

POLICY OF THE  
BOARD OF TRUSTEES  
JEFFERSON JOINT  
SCHOOL DISTRICT  
NO. 251  
RIGBY, IDAHO



This handbook of “Policies, Rules and Regulations” is published to serve as a guide to the personnel of this School District in carrying out and understanding the policies of the Board of Trustees and the school laws of Idaho. It is hoped that an understanding of these policies will promote better understanding and eliminating inconsistencies.

# Section 1000

## THE BOARD OF TRUSTEES

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## **THE BOARD OF TRUSTEES**

**1000**

### Legal Status and Operation

The Board of Trustees of the Jefferson Joint School District 251 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. § 33-511	Maintenance of schools
	I.C. § 33-512	Governance of schools
	I.C. § 33-1612	Thorough system of public schools

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1010**

Organization and Classification

The legal name of this District is Jefferson Joint School District No.251, Jefferson and Madison Counties, State of Idaho. The district is classified as:

A K-12 school district giving instruction to pupils in grades k (kindergarten)/one (1) through twelve (12) (kindergarten) through twelve (12)

A Joint School District

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state of Idaho. Its legal powers, duties and responsibilities are derived from the Idaho Constitution and state statutes and rules. Sources such as the school laws of Idaho, and the rules and regulations of the state board of education delineate the legal powers, duties and responsibilities of the Board.

Legal Reference:	I.C. § 33-302	Classification of school districts.
	I.C. § 33-305	Naming and numbering school districts.
	I.C. § 33-506	Organization and government of Board of Trustees.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1020**

Board Commitment

The Jefferson School District is committed to equality of educational opportunity, and to equal employment opportunity.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1100**

**Membership**

The District is governed by a Board of Trustees consisting of seven 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 years until January 1 of the year in which the Trustee’s term expires.

When a change in the boundaries of a duly elected Trustee’s zone causes them to no longer reside in the zone they were elected to serve, the Trustee shall be allowed to remain in office for the remainder of their term. This shall not apply to a Trustee who resides at a different address from the one they resided at when the election took place. In such cases and in cases where the Trustee was appointed to represent a zone they no longer reside within, a vacancy shall be declared as described in Policy 1140.

All Trustees shall participate on an equal basis with other Members in all Board business. Official action by Board Members must occur at a duly called and legally conducted meeting. A meeting of the Board means convening to make a decision or to deliberate toward a decision on any matter.

School Board Members, as individuals, have no authority over school affairs or personnel, except as provided by law or as authorized by the Board.

- Cross Reference:     1140            Board Vacancies
- Legal References:    IC § 33-313   Trustee Zones
- IC § 33-501   Board of Trustees
- IC § 33-504   Vacancies on Boards of Trustees
- IC § 74-202   Open Public Meetings – Definitions

Policy History

Adopted on: July 14, 2010

Revised on: September 11, 2019

Revised on: July 12, 2023

**THE BOARD OF TRUSTEES`**

**1110**

Elections

Elections conducted on behalf of the district are nonpartisan elections governed by the election laws of the State of Idaho and include the election of the Board Trustees, various public policy propositions, and advisory questions.

Board Trustee elections shall be held on the first Tuesday following the first Monday in November in odd-numbered years. Any person legally qualified to hold the position of school district 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 fewer than five School District electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the district not later than 5:00 PM 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 county clerk not later than 45 days before the election date and include the signatures of not fewer than five school district electors residing in the trustee zone of which the candidate seeks election.

If, after expiration of the date for filing written nominations, it appears that only one qualified candidate has been nominated for a position or if only one candidate has filed a write-in declaration of intent, no election shall be held for that position. The Board or the clerk, with the written permission of the Board, shall declare such a candidate elected as a Trustee. The clerk shall immediately prepare and deliver to the person a certificate of election signed by him or her 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 or her zone shall be declared by the Board as the Trustee elected from that zone. If any two or more people 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: February 8, 2012

Revised on: November 13, 2019

**THE BOARD OF TRUSTEES**

**1120**

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 the school district with 500 students or more should be informed of the requirement to file campaign finance disclosures and directed to the County Clerk’s Office for information on the filing requirements and deadlines.

Notices of candidate meetings that are sponsored by impartial, nonpartisan organizations may be announced in District publications or be sent home with students. The following procedures shall be followed:

1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives.
2. The school will not send home partisan materials through the students; and
3. The Superintendent shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions.

Policy History

Adopted on:

Revised on: July 8, 2020

**THE BOARD OF TRUSTEES**

**1130**

**Taking Office**

At the time of nomination, election, or appointment, each Trustee shall be a school district elector of the district and a resident of the trustee zone from which nominated and elected or appointed.

Each Trustee shall qualify for and assume office on the next January 1 following his or her election or, if appointed, at the regular meeting of the Board of Trustees next following such appointment. While the Trustee shall assume office on January 1, they shall not enter upon any of the duties of the office until they have been administered the oath of office.

An oath of office shall be administered to each Trustee, whether elected, re-elected, or appointed. The oath may be administered by the clerk-or by a Trustee of the District. If appointed, the oath shall be administered at a regular meeting of the Board; it may not be administered at a special meeting. The records of the district shall show such oath of office to have been taken and by whom the oath was administered and shall be filed with the official records of the District.

Cross Reference: 1140

Vacancies

Legal Reference: I.C. § 33-501  
I.C. § 59-401  
I.C. § 59-402

Board of Trustees  
Loyalty Oath Form  
Time of Taking Oath

Policy History:

Adopted on:

Revised on: April 13, 2022

**BOARD OF TRUSTEES**

**1140**

Oath of Office



An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected, or appointed. Before any Trustee, elected or appointed, enters upon the duties of his or her office, he or she must take the following oath:

I do solemnly swear (or affirm, if re-elected) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Trustee of the Jefferson Joint School District #251 according to the best of my ability.

The oath is required to be administered by the clerk or by a Trustee. Additionally, the records of the district are required to show that such oath of office has been taken and by whom the oath was administered. Finally, this information is required to be filed with the official records of the district.

A Trustee holds office from January 1 following their election in November until January 1 in the year in which his or her term of office expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;
4. Is no longer a resident or school district elector of the District;
5. Refuses to serve as Trustee;
6. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees; or
7. Is recalled and discharged from office.

If the Trustee is appointed, the oath of office must be administered at a regular board meeting. When appointed, he or she holds office from the time he or she takes the oath of office until January 1 in the year in which the original term of office to which he or she was appointed expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the Trustee zone of residence;
4. Is no longer a resident or school district elector of the District;
5. Refuses to serve as Trustee;
6. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board; or
7. Is recalled and discharged from office.

#### Policy History

Adopted on:

Revised on: August 12, 2020

## **THE BOARD OF TRUSTEES**

**1150**

#### 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:

Revised on: May 13, 2020

**THE BOARD OF TRUSTEES**

**1160**

Vacancies

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

1. Dies;
2. Resigns;
3. Removes him or herself from the trustee zone of residence;
4. No longer is a resident or school district elector of the District;
5. Refuses to serve as Trustee;
6. Fails to attend four consecutive regular meetings of the Board of Trustees without excuse acceptable to the Board; or
7. 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 made 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. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will consider all applications from qualified persons seeking to fill the position in open session. The Board will appoint one candidate to serve for the balance of the unexpired term of office which was declared vacant. In the event the Board of Trustees is unable to appoint a Trustee from the zone vacated after 90 days from the date the Board declared the vacancy, the Board of Trustees may appoint a person at-large from within the boundaries of the School District to serve as the Trustee from the zone where the vacancy occurred. Otherwise, after 120 days of the declaration of vacancy, the county commissioners of the home county shall appoint a qualified person to fill such vacancy.

Cross Reference: 1240 Duties of Individual Trustees

Legal Reference: I.C. § 33-501 Board of Trustees  
I.C. § 33-504 Vacancies on Boards of Trustees  
I.C. § 67-2345(1)(a) Executive Sessions When Authorized

Policy History:

Adopted on:

Revised on: May 11, 2016

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-year terms. The Board shall also elect a clerk and a treasurer, who may be Members of the Board of Trustees or, at the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the clerk and for the treasurer if other than the county treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the Vice Chair, the Board shall elect a Chair pro tempore, who shall perform the functions of the Chair during the latter's absence. The clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board Members by the current Chair;
2. Swearing in of newly elected Trustees;
3. Call for nominations for Chair to serve during the ensuing year;
4. Election of a Chair;
5. Assumption of office by the new Chair;
6. Call for nominations for Vice Chair to serve during the ensuing year;
7. Election of a vice chair;
8. Election of a clerk; and
9. Election of a treasurer; and
10. Review the code of ethics.

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

Legal Reference: I.C. § 33-506 Organization and Government of Board of Trustees  
I.C. § 33-510 Annual Meetings – Regular Meetings – Board of Trustee

Policy History:

Adopted on:

Revised on: January 8, 2020

School Board Powers and Duties

The board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and District staff who shall be held responsible for the effective administration and supervision of the entire school system.

The Board, functioning within the framework of laws, court decisions, opinions of attorneys general, State Department of Education regulations and similar mandates from the state and

national levels of government, recognizing the authority of the State, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

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

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

Policy History

Adopted on:

Revised on: May 13, 2020

**THE BOARD OF TRUSTEES**

**1220**

Qualifications, Terms and Duties of Board Officers

The Board officers are the Chairman and Vice-Chairman. These officers are elected at the annual organizational meeting.

Chairman

The Board elects a Chairman from its members for a one-(1)-year term. The duties of the Chairman are:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
- Make all Board committee appointments;
- Sign all papers and documents as required by law and as authorized by the action of the Board; and
- Close Board meetings as prescribed by Idaho law.

The Chairman is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairman may not make a motion but may second motions.

### Vice-Chairman

The Vice-Chairman 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:

Revised on:

## **THE BOARD OF TRUSTEES**

**1230**

### 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. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary Clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk.

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

Legal reference: I.C. § 33-506 Organization and Government of Board of Trustees  
I.C. § 33-508 Duties of Clerk.

### Policy History

Adopted on:

Revised on:

## **THE BOARD OF TRUSTEES**

**1240**

### Duties of the Treasurer

The Treasurer shall have such duties as prescribed by the Board. The Treasurer shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho in such amount as determined by the Board or under personal bond equal to twice such determined amount with at least two sureties who each shall qualify as in the case of sureties on the bonds of county officers.

The treasurer shall account for the deposit of all moneys of the District in accordance with the provisions of the public depository law, Chapter 1, Title 57, Idaho Code.

The Board may elect one (1) or more assistance treasurers who shall have such duties as prescribed by the Board. Assistant treasurers shall act at and under the control, supervision and direction of the Treasurer.

Legal references:	I.C. § 33-506	Organization and Government of Board of Trustees
	I.C. § 33-509	Duties of the treasurer
	I.C. § 33-509A	Assistance treasurers

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1250**

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. Trustees shall not assume responsibilities of administrators or other staff members. Neither the Board nor 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
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Legal Reference:	I.C. § 33-506	Organization and Government of Board of Trustees.
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Policy History

Adopted on:

Revised on: May 13, 2020

**THE BOARD OF TRUSTEES**

**1260**

Committees

Generally, the Trustees will function as a committee of the whole. Nevertheless, the Board may create Board committees as deemed necessary.

Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint trustees to serve on such committees. Board committees shall be limited to less than one-half (1/2) of the Board.

Advisory Committees

Advisory committees may be organized when appropriate. Both district-wide and at the school level, advisory committees shall function within the organizational frameworks approved by the Board. A staff member 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.

The Board will instruct each committee as to:

1. the length of time each member is invited to service;
2. the service the Board wishes the committee to render;
3. the resources the Board will provide;
4. the approximate dates on which the Board wishes to receive major reports;
5. board policies governing citizens' committees and the relationship of these committees to the Board as a whole, individual Board members, the superintendent, and other members of the professional staff; and
6. responsibilities for the release of information to the press.

Policy History

Adopted on: May 9, 2007

Revised on:

## **THE BOARD OF TRUSTEES**

**1270**

### Authorization of 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 and Clerk are authorized to use a facsimile signature plate or stamp.

Claim Forms: Staff employed by the District in the following designated positions are authorized to certify voucher or invoice claims against or for the District:

Business Manager

Treasurer

Superintendent

Board Chair

Checks: The school principal is designated as the custodian of each school building activity fund. The Business Manager is designated as the custodian of all District petty cash accounts.

Contracts for Goods and Services and Leases: The Superintendent is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$ without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board Chair and Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature. Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board Chair and the Clerk.

Legal Reference: I.C. § 33-705 Activity Funds.

## Policy History

Promulgated on:

Revised on:

## **THE BOARD OF TRUSTEES**

**1300**

### 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 Idaho Department of Education.

### Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the superintendent for detailed study as needed prior to Board action on the proposal. The Board encourages the superintendent to contact other experts to have potential board policy researched. Interested parties, including any Board member, citizen, or employee of the Board may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District clerk prior to the second reading.

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

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
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. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

### Administration in Absence of Policy

In cases where action must be taken before the next board meeting and where the Board has provided no policies or guides for administrative actions, the superintendent shall have to power to act. His decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the superintendent to inform the Board of such action and the need for policy.

### Suspension of Policies



Under circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees' present.

### Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District 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:

Revised on:

## **THE BOARD OF TRUSTEES**

**1310**

### Administrative Procedures

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

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though they may be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. On controversial topics, the Superintendent may request prior Board approval.

### Policy History

Adopted on:

Revised on:

## **THE BOARD OF TRUSTEES**

**1320**

### Management Rights

Except where limited or restricted by a collective bargaining agreement, the Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. The school calendar;
2. The procedures to use in handling public complaints about employees;
3. The nonteaching duties and responsibilities of teachers;
4. The procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;

6. Establishment of contract notification dates;
7. Extracurricular assignments;
8. Personnel files;
9. Direction, employment, dismissal, promotion, transfer, assignment, and retention of employees;
10. Relieving employees from duties because of lack of work or funds and under conditions where continuation of such work would be inefficient and nonproductive;
11. Maintenance of the efficiency of District operations;
12. The methods, means, job classifications, and personnel by which District operations are to be conducted;
13. Any actions necessary to carry out the missions of the District in situations of emergency;
14. Establishment of the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent, as provided by State law. The Board also reserves the right to delegate authority to the Superintendent for the ongoing direction of all District programs.

Cross Reference:	6100	Superintendent – Board Relations
Legal Reference:	I.C. § 33-514	Issuance of Annual Contracts – Supports Programs
		Categories of Contracts – Optional Placement
	I.C. § 33-514(2)(a)	Issuance of Limited Contract – Category 1 Contract
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-515A	Supplemental Contracts
	I.C. § 33-518	Employee Personnel Files

Policy History:

Adopted on:

Revised on: July 8, 2020

**THE BOARD OF TRUSTEES**

**1330**

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:

Revised on:

**THE BOARD OF TRUSTEES**

**1340**

Procedures for Amendments to Board Policy

Any policy of the Board of Trustees may be changed or amended, or new policies added to existing policy, by notice and/or discussion at two different meetings of the Board. The policy change becomes effective upon majority vote of the Trustees present unless stated otherwise. Amendments to proposed policies may be made at either the first or second meeting as long as the intent of the proposed policy is not materially changed.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1350**

Adopting Emergency Policies and Procedures

In the absence of a formal policy, the Board of Trustees may adopt emergency procedures and policies that become effective immediately if they deem the health and welfare of the students or staff to be in jeopardy.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1400**

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.

Staff Communications to the Board

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools

Trustees should 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.

### Policy History

Adopted on:

Revised on:

## **THE BOARD OF TRUSTEES**

**1402**

### School Board Use of Electronic Mail

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 as a substitute for deliberations 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 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 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. § 67-2341(2)                  Open Public Meetings – Definitions  
   Cowles Pub. Co. v. Kootenai Co. Bd. of County  
   Commissioners 144 Idaho 259 (2007)

### Policy History

Adopted on: July 8, 2009

Revised on:

## **THE BOARD OF TRUSTEES**

**1410**

### Board-Superintendent Relationship

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide the general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's day-to-day operations.

The Superintendent shall be employed for a term not to exceed three (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.

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

### Policy History

Adopted on:

Revised on:

## **THE BOARD OF TRUSTEES**

**1420**

### 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. Reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, 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 in excess of 15 miles from the place where school board meetings are general 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 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. Telephone services shall be provided for necessary communications with business or family, resulting from the trustee being away from business or family.
6. 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.

Legal Reference:	I.C. § 33-506 I.C. § 33-701	Organization and government of Board of Trustees. Fiscal Year – Payment and Accounting of Funds
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Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES 1430**

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:

Revised on:

**THE BOARD OF TRUSTEES 1440**

Legal Counsel

The Board, at its discretion, may employ legal counsel when deemed necessary and pay for such counsel from school district funds. It shall be the duty of the counsel to render all necessary legal opinions for the Board and to represent the Board in specific problems requiring this service.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES 1500**

Board Meetings

Meeting Defined

A meeting is defined as the convening of the Board of Trustees to make a decision or to deliberate toward a decision on any matter. Trustees may participate in Board meetings via electronic means, including telephonic or video conferencing devices, provided at least one member of the Board of Trustees or Superintendent is physically present at the meeting location.

### Regular Meetings

Unless otherwise specified:

- All meetings will be held in the Board Room at the District Office.
- Regular meetings shall be held at 6:30 p.m. on the 2<sup>nd</sup> Wednesday of each month.

### Emergency Meetings

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

### Budget Meetings

No later than 28 days prior to its regular July meeting, the Board shall have prepared a budget, in the form prescribed by the State Superintendent of Public Instruction and shall hold a public hearing. At such public hearing or at a special meeting held no later than 14 days after the public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in Idaho Code. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

### Special Meetings

Special meetings may be called by the Chair or by any two Trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Trustee not less than 24 hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the District Office and at least two or more public buildings within the District. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

### Executive Sessions

Pursuant to Idaho Code, upon a 2/3 roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specific legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session. Only in the event that Board vacancies, and not absences, prevent a 2/3 majority from being present, a simple majority vote to enter executive session may be called.

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

1. To consider hiring a public officer, employee, staff member, or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular

vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

2. To consider the evaluation, dismissal, or disciplining of; or to hear complaint or charges brought against a public officer, employee, staff member or individual agent, or a student.
3. To acquire an interest in real property that is not owned by a public agency.
4. To consider records exempt from public disclosure.
5. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations.
6. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated, but imminently likely to be litigated. The presence of legal counsel at executive session is not sufficient to satisfy this requirement.
7. To communicate with a representative of the District's risk management or insurance provider to discuss a pending claim or prevention of a possible claim imminently likely to be filed. The presence of a risk management or insurance provider at executive session is not sufficient to satisfy this requirement.
8. To conduct deliberations regarding labor negotiations. Note: The Board may still deliberate regarding labor negotiations and may caucus regarding negotiations in Executive Session. However, all actual negotiations between the parties; such as the exchange of offers, counteroffers, and exchange of documents; must be conducted in open session.

No action may be held for the purpose of taking any final action or making any final decisions except for making a determination to place a certified professional employee on probation.

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

Legal Reference: I.C. § 33-510 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. § 74-206 A Negotiations in Open Session  
Idaho Open Meeting Law Manual, current edition

Policy History:

Adopted on:

Revised on: November 13, 2019

Revised on: October 9, 2024



Idaho Law requires school boards to adopt rules of order that govern their meetings, including offering in-person public comment during regular meetings. ISBA School Board Standards recommend that boards develop Board Operating Protocols from the concepts below with adaptation to their local context – this should be unique to your board, however, the first 4 items are strongly recommended for inclusion. Once developed, we suggest that boards publicly commit collectively and individually to their operating protocols to enhance teamwork among board members and between the board and chief administrator. Once you’ve finalized the protocols, we recommend that you have a display copy available for your public in your board room, along with your relevant policies on public comment.

1. The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of *Robert’s Rules of Order (small boards)* will be used as a guide.
2. All Board meetings shall be held in a location that is accessible to the public. Any person with a disability that requires accommodation or support to allow them to attend a meeting and/or provide comment may request such accommodation as described in Policy 4150.
3. The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings.
4. The order of business shall be reflected on the agenda and is determined by the Board Chair and Superintendent with input from the Board. Upon consent of a majority of the Board, the order of business at any meeting may be changed. Patrons may suggest items for inclusion on the agenda by submitting a written request to the Board Clerk.
5. Proxy voting is not permitted. Board Members are allowed, by Idaho Law, to attend virtually or by phone when they are unable to attend the meeting in-person. Each Board Member will attend all meetings in-person and only remotely when necessary.
6. The Board will accept in-person public comment at every regular meeting before action is taken on District business, including the consent agenda. The Board may take action to approve an agenda prior to public comment. Our rules for patron comment are outlined in Policy 1550. The Board may accept public comment at Special Meetings on items that warrant input. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law.
7. The Board will consistently follow our audience participation procedures outlined in Policy 1550.
8. The Board will consider and represent the needs and interests of ALL of the children in our District.
9. The Board will lead by example. We agree to avoid inflammatory and personally directed language and actions that create a negative impression of an individual, the Board, or the District. While we encourage debate and differing points of view, we will do it

thoughtfully and with respect.

10. Surprises to Board Members or the Superintendent will be the exception and not frequent. We agree to ask the Board Chair and/or the Superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting, as doing so may be an Open Meeting Law violation and not conducive to good governance practices.

11. Board requests of staff are to be made through the Superintendent.

12. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent through the Board's Uniform Grievance Procedure.

13. Board Members will encourage others to follow the Board policy on complaint procedures to present their concerns, problems, or proposals to the person who can properly address their issue by using the Board's Uniform Grievance Procedure.

14. To be efficient and effective, long Board meetings will be avoided. If a Board Member needs more background information on business items, they will contact the superintendent in advance of the meeting and consider a special meeting to address tabled matters.

15. The Board will consider research, best practices, public input, and financial impacts in our decision making.

16. The superintendent is the CEO (chief executive officer) and should recommend, propose, or advise on all items that go before the Board.

17. The Board will speak to the issues on the agenda and not engage in off-topic debate. Facts and information needed from the administration will be referred to the Superintendent.

18. Work sessions will be for in-depth discussion on one or two agreed-upon topics, which will be identified on an agenda.

19. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.

20. The Board commits itself to continuous improvement through annual Board retreats, work sessions, and participating together in learning opportunities. The Board will ensure it includes a properly noticed agenda for such meetings.

21. The Board and Superintendent will annually facilitate goal setting for the School District.

22. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.

23. We recognize that individual Board Members do not have authority. Only the Board as a whole has authority. We agree that an individual Board Member will not take unilateral

action.

24. The Board Chair or designee will be the Board’s spokesperson.

25. When Board Members serve on committees or attend committee meetings, their role shall be as liaison to the Board and, when addressing the committee, shall be only as one individual on the Board.

The Board will establish the vision, mission, and goals for the District, adopt policies, and assure accountability. The Superintendent will manage the schools.

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<b>Legal References</b>	<b>Description</b>
IC § 33-205	Denial of School Attendance
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

**Cross References**

<b>Code</b>	<b>Description</b>
1160	Vacancies
1550	Public Participation in Board Meeting and Request to Address the Board

Policy History:

Adopted on: October 9, 2024

**THE BOARD OF TRUSTEES**

**1500P**

Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chair. Items submitted by the Board Chair or at least two board members shall be placed on the agenda. The clerk, administration, or patrons of the District may also suggest inclusions on the agenda. Such suggestions must be received by the Board Clerk at least 5 days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda and must follow the procedure established for public input at Board meetings.

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

All meeting notices and agendas must be posted on the District website.

Special Meeting Agendas Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place.

Amending Agendas An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

**AMENDING THE AGENDA MORE THAN 48 HOURS BEFORE a REGULAR MEETING OR 24 HOURS BEFORE a SPECIAL MEETING:**

If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

**AMENDING THE AGENDA LESS THAN 48 HOURS BEFORE A REGULAR MEETING OR 24 HOURS BEFORE A SPECIAL MEETING:**

If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

**AMENDING THE AGENDA AFTER THE START OF A MEETING:**

An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

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. Additionally, if time permits, the district shall post notice of the negotiation sessions within 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 Board Chair and Superintendent with input from the Board. Upon consent of the majority of the members present, the order of business at any meeting may be changed. The Board shall accept public comment before it takes action on any District business.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. 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 any 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, The minutes shall include:

- The date, time, and place of the meeting;
- The presiding officer;
- Board members recorded as absent or present;
- All motions, resolutions, orders, or ordinances proposed and their disposition;
- The results of all votes, and upon the request of a member, the vote of each member, by name;
- Legal basis for recessing into executive session; and
- Time of adjournment.

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

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

### Minutes of Executive Session

The Clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

### Minutes of Negotiation Sessions

In all negotiation sessions between the District and the local education organization, the District shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the District and shall be subject to public writings disclosure laws.

### Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution. However, in the event one or more vacancies on the board exist in accordance with Policy 1160, a quorum is permitted if a majority of the remaining members of the board are present.

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. The Board shall adopt a board operating protocol and rules of procedure, and make it available for patrons at all Board meetings.

Recall of School Trustees

In the event one or more Board Members are subject to a recall election, those Board Member(s) shall not vote on any of the following action items until after the certification of the recall election results:

1. Action items that would alter the structure of the Board; or
2. Action items that would create a new contractual or financial obligation for the District.

This prohibition shall apply to all Board Members who are subject to the recall election, regardless of the result of the election, and it shall apply from the date of the recall election until the results are certified. These Board Members may participate and vote in all other routine matters.

**Legal References**

IC § 33-205  
 IC § 33-510  
 IC § 74-202  
 IC § 74-203  
 IC § 74-204  
 IC § 74-205  
 IC § 74-206  
 IC § 74-206A  
 Idaho Open Meeting Law Manual

**Description**

Denial of School Attendance  
 Annual Meetings – Regular Meetings – Board of Trustees  
 Open Public Meetings – Definitions  
 Governing Bodies--Requirement for Open Public Meetings  
 Notice of Meetings  
 Written Minutes of Meetings  
 Executive Sessions – When Authorized  
 Negotiations in Open Session  
 Current edition

**Cross References**

**Code**

1160

**Description**

Vacancies

1550

Public Participation in Board Meeting and Request to address the board.

Procedure History

Adopted on: May 10, 2013

Revision on: October 9, 2024

Notices announcing a meeting of the Board of Trustees will be posted at the Jefferson School District 251 District Office and on the Jefferson School District 251 website.

Policy History

Adopted on:

Revised on: January 20, 2020

**THE BOARD OF TRUSTEES**

**1520**

Delivery of Board Agenda

The agenda for each Board meeting will be prepared and uploaded to the Jefferson School District 251 website for each Board member to access in advance of any regularly scheduled meeting, and in advance of any special meeting.

Policy History

Adopted on:

Revised on: January 8, 2020

**THE BOARD OF TRUSTEES**

**1520A**

Public Participation in Board Meeting

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave. The Board of Trustees encourages all citizens of the District to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be District students and their educational program.

**NOTICE**

**DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. "A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR." Idaho Code § 33-512 (11).**

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

Members of the public will not be recognized by the Chairman as the Board conducts its official business except when the Board schedules an interim public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each Regular and Special meeting of the Board the agenda may provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a "REQUEST TO APPEAR BEFORE THE BOARD" form. Forms are available from the Board Secretary and will be available at each meeting.

Total time allotted for public comment will not exceed 30 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to five minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the board a second time. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Secretary will accept written comments for distribution to the Board.

Written materials for Board Members must be submitted to the Board Secretary. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at 3850 E 300 N, Rigby, Idaho. If a topic is being considered by a committee established for that purpose, the Chairman may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chairman may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Trustees as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chairman of the Board may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Legal Reference: I.C. § 33-512 (11)  
I.C. § 67-2345  
Cross Reference: 4110 Public Complaints  
4120 Uniform Grievance Procedure  
4320 Disruption of School Operations

#### Policy History

Promulgated on:  
Revised on:



Request to Appear before the Board

**NOTICE**

**DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. "A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR." Idaho Code § 33-512 (11).**

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the board chairman, superintendent, or secretary prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor a maximum of **five minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Secretary. Written Comments must include name, address and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairman.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than \_\_\_\_\_ minutes.
3. The board Chairman may shorten or lengthen an individual's opportunity to speak. The Chairman may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.
4. The Board Chairman shall have the authority to determine procedural matters regarding public participation not otherwise defined in board policy.

## REQUEST TO APPEAR BEFORE THE BOARD

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

Brief Description of Reason to Appear Before the Board: \_\_\_\_\_

DATE: \_\_\_\_\_

### Policy History

Adopted on:

Revised on:

## **THE BOARD OF TRUSTEES**

**1530**

### Records Available to Public

Subject to the limitations provided herein and as provided by law full access to information concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All District records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at the Clerk's office.

The Superintendent shall serve, or appoint someone to serve, as "Public Records Coordinator" with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of federal law, state law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by the District, the custodian of these records, and their physical location. The public records coordinator shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

A "Public record" includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of the District do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall **not** be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. All other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, net pay, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
3. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. All other personnel information relating to an employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
5. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the District;
6. Any estimate prepared by the District that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against the District and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
8. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
  - a. The original data including, but not limited to, numbers, text, voice, graphics, and images;
  - b. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or

- c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
9. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy;
10. Test questions, scoring keys, or other examination data used to administer academic tests;
11. Records that are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
12. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The District shall require that a public records request be submitted in writing upon a form prescribed by the District with the requester's name, mailing address, email address, and telephone number. The District may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the public records coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so.

The public records coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Unless a person requesting the public record can demonstrate an inability to pay or if the requester's interest is in litigation in which the requester is, or may become, a party, or the public's interest or understanding of the operation or activities of the District or its records would suffer by the assessment or collection of any fee, the District will adhere to its copying fee schedule.

The public records coordinator shall determine if there is an inability to pay by the requester or whether the request is likely to contribute significantly to the public's understanding of the operations or activities of government. The public records coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Superintendent. The Superintendent shall review the denial and either affirm or reverse the denial of the public records coordinator in writing within ten (10) working days of receipt of the appeal. In the event that the Superintendent is the public records coordinator then the appeal shall be filed within seven (7) days to the Board. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board. The request shall not be fulfilled or prepared until such time as the denial has been reversed. If the denial is reversed then the time for response shall run from the date of the written reversal of the denial. If the denial is affirmed and there are no further appeals available, then the requester shall be required to pay in advance the estimated costs for the request.

A requester may not file multiple requests for public records solely to avoid payment of fees. If the District suspects that this is the case, then it can aggregate the related requests and charge based upon its copying fee schedule.

The copying fee schedule of the District is as follows:

- a) The District shall not charge a fee for the first 50 pages of records or the first (1) hour of labor in responding to a request;
- b) Copies of public records - 10¢ per page (cannot exceed actual cost) for copies beyond the first 50 pages or beyond the first (1) hour of labor in responding to a request;
- c) The District will charge for the labor costs associated with locating and copying documents if:
  - (1) The request is for more than 50 pages of records;
  - (2) The request includes non-public information that must be redacted from the public records; and/or
  - (3) The labor associated with locating and copying the records exceeds one (1) hour.
- d) The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of the District who is necessary and qualified to process the request.
- e) The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by the District or if there are no attorneys employed by the District then the rate shall be no more than the usual and customary rate of the attorney retained by the District.

- f) Copy of a duplicate computer disc or similar record system the fee shall not exceed:
  - (1) The District’s cost of copying the information in that form;
  - (2) The District’s cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. The District shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

A request for public records may be conducted by electronic mail.

Cross Reference: 3570-3570P      Student Records  
                          4130                      Public Access to District Website

Legal Reference: I.C. § 9-338      Public Records – Right to Examine  
                          I.C. § 9-339      Response to Request for Examination of Public Records  
                          I.C. § 9-347      Agency Guidelines  
                          I.C. § 67-2344    Written Minutes of Meetings  
                          IDAPA. 08.01.01.100.03 Written Request

Policy History

Adopted on: December 12, 2012  
 Revised on:

**THE BOARD OF TRUSTEES**

Conduct of Board Meetings

The Board, as a legally established arm of the Idaho Legislature, has the statutory responsibility to transact the official business of the school district. As such, School Board meetings are meetings that are held in public, but they are not public meetings. In order to ensure the orderly conduct of a meeting, spontaneous or disruptive communication by the audience cannot be condoned. Individuals or organizations desiring to make requests, presentations, or proposals to the Board will be provided with that opportunity at each meeting.

Addressing the Board of Trustees

Those who wish to speak on a particular Agenda item will be introduced by the Board Chairperson at the appropriate time during the Board meeting. Speakers may offer objective comments about school operations, programs, or planned programs that concern them. The purpose of the patron input is to give the Board information about a particular topic and is not a question-and-answer session between the presenter and any Board member or district employee. The Board will not permit any expression in public session of personal complaints about the work or effectiveness of school district personnel. Persons with complaints about school personnel must supply a written summary of the complaint to the Superintendent.

Policy History

Adopted on:  
 Revised on:

## **BOARD OF TRUSTEES**

**1550**

### Public Participation in Board Meeting

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave.

During all regular meetings and board public hearings, the Board of Trustees encourages all citizens of the District to express their ideas and concerns on agenda items. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program. Desired public input on agenda items shall not be regarding any subject matter that would compel the Board to enter into executive session. The Board shall make a determination as to whether or not the desired subject matter requested for public input is appropriate in relation to the Board's agenda and/or if a matter would require executive session.

The Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time at a time and in a manner identified by the Board. Such electronically provided input shall be provided to the Trustees and made a part of the minutes.

### Addressing Complaints and Grievances

Due to their sensitive nature, comments and complaints about personnel or individual students cannot be heard in open session. Additionally, other topics described in Policy 1500 may only be appropriate for executive session and all grievance processes shall be followed before the Board may entertain such subject matter. The Board shall determine whether a public comment is appropriate in open session and notify the commentor if it is not.

Any complaint about the District on these or other topics; including instruction, discipline, District personnel policy, procedure, or curriculum; should be referred through proper administrative channels before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

Teacher or Staff;

Principal or Supervisor;

Director or Administrator;

Superintendent;

then Board of Trustees.

Please also see District Policy No. 4250 Public Complaints and Suggestions.

Complaints or grievances on topics that may only be considered in executive session will only be heard by the Board in accordance with the applicable grievance or complaint policy. Such executive session may be arranged in advance and included on the agenda as described in Policy 1500 and Procedure 1500P.

### Rules and Process for Public Comment

Members of the public will not be recognized by the Chair as the Board conducts its official business except during the Board's scheduled comment period during a regular meeting or public hearing of the board, and only on subject matters identified on the Board's agenda. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each regular meeting of the Board the agenda shall provide time for public comment before the Board on agenda items or at public hearings of the Board. At special meetings of the Board, the Board may accept public comment. All public comment will be accepted before the Board addresses action items on District business, including items in a consent agenda. Persons wishing to address the Board at a regular meeting or public hearing on agenda items will be required to submit a "Request to Address the Board" form. Forms are available from the Board Clerk and will be available at each meeting.

The Board shall ensure that members of the following groups, listed in no particular order, are given priority to participate in Board meetings:

1. Students who attend a District school;
2. Parents/guardians of such students;
3. District employees; and
4. People who reside within the District.

Attendees who do not belong to any of these groups will only be allowed to speak after members of the groups listed above have provided comment and only if there is still time available within the public comment period.

To be efficient and effective, long board meetings will be avoided. As such, total time allotted for public comment will not exceed 30 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 3 minutes. Public comment will only be taken on action items scheduled on the Board's agenda at a regular meeting of the Board or during a Board public hearing. Should a large number of members of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board clerk will accept written comments on agenda items for regular meetings and Board public hearings for distribution to the Board.

The Board may decline to hear repetitive comments.

Written comments for Trustees must be submitted to the Board Clerk. The written comments must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Trustees if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Trustees. Materials may be presented or mailed to the Board Clerk at 3850 E 300 N, Rigby ID, 83442, or emailed to the Board clerk at [mbowman@sd251.org](mailto:mbowman@sd251.org).



If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.

Because of the diversity of issues and the confines of the Open Meeting Laws, Trustees will not respond to public comment nor engage in discussion with individuals or entities presenting public input. Instead, issues may be recorded and referred to the proper staff person for follow-up and/or considered by the Board in addressing the pending agenda items through open discussion or voting. The Chair may interrupt or terminate an individual’s statement when it is too lengthy, abusive, obscene, repetitive, irrelevant, threatening to any individual, or if they are going off-topic from an item listed on the agenda. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who, in the judgement of the Board Chair, willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order, and any person may be removed from the meeting if they are engaging in illegal conduct. The presiding officer may terminate the speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may choose not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

**Cross References**

**REQUEST TO APPEAR BEFORE THE BOARD**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
REPRESENTING: \_\_\_\_\_  
Brief Description of Reason to Appear Before the Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DATE: \_\_\_\_\_

Legal Reference I.C § 33-512 (11)

Policy History

Promulgated on:

Revised on: November 13, 2024

Meetings Open to Public

All meetings and records of the Board shall be open to the public, with an occasional exception when the Board may meet in executive session (closed session) as allowed by Idaho Code.

Legal Reference: I.C. § 33-512 (11)  
I.C. § 67-2345

Policy History  
Promulgated on:  
Revised on:

**THE BOARD OF TRUSTEES**

**1570**

Minutes of Actions in a Closed Session

The minutes of the closed session will record the time, date, and location of the closed session; the adequacy of the notice to the members of the board and to the public; the names of the persons who were present; the general viewpoint reflected in the discussion without disclosing confidential material; and the time that the Board reconvened into open session.

Policy History  
Adopted on:  
Revised on:

**THE BOARD OF TRUSTEES**

**1580**

Records Available to Public

Every person has the right to examine and take a copy of any public record at all reasonable times. All District records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at the Clerk's office.

The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties and provide time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

The copying fee schedule of the District is as follows:

- A. Copies of public records - 10¢ per page (\*cannot exceed actual cost);

- B. In addition to the cost per page set forth above, the District will charge for the actual labor costs associated with locating and copying documents if:
1. The request is for more than 100 pages of records;
  2. The request include non-public information that must be redacted from the public records; and/or
  3. The labor associated with locating and copying the records exceeds two (2) hours.
- C. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
1. The District's cost of copying the information in that form;
  2. The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. A fee may not be charged if the person requesting the record or records can demonstrate an inability to pay; or can demonstrate that the public's interest or the public's understating of the operations or activities of the school board or its records would suffer by the assessment or collection of any fee.

A request for public records may be conducted by electronic mail.

Cross Reference: 4130 Public Access to District Records

Legal Reference: I.C. § 9-338 Public Records – Right to Examine  
I.C. § 9-339 Response to Request for Examination of Public Records  
I.C. § 67-2344 Written Minutes of Meetings

#### Policy History

Adopted on: January 10, 2007

Revised on:

## **THE BOARD OF TRUSTEES**

**1590**

### Records Available to Public

Subject to the limitation provided herein, and as provided by law, full access to information concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All District records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at the Clerk's office.

The Superintendent shall serve, or appoint someone to serve, as “public records coordinator” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of federal law, state law, and this policy. The public records coordinator shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

A "Public record" includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic, or local agency regardless of physical form or characteristics.

A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of the District do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall **not** be subject to public inspection and/or copying:

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3. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. All other personnel information relating to an employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
5. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the District;
6. Any estimate prepared by the District that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against the District and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered

to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;

8. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
  - a. The original data including, but not limited to, numbers, text, voice, graphics, and images;
  - b. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
  - c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
9. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy;
10. Test questions, scoring keys, or other examination data used to administer academic tests;
11. Records that are relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
12. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.

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The District may require that a public records request be submitted in writing with the requester's name, mailing address, email address, and telephone number. The District may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

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**easily be converted to electronic format within ten (10) working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties and provide time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.**

**If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the public records coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so.**

The public records coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Unless a person requesting the public record can demonstrate an inability to pay or if the requester's interest is in litigation in which the requester is, or may become, a party, or the public's interest or understanding of the operation or activities of the District or its records would suffer by the assessment or collection of any fee, the District will adhere to its copying fee schedule.

The public records coordinator shall determine if there is an inability to pay by the requester or whether the request is likely to contribute significantly to the public's understanding of the operations or activities of government. The public records coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Superintendent. The Superintendent shall review the denial and either affirm or reverse the denial of the public records coordinator in writing within ten (10) working days of receipt of the appeal. In the event that the Superintendent is the public records coordinator then the appeal shall be filed within seven (7) days to the Board. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board. The request shall not be fulfilled or prepared until such time as the denial has been reversed. If the denial is reversed, then the time for response shall run from the date of the written reversal of the denial. If the denial is affirmed and there are no further appeals available, then the requester shall be required to pay in advance the estimated costs for the request.

A requester may not file multiple requests for public records solely to avoid payment of fees. If the District suspects that this is the case, then it can aggregate the related requests and charge based upon its copying fee schedule.

The copying fee schedule of the District is as follows:

- a) The District shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;
- b) Copies of public records - 5¢ per page (cannot exceed actual cost) for copies beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;
- c) The District will charge for the labor costs associated with locating and copying documents if:
  - (1) The request is for more than 100 pages of records;
  - (2) The request includes non-public information that must be redacted from the public records; and/or
  - (3) The labor associated with locating and copying the records exceeds two (2) hours.
- d) The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of the District who is necessary and qualified to process the request.
- e) The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by the District or if there are no attorneys employed by the District than the rate shall be no more than the usual and customary rate of the attorney retained by the District.
- f) Copy of a duplicate computer disc or similar record system the fee shall not exceed:
  - (1) The District's cost of copying the information in that form;
  - (2) The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. The District shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

A request for public records may be conducted by electronic mail.

Cross Reference: 3570-3570P      Student Records  
 4130                                  Public Access to District Website

Legal Reference: I.C. § 9-338      Public Records – Right to Examine  
 I.C. § 9-339                          Response to Request for Examination of Public Records  
 I.C. § 67-2344                        Written Minutes of Meetings

Policy History

Adopted on: November 2, 2011

Revised on:

District Record Request Form

**RECORD REQUEST FORM**

To Be Completed By Requester:

\_\_\_\_\_  
Requester's Name

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Requester's Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Requester's Telephone Number

\_\_\_\_\_  
Requester's Email Address

Record(s) Requested: \_\_\_\_\_



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*To Be Completed by District Personnel:*

Date Request Received in District Office: \_\_\_\_\_

- 10-Day Extension Requested. Document(s)/Item(s) Due: \_\_\_\_\_
- Record Requested Granted. Date Mailed to Requester: \_\_\_\_\_
- Record Request Partially Denied. Date Letter Mailed to Requester: \_\_\_\_\_
- Record Request Denied. Date Letter Mailed to Patron: \_\_\_\_\_

District Personnel Comments/Notes: \_\_\_\_\_

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**THE BOARD OF TRUSTEES**

**1600**

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

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

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for the administration to the Superintendent;

Recognize and respect the responsibilities that properly are delegated to the Superintendent;

Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Idaho and National School Boards Associations;

Support the employment of those persons best qualified to serve as school staff, and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

Avoid compromising the Board or administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under applicable law;

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

#### Policy History

Adopted on:

Revised on:

### **THE BOARD OF TRUSTEES**

**1610**

#### 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 by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in §§ 18-1361 or 1861A are followed;
5. be involved in the election of a relative related by affinity or consanguinity within the second degree and shall be absent from the meeting while such employment is being considered and/or determined;
6. 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;
7. enter into a contract with the trustee's district;
8. accept a bribe in the way for money, a promise, gift or any other form of personal advantage engage in a substantial financial transaction for the trustee's private business purpose with a person whom the trustee inspects or supervises in the course of official duties;
9. be a purchaser or vendor at any sale or purchase made by the trustee in the trustee's official capacity;
10. use public funds or property to obtain a pecuniary benefit for himself;
11. 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;
12. 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;
13. appoint or vote for the appointment of any person related to him by blood or marriage within the second degree to any clerkship, office, position, employment or duty, when the salary, wages, pay or compensation of such appointee is to be paid out of public funds or fees of office, or appointment or furnish employment to any person whose salary, wages, pay or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

Legal Reference:	I.C. § 33-507 I.C. § 18-1359 I.C. § 18-1361 I.C. § 18-1361A  I.C. § 59-201 I.C. § 59-202	Limitation upon authority of trustees Use public position for personal gain Self-Interest Contracts - Exception Non-compensated Appointed Public Servant – Relative of Public Servant -- Exceptions Officers not to be interested in contracts Officers not to be interested in sales
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Policy History

Adopted on:

Revised on:

Each year, the Board will formulate annual objectives for the District and have available a written comprehensive philosophy of education with goals which reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to the staff and to the public.

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.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1630**

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:

Revised on:

**THE BOARD OF TRUSTEES**

**1640**

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 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:

Revised on: May 13, 2020

Educational Philosophy

Universal opportunity for public education is America's response to a moral principle: that every person should have the opportunity to develop to his/her full potential. American democracy presupposes an informed and responsible people. Government can remain the people's servant only when the people fulfill the political responsibilities, which make possible the expression of their will. Intelligent fulfillment of these responsibilities is impossible for an uneducated people.

The American public school is an indispensable source of national unity, common purpose, and equality of opportunity. The defense and perpetuation of democracy requires an educated citizenry. Therefore, the American system of free public education, enhanced by the traditional separation of church and state, is essential of our democratic way of life.

Education is a process of acquiring the knowledge, skills, and standards of culture, and of learning to contribute to that culture. The public elementary and secondary school is but one of many institutions of the United States engaged in education. The roles of home, church and community are basic. The primary responsibility, however, for the secular education of most Americans rests with the public schools.

The best education is that which does the most to enable each student to develop his abilities and to serve society. Education must therefore be appropriate to the needs of each pupil and to the needs of society.

Secondary schools should offer varied and specialized programs of instruction which make possible a broad general education, advanced and specialized study, and planning of programs to meet the individual student needs. The programs of all secondary school students should include English, Social Studies, Science, Mathematics, as well as Physical and Health Education. Pupils should be able, in addition, to study and specialize in subjects of an immediate practical nature. Commercial, vocational and homemaking courses designed to develop skills which have social or economic value are available.

To secure the greatest value in the limited time available, it is expected that each teacher shall direct the student's activities at all times. Basic skills are necessary for all students and will be emphasized in each program. The general objectives of education are listed under the following categories:

1. The objectives of self-realization
2. The objectives of human relationship
3. The objectives of economic efficiency
4. The objectives of civic responsibility

Policy History

Adopted on:

Revised on:

Accountability

A general objective of the school board is to promote excellence in education and to develop a concept of accountability beginning with the Board and working its way through the district administration; building level administration; teachers; and support staff. The Board's accountability to the students, parents, patrons, and employees will be met as the Board prudently provides the resources and support for a quality education for every child. One measure of the board's accountability will be the level of unreserved fund balance that it maintains in the Maintenance and Operation Fund. The Board will not adopt a budget that provides for less than a 7% unreserved fund balance in the M&O Fund. If the unreserved fund balance, in the M&O Fund, exceeds this level of minimum accountability the excess will be used to address plant facility needs in the district.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1720**

Student Equity

All students shall have the opportunity to participate in and receive benefits from all programs and activities including, but not limited to, course offerings, graduation requirements, gender appropriate athletic and other extracurricular opportunities, counseling, employment assistance, and other school related activities.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1730**

Equity in Employment

Discrimination in education or employment because of gender, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1740**

Title IX Coordinator

Inquiries or complaints regarding discrimination should be directed to the Title IX/Section 584 Coordinator of Jefferson School District.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1800**

**SAFE ENVIRONMENT IN THE SCHOOL DISTRICT**

Statement of Purpose

School District #251 pledges to do all within its power to maintain a safe, healthy learning and working environment for the students and employees of this School District.

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1810**

Volunteers and Contractors

The Board of Trustees directs the Superintendent of Schools to develop a system for registering volunteers or contractors consistent with maintaining a safe environment for their students.

*Idaho Code Section 33-512*

Policy History

Adopted on:

Revised on:

**THE BOARD OF TRUSTEES**

**1900**

**DISTRICT LEGAL DESCRIPTION**

**Jefferson County Joint School District #251**

JEFFERSON COUNTY JOINT SCHOOL DISTRICT NO 251

BEGINNING at the SW corner of Sec. 34, Twp. 4 N, R 34 EBM, which is the county line between Jefferson and Bonneville Counties; thence east along the county line 32 & 1/2 miles to the SE corner of the SW 1/4 of Sec. 36, Twp. 4 N, R 39 EBM; thence north 2 miles to the NE corner of the NW 1/4 of Sec. 25; thence east 1/2 mile to the NE corner of the NE 1/4 of Sec. 25, Twp. 4 N, R 39 EBM; thence south 1/2 mile to the SW corner of the NW 1/4 of Sec. 30, Twp. 4 N, R 40 EBM; thence east 1/2 mile to the SE corner of the NW 1/4 of Sec. 30; thence north 1 mile to the SE corner of the NW 1/4 of Sec. 19, Twp. 4 N, R 40 EBM; thence east 1/4 mile to the SE corner of the SW 1/4 of the NE 1/4 of Sec. 19; thence north 1/2 mile to the NE corner of the NW 1/4 of the NE 1/4 of Sec. 19, Twp. 4 N, R 40 EBM; thence west 1/2 mile to the NE corner of the NW 1/4 of the NW 1/4 of Sec. 19, Twp. 4 N, R 40

EBM; thence south 1/4 mile to the SE corner of the NW 1/4 of the NW 1/4 of Sec. 19; thence west 1/4 mile to the SW corner of the NW 1/4 of the NW 1/4 of Sec. 19, Twp. 4 N, R 40 EBM; thence north 1/2 mile to the NW corner of the SW 1/4 of the SW 1/4 of Sec. 18, where the Dry Bed intersects the east line of Sec. 13, Twp. 4 N, R 39 EBM; thence east 1 mile to the NE corner of the SE 1/4 of the SE 1/4 of Sec. 18, Twp. 4 N, R 40 EBM; thence north to where the east boundary of Sec. 18, intersects the southwesterly bank of the South Fork of the Snake River; thence following the south bank of the South Fork of the Snake River in a generally northwesterly direction to the point where the North Fork of the Snake River enters into the South Fork and forms the Snake River; thence following the centerline of the meanderings of the North Fork of the Snake River upstream approximately 3 miles, more or less, to the NE corner of Sec. 2, Twp. 5 N, R 38 EBM; thence west approximately 1 & 3/4 miles to the SE corner of Sec. 33, Twp. 6 N, R 38 EBM; thence north 2 miles to the center of Highway 33, which is at the NE corner of Sec. 28; thence running generally west along the center of Highway 33 to where the highway intersects the center of Interstate 15, approximately 11 miles to the west boundary of Sec. 23, Twp. 6 N, R 36 EBM; thence following the center of Interstate 15 in a generally southeasterly direction approximately 1 & 1/4 miles to where the Interstate intersects the south boundary line of Sec. 26, Twp. 6 N, R 36 EBM; thence west 1 & 1/2 miles to the NW corner of Sec. 34; thence south 1 mile to the SW corner of Sec. 34, Twp. 6 N, R 36 EBM; thence west on the section line to the NE corner of Sec. 3, Twp. 5 N, R 36 EBM; thence south 3 miles to the SW corner of Sec. 15; thence 12 miles west to the NW corner of Sec. 22, Twp. 5 N, R 34 EBM; thence south 9 miles to the SW corner of Sec. 34, Twp. 4 N, R 34 EBM, the point of beginning.

Revised July 28, 1983