conditions. However, the above process is required before the policy shall be considered permanent.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two (2) readings in the following manner:

1. At a regular Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
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 (2) 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. Additionally, the Board can take a majority vote of the members present to waive the two reading requirement for warranted circumstances. If a policy is added or revised because of a legal change over which the Board has no control, the policy may be approved at one meeting at the discretion of the Board.
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.

Waiver of Policies

Under circumstances which require a waiver of policy, policy may be suspended by a majority vote of the members present. In order to waive 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 waiver. If such a proposal is not made in writing in advance of the meeting, the policies may only be waived 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 and shall be subject to recall at any time.

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

Policy History:
Adopted on: November 4, 2013
Revised on:
Procedures

Procedures are detailed directions developed by the administration to put policy into practice. They tell how, by whom, where and when things are to be done.

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a procedure is developed, the Superintendent shall submit it to the Board as an information item prior to implementation. 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. Procedures need not be reviewed by the Board prior to their issuance; though on controversial topics, the Superintendent may request prior Board approval. Where required by statute, Board procedures will be approved by the Board.

Legal Reference:   I.C. § 33-506  Organization and government of board of trustees
                 I.C. § 33-513  Professional personnel

Policy History:
Adopted on:  November 4, 2013
Revised on:
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 District conflict with one another, the procedure adopted, 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: 5/6/19
Revised on:
District Planning

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, and community members as appropriate in the strategic planning process.

The annual continuous improvement plan shall:

- 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;
- Set clear and measurable targets based on student outcomes;
- Include a clearly developed and articulated vision and mission; and
- Include key indicators for monitoring performance; and
- 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 number and percentage of students meeting the college readiness benchmark in mathematics and English Language Arts on a state recognized college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college readiness benchmark.

2. **High School Readiness**: The number and percentage of students meeting proficient or advanced on the 8th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.

3. **7th Grade Readiness**: The number and percentage of students meeting proficient or advanced on the 6th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.

4. **4th Grade Reading Readiness**: The number and percentage of students reading at grade level on the spring 3rd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

5. **3rd Grade Reading Readiness**: The number and percentage of students reading at grade level on the spring 2nd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
6. **2nd Grade Reading Readiness**: The number and percentage of students reading at grade level on the spring 1st grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

7. **1st Grade Reading Readiness**: The number and percentage of students reading at grade level on the spring kindergarten statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

The Board may engage in planning training to assist in the process and the development of the plan. Qualified planning training may be reimbursable by the State through the process outlined in Idaho State Board of Education rule.

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 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 no later than October 1 each year.

**Cross Reference:**
- 1645  Board Development Opportunities
- 4130  Public Access to District Website

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

**Policy History:**
- Adopted on: 8/11/14
- Revised on: 7/13/14, 12/5/16
Board/Staff Communications

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. Board members shall use District-provided e-mail accounts for communication of District-related business.

Staff Communications to the Board

All official staff 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 Board 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 make a point 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, and subject to open meeting law.

Policy History:
Adopted on: November 4, 2013
Revised on:
School Board Use of Electronic Mail and Social Media

Use of electronic mail (e-mail) 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 e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail, communications via social media, or other electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings.

2. Board members will be aware that e-mail and e-mail attachments 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 computer or personally owned computer) may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.

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. Opinions on a social networking website have the potential to be disseminated far beyond the speaker’s desire or intention, and could undermine the public perception of fitness of the individual 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 avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure or unsecure websites. Board members will comply with the same standards as school employees with regard to confidential information.

Definitions

"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.

Legal Reference:

I.C. § 9-337   Public Writings et. seq.
I.C. § 74-202   Open Public Meetings – Definitions
Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners
144 Idaho 259 (2007).
Policy History:
Adopted on: November 4, 2013
Revised on:
The successful operation of schools requires a close, effective working relationship between the Board and the Superintendent. 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, as well as trust, good will, and candor.

It is the policy of the Board of Trustees to recognize and maintain the distinction between those activities which are appropriate to the Board of Trustees as the legislative governing body of the School District and those administrative activities which are to be performed by the Superintendent of Schools and his or her staff in the exercise of administrative authority. 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, and appraises and evaluates these policies. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District’s day-to-day operations.

The Superintendent of Schools will be the executive officer of the Board of Trustees and the administrative head of all divisions and departments of the school system. The Superintendent is directly responsible to the Board for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools. As the legally designated governing body, the Board retains authority within the District. The Superintendent is the Board’s professional advisor to whom the Board delegates executive responsibility.

The Superintendent shall be employed for a term not to exceed three (3) 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. § 33-506 Organization and government of board of trustees
I.C. § 33-513 Professional personnel

Policy History:
Adopted on: November 4, 2013
Revised on:
Trustee Expenses

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. Such compensation will be paid from District funds. Reimbursement may be paid as the travel is assumed at the discretion of the Trustee.

Board Meetings

Whenever any Trustee resides at such distance from the meeting place of the Board as to require such member to incur extraordinary expense in traveling from the trustee's home to and from the meeting place, the Board may approve payment to a trustee of the extraordinary expense incurred in attending any such meeting. The Board has determined that those Trustees who will travel in excess of fifty (50) miles from the place where School Board meetings are generally held shall be entitled to an allowance for mileage or actual travel expense incurred, whichever is less.

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, as well as expenses incurred while traveling on the business of the Board, or attending a meeting called by the State Board of Education or the State Superintendent of Public Instruction, or attending any annual or special meeting of the State School Trustees Association 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:

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.
Cross Reference: 7430 Travel Allowances and Expenses

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

Policy History:
Adopted on: November 4, 2013
Revised on:
Trustee Insurance

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:  November 4, 2013
Revised on:
Board Participation in Activities

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: November 4, 2013
Revised on:
Waivers of the State Board of Education Rules

The State Board of Education may grant a waiver of any rule not required by state or federal law to any school district upon written request. The Board will not grant waivers of any rule required by state or federal law. State and federal law includes case law (including consent decrees), administrative rules, statutes, constitutions, and federal regulations.

This District will seek waivers from the State Board of Education when extenuating circumstances preclude compliance with any rule governing Administration, Uniformity or Thoroughness. The Superintendent or designee will prepare and submit any waiver requests to the Board of Trustees. The Board of Trustees will review waiver requests on a case-by-case basis, and, if approved, will submit the waiver request to the State Board of Education.

Legal Reference: IDAPA 08.02.01.001 Waivers

Policy History:
Adopted on: November 4, 2013
Revised on:
Board Meetings

Meeting Defined

A meeting is defined as the convening of a quorum 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 (1) member of the Board of Trustees or Superintendent is physically present at the meeting location.

Regular Meetings

At its annual meeting in January, the Board will set its monthly meetings at regular intervals.

Unless otherwise specified, all regular meetings will be held in the Midtown Center Meeting Room.

Special Meetings

Special meetings may be called by the Chair or by any two (2) members of the trustees. No special meetings will be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists, as defined below. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall also be posted conspicuously at the school district office and at least two (2) or more public buildings with in the school district as defined yearly at the annual meeting.

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 (2/3’s) roll call vote recorded in the minutes of the meeting by individual vote, the Board may hold an executive session after the Board Chair has expressly identified the specified legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session. The Board may exclude the public from any meetings it may hold in executive session. No action may be taken in executive session as stated in the procedures of this policy. 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.
Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.

Budget Meetings

No later than twenty-eight (28) days prior to its regular July meeting, the Board shall have prepared a budget, in the form prescribed by the state superintendent of public instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than fourteen (14) days after the public hearing, the Board shall adopt a budget for the ensuring year. Notice of the budget hearing shall be posted and published as prescribed in I.C. § 33-402. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

Legal Reference:  
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  

Policy History:  
Adopted on: 11/4/13  
Revised on: 12/7/15, 4/1/19, 12/2/19
Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with designated members of the Board. Items submitted by the Board Chair or at least two (2) board members shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. A request must be received by the Superintendent at least seven (7) days before the Board meeting, unless of immediate importance. All meetings of the Board are open to the public and all persons are permitted to attend any regular or special meeting of the Board. Individuals who wish to address the Board must also notify the Superintendent, 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. Participation by the public may be granted at the sole discretion of the Board.

Regular Meeting Agendas - A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting. The Clerk of the Board will prepare the agenda notice. Notices and agendas must be posted in a prominent place in the administrative office of the School District. All meeting notices and agendas shall be posted on the District website or social media platform.

The agenda and supportive information will be provided to each Board member prior to each scheduled Board meeting.

Special Meeting Agendas – Special meetings require a twenty-four (24) hour meeting and agenda notice, unless an emergency exists. An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of the Open Meeting Law 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. The agenda notice shall include at a minimum the meeting date, time, place, and the name of the school district calling for the meeting. The notice will be given to each member and announced by a written notice in at least two (2) or more public buildings within the School District. All meeting notices and agendas shall be posted on the District website or social media platform.

The Clerk will maintain a list of the news media requesting notification of meetings and will make a good faith effort to provide advanced notification to them of the time and place of each special 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 HOURS BEFORE SPECIAL MEETING
If an amendment to an agenda is made after an agenda has been posted but forty eight (48) hours or more prior to the start of a regular meeting, or twenty four (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 REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING
If an amendment to an agenda is proposed after an agenda has been posted and less than forty eight (48) hours prior to a regular meeting or less than twenty-four (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.

Additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort was made by the Board to include in the notice all agenda items known at the time to be probable items of discussion.

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 organization shall be posted, at the earliest time practicable on the front page of the District’s website. The District shall post notice of the negotiation sessions within twenty-four (24) 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 Superintendent with input from the designated Board members. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

Unscheduled matters may be heard at the conclusion of the regular agenda items at regularly scheduled meetings, but decisions on such matters may be tabled until the next meeting of the Board. However, the Board may advance such items on the agenda and/or make decisions on unscheduled items or matters when it appears in the best interest of the District to do so.

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 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 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 Clerk. If the designated clerk is not available to attend a meeting of the board, the Board will appoint a person to act as the temporary clerk. That person will keep the record of the proceedings of the Board and certify the same to the clerk, to be entered by him or her. 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 the vote of a dissenting member by name, and the name of any Board member abstaining, and the reason for the abstention. No decision at a regular or special meeting of the Board will be made by secret ballot.
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 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. Following a meeting of the Board, the clerk will prepare the typed copy of the minutes from the record of the meeting. At the next regular meeting of the board, the minutes will be approved and signed by the clerk and the Chair. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A complete and accurate set of minutes of each Board meeting will be retained in the official records of the District in the office of the Superintendent. All minutes will be available to the public within a reasonable amount of time after the meeting.

**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.

Executive Sessions

An executive session may be held for, and only for, the following purposes:

1. To consider hiring a public officer, employee, staff member or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
2. To consider the evaluation, dismissal or disciplining of, or to hear complaint or charges brought against, a public officer, employee, staff member or individual agent, or a student;
3. To 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 i.e. the exchange of offers, counteroffers, and exchange of documents must be conducted in open session.);
4. To acquire an interest in real property which is not owned by a public agency;
5. To consider records that are exempt from public disclosure;
6. 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;
7. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated. The presence of legal counsel at executive session does not satisfy this requirement.
8. 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 to be filed. The presence of a risk management or insurance provider at executive session does not satisfy this requirement.

All negotiations between a governing body and a labor organization shall be in open session and shall be available for the public to attend. This requirement shall also apply to meetings with any labor negotiation arbitrators, mediators or similar labor dispute meeting facilitators. Adequate records or minutes of the negotiation procedures will be kept, and will be available for public inspection at the offices of the Board during normal business hours. Joint ratification of all final offers of settlement will be made in an open meeting.

All final actions and final decisions by the Board will be made at a regular or special meeting. Except for making a determination to place a certified professional employee on probation, no final action may be held for the purpose of taking any final action or making any final decisions. If a decision is made in executive session to place a certificated employee who is employed on
an annual contract, on probationary status, the employee will not be named in the minutes of the meeting.

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

The Clerk shall keep written minutes of executive session. Minutes of executive sessions will contain sufficient detail to convey the general tenor of the meetings. 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. Unless otherwise provided by law, all questions will be determined by a majority of the votes cast. The chair of the Board may vote in all cases.

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.

Public use of cell phones, laptops or other electronic devices shall not be disruptive.

Procedure History:
Promulgated on: 1/6/14
Revised on: 6/6/16, 9/10/18
Coeur d’Alene School District No. 271

BOARD OF TRUSTEES

Open Meeting Law Compliance and Cure

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 in order 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 two hundred fifty dollars ($250.00). A knowing violation is subject to a civil penalty of up to one thousand five hundred dollars ($1,500.00). A second knowing violation within a twelve month time period is subject to a civil penalty of up to two thousand five hundred dollars ($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 at or resulting from the meeting 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
City of McCall v. Buxton, 146 Idaho 656 (2009)

Policy History:
Adopted on:  February 1, 2016
Revised on:
Board Meeting News Coverage

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

Policy History:
Adopted on: 11/4/13
Revised on: 5/6/19
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Code of Ethics for School Board Members

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:

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;

Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

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;

Recognize that decisions are made by a majority vote and the outcome should be supported by all Board members;

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;

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

Recognize that the Superintendent is the board’s advisor and should be present at all meetings, except when the Board is considering the Superintendent’s evaluation, contract or salary;

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 District concern ever rise to the attention of the Board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about District decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;
Give staff the respect and consideration due 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;

Present personal criticism of District operations to the Superintendent, not to District staff or to a Board meeting;

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; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: ________________________________ Date: ____________

To be reviewed and signed at each annual meeting by each Board Trustee.

Policy History:
Adopted on: November 4, 2013
Revised on:
School Board Operating Protocol

For the purpose of enhancing teamwork among members of the board and between the board and the administration, we, the members of the School District Senior Leadership Team (board and superintendent) do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. It is agreed that there will be “no surprises” at board meetings by board members with regard to agenda items or school district problems or concerns. Surprises to the board or superintendent will be the exception, not the rule. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at a board meeting.

2. Communication between the staff and the board is encouraged as long as it follows board policy. Communication between the administration and the board and between board members regarding school district issues is extremely important. We will strive to anticipate issues which may become important or are sensitive to our school district and district stakeholders.

3. Board members agree to follow the chain of command and insist that others do so. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Problems or concerns of board members regarding school district business are to be directed to the superintendent and/or board chair. All personnel complaints received by board members will be directed to the superintendent.

4. The senior leadership team will support decisions made by the board and/or the administrative team once a decision is made. We will publicly support the Board’s decisions whether we voted for or agreed with that decision or not. This includes statements made at board meetings as well as written or verbal comments outside of board meetings.

5. Exemplify the governance role. The leadership team (board and superintendent) will support the policies our district currently has in place. The board and superintendent will support the policies our district currently has in place. We will continue to annually study and review policies for effectiveness and appropriately engage key stakeholders in the development or deletion of policies and policy revisions. We will maintain and apply district policies consistently while recognizing the potential uniqueness of any given situation.

6. The board agrees to annually conduct a self-assessment/evaluation. The board will address itself to any individual board member problems, including such concerns as poor meeting attendance, leaks of confidential information, behavior inappropriate for a board member, and violations of this Protocol.

7. The board will set clear goals for themselves and the superintendent. The board and superintendent will set clear goals for the District.
8. The superintendent is the chief executive officer of the senior leadership team and should make recommendations, proposals or suggestions on matters that come before the board.

9. Individual board members do not have authority. The board acts only as a body and only the board as a whole has authority. The board chair will communicate the position(s) of the board on controversial issues and decisions made by the board. When board members serve on various school committees, their role shall be defined by the board as silent observer or active participant.

10. Conduct at a board meeting is very important. We agree to avoid words and actions that create a negative impression on an individual, the board or the district. We will be open minded and willing to “deeply listen” to all speakers/presenters. We agree that we can disagree with other board members or community members and will do so using common courtesy and respect for others. Except in unusual circumstances (such as specific complaints about a board member by a member of the public that needs to be addressed in a public board meeting), board members agree not react to complaints at board meetings. The Board chair and/or superintendent will assure any individual(s) with complaints or concerns that the school district will follow-up.

11. To be efficient and effective, long board meetings should be avoided. Comments about agenda items by board members are to be made in as few words as possible. If a board member believes s/he doesn’t have enough information or has questions, either the superintendent or board chair is to be contacted before the meeting.

12. Practice efficient decision-making. Board meetings are for decision-making, discussing issues of concern, action and votes. We agree to move to the question when discussion is repetitive.

13. Speak to agenda issues. Board members agree that they will address their concerns about agenda items or issues presented by the public to other board members and not to the audience. Facts and information needed from the administration will be referred to the superintendent.

14. Executive/closed sessions will be held only per Idaho Code when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.

15. Children’s interests come first. The board will represent the needs and interests of all the children in our district.

16. Board members recognize that any statements made in public, including speeches, letters to the editor, and comments in blogs or in social media, will reflect upon the board as a whole.

17. To ensure adherence to these protocols, board members will follow these steps as necessary:
   a. Self-monitor
   b. Individually address violations with a fellow trustee
   c. Enlist board chair for assistance
   d. Request executive session to address in accordance with 74-206 (b)
   e. The consideration of censuring a fellow board member will only be used when options a-d above have been ineffective in resolving the alleged problematic behavior of a board member. Censuring will never take place because of disagreements of board members over board or non-board issues, but only because of violations of law, policy or this protocol.
NOTE: censuring does not violate a trustee’s First Amendment speech rights so long as the censure does not prevent a trustee from voting, prevent the trustee from participating in the meetings, or otherwise injure the trustee in their capacity as a public official. Types of censure that have been deemed legal under this standard include identifying a particular trustee’s actions as inconsistent with board policy and requesting that the trustee refrain from similar conduct in the future, as well as removing a trustee from their titled position pursuant to a duly noted and voted action item.

Policy History:
Promulgated on: August 3, 2015
Revised on:
Trustee Conflict of Interest

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 (1%) of the shares of a corporation or cooperative a contracting party; AND
   E. the trustee discloses such remote interest to the Board of Trustees;

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 or her by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in I.C. §§ 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 conditions set forth in I. C. § 33-507(3) exist;

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 himself or herself;
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 or her 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. § 33-507 Limitation upon authority of trustees  
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. §74-501 Officers Not to be Interested in Contracts  
I.C. §74-502 Officers Not to be Interested in Remote Interests  
I.C. § 74-503 Officers Not to be Interested in Sales

Policy History:  
Adopted on: 12/1/14  
Revised on: 12/2/19
Statement of Guiding Principles

We are committed to children, therefore we believe:

All children can be successful learners. We recognize there are significant differences in the way individuals learn.

All children should have equitable access to a quality education.

The best education is tailored to the individual needs of the child.

A well-educated public is the foundation for a democratic way of life.

Education must help children develop skills to adapt to a changing world and become lifelong learners.

Children’s education decisively impacts their economic well-being and that of their families and their society.

Public schools create the best learning opportunities for children.

Children’s programs are most successful that encourage students to discover their potential, to think critically, and to develop intellectual curiosity.

Children are most successful in schools which have clearly defined performance goals and are accountable to their communities.

Educational professionals who are respected for their skills and committed to children’s education are vital to the success of school.

As elected leaders, School Board members are most successful when envisioning more effective schools and developing strategic plans to achieve them. The Board will have a strategic plan, mission, and vision.

Policy History:
Adopted on: November 4, 2013
Revised on:
Board Goals and Objectives

Each year, the Board will review the 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:

- periodically set performance objectives for the Board itself and evaluate their accomplishments;
- establish practical and simple goals and conduct a concrete review annually of performance against these goals;
- manage the school system in accordance with Board policy;
- 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:

- hold an evaluation of the objectives at a work or executive session with all Board members present;
- develop a consensus of opinion on the objectives following a discussion by all Board members;
- 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.

Policy History:
Adopted on: November 4, 2013
Revised on:
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Vision Areas and Goals

Students—Our Vision

Coeur d’Alene School District is known for its quality programs. Student safety is proactive, preventative and responsive. This District is rated as the finest in the local area and its graduates are able to compete with students from any school in the world. Students and parents express high levels of satisfaction with their educational experience.

Goals

1. The District will institute strategies to increase the numbers of students who select and remain in the District through high school graduation.

Instruction—Our Vision

Instruction is provided through a variety of schedules, environments and calendar configurations. Educators use assessments to guide instructional activities. Multiple intelligences are considered in planning instruction. Well-prepared teachers and para-professionals deliver the curriculum in meaningful and engaging lessons and learning styles. Teachers are expected to remain current in their fields and participate in continual inservices. New teachers are selected from a large pool of applicants with only the finest hired to carry on the traditions of excellence.

Goals

1. The District will develop strategies to continually increase student achievement for all students.

Curriculum—Our Vision

Curriculum is high in rigor and relevancy. Student achievement standards developed locally exceed those of the State of Idaho and hold students accountable for their learning. Student progression and graduation is based on satisfying multiple assessments, including project-based learning demonstrations. Cross-disciplinary projects integrating technology are required at each grade. High rigor has resulted in a clearly defined curriculum, which is narrower and deeper, more understood and interconnected. Elective offerings often use distance learning and the Internet. The community values are strongly reflected in the curriculum with special emphasis placed on direct instruction in citizenship, loyalty, integrity, and personal responsibility. Collaboration agreements with local colleges provide students with technical educational experiences and graduation credit for higher education and the work force.

Goals
1. District teachers will implement the aligned and adopted curriculum.

**Communication—Our Vision**

Community partnerships are utilized and provide two-way support. All secondary students experience some job shadowing prior to graduation. Communication is many-faceted with groups and individuals receiving regular updates on how their tax dollars are being spent. Most communication continues to be face-to-face, but both printed and electronic messages are regularly prepared to keep patrons and parents well informed about their schools and students.

**Goals**

1. The District will develop strategies to continually increase stakeholder satisfaction.

**Technology—Our Vision**

Through the use of technology, learning is “anytime, anyplace.” All schools are interconnected on a fiber network and all support services are requested and tracked electronically. Technology is regularly used as a tool for management of instruction, as a tool of learning, and to enhance communication.

**Goals**

1. Technology and curriculum integration efforts will align with the District adopted curriculum.
2. All students will have the knowledge and skills to integrate technology into day to day learning experiences.
3. The technology plan will meet state, District and building needs to increase student achievement.

**Governance—Our Vision**

All schools are supported by a client-centered support system focused on efficiency and accountability for tax dollars. Maintenance is proactive, preventative and responsive. The school environment is motivational and safe. School grounds are well-manicured; busses are replaced regularly and all facilities are kept clean and in best repair. Electronic purchase orders, timesheets and business reports are generated at each site and all financial reports are reviewed on-line. The District is governed by policies that are current, effective and implemented by appropriate personnel.

**Goals**
1. District policy and governance structure will support the vision and mission of the strategic plan.
2. Patrons will continue to support school tax proposals to improve schools in Coeur d’Alene.

Policy History:
Adopted on: November 4, 2013
Revised on:
Evaluation of Board

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: November 4, 2013
Revised on:
In-Service Conference for Trustees

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: November 4, 2013
Revised on:
Board Development Opportunities

The Coeur d’Alene 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 the importance of 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 implanting 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 Superintendent or designee. 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.

New Board member training shall include governance, open meeting law, and code of ethics.

Cross Reference: 1315 District Planning

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

Policy History:
Adopted on: 11/4/13
Revised on: 8/11/14, 7/13/15 (spring update)
Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Membership in State and National Associations

The Board of Trustees may hold membership in the regional and Idaho School Boards Association, and membership dues will be authorized annually by the Board’s action.

Affiliation with the National School Boards Association and attendant expenses may be authorized by the Board.

Legal Reference:  I.C. § 33-701(4)  Fiscal year—payment and accounting of funds

Policy History:
Adopted on:  November 4, 2013
Revised on: