

**Legal Status and Operation**

The Board of Trustees of the South Lemhi School District No. 292 is the governmental entity established by the State of Idaho to plan and direct all aspects of the District's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education.

The District in its corporate capacity may sue and be sued and may acquire, hold, and convey real and personal property necessary to its establishment, extension, and existence. The District shall have authority to issue negotiable coupon bonds and incur such other debt in the amounts and manner as prescribed by law.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

Legal Reference:     I.C. § 33-301 School Districts Bodies Corporate  
                          I.C. § 33-511 Maintenance of Schools  
                          I.C. § 33-512 Governance of Schools  
                          I.C. § 33-1612 Thorough System of Public Schools

**Policy History**

Adopted on: March 8, 2016

Revised on:

**Organization and Classification**

The legal name of this District is South Lemhi School District No. 292, Lemhi, State of Idaho. The District is classified as:

A K-12 school district giving instruction to pupils in grades K (kindergarten)/one (1) 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.

Legal Reference:      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: March 8, 2016

Revised on:

**Membership**

The District is governed by a Board of Trustees consisting of 5 Members. Each Member is to represent a different trustee zone unless a Trustee was appointed at-large to fill a Board vacancy. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools. Except as otherwise provided by law, Trustees shall hold office for terms of four years until July 1 of the year in which Trustee's term expires.

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

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

Legal Reference:       I.C. § 33-313 Trustee Zones  
                              I.C. § 33-501 Board of Trustees  
                              I.C. § 33-504 Vacancies on Boards of Trustees  
                              I.C. § 67-2341 Open Public Meetings – Definitions

Policy History

Adopted on: March 8, 2016

Revised on:

**The Board of Trustee Zones**

The South Lemhi County School District is divided into Five Trustee Zones:

LEGAL DESCRIPTION  
FOR  
TRUSTEE ZONE NO. 1 (TENDROY)  
OF  
SCHOOL DISTRICT NO. 292

**BEGINNING** at a point, which is the intersection of the Idaho-Montana State line and Kenny Creek at the north line of Section 32, T. 21 N, R 25 E B.M; said point being on the East School District Boundary; thence

Southeast along said East School District Boundary to the Lewis and Clark Highway; thence departing from said East School District Boundary

West along the Lewis and Clark Highway to Monument Road; thence

South on Monument Road to Big Dry Gulch Road; thence

West and South on Big Dry Gulch Road to Napo Road; thence

West and North on Napo Road to Old Highway 28, thence

West and North on Old Highway 28 to McDevitt Creek Road; thence

West on McDevitt Creek Road to the intersection of the West School District Boundary; thence

North and Northeast along the West School District Boundary to the **BEGINNING**.

**SOUTH LEMHI SCHOOL DISTRICT #292**

LEGAL DESCRIPTION  
FOR  
TRUSTEE ZONE NO. 2 (LEMHI)  
OF  
SCHOOL DISTRICT NO. 292

**BEGINNING** at the intersection of Lewis and Clark Highway and the Idaho-Montana State line, which is also a point on the East School District Boundary; thence departing said East Boundary

West along the Lewis and Clark Highway to Monument Road; thence

South on Monument Road to Big Dry Gulch Road; thence

West and South on Big Dry Gulch Road to Napo Road; thence

West and North on Napo Road to Old Highway 28, thence

West and North on Old Highway 28 to McDevitt Creek Road; thence

West on McDevitt Creek Road to the intersection of the West School District Boundary; thence

South along the West School District Boundary to the Southeasterly extension of Little Mill Creek; thence

Northwest along said southeast extension and Little Mill Creek approximately 5.8 miles to N.F. Developed Road 010; thence

Northwest on N.F. Developed Road 010 to the intersection of the southerly extension of Little Sawmill Creek; thence

North along said southerly extension approximately 525 feet to 010 Spur Road; thence

North along 010 Spur Road approximately 4.5 miles to Spur Road; thence

East and Northeast on Spur Road to State Highway 28; thence

North on State Highway 28 to Lemhi Road; thence

Southeast on Lemhi Road (Old Highway 28) approximately 1.7 miles to an unnamed road; thence

Northeast along unnamed road approximately 2.4 miles to another unnamed road; thence

Southwest and east on unnamed road approximately 0.5 miles to an unnamed road; thence

East on unnamed road approximately 0.5 miles to a point; thence

**SOUTH LEMHI SCHOOL DISTRICT #292**

South approximately 1.7 miles to Reese Creek Road; thence

Northeast on Reese Creek Road 6 miles to Spur Road; thence

Northeast on Spur Road to the East School District Boundary; thence

Northwest along said East School District Boundary to the **BEGINNING**.

**SOUTH LEMHI SCHOOL DISTRICT #292**

LEGAL DESCRIPTION  
FOR  
TRUSTEE ZONE NO. 3 (MAIER)  
OF  
SCHOOL DISTRICT NO. 292

**BEGINNING** at the intersection of State Highway 28 and Pittsburgh Avenue; thence  
South on Pittsburgh Avenue to Pine Street; thence  
West on Pine Street to Armstead Avenue; thence  
South on Armstead Avenue and the southerly extension of Armstead Avenue to Alder Street;  
thence  
East on Alder Street to Gilmore Avenue; thence  
South on Gilmore Avenue to Lee Creek Road; thence  
West on Lee Creek Road to Kelly Road; thence  
South and southwest on Kelly Road approximately 1.9 miles to an unnamed road; thence  
Southeast on unnamed road to Coleman Road; thence  
Southwest on Coleman Road approximately 900 feet to an unnamed road; thence  
Southeast, south, and southwest on unnamed road to Spur K; thence  
West on Spur K to Spur L; thence  
West on Spur L to Spur N; thence  
Northwest on Spur N to Adams Creek Road; thence  
Southwest on Adams Creek Road to Spur B; thence  
North on Spur B to Spur C; thence  
North on Spur C to Anderson Road; thence  
North on Anderson Road to Driveway; thence  
West on Driveway approximately 1.2 miles to an unnamed road; then  
West approximately 0.2 miles to Big Eightmile Creek; thence

## **SOUTH LEMHI SCHOOL DISTRICT #292**

Southwest along the centerline of Big Eightmile Creek to the intersection of Spur B; thence

North on Spur B to N.F. Developed Road 096; thence

Southwest on N.F. Developed Road 096 to Lee Creek Road; thence meandering

Northwesterly on Lee Creek Road, becoming Everson Stroud to 4005; thence

North and northwest on 4005 and the northwest extension of 4005 to the intersection of Lee Creek; thence

Southwest along the centerline of Lee Creek approximately 0.2 miles to the southerly extension of Spur C; thence

North along said southerly extension to Spur C; thence

North on Spur C approximately 1 mile to an unnamed road; thence

Northeast on unnamed road approximately 0.2 miles to 203, thence

Northwest on 203 to N.F. Developed Road 020; thence

Northwest on N.F. Developed Road 010 to the intersection of the southerly extension of Little Sawmill Creek; thence

North along said southerly extension approximately 525 feet to 010 Spur Road; thence

North along 010 Spur Road approximately 4.5 miles to Spur Road; thence

East and Northeast on Spur Road to State Highway 28; thence

North on State Highway 28 to Lemhi Road; thence

Southeast on Lemhi road (Old Highway 28) approximately 1.7 miles to an unnamed road; thence

Northeast along unnamed road approximately 2.4 miles to another unnamed road; thence

Southwest and east on unnamed road approximately 0.5 miles to an unnamed road; thence

East on unnamed road approximately 0.5 miles to an unnamed road; thence

South approximately 2.1 miles to an unnamed road; thence

Southwest along the unnamed road approximately 0.4 miles to Maier's Lane; thence



**SOUTH LEMHI SCHOOL DISTRICT #292**

West south, and southwest on Maier's Lane to State Highway 28; thence  
Southeast on State Highway 28 to the **BEGINNING**.

**SOUTH LEMHI SCHOOL DISTRICT #292**

LEGAL DESCRIPTION  
FOR  
TRUSTEE ZONE NO. 4 (GILMORE)  
OF  
SCHOOL DISTRICT NO. 292

**BEGINNING** at the intersection of State Highway 28 and Maier's Lane; thence  
Northwest on Maier's Lane approximately 0.4 miles to an unnamed road; thence  
Northwest on unnamed road approximately 0.2 miles to an unnamed creek crossing; thence  
North approximately 0.4 miles to Reese Creek Road; thence  
Northwest on Reese Creek Road 5 miles to Spur Road; thence  
Northwest on Spur Road to the East School District Boundary; thence  
Southeast, South and West along the East and South School District Boundary to State Highway  
28; thence  
Northwest along State Highway 28 to the **BEGINNING**.

**SOUTH LEMHI SCHOOL DISTRICT #292**

LEGAL DESCRIPTION  
FOR  
TRUSTEE ZONE NO. 5 (LEADORE)  
OF  
OF SCHOOL DISTRICT NO. 292

**BEGINNING** at the intersection of State Highway 28 and Pittsburgh Avenue; thence  
South on Pittsburgh Avenue to Pine Street; thence  
West on Pine Street to Armstead Avenue; thence  
South on Armstead Avenue and the southerly extension of Armstead Avenue to Alder Street;  
thence  
East on Alder Street to Gilmore Avenue; thence  
South on Gilmore Avenue to Lee Creek Road; thence  
West on Lee Creek Road to Kelly Road; thence  
South and southwest on Kelly Road approximately 1.9 miles to an unnamed road; thence  
Southeast on unnamed road to Coleman Road; thence  
Southwest on Coleman Road approximately 900 feet to an unnamed road; thence  
Southeast, south, and southwest on unnamed road to Spur K; thence  
West on Spur K to Spur L; thence  
West on Spur L to Spur N; thence  
Northwest on Spur N to Adams Creek Road; thence  
Southwest on Adams Creek Road to spur B; thence  
North on Spur B to Spur C; thence  
North on Spur C to Anderson road; thence  
North on Anderson Road to Driveway; thence  
West on Driveway approximately 1.2 miles to an unnamed road; thence  
West approximately 0.2 miles to Big Eightmile Creek; thence

## **SOUTH LEMHI SCHOOL DISTRICT #292**

Southwest along the centerline of Big Eightmile Creek to the intersection of Spur B; thence

North on Spur B to N.F. Developed Road 096; thence

Southwest on N.F. Developed Road 096 to Lee Creek Road; thence meandering

Northwesterly on Lee Creek Road, becoming Everson Stroud to 4005, thence

North and northwest on 4005 and the northwest extension of 4005 to the intersection of Lee Creek; thence

Southwest along the centerline of Lee Creek approximately 0.2 miles to the southerly extension of Spur C; thence

North along said southerly extension to Spur C. thence

North on Spur C approximately 1 mile to an unnamed road; thence

Northeast on unnamed road approximately 0.2 miles to 203; thence

Northwest on 203 to N.F. Developed Road 010; thence

Northwest on N.F. Developed Road 010 to the intersection of Little Mill Creek; thence

Southwest along the centerline of Little Mill Creek and the Southwest extension of Little Mill Creek approximately 5.8 miles to the West School District Boundary; thence

Southeast and South along the West South school District Boundary to State Highway 28; thence

Northwest along State Highway 28 to the **BEGINNING**.

### Policy History

Adopted on: March 8, 2016

Revised on:

**Elections**

Elections conducted on behalf of the District are nonpartisan elections governed by the election laws of the State of Idaho and include the election of Board Members, various public policy propositions, and advisory questions.

Board elections shall be held on the third 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, the term for which declaration of candidacy is made, and include the signatures of not less than five School District electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the School District not later than 5:00 PM 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 45 days before the election date.

If, after expiration of the date for filing written nominations, it appears that only one qualified candidate has been nominated for a position or if only one candidate has filed a write-in declaration of intent, no election shall be held for that position, and the Board or the clerk with the written permission of the Board, shall declare such candidate elected as a Trustee. The clerk shall immediately prepare and deliver to the person a certificate of election signed by him or her 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 within his or her zone shall be declared by the Board as the Trustee elected from that zone.

If any two or more persons have an equal number of votes in any Trustee zone and a greater number than any other nominee in that 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: March 8, 2016

Revised on:

**Taking Office**

At the time of nomination, election, or appointment each Trustee shall be a School District elector of the District and a resident of the Trustee zone from which nominated and elected or appointed.

Each Trustee shall qualify for and assume office on the next July 1 following his or her election or, if appointed, at the regular meeting of the Board of Trustees next following such appointment.

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

Cross Reference:      1140 Vacancies

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: March 8, 2016

Revised on:

**SOUTH LEMHI SCHOOL DISTRICT #292**

**BOARD OF TRUSTEES**

**1120P**

**Oath of Office**

An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected, or appointed. The Trustee is required to take his or her oath within ten days after the Trustee has notice of his or her election or appointment, or within 15 days from the commencement of his or her term of office. Before any Trustee elected or appointed enters upon the duties of his or her office, he or she must take the following oath:

I do solemnly swear (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 the South Lemhi School District #292 according to the best of my ability.

Trustee \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Clerk \_\_\_\_\_

Or

Trustee of (Jt.) School District No. 292

\_\_\_\_\_

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.

Policy History

Adopted on: March 8, 2016

Revised on:

**Resignation**

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.

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

Policy History

Adopted on: March 8, 2016

Revised on:



**Vacancies**

A vacancy shall be declared by the Board of Trustees within 30 days of when any of the following occurs: A Trustee:

1. Dies;
2. Resigns;
3. Removes him or herself from the trustee zone of residence;
4. No longer is a resident or school district elector of the District;
5. Refuses to serve as Trustee;
6. Fails to attend four consecutive regular meetings of the Board of Trustees without excuse acceptable to the Board; or
7. Is recalled and discharged from office.

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

A declaration of vacancy shall be made at any regular or special meeting of the Board 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 will consider all applications from qualified persons seeking to fill the position in open session. The Board will appoint one candidate to serve for the balance of the unexpired term of office which was declared vacant. In the event the Board of Trustees is unable to appoint a Trustee from the zone vacated after 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 120 days of the declaration of vacancy, the county commissioners of the county in which the District is situated shall appoint a qualified person to fill such vacancy.

Cross Reference: 1240 Duties of Individual Trustees

Legal Reference: 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: March 8, 2016

Revised on:

**Annual Organization Meeting**

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 year terms. The Board shall also elect a clerk, assistant clerk, and a treasurer, who may be Members of the Board of Trustees or, at the discretion of the Board, one or all 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, assistant 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 chair pro tempore, who shall perform the functions of the Chair during the latter's absence. The clerk/assistant 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/assistant clerk; and
9. Election of a treasurer.

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

Legal Reference:      I.C. § 33-506 Organization and Government of Board of Trustees  
                                 I.C. § 33-510 Annual Meetings – Regular Meetings – Board of Trustees

Policy History

Adopted on: March 8, 2016

Revised on:

**School Board Powers and Duties**

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, who shall be held responsible for the effective administration and supervision of the entire school system.

The Board, functioning within the framework of laws, court decisions, opinions of attorneys general, State Department of Education regulations, and similar mandates from the State and national levels of government, recognizing the authority of the State, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

1. Enacting policy;
2. Adopting courses of study and providing instructional aides;
3. Employing all staff members and fixing and prescribing their duties;
4. Approving the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business;
5. Estimating and seeking to provide funds for the operation, support, maintenance, improvement, and extension of the school system;
6. Providing for the planning, expansion, improvement, financing, construction, maintenance, use, and disposition of physical plants of the school system;
7. Prescribing the minimum standards needed for the efficient operation and improvements of the school system;
8. Evaluating the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system;
9. Requiring the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business;
10. Providing for the dissemination of information relating to the schools necessary for creating a well-informed public.

Legal Reference:     I.C. § 33-313 Trustee Zones  
                          I.C. § 33-501 Board of Trustees  
                          I.C. § 74-202 Open Public Meetings – Definitions

Policy History

Adopted on: March 8, 2016

Revised on:

**Qualifications, Terms, and Duties of Board Officers**

The Board officers are the Chair and vice chair. These officers are elected at the annual organizational meeting.

Chair

The Board elects a Chair from its members for a one year term. The duties of the Chair are:

1. Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
2. Make all Board committee appointments;
3. Sign all papers and documents as required by law and as authorized by the action of the Board; and
4. Close 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.

Vice Chair

The vice chair shall preside at all Board meetings in the absence of the Chair, and shall perform all of the duties of the Chair in case of the Chair's absence or disability.

Legal Reference: I.C. § 33-506 Organization and Government of Board of Trustees

Policy History

Adopted on: March 8, 2016

Revised on:

**Clerk and Assisting Clerk**

The clerk of the Board shall have such duties as prescribed by the Board and the Superintendent. The clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, keep an accurate record of the proceedings, and enter in said record all matters required by law or by the Board so to be entered. The clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the clerk to attend a Board meeting, the assisting clerk serves as temporary clerk for the meeting. The assisting clerk shall keep the record of the proceedings of the Board and certify the same to the clerk.

The clerk and assisting clerk will make the preparations legally required for the notice and conduct of all District elections.

Legal Reference:     I.C. § 33-506 Organization and Government of Board of Trustees  
                          I.C. § 33-508 Duties of Clerk

Policy History

Adopted on: March 8, 2016

Revised on:

**Duties of the Treasurer**

Treasurer

The treasurer shall have such duties as prescribed by the Board. The treasurer shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho in such amount as determined by the Board or under personal bond equal to twice such determined amount with at least two sureties who each shall qualify as in the case of sureties on the bonds of county officers.

The treasurer shall account for the deposit of all moneys of the District in accordance with the provisions of the public depository law, Chapter 1, Title 57, Idaho Code.

The Board may elect one (1) or more assistant treasurers who shall have such duties as prescribed by the Board. Assistant treasurers shall act at and under the control, supervision and directions of the Board and Superintendent.

Legal References:     I.C. § 33-506 Organization and Government of Board of Trustees  
                              I.C. § 33-509 Duties of the Treasurer  
                              I.C. § 33-509A Assistant Treasurers

Policy History

Adopted on: March 8, 2016

Revised on:

**Duties of Individual Trustees**

The authority of individual Trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. Neither the Board nor staff shall be bound by an action taken or statement made by an individual Trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

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

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

Cross Reference: 1140 Vacancies

Legal Reference: I.C. § 33-506 Organization and Government of Board of Trustees

Policy History

Adopted on: March 8, 2016

Revised on:

**Committees**

Generally, the Trustees will function as a committee of the whole. Nevertheless, the Board may create Board committees as deemed necessary.

Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint Trustees to serve on such committees. Board committees shall be limited to less than half of the Board.

**Advisory Committees**

Advisory committees may be organized when appropriate. Advisory committees shall function within the organizational frameworks approved by the Board. A staff member will be assigned to each group to help it carry out its functions. The composition of the advisory committees shall be broadly representative and shall take into consideration the specific task assigned to the committee. Only the Board shall have the authority to dissolve the committees it has created.

The Board will instruct each committee as to:

1. The length of time each member is invited to service;
2. The service the Board wishes the committee to render;
3. The resources the Board will provide;
4. The approximate dates on which the Board wishes to receive major reports;
5. 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
6. Responsibilities for the release of information to the press.

**Policy History**

Adopted on: March 8, 2016

Revised on:



**District Policy**

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board of Trustees.

All policies shall conform to local, State, and federal laws as well as to the rules and regulations of the State Board of Education.

**Adoption and Amendment of Policies**

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the Superintendent for detailed study as needed prior to Board action on the proposal. The Board encourages the Superintendent to contact other experts to have potential policies researched. Interested parties, including any Board Member, citizen, or employee of the Board may submit views or present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District clerk prior to the second reading.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two 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; and
2. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

Although approval of a new or amended policy requires a minimum of two readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken or the Board can take a majority vote to suspend the two reading requirement for warranted circumstances.

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

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Policies of the District shall be reviewed biannually by the Board.

**Administration in Absence of Policy**

In cases where action must be taken before the next Board meeting and where the Board has provided no policies or guides for administrative actions, the Superintendent shall have to power to act.

## **SOUTH LEMHI SCHOOL DISTRICT #292**

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, policy may be suspended by a majority vote of the members present. In order to suspend a policy, all Trustees must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all Trustees present.

### 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 and shall be subject to recall at any time.

Legal References:     I.C. § 33-506 Organization and Government of Board of Trustees  
                              I.C. § 33-512 Governance of Schools

### Policy History

Adopted on: March 8, 2016

Revised on:

**District Planning**

Each year, the Board of Trustees shall create a collaborative continuous improvement plan designed to improve student achievement in the District, assess and prioritize needs, and measure outcomes.

The Board shall work with the Superintendent to engage students, parents, teachers, administrators, and community members as appropriate in the planning process.

The annual continuous improvement plan shall:

1. Be data driven, specifically in student outcomes, and shall include but not be limited to analysis of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed and articulated vision and mission;
4. Include key indicators for monitoring performance; and
5. Include a report of progress toward the previous year's improvement goals.

The Board may engage in planning training to assist in the process and the development of the plan. Qualified planning training may be reimbursable by the State through the process outlined in Idaho State Board of Education rule.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board's annual evaluation of the Superintendent.

The District plan shall be made available to the public by being posted on the District's website. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

Cross Reference:     1645             Board Development Opportunities  
                          4130             Public Access to District Website

Legal Reference:     I.C. § 33-320 Continuous Improvement Plans and Training  
                          IDAPA 08.02.01.801 Planning and Training

Policy History

Adopted on: March 8, 2016

Revised on:

**Management Rights**

Except where limited or restricted by a collective bargaining agreement, the Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. The school calendar;
2. The procedures to use in handling public complaints about employees;
3. The nonteaching duties and responsibilities of teachers;
4. The procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;
6. Establishment of contract notification dates;
7. Extracurricular assignments;
8. Personnel files;
9. Direction, employment, dismissal, promotion, transfer, assignment, and retention of employees;
10. Relieving employees from duties because of lack of work or funds and under conditions where continuation of such work would be inefficient and nonproductive;
11. Maintenance of the efficiency of District operations;
12. The methods, means, job classifications, and personnel by which District operations are to be conducted;
13. Any actions necessary to carry out the missions of the District in situations of emergency; and
14. Establishment of 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 ongoing direction of all District programs.

Cross Reference: 6100 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: March 8, 2016

Revised on:

**Board/Staff Communications**

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

**Staff Communications to the Board**

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

**Board Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

**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.

**Policy History**

Adopted on: March 8, 2016

Revised on:

**School Board Use of Email and Social Media**

Use of email by Members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of School Board-related communication. Board Members will comply with the following guidelines when using email in the conduct of Board responsibilities:

1. The Board will not use email, communications via social media, or other electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings.
2. Board Members will be aware that email and email attachments received or prepared for use in Board business or containing information relating to Board business, regardless of whether sent or received on a school-owned computer or personally-owned computer, may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board Members will note that individual postings made to social media sites should be considered carefully in light of how they would reflect on the poster, the Board of Trustees, and the District. Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to serve students' interests. Individual Board member postings are an act of the individual and are not an act of the Board.
4. Board members will avoid reference to confidential information about employees, students, or other matters in email communications because of the risk of improper disclosure and unsecure websites. Board Members will 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: Title 74 Chapter 1 Public Records Act  
I.C. § 74-202 Open Public Meetings – Definitions Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners 144 Idaho 259 (2007).

**Policy History**

Adopted on: March 8, 2016

Revised on:

**Board/Superintendent Relationship**

The Board/Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide the general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's day-to-day operations.

The Superintendent shall be employed for a term not to exceed three 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: 6100 Superintendent

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

Policy History

Adopted on: March 8, 2016

Revised on:

**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 Board meetings via electronic means, including telephonic or video conferencing devices, provided at least one member of the Board of Trustees or Superintendent is physically present at the meeting location.

Regular Meetings

Unless otherwise specified, all meetings will be held in the Leadore School Library. Regular meetings shall be held at 7:00 PM on the 2<sup>nd</sup> Tuesday of each month.

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 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 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 Idaho Code. 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 Chair or by any two 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 24 hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the District Office and at least two or more public buildings within the 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 2/3 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 specific 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.



## **SOUTH LEMHI SCHOOL DISTRICT #292**

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 acquire an interest in real property that is not owned by a public agency.
4. To consider records exempt from public disclosure.
5. 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.
6. 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 is not sufficient to satisfy this requirement.
7. 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 is not sufficient to satisfy this requirement.
8. To conduct deliberations regarding labor negotiations. *Note: 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 action may be held for the purpose of taking any final action or making any final decisions.

If only an executive session will be held, a 24 hour meeting and agenda notice shall include the date, time, place, items to be discussed, and the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to any subject 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

**SOUTH LEMHI SCHOOL DISTRICT #292**

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: March 8, 2016

Revised on:

**Code of Ethics for School Board Members**

As a member of my local Board of Trustees, I will strive to improve public education, and to that end I will:

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 meeting;
2. Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions 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; have 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;

## **SOUTH LEMHI SCHOOL DISTRICT #292**

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;

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.

### Policy History

Adopted on: March 8, 2016

Revised on:

**Conflict of Interest**

A Trustee may not:

1. Use the Trustee's official power to further the Trustee's own interests;
2. Have a pecuniary interest directly or indirectly, except a remote interest, in any contract or other transaction pertaining to the maintenance or conduct of the School District. A "remote interest" means:
  - A. The Trustee is a non-salaried 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 of the shares of a corporation or cooperative contracting party;and 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 I.C. §§ 18-1361 or 18-1361A are followed;
5. Be involved in the employment of a relative related by affinity or consanguinity within the second degree. The Trustee shall be absent from the meeting while such employment is being considered and/or determined;
6. Employ the spouse of a Trustee when such employment requires or will require the payment or delivery of any School District funds, money, or property to such spouse except when the procedures set forth in I. C. § 33-507(3) are followed as outlined in Policy 1615;  
1610-2
7. 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;
8. Accept a bribe for money, a promise, a gift, or any other form of personal advantage or 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;

## **SOUTH LEMHI SCHOOL DISTRICT #292**

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 appoint or furnish employment to any person whose salary, wages, pay, or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

Legal Reference:     I.C. § 18-1359 Use Public Position for Personal Gain  
                          I.C. § 18-1361 Self-Interest Contracts - Exception  
                          I.C. § 18-1361A Non-compensated Appointed Public Servant – Relative  
                          of Public Servant – Exceptions  
                          I.C. § 33-507 Limitation Upon Authority of Trustees  
                          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: March 8, 2016

Revised on:

**Trustee Spouse Employment**

It is generally unlawful for a Trustee to have their spouse employed by the District in any paying position whereby such employment would require the payment or delivery of any District funds, money, or property to their spouse.

However, Trustees in Districts that annually meet the following criteria may have a spouse employed in the District under the following conditions:

1. The District had a fall enrollment of 1,200 or fewer students in the prior school year;
2. The spouse will be employed in a no administrative position;
3. The position has been listed as open for application on the District's website or in a local newspaper for at least 60 days unless the opening occurred during the school year, in which case the position must have been listed as open for at least 15 days on the District's website or in a local newspaper;
4. No applications were received that met the minimum certification, endorsement, education, or experience requirements of the position except the Trustee's spouse; and
5. The Trustee abstained from voting in the employment of the spouse and was absent from the meeting while such employment was being considered and determined.

The above five criteria must be met in each subsequent school year in which the Trustee's spouse is employed. Additionally, the following provisions are applicable in such situations:

1. Throughout the course of the spouse's employment, the Trustee shall abstain from voting in any decision that affects the compensation, benefits, individual performance evaluation, or disciplinary action relating to the spouse and shall be absent from the meeting while such issues are being considered. Such limitation shall include a prohibition on voting and attendance with regard to the following subject matters:
  - A. Negotiations regarding compensation and benefits;
  - B. Discussion and negotiation with District benefits providers; and
  - C. Any matters relating to the spouse and letters of reprimand, direction, probation, or termination.
2. Regardless of spouse employment status, the Trustee may participate in deliberations and vote upon the District's annual fiscal budget and annual audit report;
3. Should the spouse of a Trustee be hired as a certificated teacher, notwithstanding any other policy or law to the contrary, such spouse may only be employed under a Category 1 annual

## **SOUTH LEMHI SCHOOL DISTRICT #292**

contract pursuant to section 33-514A, Idaho Code, and so long as the status of Trustee and spouse employee remains, shall not progress to subsequent contract stages with the District.

Legal Reference: I.C. § 33-507 Limitation Upon Authority of Trustees

### Policy History

Adopted on: March 8, 2016

Revised on: