

**SECTION B
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Descriptor term:

Descriptor code:

Issue date:

OFFICERS OF THE BOARD

B.1

8/17/81

Each board of school district trustees shall organize at its annual meeting and elect a chairman, a vice-chairman, a clerk, and in other than elementary school districts with less than six (6) teachers within the district, a treasurer. The clerk and the treasurer may be members of the board of trustees; or, in the discretion of the board, either or both 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.

LEGAL REF.: Idaho Code, as cited above 33-506

Descriptor term:

Descriptor code:

Issue date:

DUTIES OF BOARD MEMBERS

B.2

8/27/81

BOARD MEMBERS - "It shall be the duty of each member of the board of trustees to attend all meetings, both regular and special;..." 33-506

A Board member may listen to problems and should encourage employees or patrons to review the problem with their principal and/or superintendent. If the discussion is of a delicate matter the member may bring it for review to any member of administration and/or Board.

Descriptor term:

Descriptor code:

Issue date:

DUTIES OF THE BOARD CHAIRMAN B.2.1

11/17/87

CHAIRMAN - The Chairman of the Board shall preside at all meetings of the Board. In the absence or inability to act of both the chairman and vice-chairman, the remaining members shall select a member to act in that capacity. It shall be the duty of the chairman to appoint all committees whose appointment is not otherwise provide.

Descriptor term:

Descriptor code:

Issue date:

DUTIES OF VICE BOARD CHAIRMAN

B.2.2

8/17/81

VICE CHAIRMAN - In event of inability of the chairman to preside, the vice-chairman shall perform the duties of the chairman.

Descriptor term:

Descriptor code:

Issue date:

BUSINESS MANAGER/TREASURER/CLERK B.2.3

7/15/98

Qualifications:

1. Experience in accounting, business, and/or public school financial operations.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Desired:

Bachelor's degree in accounting or related field.

Primary Responsibility to:

Board of Trustees under the direct supervision of the superintendent of schools.

Supervises:

Assigned business office personnel and assistant treasurers.

Job Goal:

To administer the areas of responsibility assigned in a manner which will assure that all transactions are conducted and reported within the scope of generally accepted business and accounting practices. The business manager shall carry out the following performance tasks:

Budget:

- A. Assists the superintendent in the preparation, administration, and control of the budget.
- B. Assists the superintendent in the preparation of the fiscal budget by developing budget guidelines, compiling necessary statistical data and preparing analysis of budget requests and program proposals.
- C. Coordinates with the superintendent for the presentation of the budget proposal for action by the Board.
- D. Assists the superintendent with the preparation of publication and distribution of the budget.
- E. Monitors the enacted budget.
- F. Prepares reports for administrators concerning the status of their budgetary accounts.
- G. Coordinates, processes, and controls transfer of budgeted funds as approved by the Board.
- H. Provides information to the superintendent and the Board on the school budget, as requested.

Accounting:

- A. Provides reports of the District's accounting and financial condition/records to the Board, auditors, and state and local sources. This would include expenditures for the payroll and vouchers for all District funds as well as revenues from all sources.

BUSINESS MANAGER/TREASURER/CLERK Cont.

- B. See that all financial and accounting records are maintained in conformity with generally acceptable accounting procedures along with local, state, and federal rules and regulations.
- C. Provides for the superintendent, documentation for approval of expenditures.
- D. Implements record keeping systems and procedures utilizing accepted accounting procedures and controls.
- E. Maintains a continuous internal auditing program for all school accounts and food service.

TREASURER/CLERK

- A. The Clerk of the Board serves at the pleasure of the Board of Trustees. This involves any ordering, correspondence and/or communications the Board may direct.
- B. Gives public notice and attends all meetings of the Board.
- C. Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board prior to the next regular meeting of the Board.
- D. Assists the superintendent/personnel coordinator with the monthly agendas of the Board and assists in the preparation of board packets setting forth all known items of business to be considered at board meetings and delivers agendas to the Board members prior to the board meetings.
- E. Publishes all legal notices concerning school district business.
- F. In charge of all school elections:
 - 1. Provides all documentation
 - 2. Post all documentation
 - 3. Notify news media
 - 4. Prepare ballots
 - 5. Attend polling places for final counts
 - 6. Recruit election judges
 - 7. Other duties as assigned
- G. Responsible to have a good working knowledge of Idaho Code, District Policy, and FEA Master Agreement as they they pertain to job openings, elections, and any other pertinent areas.
- H. Other duties as assigned by the Superintendent or Board of Trustees.

Terms of Employment:

The contract period shall be twelve (12) months with ten (10) days vacation at a salary to be determined by the Board of Trustees. Idaho Code 33-508.

Descriptor term:

Descriptor code:

Issue date:

DUTIES OF TREASURER

B.2.4

7/15/97

The treasurer elected by the Board of Trustees of a school district shall have such duties as the Board may prescribe. The treasurer shall deposit all monies belonging to the Board in accordance with the instructions of the Board and in compliance with state laws. He/she shall attend all meetings of the Board when required to do so; shall prepare and submit in writing monthly reports of the finances of the Board; and shall pay money belonging to the Board only upon warrants signed by the chairman. Before entering upon the discharge of his/her duties, the treasurer shall be covered by a corporate surety bond in an amount of \$25,000.00.

Refer to Idaho Code 33-509

Descriptor term:

Descriptor code:

Issue date:

BOARD AUTHORITY, POWERS
AND DUTIES

B.3

8/17/81

Retention and Delegation of Authority. The board of education retains full legislative and judicial authority over the schools in accordance with the school laws and the expressed will of the electorate, but delegates all executive, supervisory, and the instructional authority to its employees as hereinafter specified. Legislative service under the law implies the power and the obligation to contract for service and materials, the power to inspect, the power to pass judgment upon employees and their work and the power to veto acts of any or all employees when such are deemed contrary to the legal rights or obligations of the district, or inconsistent with established board policies.

LEGAL REF.: Idaho Code, 33-506

Descriptor term:

Descriptor code:

Issue date:

BOARD MEMBER CONFLICT
OF INTEREST

B.4

8/17/81

33-507

It shall be unlawful for any trustee to have pecuniary interest directly in any contract or other transaction pertaining to the maintenance or conduct of the school district, or to accept any reward or compensation for services rendered as a trustee except as may be otherwise provided in this section. The board of trustees of a school district may accept and award contracts involving the school district to businesses in which a trustee has a direct or indirect interest provided that the procedures set forth in section 18-1361A, Idaho Code, are followed. The receiving, soliciting or acceptance of moneys of a school district for deposit in any bank or trust company, or the lending of money by any bank or trust company to any school district, shall not be deemed to be a contract pertaining to the maintenance or conduct of a school district within the meaning of this section; nor shall the payment by any school district board of trustees of compensation to any bank or trust company for services rendered in the transaction of any banking business with such district board of trustees, be deemed the payment of any reward or compensation to any officer or director of any such bank or trust company within the meaning of this section.

It shall be unlawful for the board of trustees of any class of school district to enter into or execute any contract with the spouse of any member of such board, the terms of which said contract requires, or will require, the payment of delivery of any school district funds, money or property to such spouse.

When any relative of any trustee or relative of the spouse of a trustee by affinity or consanguinity within the second degree is considered for employment in a school district, such trustee shall abstain from voting in the election of such relative, and shall absent himself from the meeting while such employment is being considered and determined.

LEGAL REF.: Idaho Code, as cited above and 33-1221

Descriptor term:

Descriptor code:

Issue date:

BOARD MEMBER COMPENSATIONS
AND EXPENSES

B.5

8/17/81

33-506

Each member of the Board not otherwise compensated by public moneys shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the Board. Such compensation shall be paid from the district school funds.

LEGAL REF.: Idaho Code, as cited above

Descriptor term:

Descriptor code:

Issue date:

BOARD MEMBERSHIPS

B.6

8/7/81

The Board may hold membership in the Idaho School Boards Association and participate at its meetings. Such membership shall be reviewed on an annual basis.

Membership fees and traveling expenses of Board members to attend the Association meetings may be paid from the general fund of the district.

LEGAL REF.: Idaho Code, 33-701 (4)

BOARD MEETING REGULATIONS
AND CONDUCT

B.7

7/19/95

The Board of Trustees of Filer School District No. 413, being a governing body subject to public scrutiny and the provisions of the Idaho Open Public Meetings Act and being desirous of establishing policies regarding the conduct of persons attending open meetings of this Board which policies will protect and insure the public interest and the rights of the public to observe the deliberation and decision-making process of this Board while maintaining order consistent with the efficient handling of the business of this Board and being further desirous of fulfilling its obligation to create and maintain an accurate and official record of the proceedings of this Board, the Board of Trustees of Filer School District No. 413 hereby promulgate:

1. Public Attendance Policy:
 - a. Open Meetings: Members of the public may attend all “open” sessions of this Board which sessions shall be defined as all meetings other than those meetings, or parts thereof, which may be or which are required to be held in “closed” or “executive” sessions by the laws of the State of Idaho.
 - b. Closed Meetings: Member of the public shall not be allowed to attend “closed” meetings or “executive” sessions of this Board.
2. Rules of Order: For maintenance of order necessary to the efficient conduct of the business of this Board, members of the public, trustees and officials of the District shall be subject to the following rules of order:
 - a. Ultimate Control: The Chairperson of this Board shall preside over all meetings in accordance with the rules of procedure adopted by the Board and all final rulings on points of order and procedure shall be made by the chairperson. Except where otherwise specified, the proceedings of the Board shall be governed by Robert’s Rules of Order.
 - b. Conduct in General: All persons in attendance at a meeting of the Board will speak only upon recognition and granting of the leave by the Chairperson and all persons will refrain from making or causing to be made any loud, raucous, abusive, or profane language or gestures.

No persons attending said meetings shall have in their possession or subject to their control any devices of distraction which would make noise, or create bright or flashing light.

No persons in attendance of said meeting shall have within their possession or subject to their control any banners, placards, or signs.

No person in attendance of said meeting of the Board shall have any substance or article within their possession or subject to their control which would constitute a menace of which would endanger the safety or well being of those in attendance.

Descriptor term:

Descriptor code:

Issue date:

BOARD MEETING REGULATIONS
AND CONDUCT CONT.

B.7

7/19/95

No person in attendance at said meeting of the Board shall smoke, or use tobacco products pursuant to school board policy, which prohibits tobacco use in school buildings or on school grounds.

3. Public's Right to Address the Board: The Board of Trustees being interested in receiving input from the public consistent with the efficient processing of business of the Board will allow and/or restrict public comment at Board meetings by filling out a "Community Input" form. This form is available at the School District office or from the Chairman of the Board prior to the start of the meeting.
4. Handwritten Notes, Transcripts, Etc.: Nothing contained in this policy prohibits members of the public from preparing their own handwritten notes, transcripts, etc., of any proceedings held in an open meeting of the Board.

Descriptor term:

Descriptor code:

Issue date:

ANNUAL MEETING OF THE BOARD B.7.1

8/17/81

33-506

"Each board of school district trustees shall organize at its annual meeting and elect a chairman, a vice-chairman, a clerk, and in other than elementary school districts, a treasurer. The clerk and the treasurer may be members of the board of trustees; or, in the discretion of the board, either or both may be selected from among competent and responsible persons outside the membership of the board..."

33-510

The annual meeting of each school district shall be on the date of its regular July meeting in each year.

LEGAL REF.: Idaho Code, as cited above.

CROSS REF.: BBA - Officers of the Board

Descriptor term:

Descriptor code:

Issue date:

REGULAR BOARD MEETINGS

B.7.2

7/20/93

Regular meetings of the Board shall be held on the second Wednesday of each month, or if such day be a legal holiday, on the following day. Meetings shall be held at 7:00 p.m. in the Filer Intermediate School Library.

LEGAL REF.: Idaho Code, 33-510; 59-1024; 33-401; 67-2341; 33-506

Descriptor term:

Descriptor code:

Issue date:

SPECIAL BOARD MEETINGS

B.7.3

4/19/88

Special meetings may be called by the chairman or by any two (2) members of the Board and held at any time. If the time and place of special meetings shall not have been determined at a meeting of the Board with all members present, then notice shall be given to each member not less than twenty-four (24) hours before such special meeting is to be convened.

The Clerk, at the time of the meeting, shall affirm that notice of the special meeting has been given to each trustee and had been announced by written public notice conspicuously posted at the school district office and at least two (2) or more public buildings within the school district not less than twenty-four (24) hours before such meeting was to be convened. The Affidavit of Posting of Notices and a copy of the Notice of a Special Meeting of School Trustees are to be entered into the record and attached to the Board meeting minutes.

LEGAL REF.: Idaho Code, 33-510; 59-1024; 67-2341; 33-506(2)

EXECUTIVE SESSIONS

B.7.4

3/16/93

All meetings, regular and special, of boards of trustees of Idaho school districts are declared to be public meetings open to the public at all times. School boards are public boards, and are to conduct the public's business, routine and controversial alike, in open public sessions. However, there are occasions when it is essential that business pertaining to items listed below be conducted in private. Trustees are allowed to move into executive session to discuss these items upon a two thirds (2/3) vote recorded in the minutes by individual vote, after the presiding officer has identified the authorization outlined in the Idaho Code for holding the session. No final determination, rules, resolutions, regulations or decisions except those allowed by statute, are to be adopted in such executive session. The board shall reconvene in public meeting for such action. Minutes of executive session may be limited, but must contain sufficient detail to convey the general tenor of the meeting .

An executive session may be held:

- (a) To consider hiring a public officer, employees, staff member or individual agent. This paragraph does not apply to filling a vacancy in an elective office;
- (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;
- (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;
- (d) To consider records that are exempt from disclosure as provided in Chapter 3, Title 9, Idaho Code.
- (e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
- (f) To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation;
- (g) By the commission of the pardons and parole, as provided by law.

Labor negotiations may be conducted in executive session if either side requests closed meetings. Notwithstanding the provisions of Section 67-2343, Idaho Code, subsequent sessions of the negotiations may continue without further public notice.

No executive session may be held for the purpose of taking any final action or making any final decision.

LEGAL REF.: Idaho Code, 67-2342, 67-2344, 67-2345

Descriptor term:

Descriptor code:

Issue date:

QUORUM AT BOARD MEETINGS

B.7.5

8/17/81

Quorum for Transaction of Business. Three (3) members of the Board shall constitute a quorum for the transaction of business.

REF.: By-laws of the Board, Section 4

LEGAL REF.: Idaho Code, 33-510

Descriptor term:

Descriptor code:

Issue date:

VOTING METHOD AT BOARD
MEETINGS

B.7.6

8/17/81

Unless otherwise provided by law, all questions shall be determined by a majority of the votes cast. The chairman of the Board may vote in all cases but must vote in case of a tie.

Voting. Voting shall be by "aye" or "no". Each member's vote or failure to vote shall be recorded if requested by any member of the Board.

REF.: By-laws of the Board, Section 6

LEGAL REF.: Idaho Code, 33-510

Descriptor term:

Descriptor code:

Issue date:

BOARD MEETING MINUTES

B.7.7

4/19/88

A complete and accurate set of minutes shall be kept of each Board meeting to comply with all legal requirements. Minutes shall be kept in an official record book specified for that purpose and shall be kept on file as the official record of school legislation of the district and shall be open to public inspection. A copy of the exact proceedings as indicated by the minutes shall be sent to each board member after each meeting, and a copy given to principals.

The minutes of the Board shall be approved by the Board before they become the official minutes.

Descriptor term:

Descriptor code:

Issue date:

BOARD COMMITTEES

B.7.8

8/17/81

School Management Team

The Filer Schools has a School Management Team whereby School Board Trustees will become more involved with school activities. Areas and assignments will be made by the Board chairman annually.

Descriptor term:

Descriptor code:

Issue date:

PREPARATION OF AGENDA

B.8

4/19/88

The tentative agenda for each Board meeting shall be prepared in advance by the superintendent after consultation with the Board chairman. A copy shall be furnished to each Board member on the Friday before the regular meeting.

The following shall be the order of business of the regular meetings. The order of business may be changed by consent of members present.

- I. Welcome
- II. Hearing Section
 - a. Other
- III. Conference Section
 - a. Clerk's report
 - b. Superintendent's report
 1. Other
- IV. Action Section
 - a. Clerk's report
 - b. Superintendent's report
 - c. Other
- V. Executive Session
 - a. Personnel
- VI. Adjourn

Descriptor term:

Descriptor code:

Issue date:

BOARD MEMBER QUALIFICATIONS

B.9

8/17/81

33-501

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

Each trustee shall qualify for and assume office at the annual meeting of his school district next following his election, or, if appointed, at the regular meeting of the board of trustees next following such appointment. An oath of office shall be administered to each trustee, whether elected, re-elected or appointed. Said oath may be administered by clerk, or by a trustee, of the district, and the records of the district shall show such oath of office to have been taken, and by whom administered and shall show be filed with the official records of the district.

LEGAL REF.: Idaho Code, as cited above

Descriptor term:

Descriptor code:

Issue date:

BOARD MEMBER QUALIFICATIONS B.9.1

(OATH OF OFFICE)

State of Idaho
County of Twin Falls

I do swear that I will support the Constitution of the United States the Constitution and the laws of this State, and that I will faithfully discharge all the duties of the Office of Trustees of School District No. 413 in Twin Falls County, State of Idaho, according to the best of my ability.

Trustee

Subscribed and sworn to before me this ___ day of ___ 19

Clerk

LEGAL REF.: Idaho Code, 33-501

Descriptor term:

Descriptor code:

Issue date:

BOARD MEMBER METHOD
OF ELECTION

B.10

8/17/81

The Board shall cause trustee elections to be held as prescribed by law, providing that the third Tuesday in May shall be the uniform election day for school district trustees.

LEGAL REF.: Idaho Code, 33-503

BOARD OF TRUSTEES--ONE NOMINATION--NO ELECTION, In any election for trustees, if, after the expiration of the date for filing written nominations for the office of trustee, it appears that only one (1) qualified candidate has been nominated for a position to be filled or if only one (1) candidate has filed a write-in declaration of intent as provided by section 33-502A, Idaho Code, no election shall be held for that position, and the board of trustees or the school district clerk with the written permission of the board, shall within four (4) days before the scheduled date of the election declare such candidate elected as a trustee, and the school district clerk shall immediately prepare and deliver to the person a certificate of election signed and bearing the seal of the district. The procedure set forth in this section shall not apply to any other school district election.

LEGAL REF.: Idaho Code, 33-502B

BOARD MEMBER METHOD
OF ELECTION

B.10.1

TRUSTEE ZONES

Trustee Zone #1: Beginning at the northwest district boundary at the Snake River, thence continuing easterly along the Snake River and the district boundary to Rock Creek, continuing south on the district boundary and Rock Creek to Poleline Rd., thence continuing west on the district boundary and Poleline Rd. then south on the district boundary to US Hwy 30, thence west on US Hwy 30 to 2300 East, thence north on 2300 East to 4000 North, thence west on 4000 North to 2100 East, thence south on 2100 East to 3950 North, thence west on 3950 North to 2000 East, thence south on 2000 East to 3900 North, thence west on 3900 North to the district boundary and 1800 East, thence north and then east and north and west and north along the district boundary to the beginning.

Trustee Zone #2: Beginning at the intersection of 2100 East and 4000 North, thence east on 4000 North to 2300 East, thence south on 2300 East to 3900 North, thence west on 3900 North to 2250 East, thence north on 2250 East to 5th St., thence west on 5th St. to Stevens St., thence south on Stevens St. to US Hwy 30, thence west on US Hwy 30 and then 3900 North to 2100 East, thence north on 2100 East to the beginning.

Trustee Zone #3: Beginning at the intersection of 2000 East and 3950 North, thence east on 3950 North to 2100 East, thence south on 2100 East to 3900 North, thence east on 3900 North and US Hwy 30 to Stevens St., thence north on Stevens St. to 5th St. South, thence east on 5th St. South to 2250 East, thence south on 2250 East to US Hwy 30, thence east on US Hwy 30 to 2300 East, thence south on 2300 east to 3800 North, thence west on 3800 North to 2000 East, thence north on 2000 East to the beginning.

Trustee Zone #4: Beginning at the intersection of 3900 North and the western district boundary, thence east on 3900 North to 2000 East, thence south on 2000 East to the point where 3800 North departs to the east, thence east on 3800 North to 2300 East, thence north on 2300 East to US Hwy 30, thence east on US Hwy 30 to the eastern district boundary, thence south along the district boundary to 3400 North, thence west on 3400 North and 3400 North extended west to the western district boundary, thence northeast then north along the district boundary to the beginning.

Trustee Zone #5: Beginning along the western district boundary at its intersection with 3400 North extended westward, thence east along 3400 North extended and then 3400 North to the eastern district boundary, thence following the eastern district boundary to the south then the west then the north to the beginning.

Edited: 7/18/01

Descriptor term:

Descriptor code:

Issue date:

BOARD MEMBER UNEXPIRED
TERM FULFILLMENT

B.11

8/17/81

33-504

A vacancy shall be declared by the board of trustees when any nominee has been elected but has failed to qualify for office, or when any trustee shall (a) die; (b) resign as trustee; (c) remove himself from his trustee zone of residence; (d) no longer be a resident or school district elector of the district; (e) refuse to serve as trustee; or (f) without excuse acceptable to the board of trustees, fail to attend four (4) consecutive regular meetings of the board.

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

The board of trustees shall appoint to such vacancy a person qualified to serve as trustee of the school district providing there remain in membership on the board of trustees a majority of the membership thereof, and the board shall notify the state board of education of the appointment. Otherwise, appointments shall be made by the board of county commissioners of the county in which the district is situate, or of the home county if the district be a joint district.

Any person appointed as herein provided shall serve until the annual election of school district trustees next following such appointment. At such annual election a trustee shall be elected to complete the unexpired term of the office which was declared vacant and filled by appointment.

LEGAL REF.: Idaho Code, as cited above

Descriptor term:

Descriptor code:

Issue date:

BOARD MEMBER REMOVAL
FROM OFFICE

B.12

8/15/86

Whenever any legal voter of the school district in the same trustee zone as the school trustee for whom the recall is being submitted, either individually or on behalf of an organization, desires to demand the recall and discharge of the school trustee under the provisions of article 6, section 6, of the constitution of the state of Idaho, he shall prepare a typewritten charge, reciting that such school trustee has willfully neglected or failed to perform faithfully a duty imposed by law; or other violation as stipulated by state statute.

LEGAL REF.: Idaho Code, 33-424, enacted 1986

Descriptor term:

Descriptor code:

Issue date:

PUBLIC HEARINGS

B.13

8/17/81

Handling of Complaints by Board Members. Individuals or groups often confront a single Board member with issues which usually should be handled by the superintendent of schools. In those cases of apparent exception, it is suggested that the Board member withhold commitment and/or opinion until the matter has been presented to the whole Board. It is often wise for the Board member to postpone the formulation of his own opinion until he has had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired. A Board member should not obligate other members of the Board by predicting how they will vote. A Board member may listen to problems and should encourage employees or patrons to review the problem with their principal and/or superintendent. If the discussion is of a delicate matter, the member may bring on for review to any member of the administration and/or Board. If the Board deems it advisable, a hearing will be granted the parties interested.

REF.: By-laws of the Board, Section 3

LEGAL REF.: Idaho Code, 33-510; 67-2341

ADVISORY COMMITTEES TO THE
BOARD

B.14

11/15/86

The Board encourages citizen participation in the decision-making processes. Advisory committees of either the two following categories shall be organized.

Members of the Chapter I Parent Advisory Committee shall adhere to the requirements established by the Board of Education governing all Advisory Committee activities as indicated below:

1. Board-appointed advisory committees, both district wide and at the school level, 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 advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Only the Board shall have the authority to dissolve advisory committees it has created.

The Board will instruct each committee as to:

- The length of time each member is being asked to serve;
 - The service the Board wishes the committee to render;
 - The resources the Board will provide;
 - The approximate dates on which the Board wishes to receive major reports;
 - Board policies governing citizens' committees and the relationship of these committees to the Board as a whole, individual Board members, the superintendent, and other members of the professional staff; and
 - Responsibilities for the release of information to the press.
2. School and district level advisory committees that are required under federal and State programs, shall function in accordance with the requirements pertaining to each specific federal or State program, the Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation, and evaluation of such program or project.

Suggested activities for the Chapter I Parent Advisory Committee include:

- Holding regular parent-teacher conferences to discuss the progress of the child;
- Informing parents of specific instructional objectives for their child;
- Soliciting parents' suggestions in the planning, development, and operation of the program.

Since the legal power and prerogatives of the Board cannot be delegated or surrendered to others, all recommendations of an advisory committee must be submitted to the Board for action.

LEGAL REF.: Federal register, 3/11/75, p. 11484 (regulations pertaining to federal program advisory councils); Chapter I of the Education Consolidation Act (ECIA) 1981; Wolman v. Walter, 433 U.S. 220, 246-47 (1977); 34 CFR 200.75; Aquilar v. Felton, 1985)

Descriptor term:

Descriptor code:

Issue date:

AWARDS, RECOGNITIONS,
CERTIFICATES

B.15

9/17/84

RECOGNITIONS

The Board from time to time shall recognize outstanding accomplishment on behalf of the Filer School District. Such recognition may be made to staff members, students, citizens, or Board members.

FLOWERS

Flowers shall be sent to only hospitalized employees or in the case of death.

ADOPTED: 9/17/84

Descriptor term:

Descriptor code:

Issue date:

STAFF INVOLVEMENT IN POLICY
DEVELOPMENT & SCHOOL
BUSINESS

B.16

8/17/81

The Board authorizes the superintendent to contact personnel in regards to having board policy researched and established.

ADOPTED: 2/16/81

Descriptor term:

Descriptor code:

Issue date:

BOARD STAFF RELATIONS

B.17

4/19/88

Communications concerning school business from the Board to the employees and from employees to the Board should be made through the superintendent of schools or his agent.

Descriptor term:

Descriptor code:

Issue date:

ADMINISTRATION IN ABSENCE
OF POLICY

B.18

8/17/81

In cases where action must be taken within the school system where the Board has provided no policies or guides for administrative actions, the superintendent shall have the power to act.

The Board of Trustees of Filer School District #413 hereby grants nonexclusive authority to its Superintendent to suspend employees of the District from their employment with pay. Upon making any suspension, the Superintendent shall immediately notify the Chairperson of the Board and shall bring such matter before the entire Board at its next regular meeting (or earlier if the Board desires) together with his recommendation for disposition of the matter at which time the Board shall approve and ratify, modify or terminate said suspension.

Edited 8/16/06

Descriptor term:

Descriptor code:

Issue date:

POLICY DEVELOPMENT

B.19

4/19/88

This set of policies will never be complete. As new functions, programs, and activities are added or old ones deleted, these may dictate additions to, or changes in, Board policy. In addition, new state legislation, federal legislation, and court decisions may require revision or additions to the policy. No Board policy shall be operative if it is found to be in conflict with local, state, or federal laws, or the policies of the State Board of Education.

The policy manual shall be updated following the adoption or revision of a new Board of Trustees policy. The policy manual shall be reviewed in June of each year to:

- (a) Ascertain that all new policies have been added;
- (b) Delete any policies that are obsolete or no longer pertinent to actual practices in the District; and
- (c) Determine if the procedures so stated are workable, and, if not, revise the procedures for administering the policy.

In order to adopt a new policy or revise an existing policy, a proposal and discussion of the change shall be made at a regular Board meeting and the change be voted upon at a following Board meeting. Proposals may be referred to the superintendent for detailed study prior to Board action.

Descriptor term:

Descriptor code:

Issue date:

SCHOOL ATTORNEY

B.20

1/3/83

SCHOOL ATTORNEY - The Board may employ an attorney or attorneys when deemed for the best interests 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. The compensation / or retainer to be paid to the attorney shall be approved by the Board.

LEGAL REF.: Idaho Code, 33-506, 33-506 (3), 33-508, 33-509