

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

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Legal Status and Operation

The Board of Trustees of the Plummer-Worley Joint School District #44 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:	7/14/03
Revised on:	
Reviewed on:	11/12/2012

Plummer-Worley Joint School District

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Organization and Classification

The legal name of this District is the Plummer-Worley Joint School District No.44, located in the following counties within the State of Idaho: Kootenai and Benewah Counties. The District is classified as a joint school district.

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

Legal References:	I.C. § 33-302	Classification of school districts.
	I.C. § 33-305	Naming and numbering school districts.
	I.C. § 33-506	Organization and government of board of trustees.

Policy History:

Adopted on:	7/14/03
Revised on:	
Reviewed on:	11/12/2012

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Membership

The District is governed by a Board of Trustees consisting of seven (7) members, each member to represent a different trustee zone unless a trustee was appointed at-large to fill a board vacancy. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools. Except as otherwise provided by law, trustees shall hold office for terms of four (4) years, until July 1 of the year in which trustee's term expires.

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

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

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

Policy History:

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Reviewed on:	11/12/2012

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Taking Office

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

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

An oath of office shall be administered to each trustee, whether elected, re-elected or appointed. The oath may be administered by the clerk, or by a trustee of the district. The records of the district shall show such oath of office to have been taken, by whom the oath was administered and shall be filed with the official records of the district.

Legal Reference: I.C. § 33-501 Board of Trustees (Effective January 1, 2011)

Policy History:

Adopted on: 7/14/03
Revised on: 9/17/18
Reviewed on: 9/17/18

Plummer-Worley Joint School District

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Election

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

Board elections shall be held on the first (1st) Tuesday following the first Monday in November in odd-numbered years. Any person legally qualified to hold the position of school trustee, may file a declaration of candidacy for the office. The declaration must include the name of the candidate, the term for which declaration of candidacy is made and bear the signatures of not less than five (5) school district electors resident of the trustee zone of which the candidate is filing. Such declaration must be filed with the clerk of the school district not later than 5:00 p.m. on the ninth (9th) Friday preceding the day of the election. Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk not later than twenty five (25) days before the election date.

In order to have a challenger or observer at the polling place on the date of the election, the candidate must make a written request to the county clerk no later than five (5) days prior to the date of the election.

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for a position or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the board of trustees or the clerk with the written permission of the board, shall declare such candidate elected as a trustee. The clerk shall immediately prepare and deliver to the person a certificate of election signed by him bearing the seal of the district.

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. 33-502A	Declaration of intent for write-in candidates
	§ I.C. 33-502B	Board of Trustees – One nomination – No election.
	§ I.C. 33-503	Election of Trustees – Uniform Date
	I.C. Title 34	Elections

Policy History:

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Candidate Orientation

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.

Notices of candidate's meetings that are sponsored by impartial, non-partisan organizations may be announced in District publications and/or be sent home with students. The following procedures shall be followed:

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

Procedure History:

Promulgated on: 7/14/03

Revised on:

Reviewed on: 11/12/2012

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Resignation

Resignation of a trustee, for whatever reason, must be submitted in writing to the Clerk.
The Board shall accept the resignation at its next regularly scheduled meeting and proceed to fill the vacancy as provided by statute and Board policy.

Legal Reference:	I.C. § 33-504	Vacancies on boards of trustees
	I.C. § 59-902	Resignations

Policy History:

Adopted on:	7/14/03
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Reviewed on:	11/12/2012

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Vacancies

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

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

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

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

In the case of a trustee vacancy, the remaining trustees shall fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will consider all applications from qualified persons seeking to fill the position in open session. The Board will appoint one (1) 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 ninety (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 one hundred and twenty (120) days of the declaration of vacancy, the county commissioners of the county in which the district is situated (or of the home county if the district is a joint school district) shall appoint a qualified person to fill such vacancy.

Cross Reference: 1240 Duties of Individual Trustees

Legal Reference: I.C. § 33-504 Vacancies on boards of trustees

Policy History:

Adopted on: 7/14/03
Revised on: 12/12/11
Reviewed on: 11/12/2012

Plummer-Worley Joint School District

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Vacancies

When a vacancy occurs on the Board, it is in the best interest of the District to encourage as many able citizens as possible to consider becoming a Trustee. To that end, the following procedures shall be used to identify and appoint citizens to fill Board vacancies:

1. Announcement of the vacancy and the procedure for filling it shall be made in the general news media as well as District publications to patrons.
2. All citizens shall be invited to nominate candidates for the position, provided that the nominees shall be residents of the same zone as the candidate. A letter of application will be required of interested candidates.
3. The Board shall individually interview the finalists in a regular or special meeting and appoint the candidate who, in the judgment of the Board, is most likely to contribute to the growth and development of the District's education programs and operations. All trustees shall vote on the candidate of their choice.
4. If no one candidate receives a majority of the votes, the Board may:
 - a. Discuss all candidates and vote again;
 - b. Discuss all candidates and vote only on those candidates with the most votes; or
 - c. Continue voting until one candidate receives a majority vote.
5. The Board Clerk shall prepare for the signatures of all trustees a letter thanking all candidates for the position and commending them for their interest in the District.

Procedure History:

Promulgated on: 7/14/03

Revised on:

Reviewed on: 11/12/2012

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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 Chairman and a Vice-Chairman to serve one-(1)-year terms. The Board shall also elect a Clerk and a Treasurer, who may be members of the Board of Trustees or, in the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the clerk and for the Treasurer if other than the County Treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the Vice-Chair, the Board shall elect a Chairman 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 Chairman 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-Chairman to serve during the ensuing year.
7. Election of a Vice-Chair.
8. Election of a Clerk.
9. Election of a Treasurer.
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 Trustees

Policy History:

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Reviewed on:	9/17/18

THE BOARD OF TRUSTEES

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Oath of Office

An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected, or appointed. The Trustee is required to take his or her oath within ten days after the Trustee has notice of his or her election or appointment, or within 15 days from the commencement of his or her term of office. 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 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 Plummer-Worley Joint School District #44 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, 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.

Procedure History

Adopted on: 9/17/18

Revised on:

Reviewed on:

Plummer-Worley Joint School District

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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:

- a. the length of time each member is invited to service;
- b. the service the Board wishes the committee to render;
- c. the resources the Board will provide;
- d. the approximate dates on which the Board wishes to receive major reports;
- e. 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
- f. responsibilities for the release of information to the press.

Policy History:

Adopted on:	7/14/03
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Plummer-Worley Joint School District

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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:

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Plummer-Worley School District

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Clerk

The Clerk of the Board shall have such duties as are 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 references:	I.C. § 33-506	Organization and government of board of trustees
	I.C. § 33-508	Duties of clerk.

Policy History:

Adopted on: 7/14/03

Revised on:

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Plummer-Worley Joint School District

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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 (2) sureties who each shall qualify as in the case of sureties on the bonds of county officers.

The treasurer shall account for the deposit of all moneys of the District in accordance with the provisions of the public depository law (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	Assistant treasurers

Policy History:

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Plummer-Worley Joint School District

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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. The Board or staff shall not be bound by an action taken or statement made by an individual trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend both regular and special board meetings. Whenever possible, each trustee shall give advance notice to the Chair or Superintendent of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so.

Cross Reference: 1113 Vacancies

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

Policy History:

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Revised on:

Reviewed on: 11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

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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.

The superintendent's 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. If suspension of the policies concerns personnel, every reasonable effort must be made to notify any employees who may be affected.

Policy Manuals

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

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

Policy History:

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Revised on:	12/12/11
Reviewed on:	11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

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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:

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Reviewed on:	11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

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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.

Claim Forms: The business manager is authorized to certify voucher or invoice claims against or for the District:

Checks: There shall be dual signatures on all checks. The following people are authorized to sign checks:

Building Principal
Building Secretary
Business Manager
Athletic Director

Activity Funds: The school principal is designated as the custodian of each school building activity fund.

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 \$10,000 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.

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: 7/14/03

Revised on:

Reviewed on: 11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1400

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 school board meetings via electronic means (including telephonic or video conferencing devices) provided at least one (1) member of the Board of Trustees or Superintendent is physically present at the meeting location.

Regular Meetings

Unless otherwise specified, all meetings will be held in the District Boardroom. Regular meetings shall be held on the second Monday of each month. Meeting times will be established at the annual meeting held in July of each year.

Emergency Meetings

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

Budget Meetings

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

Special Meetings

Special meetings may be called by the Chairperson or by any two (2) members of the trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the school district office and at least two (2) or more public buildings within the school district. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Executive Sessions

Under Idaho law, upon a two-thirds (2/3's) 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 specified legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session.

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

1. To consider hiring a public officer, employee, staff member or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
2. To consider the evaluation, dismissal or disciplining of, or to hear complaint or charges brought against, a public officer, employee, staff member or individual agent, or a student;
3. To conduct deliberations regarding labor negotiations;
4. To acquire an interest in real property which is not owned by a public agency;
5. To consider records that are exempt from public disclosure;
6. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations;
7. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated. The presence of legal counsel at executive session does not satisfy this requirement.
8. To communicate with a representative of the District's risk management or insurance provider to discuss a pending claim or prevention of a possible claim to be filed. The presence of a risk management or insurance provider at executive session does not satisfy this requirement.

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

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

Legal Reference:	I.C. § 33-510	Annual meetings – Regular Meetings – Board of Trustees
	I.C. § 33-514	Issuance of annual contracts – Support programs – Categories of contracts – Optional placement [Effective April 1, 2001.]
	I.C. § 67-2341	Open Public Meetings – Definitions

I.C. § 67-2342

Governing Bodies – Requirement for Open Public Meetings

I.C. § 67-2343

Notice of Meetings.

I.C. § 67-2344

Written Minutes of Meetings

I.C. § 67-2345

Executive Sessions – When Authorized

Policy History:

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Reviewed on: 11/12/2012

THE BOARD OF TRUSTEES

1401

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 available to citizens 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:

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 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.

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.

1. The copying fee schedule of the District is as follows:
2. 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;
3. Copies of public records - __¢ 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;
4. The District will charge for the labor costs associated with locating and copying documents if:
 - a. The request is for more than 100 pages of records;
 - b. The request includes non-public information that must be redacted from the public records; and/or
 - c. The labor associated with locating and copying the records exceeds two (2) hours.
5. 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.
6. 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.
7. 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:	7/14/03
Revised on:	12/12/11
Reviewed on:	11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1420

School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chairman. Items submitted by the Board Chair or at least two (2) board members shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least five (5) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda 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 may ask for recognition by the Chair at the appropriate time.

Regular Meetings - A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting, however, additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort is made to include in the notice all agenda items known at the time to be probable items of discussion. Notices and agendas must be posted in a prominent place at the principal office of the District, or if no such office exists, at the building where the meeting is to be held.

Special Meetings – Special meetings require a twenty-four (24) hour meeting and agenda notice. Either the Board Chair or two (2) board members can call for a special meeting of the Board.

Order of Business

Upon consent of the majority of the members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the 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.

Minutes

The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the Clerk. The minutes shall constitute the official record of the proceedings of the Board. 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.

Quorum

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

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting; lack of formal parliamentary procedure shall not invalidate Board action. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Legal Reference: I.C. § 67-2343
I.C. § 67-2344
I.C. § 33-510

Notice of Meetings
Written Minutes of Meetings
Annual meetings – Regular meetings – Boards of
trustees

Policy History:

Adopted on: 7/14/03
Revised on: 12/12/11
Reviewed on: 11/12/2012

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the value of public input prior to making significant decisions affecting the educational process. In order to permit fair and orderly expression of such comment, the Board may provide a period at the beginning of the meeting, during which visitors may make presentations. The Chair may control such comment to ensure an orderly progression of the meeting and allow for public comment. The Chair may set a limit on the amount of time each person will be allowed to comment.

The Board will also allow individuals to express an opinion prior to Board action on agenda items. Individuals wishing to be heard shall first be recognized by the Chair. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chair may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chair.

Legal Reference

Policy History:

Adopted on: 7/14/03

Revised on:

Reviewed on: 11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1511

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: 7/14/03

Revised on:

Reviewed on: 11/12/2012

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 nonsalaried 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	Limitation upon authority of trustees
	I.C. § 18-1359	Use public position for personal gain
	I.C. § 18-1361	Self-Interest Contracts - Exception
	I.C. § 18-1361A	Noncompensated Appointed Public Servant –
		Relative of Public Servant -- Exceptions
	I.C. § 59-201	Officers not to be interested in contracts
	I.C. § 59-202	Officers not to be interested in sales

Policy History:

Adopted on: 7/14/03
Revised on:
Reviewed on: 11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1513

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. To employ a Superintendent whose primary function is the execution of the policies so legislated by the Board, for a contract tenure not to exceed three (3) years and who shall be the executive officer of the Board;
2. To require reports from the Superintendent on the management and operations of the school as necessary;
3. To call special meetings or elections for such purposes as may be necessary for the proper conduct and management of the schools of the District;
4. To employ an attorney or attorneys when deemed necessary for the best interest of the District, or for the purpose of defending the District against any suit, or for bringing action deemed necessary to be commenced by the Board;
5. To employ a Clerk and a Treasurer;
6. To develop guidelines and procedures for the supervision and evaluation of certificated employees;
7. To adopt pay scales for all employees, certificated and non-certificated;
8. To elect or reject new employees recommended by the Superintendent;
9. To retain or terminate present employees;
10. To enforce the rules and regulations of the State Board of Education with respect to the instructional programs of the District;
11. To approve an annual budget;
12. To approve current expenditures;
13. To adopt regulations concerning the accounting for all school funds;
14. To adopt decisions as to time, size and sale of bonds;
15. To provide adequate furnishings for all school buildings;
16. To provide for custodial and maintenance services;
17. To provide adequate insurance for all school property;
18. To represent the school to the community and the community to the school;
19. To uphold the schools before individuals and groups;
20. To work for adequate financial support from all sources;
21. To establish a school calendar;
22. To annually review all handbooks and policy manuals;
23. To negotiate with a representative organization of the certificated employees of the District;
24. To establish minimum requirements for graduation from Lakeside Senior High School.

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

Cross Reference: 6110 Superintendent-Board Relations

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

Policy History:

Adopted on: 7/14/03

Revised on:

Reviewed on: 11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1520

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.

Legal Reference:

Policy History:

Adopted on:	7/14/03
Revised on:	
Reviewed on:	11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1521

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.

Cross Reference: 6110 Superintendent

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

Policy History:

Adopted on: 7/14/03

Revised on:

Reviewed on: 11/12/2012

Plummer-Worley School District

THE BOARD OF TRUSTEES

1531

Trustee Expenses

Expenses for Board Members - In-District

A trustee shall not receive remuneration for service as a trustee. However, each trustee shall be reimbursed for actual mileage incurred for travel to and from attending meetings of the board. 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.

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. Reasonable telephone services shall be provided for necessary communications with business or family, resulting from the trustee being away from the Plummer/Worley area.
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.

Cross Reference: 7336 Travel Allowances and Expenses

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

Policy History:

Adopted on: 7/14/03

Revised on:

Reviewed on: 11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1532

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:

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Revised on:

Reviewed on: 11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1610

Annual Goals and Objectives

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.

Legal Reference:

Policy History:

Adopted on:	7/14/03
Revised on:	
Reviewed on:	11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1620

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:	7/14/03
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Reviewed on:	11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1621

In-Service Conference for Trustees

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:	7/14/03
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Reviewed on:	11/12/2012

Plummer-Worley Joint School District

THE BOARD OF TRUSTEES

1640

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:

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Reviewed on:	11/12/2012