

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

**POLICY - 1000 SERIES
THE BOARD OF TRUSTEES**

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**POLICY - 1000 SERIES
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TROY SCHOOL DISTRICT #287

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Legal Status and Operation

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The Board of Trustees of the Troy School District # 287 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 References:

- 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: 10/13/08

Revised on:

TROY SCHOOL DISTRICT #287

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Organization and Classification

1010

The legal name of the School District is School District No. 287, Latah County, State of Idaho. The administrative offices of the School District are located at 102 W. Fifth Street, Troy, Idaho 83871.

The school program shall be organized on the 6-2-4 plan, involving kindergarten through 6th grade as elementary, grades 7 and 8 as junior high school and grades 9 through 12 as high school.

The District is classified as:

A K-12 School District giving instruction to pupils in grades k (kindergarten) through twelve (12).

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

The School District conducts an educational program adopted by the Board of Trustees according to a calendar which meets the required days of school as specified by the Idaho State Department of Public Instruction.

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: 1/8/07
Revised on: 10/13/08

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District Description and Trustee Zones

1020

The legal description and boundaries of the District are on file in the Superintendent's office and are available for patron examination.

The Troy schools and boundaries of said schools shall be designated as the Troy School District No. 287, Latah County, State of Idaho. Whenever the term "School District" appears it shall mean all schools and property contained within the legal boundaries as on record with the County Commissioners of Latah County and the State Board of Education, State of Idaho.

Trustee Zones

The five (5) trustee zones for Troy School District areas follows:

Trustee Zone No. 1

BEGINNING at the Troy City Limits northern line, at its intersection with Randall Flat Road, thence

East following said city limits line to Big Meadow Road, thence leaving Big Meadow Road

North along the city limits line and continuing southeast to the intersection of Big Meadow Road and Mary Street , thence South on

Mary Street to Scott Street, thence Southeast on

Scott Street to Rachel Street, thence

North and continuing southeast on Rachel Street to Mountain View Avenue, thence

South on Mountain View Avenue to Valley View Drive, thence

North on Valley View Drive to Scott Street, thence

Northwest on Scott Street to Christie Street, thence

South and North on Christie Street to Polly Street, thence

Southwest on Polly Street to East A Street, thence

Southwest on East A Street to North Main Street, thence

Southeast on North Main Street to State Highway #8, thence

Southwest on State Highway #8 to Howell Road, thence

North on Howell Road to Dutch Flats Road, thence

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District Description and Trustee Zones (continued)

Northwest on Dutch Flats Road to Randall Flat Road, thence
Southeast on Randall Flat Road to the Troy City Limits northern line and the POINT OF BEGINNING

Trustee Zone No. 2

BEGINNING east of the City of Troy, at McKeehan Road and State Highway #8, thence
West on State Highway #8 to State Highway #99, thence
South on State Highway #99 to South Front Street, thence
Northwest on South Front Street to West 6th Street, thence
Northeast on West 6th Street to South Front Street, thence
Northwest on South Front Street to West 4th Street, thence
Northeast on West 4th Street to South Main Street, thence
Northwest on South Main Street to East 3rd Street, thence
Northeast on East 3rd Street to North Main Street, thence
Northwest on North Main Street to East A Street, thence
Northeast on to East A Street to Mary Street, thence
Northeast on Mary Street to Polly Street, thence
Northeast on Polly Street to Christie Street, thence
South and continuing North on Christie Street to Scott Street, thence
Southeast on Scott Street to Valley View Drive, thence
South on Valley View Drive to Mountain View Avenue, thence
North on Mountain View Avenue to Rachel Street, thence
Northwest and continuing south on Rachel Street to Scott Street, thence
Northwest on Scott Street to Mary Street, thence
North on Mary Street to Big Meadow Road, thence

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District Description and Trustee Zones (continued)

1020

Northeast on Big Meadow Road to McKeehan Road, thence

Northeast on McKeehan Road to State Highway #8 and the POINT OF BEGINNING

Trustee Zone No. 3

BEGINNING at the Troy School District west boundary and State Highway #8, thence

North following said school district boundary around the west, north and east side of said school district boundary approximately 21 miles to Stanford Road, thence

Southwesterly on Stanford Road to White Pine Flats Road, thence

Westerly and continuing south on White Pine Flats Road to State Hwy #8, thence

West on State Hwy #8 to McKeehan Road, thence

West on McKeehan Road to Big Meadow Road, thence

Southwest on Big Meadow Road to the north Troy City Limits line, thence

Northwest and continuing south along said city limits line to the intersection of Big Meadow Road, thence

Southwest on Big Meadow Road to a point where the city limits line leaves to the West, thence

West along the city limits line to Randall Flat Road, thence

Northwest on Randall Flat Road to Dutch Flats Road, thence

Southwest on Dutch Flats Road to State Highway #8, thence

Southeast on State Highway #8 to the west school district boundary and the POINT OF BEGINNING

Trustee Zone No. 4

BEGINNING at the Troy School District east boundary line and Stanford Road, thence

Following the east and south side of said school district boundary approximately 27 ½ miles to State Highway #99, thence

Northwest on State Highway #99 to State Highway #8, thence

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District Description and Trustee Zones (continued)

1020

Northeast on State Highway #8 to White Pine Flats Road, thence

North on White Pine Flats Road to Stanford Road, thence

Northeast on Stanford Road to the east school district boundary, and the POINT OF BEGINNING

Trustee Zone No. 5

BEGINNING at the Troy School District west boundary and State Highway #8, thence

East on State Highway #8, becoming Main Street, to West 4th Street, thence

Southwest on 4th Street to South Front Street, thence

Southeast on South Front Street to West 6th Street, thence

Southwest on West 6th Street to South Front Street, thence

Southeast on South Front Street to State Highway #99, thence

South on State Highway #99 to the southern school district boundary, thence

Following the south and west side of said school district boundary approximately 14.7 miles to State Highway #8 and the POINT OF BEGINNING

Redefining Trustee Zones

The boundaries of the Trustee zones in this District are to be defined and drawn so that, as reasonably as may be, each such zone shall have approximately the same population. Trustee zones in this District will be determined to have approximately the same population when the populations of each Trustee zone do not vary by more than ten percent (10%).

The Board of Trustees will initiate a proposal to redefine and change Trustee zones at the first meeting following the report of the decennial census. In addition, the Board or a patron may propose that a Trustee zone be redefined at any time. Within one hundred twenty (120) days following the report of the decennial census or the receipt of a petition to redefine and change the Trustee zones, the Board will prepare a proposal for a change which will equalize the population in each Trustee zone. The proposal will include a legal description of each Trustee zone as the same would appear pursuant to the proposal, a map of the district showing how each Trustee zone would appear, and the approximate population each Trustee zone would have, should the proposal become effective.

The Superintendent or designee will be authorized to review the decennial census, or any proposal to change Trustee zone boundaries, and determine whether there has been a shift in population which causes the current Trustee zones to not contain approximately the same

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District Description and Trustee Zones (continued)

1020

populations. If it is determined that the population has changed so that the Trustee zones are not of approximately the same population, the Board will appoint a committee, composed of interested parties, to review the matter. The committee will propose to the Board modifications to the Trustee zone boundaries which are intended to equalize the population in the various Trustee zones.

The proposal will be submitted to the State Board of Education for approval. The State Board of Education will approve or disapprove of the proposal within sixty (60) days and give notice of its decision to the Board in writing. If approved, the Trustee zones will change pursuant to the proposal. If disapproved, the Board must submit a revised proposal to the State Board of Education within forty-five (45) days.

Implementation of Proposal to Redefine Trustee Zones

At the next regular meeting of the Board following the approval of the proposal, the Board shall appoint from its membership a Trustee for each new Trustee zone to serve as Trustee until that incumbent Trustee's three (3) year term expires. If the current Board membership includes two (2) incumbent Trustees from the same new Trustee zone, the board shall select the incumbent Trustee with the most seniority as the Trustee to serve the remainder of his or her three (3) year term. If both incumbent Trustees have equal seniority, the Board shall choose one (1) of the Trustees by the drawing of lots. If there is a Trustee vacancy in any Trustee zone, the Board shall appoint an individual residing in the Trustee zone to serve as Trustee until the next annual meeting.

Legal References:

I.C. 33-501	Board of Trustees
I.C. 33-313	Trustee Zones

Policy History:

Adopted on: 1/8/07
Revised on: 10/13/08, 8/8/11

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Membership

1100

The School District is governed by a Board of Trustees consisting of five (5) members, each member to represent a different trustee zone. Each member must be a qualified voter in the School District and a resident of the zone he or she represents.

This board has the powers and duties attributed to it by the Constitution and laws of the State of Idaho.

Individual members of the board have no power separate from the board as a whole. Members of the board have authority only when acting as a board legally in session.

The board is not bound by any action or statement on the part of an individual board member except when such statement or action is in pursuance to specific instructions from the board.

No board member, by virtue of his or her office, may exercise any administrative responsibilities with respect to the schools or, as an individual, command the services of any school employee.

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 three (3) years, or until the annual meeting of the Trustee's District held during 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, except as provided by law or as authorized by the Board.

Legal References:

- Idaho Constitution Article VI, Section 2
- I.C. 33-313 Trustee Zones
- I.C. 33-501 Board of Trustees
- I.C. 33-506 Organization and Government of Board of Trustees
- I.C. 67-2341 Open Public Meetings – Definitions

Policy History:

- Adopted on: 1/8/07
- Revised on: 10/13/08

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Election

1110

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

Board elections shall be held on the third (3rd) Tuesday in May 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, state the term for which declaration of candidacy is made, and include the signatures of not less than five (5) School District electors residing in the Trustee zone of which the candidate seeks election. The declaration of candidacy must be filed with the Clerk of the School District not later than 5:00 p.m. on the ninth Friday preceding the day of the election for the subject trustee position.

Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk not later than twenty-five (25) days before the election date.

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for a position, or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the Board, or the School District Clerk with the written permission of the Board, shall declare such candidate elected as Trustee. The Clerk shall immediately prepare and deliver to the person a certificate of election signed by him, bearing the seal of the District. All other scheduled trustee elections will move forward under the regular procedures.

In each Trustee zone, the person receiving the greatest number of votes cast in his or her Trustee zone shall be declared by the Board of Trustees as the Trustee elected from that Trustee zone.

If any two (2) or more persons have an equal number of votes in any Trustee zone and a greater number than any other nominee in that Trustee 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: 1/8/07

Revised on: 10/13/08, 11/7/11

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Taking Office

1120

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

Each Trustee shall qualify for and assume office at the annual meeting of the School District next following the election, or, if appointed, at the regular meeting of the Board next following such appointment.

A School District Trustee holds office from the time of the annual meeting in the year in which they are elected until the annual meeting in the year in which their term of office expires, unless: they die; resign as Trustee; remove themselves from their Trustee zone of residence; refuse to serve as Trustee; fail to attend four (4) consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees or are recalled and discharged from office.

If the School District Trustee is appointed, they hold office from the time they take their oath of office until the next annual meeting of School District Trustees, unless: they die; resign as Trustee; remove themselves from their Trustee zone of residence; refuse to serve as Trustee; fail to attend four (4) consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees or are recalled and discharged from 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 (10) days after the Trustee has notice of his or her election or appointment, or within fifteen (15) days from the commencement of his or her term of office. Before any School District Trustee elected or appointed enters upon the duties of his or her office, they 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 Troy School District #287 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.

Legal Reference:

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

Policy History:

Adopted on: 1/8/07
Revised on: 10/13/08

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Resignation

1130

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: 10/13/08

Revised on:

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Trustee Vacancy

1140

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.

The 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 the vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board shall consider all applications from qualified persons seeking to fill the position in open session. The Board shall appoint one (1) candidate to serve until the annual meeting of School District Trustees following such appointment. In the event the Board of Trustees is unable to appoint a Trustee from the zone vacated after ninety (90) days from the date the Board declared the vacancy, the Board 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 References:

I.C. 33-439	Ascertaining the result – When recall effective
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: 1/8/07

Revised on: 10/13/08, 9/14/09

1000 - THE BOARD OF TRUSTEES

Annual Meeting of the Board

1200

The annual meeting of the Board shall be held at its regular July meeting each year. The Board, at its annual meeting, shall establish the regular monthly School Board meetings date, time, and location for the year.

After the issuance of the election certificates to the newly elected trustees in May, and on the date of its regular July meeting, the Board shall elect from among its members a Chair and a Vice-Chair to serve one-(1)-year terms. The Board shall also elect a Clerk and a Treasurer, who may be members of the Board of Trustees or, in the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the Clerk and for the Treasurer if other than the County Treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the Vice-Chair, the Board shall elect a 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 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.
9. Election of a Treasurer.

The District shall designate the official newspaper at the annual meeting. This District shall post all required notices in the designated newspaper.

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

Legal References:

I.C. 33-506	Organization and government of board of trustees
I.C. 33-510	Annual meetings – Regular meetings – Board of Trustees
I.C. 67-2345(1)(a)	Executive Sessions When Authorized

Policy History:

Adopted on: 1/8/07

Revised on: 10/13/08

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Qualifications, Terms and Duties of Board Officers

1210

The Board officers are the Chair and Vice-Chair. These officers are elected at the annual organizational meeting for a one- (1)-year term.

Duties of Board Chair

The Chair of the Board shall serve as president of the Board and is authorized to vote on all issues before the board. The Chair's duties and rights shall include:

1. Presiding at all meetings of the Board and enforcing the usual parliamentary rules;
2. Offering resolutions and discussing questions;
3. Calling special meetings of the Board whenever there is sufficient business to conduct, or upon written request of other members of the Board;
4. Advising the Superintendent on the preparation of the agenda for meetings;
5. Exercising such other powers as may be delegated to him/her by the Board;
6. Appointing an Assistant Clerk in the absence of the Clerk;
7. Affixing his/her signature to such documents as the annual financial statement, master agreements, Board transcript, and all other instruments as deemed necessary by the board for accurate and official Board records.
8. Advising the Superintendent so that all regular and special meetings of the Board comply with the Idaho Open Meeting Law.
9. Making all Board committee appointments.
10. Closing Board meetings as prescribed by Idaho law.

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

Duties of Board Vice-Chair

In the absence of the chair, the vice-chair shall perform the duties and obligations of the chair.

Duties of Treasurer

The Treasurer shall be placed under fidelity bond issued under a surety company authorized to do business with the State of Idaho, in such amount as the Board may from time to time

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Qualifications, Terms and Duties of Board Officers (continued)

1210

determine, 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 officials.

The Treasurer shall account for the deposit of all monies of the District in accordance with the provisions of the public depository laws, Chapter 1, Title 57, Idaho Code.

The Treasurer elected by the Board shall have such duties as the Board may prescribe. Such duties include:

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

Duties of an Assistant Treasurer

The Board may elect one or more Assistant Treasurers who shall have such duties as the Board may prescribe. Assistant Treasurers shall be subject to the control, supervision, and direction of the Treasurer of the District. An Assistant Treasurer may perform the statutory duties prescribed by law for the Treasurer to the extent authorized by the Board.

Duties of the Clerk

The Clerk of the Board shall attend all meetings of the Board, shall keep the records of the proceedings, and shall enter into the record all matters required by law, or by the Board. The record shall be open for inspection at all reasonable times.

When the Clerk is unable to attend a meeting of the Board, the Board shall appoint another person who shall act as a temporary Clerk and who shall keep a record of the proceedings. That person shall certify the record to the Clerk, who shall then enter the record.

When it is deemed prudent by the Board, the Clerk may be placed under a fidelity bond, in the manner specified in Section 33-509, Idaho Code, in an amount determined by the Board. The Clerk will make the preparations legally required for the notice and conduct of all District elections.

Additional duties of the Clerk prescribed by the Board shall include:

1. Keeping a full and accurate record of the proceedings of the Board. Such minutes shall be available to the public;
2. Being responsible to the Board for all matters pertaining to the care of the Board's records and documents;

Qualifications, Terms and Duties of Board Officers (continued)

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

Business Manager

Terms of Employment

The Business Manager's appointment shall be agreed upon annually at the July Board meeting. The appointment shall be for a period of one (1) year but not to exceed three (3) years. The contract shall be for twelve (12) months with vacation arranged annually.

Duties of Business Manager

The Business Manager shall have such duties as prescribed by the Board. This shall include attending all meetings of the Board of Trustees and conducting all business operations of the District with the knowledge and direction of the Superintendent of Schools. The Business Manager in accordance with generally accepted accounting practices shall perform record-keeping and reporting as mandated by law. The responsibilities are set forth more specifically in the job description.

Legal Reference:

I.C. 9-340, et seq.
I.C. 33-506 Organization and government of board of trustees
I.C. 33-508
I.C. 33-509
I.C. 33-509A

Policy History:

Adopted on: 1/8/07
Revised on: 10/13/08

TROY SCHOOL DISTRICT #287

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School Attorney

1235

The Troy School District will not retain an attorney, but will engage the services of one only when required.

Policy History:

Adopted on: 1/8/07

Revised on:

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

School Auditor

1236

The Board of Trustees will hire a certified public accountant to audit the financial transaction of the district on an annual basis.

Policy History:

Adopted on: 1/8/07

Revised on:

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Negotiator

1237

The Troy School District will not retain a negotiator but will engage the services of one only when necessary.

Policy History:

Adopted on: 1/8/07

Revised on:

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Duties of Individual Trustees

1240

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.

Elected Trustees are encouraged to be active members of the regional Trustees Association, Idaho School Boards Association, and the National School Boards Association.

Cross Reference: 1140 Vacancies

Legal Reference:

I.C. 33-506 Organization and government of board of trustees.

Policy History:

Adopted on: 10/13/08

Revised on:

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Committees

1250

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 define for each committee the service the Board wishes the committee to render and the date when a report is requested. The Superintendent will be available as a resource for each committee.

Legal Reference:

I.C. 33-506 Organization and government of board of trustees.

Policy History:

Adopted on: 1/8/07

Revised on: 10/13/08

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Authorization of Signatures

1260

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, Vice-Chair, and Clerk are authorized to use a facsimile signature plate or stamp for their own signature.

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:

Superintendent, District Clerk, Treasurer

Checks: The school Principal is designated as the custodian of each school building activity fund. The Superintendent is designated as the custodian of all District petty cash accounts. Staff employed by the District in the following designated positions are authorized to sign on behalf of the Board checks drawn on any specific petty cash account:

Superintendent, District Clerk, Treasurer

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 \$25,000 without prior approval of the Board. The types of goods and services contracted for must be preapproved by the Board.

Personnel Contracts: The Board Chair, Vice-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 or Vice-Chair, and the Clerk.

Cross Reference: 7220 Documentation, Approval of Claims

Legal Reference:

I.C. 33-705 Activity Funds.

Policy History:

Approved on: 10/13/08

Revised on: 9/12/11

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District Policy

1300

The Board is authorized by law to adopt policy for its governance. In matters involving policy, the Board will look to the Superintendent and his or her administration for advice and guidance regarding how the policies being discussed would affect the schools in the District.

The adopting of new policies and the revision and amending of existing policies is the duty and responsibility of the Board of Trustees. All adopted policies must conform to local, state, and federal laws and regulations.

Proposals for new policies or changes to existing policies may be initiated in writing by any Board member or any administrative employee of the Board. Such proposals shall be referred to the Superintendent for review prior to Board action on the proposal.

The Board shall be informed by the Superintendent or his or her designee when policies are determined to be needed.

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.

However, temporary approval may be granted by the Board to meet emergency conditions or special events which may occur before formal action can be taken by the Board. The Board, at its discretion, may receive public input prior to adopting policy.

The Superintendent and his or her staff shall draft the policy for the Board, and shall make changes as designated by the Board, prior to final adoption.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies adopted or amended will be made a part of the minutes of the meeting in which the action occurred and will also be included in the District's policy manual.

Policies of the District shall be reviewed annually by the Board.

In the case of conflicting policy statements, the more recently-approved policy shall prevail, unless an earlier policy was in effect at the time of the incident in question.

Waivers of State Board of Education Rules

This District shall seek waivers from the State Board of Education when extenuating circumstances preclude compliance with any rule governing Administration, Uniformity or Thoroughness. The Superintendent or designee shall prepare and submit any waiver requests

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District Policy (continued)

1300

to the Board of Trustees. The Board of Trustees shall review waiver requests on a case-by-case basis, and, if approved, shall submit the waiver request to the State Board of Education.

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 the power to act.

His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the 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 Trustees 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. They shall be subject to recall at any time.

The District may also have the policies of the District available for public access online. The hard-copy master policy file in the District Clerk's office, as substantiated by Board Minutes, will supersede the on-line version in case of a discrepancy.

School handbooks and other materials shall implement and communicate appropriate District policies. In case of discrepancy, District policy shall prevail.

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District Policy (continued)

1300

Legal References:

- I.C. 33-506 Organization and government of board of trustees.
- I.C. 33-512 Governance of schools.
- IDAPA 08.02.01.001

Policy History:

- Adopted on: 1/8/07
- Revised on: 10/13/08

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School Board Powers and Duties

1305

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

The functions of the board can be described as policy-making, appraisal, and evaluation.

The board of trustees shall have the further duty of providing the financial means by which the educational program is conducted. The board shall also ensure that the community is informed of the needs, purposes, values, and status of the schools.

The Board as a whole has the power to adopt policies. Policies established by the Board shall be carried out by the Superintendent of Schools or others as may be determined by the Board.

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

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

Each member of the Board shall attend all meetings, both regular and special. The powers and duties of the board include, but are not limited to, the following:

1. Make by-laws, rules, and regulations for its government, and that of the District, consistent with the laws of the State of Idaho and the rules of the State Board of Education.
2. Call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools within the District.
3. Employ attorneys when deemed in the best interest of the District, or for the purpose of defending the District against any suit or for bringing action deemed necessary to be commenced by the Board. Where it is not feasible for the Board to meet and appoint an attorney to advise on a matter, the Superintendent shall be authorized to contact an attorney of his or her choice for legal advice.
4. Maintain at least one (1) elementary school and one (1) secondary school.
5. Employ necessary help and labor to maintain and operate the schools of the District.
6. Discontinue any school within the District whenever such discontinuance is found to be in the best interest of the District and of the students.
7. Set the days of the year and the hours of day when schools shall be in session. The number of hours will conform with state law and regulation.

School Board Powers and Duties (continued)

8. Adopt and carry on, and provide for the financing of, a total educational program for this District.
9. Provide, or require students to be provided with, suitable textbooks and supplies.
10. Protect the morals and health of the students.
11. Exclude from school children not of school age.
12. Prescribe rules for the disciplining of unruly and insubordinate students.
13. Exclude from school students with contagious or infectious diseases, or who are diagnosed or are suspected of having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious disease; and close school on order of the State Board of Health or local health authorities.
14. Equip and maintain a suitable library in the schools and to exclude from the libraries all books, tracts, papers, and catechisms of sectarian natures.
15. Prohibit entrance to each schoolhouse or school grounds; prohibit loitering in schoolhouses or on school grounds; and provide the removal from such schoolhouses or school grounds of any individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the students.
16. Supervise and regulate those extracurricular activities which are outside the regular academic courses or curriculum of the public schools.
17. Govern the District in compliance with state laws and rules of the State Board of Education.
18. Submit to the Superintendent of Public Instruction by July 1 of each year, documentation which meets the reporting requirements of the Federal Gun Free Schools Act of 1994, as contained within the Federal Improving America's Schools Act of 1994.

TROY SCHOOL DISTRICT #287

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School Board Powers and Duties (continued)

1305

Legal Reference:

I.C. 33-313	Trustee zones
I.C. 33-501	Board of trustees
I.C. 33-506	Organization and government of board of trustees
I.C. 33-511	Maintenance of schools
I.C. 33-512	Governance of Schools
I.C. 33-513	Professional personnel
I.C. 33-701	Fiscal year – Payment and accounting of funds
I.C. 33-801	School district budget
I.C. 67-2341	Open Public Meetings – Definitions

Policy History:

Adopted on: 1/8/07

Revised on: 10/13/08

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Administrative Procedures

1310

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: 10/13/08

Revised on:

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Management Rights

1320

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. Establish the school calendar;
2. Determine the procedures to use in handling public complaints about employees;
3. Direct non-teaching duties and responsibilities of teachers;
4. Procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;
6. Contract notification dates;
7. Extra-curricular assignments;
8. Personnel files;
9. Direct, employ, dismiss, promote, transfer, assign, and retain employees;
10. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
11. Maintain the efficiency of District operations;
12. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
13. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
14. Establish 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 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: 10/13/08

Revised on:

1000 - THE BOARD OF TRUSTEES

Uniform Complaint Policy

1350

Board members may listen to the problems brought to their attention by a patron of the District, and should encourage patrons and employees to review particular problems with the Building Principal or Superintendent. A Board member may bring any matter for review to the attention of any member of the administration and/or to the attention of the Board sitting as a whole.

It is the Board's desire that administrative procedures for settling complaints and grievances be an orderly process within which solutions may be pursued. Further, that the procedure provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that members of the community be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Community members, parents, employees, and others should use this complaint procedure if they believe that the Board, or its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

Exceptions:

Individuals with complaints alleging illegal discrimination should follow the procedure described in Policy 1360.

Individuals seeking to resolve differences dealing with educational services available under Section 504 of the Rehabilitation Act should follow the procedure described in Policy 1370.

The District will endeavor to respond to and resolve complaints without resorting to this complaint procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, coach, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal or Supervisor

If the complaint is not resolved at Level 1, the complainant may file a written complaint stating: 1) the nature of the complaint, and 2) the remedy requested. It must be signed and dated by the complainant. The Level 2 written complaint must be filed with the Principal or Supervisor within sixty (60) days of the event or incident, or from the date the complainant could reasonably become aware of such occurrence.

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Uniform Complaint Policy, continued

1350

(If the complaint alleges a violation of Board policy or procedure, the Principal or Supervisor shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Principal's or Supervisor's decision, the complaint may be advanced to Level 3 by requesting in writing that the Superintendent review the decision. This request must be submitted to the Superintendent within fifteen [15] days of the Principal's or Supervisor's decision.)

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal or Supervisor shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The Superintendent or appointee shall serve as Nondiscrimination Coordinator, and will assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

The District will maintain a complete written record of each complaint, the manner in which it was investigated, and the manner in which it was resolved. Such records will be maintained pursuant to the District's record retention policy unless circumstances dictate that the file should be retained for a longer period of time. Written records, to the extent appropriate, will be maintained in a confidential manner in any affected employee's personnel file.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the Principal or Supervisor. The parties shall be afforded the opportunity to either dispute or concur with the Principal's or Supervisor's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the Principal or Supervisor, the recommendation will be implemented. If the Superintendent rejects the recommendation, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

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Uniform Complaint Policy, continued

1350

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board is final.

Legal Reference:

- I.C. 33-506(1) Organization and government of the board of trustees
- I.C. 33-511 Maintenance of Schools
- I.C. 33-512 Governance of Schools
- I.C. 33-517

Policy History:

Adopted on: 1/8/07

Revised on: 11/12/07, 10/13/08, 11/10/08, 5/9/11, 7/11/11

TROY SCHOOL DISTRICT #287

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Civil Rights Grievance

1360

Grievances by employees, students or other persons alleging illegal discrimination by this District, its employees, other students, or third parties in any of the District's public facilities, programs or activities based on race, sex, national origin, color, age (persons forty (40) years of age or older), religion, or disability may be filed as follows:

Filing a Civil Rights Grievance Complaint

A complaint should be filed in writing by the complainant, by the complainant's representative, parent or guardian or both. Any complaints received by this District by telephone or verbally shall be recorded by the District in written form. The complaint must be filed with the office of the Superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant.

Investigation and Report

The School District shall contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the District has taken or will take in an attempt to resolve the complaint.

Within ninety (90) calendar days after receiving the complaint, the Superintendent or designee must investigate the incident and issue a written finding of whether or not discrimination was found. The investigation shall include, but not be limited to, interviews with the complainant and School District personnel. The investigator shall allow both parties an opportunity to present written statements of witnesses and/or other evidence.

If the complainant does not agree with the findings of the Superintendent or designee, he or she shall have thirty (30) days to provide additional information to the designee of the Superintendent to facilitate further review of the complaint.

The complainant will be notified of his or her right to appeal the findings of the District to the proper state or federal compliance agency. A complainant may at any time file a complaint directly with other agencies listed on page two of this policy.

Remedy If Discrimination Is Found

If the Superintendent or designee finds that the alleged discrimination occurred, the Superintendent shall take immediate steps to remedy such discrimination and to prevent the recurrence of discrimination. The Superintendent shall provide the complainant with a written report of the findings and proposed remedy, if any. The Superintendent shall report the investigation findings and proposed remedy, if any, to the Board at the next special or regular meeting.

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Civil Rights Grievance, continued

1360

Filing Other Complaints

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.
2. Office for Civil Rights, U.S. Department of Education, 915 2nd Avenue, Room 3310, Seattle, WA 98174-1099.
3. U.S. Department of Justice, Washington, D.C. 20530.

Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

No Retaliatory Action

No individual who has filed a complaint, testified, assisted or participated in any manner in the investigation of a complaint shall be intimidated, coerced or otherwise discriminated against.

Retention of Records

All records of complaints and investigations filed under this procedure shall be retained with the District for a period of three (3) years.

School District Actions

All employees, students, and third parties of the District shall be responsible for acting in accordance with this policy.

Legal References:

Title VII of the Civil Rights Act of 1965 42 USC Section 2000e, et seq.
Title VI of the Civil Rights Act of 1964 42 USC Section 2000d, et seq.
Section 1981 of the Civil Rights Act of 1866 42 USC Section 1981
Section 1983 of the Civil Rights Act of 1871 42 USC Section 1983
The Equal Pay Act 1963 29 USC Section 206d
Title IX of the Education Amendments of 1972 20 USC Section 1681
Age Discrimination and Employment Act of 1967 29 USC Section 621, et seq.
Americans with Disabilities Act of 1990 42 USC Section 12101, et seq.
Section 504 of the Rehabilitation Act 1973
29 USC Section 794

Policy History:

Adopted on: 1/8/07

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Revised on: 10/13/08

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Section 504 Hearing

1370

Section 504 Hearing Procedure – Purpose and Scope

An impartial hearing procedure is available to students and their parents to resolve differences dealing with educational services available under Section 504 of the Rehabilitation Act (hereinafter “Section 504”) when such differences cannot be resolved by means of a less formal procedure. Students and their parents are encouraged to use this school district’s Civil Rights Grievance Procedure for resolution of differences whenever possible.

The hearing procedures and procedural safeguards set forth in this policy apply to the identification, evaluation, or educational placement of a student, as set forth in 34 CFR 104.36. A student qualifies for a free appropriate public education, including related services, under Section 504 if he/she has a physical or mental impairment which substantially limits one or more major life activities.

The following definitions will apply to all related hearing matters:

1. “Days” means calendar days;
2. “Parents” means parents or legal guardians;
3. “Placement” means the program concerning the educational placement of the student.

Hearing Procedures

A Section 504 impartial hearing may be requested by the School District or a parent of an affected student on matters directly related to the School District’s decisions or actions regarding the following:

1. The identification or eligibility of a student as disabled under Section 504;
2. The evaluation procedures utilized with the student, including a decision not to evaluate a student; or
3. The educational placement and/or related aids and services recommended for or provided to the student, including any change in placement as a result of disciplinary action.

All requests for a hearing under this policy must be submitted in writing addressed to the Superintendent of Schools. The written request for a hearing must contain:

1. The specific nature of the dispute;
2. The specific relief or remedy requested; and
3. Any other information the School District or parents believe is important to understanding the dispute.

The hearing procedure shall be presided over and decided by an impartial hearing officer. The Superintendent of Schools, or his/her designee, shall select an impartial hearing officer within fifteen (15) days of receipt of the request for a Section 504 hearing. The selected impartial hearing officer will:

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Section 504 Hearing (continued)

1370

1. Be qualified to review school district decisions relating to Section 504;
2. Be impartial and unbiased; and
3. Not be an employee of the School District.

The selected hearing officer, prior to the hearing, shall review the School District's actions and notify the parties in writing of the date of the hearing. The parents and the School District will be given at least ten (10) days' notice of the date of the hearing. The notice from the appointed hearing officer shall contain:

1. A statement of the time, place, and nature of the hearing;
2. A statement of the legal authority and jurisdiction under which the hearing is being held;
3. A statement of the availability of relevant records for examination;
4. A concise statement of the issues in dispute;
5. A statement setting forth the right of the student's parents or guardian to participate in the hearing procedure; and
6. A statement of the right to be represented by counsel.

All written correspondence shall be provided in English and/or interpreted in the parents' primary language.

The hearing shall be conducted and a written decision shall be mailed by the hearing officer to all parties within forty-five (45) days from the date of the hearing assignment, except that either party to the hearing may request a continuance. The continuance may be granted by the hearing officer upon a showing of good cause. Any continuance(s) granted by the hearing officer shall extend the time for rendering a final hearing decision for a period equal to the length of the continuance(s).

The appointed hearing officer shall preside at the hearing and shall conduct the hearing proceedings in a manner that allows all parties the following rights:

1. The right to be accompanied and advised by counsel and by individuals with special knowledge or training relating to the problems of disabled children;
2. The right to present evidence and oral arguments;
3. The right to an electronic verbatim record of the hearing; and
4. The right to written findings of fact and a decision on the matter.

Parents involved in the hearing process will have the right to:

1. Have the student present at the hearing; and
2. Open the hearing to the public.

In cases where there are language differences, an interpreter shall be provided by the School District.

The appointed hearing officer shall review all relevant facts presented at the hearing and shall determine whether the student's rights have been fully observed. The hearing officer shall have

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the authority to uphold, reverse, or modify the school district's decisions or actions with regard to the:

Section 504 Hearing (continued)

1370

1. Identification of the student as disabled;
2. Evaluation procedures utilized with the student, including a decision not to evaluate a student; and
3. Educational placement and/or services and accommodations recommended for or provided to the student.

Decision of the Hearing Officer

A copy of the hearing officer's findings of fact and decision shall be delivered to the School District and the parents within forty-five (45) days from the date of the assignment of the hearing officer, unless a continuance was granted.

The decision of the hearing officer is binding on all parties concerned and may be appealed to a court of competent jurisdiction.

Record of the Hearing

An electronic verbatim recording of the Section 504 hearing shall be on file at the School District administration office and shall be available for review upon request by the parents and/or any of the involved parties.

Legal References:

29 USC Chapter 16
34 CFR Part 104

Policy History:

Adopted on: 1/8/07
Revised on: 10/13/08

School Board Use of Electronic Mail

1402

Use of electronic mail (e-mail) by members of the Board shall conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board shall 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 shall 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 shall 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 shall 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: 7/6/09

Revised on:

Board/Staff Communications

1410

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 shall be communicated to staff members through the Superintendent. The Superintendent shall employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Media Information

It is the policy of the Board to fully cooperate with all news media. Every attempt will be made to release news at a time that will give prompt and wide coverage.

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. However, no in-depth discussions or decisions should occur.

Policy History:

Adopted on: 10/13/08

Revised on:

1000 - THE BOARD OF TRUSTEES

Board-Superintendent Relationship

1420

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: 10/13/08

Revised on:

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Trustee Expenses

1430

Members of the Board, not otherwise compensated from public monies, will be compensated for actual expenses incurred for travel to, from, and attending meetings of the Board. Such compensation will be paid from District funds.

Expenses of any Board member incurred while traveling on the business of the Board, or attending a meeting called by the State Board of Education or the State Superintendent of Public Instruction, or attending any annual or special meeting of the State School Trustees Association, will be paid from the general fund of 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 work and/or home.
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.

Whenever any member of the Board resides at such distance from the meeting place of the Board as to require, in the judgment of the Board, such member to incur extraordinary expense in travel from his or her home to and from said meeting place, the Board may approve payment to such member of the extraordinary expense incurred in attending any meeting of the Board.

Cross Reference: 7430 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: 1/8/07

Revised on: 10/13/08

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Trustee Insurance

1440

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: 10/13/08

Revised on:

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Board Participation in Activities

1450

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: 10/13/08

Revised on:

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Board Meetings

1500

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.

Regular Meetings

Unless otherwise specified, all meetings will be held in the Troy High School Multi-Purpose Room. Regular meetings shall be held on the second Monday of each month at 7:00 p.m., unless rescheduled according to District policy.

Participation Via Telecommunications Devices

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.

Use of Electronic Devices During Meetings

Board members will not utilize electronic communication during Board meetings unless that communication is also publicly communicated to those in attendance at the meeting. Such communication will be recorded or otherwise referenced in the Board minutes, as determined appropriate, given the nature of the topic being considered.

Special Meetings

Special meetings may be called by the Chair or by any two members of the Board of Trustees. No special meetings will be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists (see below).

If the time and place of a special meeting has not been determined at a meeting of the Board with all members present, then the notice of the time and place will be given to each member and announced by a written notice in at least two (2) or more public buildings within the School District not less than twenty-four (24) hours before the special meeting is to be convened.

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Board Meetings (continued)

1500

The notice for a special meeting will include the following:

1. Meeting date;
2. Time;
3. Place; and
4. Name of the School District calling for the meeting.

If the time and place of a special meeting was determined at a meeting of the Board with all members present, the notice requirement for meetings and agendas will be satisfied by posting such notices and agendas in a prominent place at the administrative office of the School District

If the time and place of a special meeting has not been determined at a meeting of the Board with all members present, then the notice of the time and place will be given to each member and announced by a written notice in at least two (2) or more public buildings within the School District not less than twenty-four (24) hours before the special meeting is to be convened.

The Clerk will maintain a list of the news media requesting notification of meetings and will make a good faith effort to provide advanced notification to them of the time and place of each special meeting.

Business transacted at a special meeting shall be limited to that stated in the notice of the meeting.

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.

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.

Board Meetings (continued)

1500

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.

Labor negotiations may be conducted in executive session if either side requests closed meetings.

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.

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.

Board Meetings (continued)

1500

Use of Electronic Devices During Meetings

Board members will not utilize electronic communication during Board meetings unless that communication is also publicly communicated to those in attendance at the meeting. Such communication will be recorded or otherwise referenced in the Board minutes, as determined appropriate, given the nature of the topic being considered.

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
 - I.C. 33-515 Issuance of Renewable Contracts
 - I.C. 67-2340 Formation of public policy at open meetings
 - 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. 67-2345 Executive Sessions – When Authorized
- State of Idaho v. Rick Yzaguirre, et al.*, Idaho S. Ct. Op. 2007-85 (May. 25, 2007)

Policy History:

Adopted on: 1/8/07
Revised on: 10/17/07, 10/13/08, 9/14/09

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 (2) Board members shall be placed on the agenda. 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 request must include the reason for the appearance. The Board may decline to hear any matter at its discretion.

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.

The Superintendent shall cause a copy of the agenda to be delivered to each member of the Board for study and consideration at least twenty-four (24) hours before the Board meeting. The Superintendent shall release to public information media, at least five (5) days prior to the scheduled meeting time if possible, the dates and times of all regular and special meetings, together with the agenda therefore whenever possible.

Regular Meeting Agendas

A forty-eight (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 principle office of the District, or if no such office exists, at the building where the meeting is to be held.

Special Meeting Agenda

Special meetings require a twenty-four (24) hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting 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 probably items of discussion.

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

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

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

1000 - THE BOARD OF TRUSTEES

School Board Meeting Procedure (continued)

1510

If an amendment to an agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the school 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.

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. The order of business shall be reflected on the agenda. The Board may alter the order of business at any time.

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.

Unscheduled matters may be heard at the conclusion of the regular agenda items, but decisions on such matters may be tabled until the next meeting of the Board.

Quorum

The quorum for the transaction of business by the Board consists of a majority of the members of the Board. Unless otherwise provided by law, all questions shall be determined by a majority of the votes cast. The Chair of the Board may vote in all cases.

If a quorum is not present within twenty (20) minutes after the time set for a meeting, the members then in attendance may adjourn to any date prior to the next meeting date, and notice of such meeting date, together with time and place, shall be given to all Board members.

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 shall 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.

School Board Meeting Procedure (continued)

Minutes

The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the Clerk. The minutes shall include:

- 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. Executive session minutes may be recorded in the body of the written minutes of the open session and are a public record.

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

School Board Meeting Procedure (continued)

1510

Cross Reference: 1520, 1520F

Legal References:

- I.C. 33-506
- I.C. 33-508
- I.C. 33-510 Annual meetings – Regular meetings – Boards of trustees
- 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:

Adopted on: 1/8/07
Revised on: 10/13/08, 9/14/09

1000 - THE BOARD OF TRUSTEES

Public Participation in Board Meeting

1520

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 it may hold in executive session.

Public Participation

The Board Chair has the authority and responsibility to oversee the orderly process of a Board meeting.

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.

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

Please see District Policy 1350 regarding public complaints.

NOTICE:

Due to their sensitive nature, comments or complaints about personnel or individual students will be heard only in executive session. Idaho Code 67-2345.

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).

1. Members of the public will not be recognized by the Chair 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.
2. 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 register on the “**REQUEST TO APPEAR BEFORE THE BOARD**” form. Forms are available at the District Office and may be submitted at any time, but no later

1000 - THE BOARD OF TRUSTEES

Public Participation in Board Meeting (continued)

1520

than the beginning of the meeting on a form provided at the entrance to the Board Meeting location, if the agenda includes such participation.

3. Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to five (5) 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.
4. 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 Thursday preceding the Board meeting. Materials should not be sent directly to Board members. Materials may be presented or mailed to the Board Secretary at the District Office.
5. If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.
6. Because of the diversity of issues, members of the Board will not respond to public comment except to ask related questions for clarification purposes to the speaker only (this is not meant to open up a public dialogue with the board). Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair 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.
7. 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.
8. If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Public Participation in Board Meeting (continued)

1520

Cross Reference: 4110 Public Complaints
 4120 Uniform Grievance Procedure
 4320 Disruption of School Operations

Legal Reference:

I.C. 33-510
I.C. 33-512 (11)
I.C. 33-514
I.C. 67-2341, et seq.

Policy History

Adopted on:
Revised on: 10/3/07, 10/13/08, 7/12/10

Board Meeting News Coverage

One of the paramount responsibilities of the Board of Trustees is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome and encouraged to attend all regular and special meetings of the Board.

Broadcasting & Taping Of Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board of Trustees meetings legally open to the public according to the following guidelines:

1. Photographs, broadcasting and recording of meetings are permitted only when the school District and the person(s) seeking to use cameras, broadcasting, and/or recording devices have been informed that cameras, broadcasting and/or recording devices will be used. The District requests that notification occur at least twenty-four (24) hours prior to the meeting in order to give the District time to accommodate the request or be prepared to make an official District copy of the video or audio tape. (This time period could be subject to Board waiver, provided good cause is shown.) All equipment setup shall take place prior to the commencement of the meeting, and all equipment removal will take place either during a recess or after conclusion of the meeting.
2. Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Trustees and the audience must not be obstructed; interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts the Trustees or the audience.

The Board, or its representatives, will make the necessary arrangements to have audio and video recordings of regular meetings and any special meetings that it deems appropriate. Audio and video recordings are not to be considered part of the minutes of any meeting.

Legal References:

- | | |
|--------------|---|
| I.C. 67-2343 | Notice of Meetings |
| I.C. 67-2344 | Written Minutes of Meetings |
| I.C. 33-510 | Annual meetings – Regular meetings – Boards of trustees |

Policy History:

Adopted on: 10/13/08

Revised on:

1000 - THE BOARD OF TRUSTEES

Records Available to Public

1530

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. 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,

1000 - THE BOARD OF TRUSTEES

Records Available to Public (continued)

1530

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
9. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually. 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.

1000 - THE BOARD OF TRUSTEES

Records Available to Public (continued)

1530

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 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.

1000 - THE BOARD OF TRUSTEES

Records Available to Public (continued)

1530

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:

1. 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;
2. 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;
3. 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.
4. 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.
5. 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.

Records Available to Public (continued)

6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
 - a. The District's cost of copying the information in that form;
 - b. 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 Student Records
 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:
Revised on: 10/17/07, 10/13/08, 11/7/11

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Code of Ethics for School Board Members

1600

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

1. Attend all regularly scheduled Board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;
2. Recognize that the Board must comply with the Open Meeting Law and has authority to make decisions only at official Board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action unless so authorized by official Board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all Board members;
6. Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Superintendent;
7. Be open, fair and honest – no hidden agendas, and respect the right of other Board members to have opinions and ideas which differ from mine;
8. Recognize that the Superintendent is the Board's advisor and should be present at all meetings, except when the Board is considering the Superintendent's evaluation, contract or salary;
9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a District concern ever rise to the attention of the Board as a hearings panel;
10. Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about District decisions and school operations;
12. Understand that I will receive information that is confidential and cannot be shared;
13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as District staff, while insisting on regular and impartial evaluation of all staff;
14. Present personal criticism of District operations to the Superintendent, not to District staff or to a Board meeting;

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Code of Ethics for School Board Members (continued)

1600

15. Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and
16. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: _____ Date: _____

Policy History:

Adopted on: 1/8/07

Revised on: 10/13/08

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Discrimination Prohibited

1605

It is the policy of this Board not to discriminate on the basis of race, color, creed, national origin, religion, age, disability or sex in its educational programs or employment practices.

Legal References:

Title VII of the Civil Rights Act of 1965, 42 USC Section 2000e, *et seq.*
Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d, *et seq.*
Section 1981 of the Civil Rights Act of 1866, 42 USC Section 1981
Section 1983 of the Civil Rights Act of 1871, 42 USC Section 1983
The Equal Pay Act 1963, 29 USC Section 206d
Title IX of the Education Amendments of 1972, 20 USC Section 1681
Age Discrimination and Employment Act of 1967, 29 USC Section 621, *et seq.*
Americans with Disabilities Act of 1990, 42 USC Section 12101, *et seq.*
Section 504 of the Vocational Rehabilitation Act 1973, 29 USC Section 794
Idaho Commission on Human Rights,
I.C. 67-5901, *et seq.*

Policy History:

Adopted on: 1/8/07

Revised on:

1000 - THE BOARD OF TRUSTEES

Accommodations for Disabilities

1606

This District makes a good faith effort to provide reasonable accommodations for persons with disabilities, whether they are employees or non-employees. If a District employee receives a request for an accommodation he or she believes is unreasonable, the employee shall contact the 504/ADA Coordinator. The 504/ADA Coordinator for this District shall be the Superintendent or his or her designee.

A committee designated by the Superintendent to oversee 504/ADA compliance shall then determine whether the accommodation is reasonable or unreasonable, requesting expert assistance from the community if needed. The 504/ADA Coordinator shall discuss the determination with the employee or other person, and shall respond to any request deemed unreasonable in writing. The person requesting the accommodation may use the civil rights grievance procedures to file a complaint. District employees may appeal committee determinations to the board.

All public meetings, workshops, and conferences sponsored by the District shall meet the following provisions:

Meeting Locations

Meetings are to be held in wheelchair accessible locations. The District employee responsible for meeting arrangements must check with the facilities management to determine the accessibility status of a site prior to scheduling the meeting. The 504/ADA Coordinator will be notified when (a) no accessible locations are available for a meeting, and there is reason to believe mobility impaired persons may wish to attend or (b) whenever particular facilities are found not to be accessible.

Safety Procedures

An emergency evacuation is required for each meeting. The recommended procedure should be obtained from the meeting site management and announced to the group at the beginning of the meeting, as well as the location of restrooms and other amenities. Any special procedures for persons with disabilities, such as fire-safe areas, should also be announced.

Printed Meeting Notices

The following clause should be included in all printed meeting notices:

NOTE: If any auxiliary aids or services are needed for individuals with disabilities, please contact (contact person's name) at (contact person's phone number) or T.D. (telephone device for the deaf phone number) no later than three working days before the meeting.

The name and phone number of the District staff person in charge of the meeting should be inserted as the "contact person."

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Accommodations for Disabilities (continued)

1606

Reasonable Accommodations

This District is required to provide reasonable accommodations for persons with disabilities who wish to attend District-sponsored meetings. Accommodations may include interpreters for the deaf, written text in large print or braille, information recorded on audio tape, amplified hearing devices, and assistance with reading instructions or filling out forms. The associated cost, if any, becomes a part of the cost of sponsoring the meeting. Reasonable accommodations should be requested at least three (3) working days before the meeting. Contact persons may request assistance from the 504/ADA Coordinator in providing the necessary accommodations.

The 504/ADA Coordinator for the Troy School District is:

Superintendent or Designee
P.O. Box 280, Troy, ID 83871
(208) 835-3791

Legal References:

Americans with Disabilities Act, 42 USC 12101
Section 504 of the 1973 Rehabilitative Act 29 USC 794
Title VII of the Civil Rights Act of 1965, 42 USC Section 2000e, *et seq.*

Policy History:

Adopted on: 1/8/07
Revised on: 10/13/08

1000 - THE BOARD OF TRUSTEES

Conflict of Interest

1610

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/or her by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in Idaho Code 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 or herself;
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 or her by blood or marriage within the second degree to any clerkship, office, position, employment or duty, when the salary, wages, pay or compensation of such appointee is to be paid out of public funds or fees of office, or appointment or furnish employment to any person whose salary, wages, pay or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Conflict of Interest (continued)

1610

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: 1/8/07

Revised on: 10/13/08

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Annual Goals and Objectives

1620

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: 10/13/08

Revised on:

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Evaluation of Board

1630

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: 10/13/08

Revised on:

1000 - THE BOARD OF TRUSTEES

Board Development Opportunities

1640

The Troy School District Board of Trustees realizes that proper Board training is important. Decisions about school policy, personnel, finance, curriculum and communications can be overwhelming and may require training. Training Board members to be effective leaders and decision makers is an educational investment that benefits the entire community. The Board believes that with proper training, it can create a positive and productive atmosphere for decision-making. There needs to be strong leadership among Board members demonstrated by teamwork, effective communication, problem-solving skills and positive relationships between the Board and the Superintendent.

The Board places a high priority on the importance of a planned and continuing program of inservice education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual Board members shall be reimbursed for out-of-pocket expenses, as prescribed in policy 1420, incurred through participation in approved activities. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short-and long-range benefits to our schools.

The Board regards the following as examples of activities and services appropriate for implementing this policy:

1. Participation in School Board conferences, workshops and conventions held by the state and national School Boards associations.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. A calendar of School Board conferences, conventions and workshops shall be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

School Board members are encouraged to attend workshops presented by the state and national School Boards associations.

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

Board Development Opportunities (continued)

1640

Legal Reference:

I.C. 33-506

Policy History:

Adopted on: 1/8/07

Revised on: 10/13/08

TROY SCHOOL DISTRICT #287

1000 - THE BOARD OF TRUSTEES

New Board Member Workshop

1650

The Troy School District Board of Trustees will assist newly elected/appointed Board members to become familiar with their duties and responsibilities as quickly as possible.

All Board members are encouraged to attend appropriate workshops, seminars and conventions in order to develop professionalism and expertise in governance.

The Board and the Superintendent will insure that new members are notified of the date and time of such workshops.

Upon completion of either a new Board member workshop or four hours of other workshops, the information will be recorded into the Board minutes.

Board members who attend and successfully complete such workshops, shall be reimbursed for actual expenses for lodging, meals, registration fees, and transportation to and from the location of the workshop as prescribed in policy 1420 "Trustee Expenses".

Legal Reference:

I.C. 33-701 et seq. Fiscal Affairs of School Districts

Policy History:

Adopted on: 10/13/08

Revised on: