

## **Board Meetings**

### **Meeting Defined**

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

All meetings of the Board are open to the public and all persons are permitted to attend any regular or special meeting of the Board. No decision at a regular or special meeting of the Board will be made by secret ballot.

### **Quorum**

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

### **Regular Meetings**

The Clerk of the Board will prepare an agenda notice forty-eight (48) hours in advance of each regular meeting. Additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort was made by the Board to include in the notice all agenda items known at the time to be probable items of discussion. The notice requirements for meetings and agendas will be satisfied by posting such notices and agendas in a prominent place in the administrative office of the School District.

### **Annual Meeting**

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

### **Emergency Meetings**

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

### **Budget Meetings**

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

### **Special Meetings**

Special meetings may be called by the Chairperson or by any two (2) Trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then

written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Trustee not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the School District Office and at least two (2) or more public buildings within the School District. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

#### Executive Sessions

Pursuant to Idaho Code, upon a two-thirds (2/3's) roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specified legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session.

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

1. To consider hiring a public officer, employee, staff member or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
2. To consider the evaluation, dismissal or disciplining of; or to hear complaint or charges brought against a public officer, employee, staff member, 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, but imminently likely to be 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 imminently likely to be filed. The presence of a risk management or insurance provider at executive session does not satisfy this requirement.

The Board may still deliberate regarding labor negotiations and may caucus regarding negotiations in Executive Session. However, all actual negotiations between the parties; such as the exchange of offers, counteroffers and exchange of documents; must be conducted in open session.

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

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

Legal Reference: I.C. § 33-510 Annual meetings – Regular Meetings – Board of Trustees  
I.C. § 74-202 Open Public Meetings – Definitions  
I.C. § 74-203 Governing Bodies – Requirement for Open Public Meetings  
I.C. § 74-204 Notice of Meetings  
I.C. § 74-205 Written Minutes of Meetings  
I.C. § 74-206 Executive Sessions – When Authorized  
I.C. § 74-206A Negotiations in Open Session  
Idaho Open Meeting Law Manual, July 2015

Policy History:

Adopted on: October 13, 2009

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