

<b>Category:</b> <b>2000 BOARD OF TRUSTEES</b>	<b>Policy Number:</b> <b>2230 (Page 1 of 4)</b>
<b>Policy Title: Board Meetings</b>	<b>Effective Date:</b> <b>February 11, 2020</b>

All meetings of the board are open to the public and all persons are permitted to attend any regular, special, or emergency meeting of the board. The right to attend a meeting of the board does not grant any individual the right to provide public input to the board during its meeting. The board may exclude the public from any meetings held in executive session.

**Meeting Defined:**

A meeting is defined as the convening of the Board of Trustees to make a decision or to deliberate toward a decision on any matter. Trustees may participate in school board meetings via electronic means (including telephonic or video conferencing devices) provided at least one (1) member of the Board of Trustees or the Superintendent is physically present at the meeting location.

**1. LEGAL MEETINGS**

- a. All business must be conducted at a legal meeting of the board. All meetings of the school board are subject to the open meeting laws of the State.
- b. In order to be a legal meeting, a session must be either an annual, regular, or a special meeting properly called with a quorum present. The board is also authorized to meet in Executive Session for certain stated purposes and on certain conditions. The Budget Meeting shall be held as a public hearing twenty-eight (28) days prior to the regular board meeting in July. In the event of an emergency involving possible personal injury, property damage, or financial loss, the Board may meet immediately and take official action without prior notification.
- c. Any board meeting may be conducted using telecommunications devices which enable all participating board members to communicate with each other; provided, however, that at least one (1) board member, or the superintendent, must be physically present at the location designated in the meeting notice, to ensure that the public may attend such meeting in person. Such telecommunication devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment. All communications must be audible to the public attending the meeting in person and all participating board members. Any board member participating via telecommunications devices shall be deemed to be present in person at the meeting.

**2. ANNUAL MEETING**

- a. The annual meeting of the Board of Trustees of School District 52 shall be on the date of its regular January meeting each year, or as designated by the State.
- b. New members are sworn in and the board is organized by the electing of its officers at the annual meeting.

**3. REGULAR MEETINGS**

- a. Regular meetings are those set by board action at the annual meeting each year. Regular meetings shall be held monthly on a uniform day and time of a uniform week.
- b. The agenda may be modified by a board motion during a regular meeting.

**4. SPECIAL MEETINGS**

- a. Special meetings may be called by the chairman or by any two members of the board.
- b. If the time and place of a special meeting has not been determined at a meeting of the board with all members present, notification of the time and place shall be posted at the district office and at least two (2) or more public buildings within the school district and given to each member not later than 24 hours before said special meeting is to be convened.

**5. EXECUTIVE SESSIONS**

- a. The board may hold executive sessions where confidential matters may be discussed and investigated.
- b. The motion to go into Executive Session must clearly identify the reason for the session per Idaho Code 74-206 (1a-1j). The vote to go into Executive Session requires a 2/3 majority of the trustees and shall be recorded in the minutes by individual vote.
- c. No final action will be taken at such sessions. No rules, regulations, or resolutions can be adopted and no contracts concluded in executive session.

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<p><b>6. BUDGET MEETING</b></p> <p>a. No later than twenty-eight (28) days prior to its regular meeting in July, the Board shall have prepared a budget in the form prescribed by the State and shall hold a public hearing. At such public hearing or at a special meeting held no later than fourteen (14) days after the public hearing, the Board shall adopt a budget for the ensuing year.</p> <p>b. Notice of the budget hearing shall be posted and published as prescribed in Idaho Code 33-402. From the time of the notice, a copy of the budget shall be available for public inspection during regular business hours.</p> <p><b>7. EMERGENCY MEETINGS</b></p> <p>a. An emergency constitutes possible personal injury, property damage, immediate financial loss or the likelihood of such occurring within the district.</p> <p>b. The Board may meet immediately and take official action without prior notification when an emergency exists which would make notice of such meetings impracticable or would increase the likelihood or severity of injury, damage or loss. The reason for the emergency will be stated at the outset of the meeting.</p> <p><b>8. QUORUM</b></p> <p>A majority of the members of the board shall constitute a quorum.</p> <p><b>9. VOTING</b></p> <p>The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except when otherwise required by law or these policies. Secret ballots are prohibited per Idaho Code 74-206A. The use of proxy votes shall not be permitted. Voting rights are reserved for those trustees in attendance.</p> <p><b>10. BOARD DECISIONS</b></p> <p>All final actions and final decisions by the board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive session. In such cases, the employee will not be named in the minutes of the meeting. No final action will be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification for taking final action on an item added after the start of the meeting will be reflected in the minutes. No decision at a regular or special meeting of the board will be made by secret ballot.</p> <p><b>11. AVAILABILITY TO PUBLIC</b></p> <p>Annual, Regular, and Special meetings of the board of trustees will be open to the public. These meetings will be posted as prescribed by law.</p> <p><b>12. AGENDA PREPARATION</b></p> <p>a. The agenda of the board will be prepared by the superintendent in consultation with the members of the board. The agenda and supportive information will be provided to each board member prior to each scheduled board meeting.</p> <p>b. The order of business will be determined by the superintendent with input from the board. The board may alter the order of business at any time.</p> <p>c. Patrons wishing to present matters to the board must contact the superintendent's office at least five (5) days prior to the scheduled board meeting to allow sufficient time for the matter to be placed on the agenda. The board may decline to hear any matter at its discretion.</p> <p>d. Unscheduled matters may be heard at the conclusion of the regular agenda items provided the agenda is properly amended in accordance with the Idaho Open Meetings Act. Final action will not be taken on unscheduled items or matters (i.e. those added after the start of the meeting) unless an emergency is declared necessitating action at that meeting. The good faith reason for discussing and/or taking final action on unscheduled items will be reflected in the meeting minutes.</p>	
<p align="center"><b>Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</b></p>	

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<p><b>13. ORDER OF BUSINESS – BOARD MEETINGS</b>  The following will be the order of business at all regular board meetings:</p> <ol style="list-style-type: none"> <li>a. Welcome and Roll Call</li> <li>b. Prayer and/or Pledge of Allegiance</li> <li>c. Approval of Agenda</li> <li>d. Consent Agenda</li> <li>e. Business Items</li> <li>f. Information Items</li> <li>g. Adjournment</li> </ol> <p><b>14. PATRON INPUT</b>  The board chairperson has the authority and responsibility to oversee the orderly process of a board meeting, and is responsible for recognizing all speakers, utilizing the following guidelines:</p> <ol style="list-style-type: none"> <li>a. Public participation will be permitted only as indicated on the order of business as set forth in the board’s agenda, or as determined appropriate by the chairperson.</li> <li>b. Members of the public will not be recognized while the board is conducting its official business.</li> <li>c. Members of the public wishing to make formal presentations to the board must make a written request one (1) week in advance, submitted to the district office. Individuals will be notified regarding whether their request to address the board has been granted and, if so, will be provided the approximate time as set forth in the meeting agenda.</li> <li>d. Members of the public must be recognized by the chairperson and must preface their comments by announcing their name, address, and group affiliation, if appropriate.</li> <li>e. A single spokesman must be selected by groups or organizations desiring to address the board in order to avoid repetitious information.</li> <li>f. Each statement made by a member of the public shall be limited to three (3) minutes duration, or as determined appropriate by the chairperson.</li> <li>g. All comments must be limited to items directly related to the district. When deemed appropriate by the chairperson, comments and questions at a regular board meeting may deal with any topic related to the board’s conduct of schools. Comments at special meetings must be related to the call of the meeting.</li> <li>h. The board will not hear complaints against personnel or any students in a public board meeting.</li> <li>i. All statements shall be directed to the chairperson; no member of the public may address or question board members individually.</li> <li>j. Speakers must meet one of the following criteria: <ul style="list-style-type: none"> <li>• Reside within the boundaries of the Snake River School District</li> <li>• Be a parent/guardian of a student</li> <li>• Be a student</li> <li>• Be an employee</li> <li>• Be a legal representative of a parent or guardian, student or employee</li> <li>• Be a representative of a firm eligible to make a bid.</li> </ul> </li> </ol> <p>The chairperson may:</p> <ol style="list-style-type: none"> <li>a. Interrupt or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant, or redundant.</li> <li>b. Request any individual to leave the meeting when that person does not observe reasonable decorum.</li> <li>c. Request the assistance of law enforcement officers in the removal of a disorderly person when the person’s conduct interferes with the orderly process of the meeting.</li> <li>d. Call a recess or an adjournment when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.</li> </ol>	
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**15. MINUTES OF THE MEETING**

A complete and accurate set of minutes will be kept of each board meeting. All minutes will be available to the public within a reasonable amount of time after the meeting and will include at least the following information:

1. All members of the board present;
2. All motions, resolutions, orders, or policies proposed and their dispositions; and
3. The result of all votes and, at the request of a member, the vote of each member by name.

Minutes of executive sessions will reference the specific subsection of Idaho Code §74-206 authorizing the executive session, and provide sufficient detail to identify the purpose and topic of the executive session without compromising the purpose of going into executive session.

If the designated clerk is not available to attend a meeting of the board, the board will appoint a person to act as the temporary clerk. That person will keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him or her. At the next regular meeting of the board, the minutes will be approved and signed by the clerk and the chairman of the board. The approved and signed minutes will become part of the official ledger of minutes maintained in the district office.

**POLICY REFERENCE:** Policy 2231, “Executive Sessions”

**LEGAL REFERENCE:**

Idaho Code Sections

- 33-506 Organization and Government of Board of Trustees
- 33-508 (Duties of Board Clerk)
- 33-510 Annual Meetings; Regular Meetings; Boards of Trustees
- 33-514 Issuance of Annual Contracts
- 74-201 *et seq.* (Open Meeting Law)

**ADOPTED: 12/20/2016**

**AMENDED: 02/11/2020**