

1 **BOARD MEETINGS: BOARD MEETING REGULATIONS, BOARD AUTHORITY,**  
2 **DUTIES, & RESPONSIBILITIES POLICY**  
3

4 **BOARD MEETING REGULATIONS:**

5 The Board Chairperson has the authority and responsibility to oversee the orderly process of a  
6 board meeting, and is responsible for recognizing all speakers, and of fulfilling its obligation to  
7 create and maintain an accurate and official record of the proceedings of the board. The chairperson  
8 of this board shall preside over all meetings in accordance with the rules of procedure adopted by  
9 the board and all final rulings on points of order and procedure shall be made by the chairperson.  
10 Except where otherwise specified, the proceedings of the board shall be governed by Robert's  
11 Rules of Order. Three board members in attendance is considered a quorum for the transaction of  
12 business, and four board members is considered a **two-thirds** ~~2/3<sup>rd</sup>~~ majority.  
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14 All meetings of the board are open to the public and all persons are permitted to attend any regular,  
15 special, or emergency meeting of the board. The right to attend a meeting of the board does not  
16 grant any individual the right to provide public input to the board during its meeting. The board  
17 may exclude the public from any meetings it may hold in executive session.  
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19 All regular board meetings are held the third Tuesday of every month, starting at 7:30 p.m., in the  
20 district office boardroom unless notice is posted/published stating otherwise.  
21

22 All special board meetings may be called by the Board Chair or at the request of a majority of the  
23 board members.  
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25 **THE BOARD WILL HOLD THE FOLLOWING BASIC TYPES OF MEETINGS:**  
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- 27 1. **Annual Meeting** – Consistent with Idaho Code 33-510, the **first regular** ~~annual~~ meeting **after**  
28 **January 1 and directly following an election** of each school district shall be on the date of

29 its **first** regular **January** ~~July~~ meeting in each year. The board will determine during the **first**  
30 regular meeting of the Board of Trustees for a uniform day of a uniform week.

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32 2. **Regular Meeting** – The Board of Trustees shall meet in regular session every third Tuesday  
33 of every month, starting at 7:30 p.m., in the MHSD boardroom.

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35 3. **Emergency Meetings** – In the event of an emergency involving possible personal injury or  
36 property damage, immediate financial loss, or the likelihood of injury, damage or loss, the  
37 board may meet immediately and take official action without prior notification when the notice  
38 requirements would make such notice impracticable, or increase the likelihood or severity of  
39 such injury, damage or loss, and the reason for the emergency is stated at the outset of the  
40 meeting.

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42 4. **Special Meetings** – Called by the Board Chairman or by any two members of the board due  
43 to circumstances requiring immediate action for the operation of the District, or by the Board  
44 of Trustees in an open meeting by official action. Such a meeting will be strictly limited to  
45 agenda items requiring action, which necessitated the calling of the meeting. Official action  
46 will be taken on agenda items only. Special and Adjourned meetings may be called by the  
47 Chairman or by any two members of the board and held at any time.

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49 5. **Budget Meetings** – No later than twenty-eight (28) days prior to its annual meeting, the board  
50 shall have prepared a budget, in the form prescribed by the state superintendent of public  
51 instruction, and shall hold a public hearing. At such public hearing or at a special meeting held  
52 no later than fourteen (14) days after the public hearing, the board shall adopt a budget for the  
53 ensuing year.

54

55 **PUBLIC’S RIGHT TO ADDRESS THE BOARD/PUBLIC INPUT:**

56 The Board of Trustees being interested in receiving input from the public, consistent with the  
57 efficient processing of business of the board will allow and/or restrict public comment at board  
58 meetings. The public, whether attending a board meeting or giving public input will follow the  
59 hearing/public input procedures as follows:

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A. **Open/Special Meetings** – All meetings of the board are open to the public and all persons are permitted to attend any “open” sessions of the regular, or special, or emergency meeting of the 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 “executive” sessions by the laws of the state of Idaho, Title 74, Chapter 2, Section 74-202-206(A), Idaho Code.

- 1) Attendance at said open meetings by members of the public is subject to observance and compliance with the rules of order, “Robert’s Rules of Order,” and conduct set forth herein.
  - Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the chairperson or a majority of the board members present.
- 2) Members of the public will not be recognized while the board is conducting its official business.
- 3) Members of the public wishing to give input must be legal residents of the Mountain Home School District, or be a firm eligible to bid on materials or services solicited by the board.
- 4) Public participation will be permitted only as indicated on the order of business as set forth in the board’s agenda, or as determined appropriate by the chairperson.
  - No member of the public may address or question board members individually.
- 5) Complaints of misconduct against students or employees of the school district, which involve alleged criminal activity or are grounds for disciplinary action, are heard in executive session pursuant to Idaho Code Section 74-206(1)(a)(b).

91           6)    The board will not hear complaints against school district employees by name or  
92                    against students by name, or regarding curriculum in a public board meeting in open  
93                    session. If you have a complaint against personnel or students by name, you need to  
94                    schedule an appointment with the Superintendent. There will be no action taken at  
95                    this time, but action on a problem area could be scheduled for a subsequent meeting  
96                    of the board.

97  
98                    •    Any complaints against district personnel, including, but not limited to,  
99                    administration, directors, teachers, paraprofessionals, coaches, and students will  
100                   not be heard in open session, but rather in executive session and upon the  
101                   approval of the board.

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103                    •    Complaints of school district personnel **and** school district students will not be  
104                    heard during Public Input. Complaints will be heard in executive session.

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106                    \*    Members of the public must refrain from using the student’s name to protect  
107                    the student.

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109                    •    Any complaint about the District, including instruction, discipline, district  
110                    personnel, district policy, procedures, and curriculum should be referred through  
111                    proper administrative channels before it is presented to the board for  
112                    consideration and possible action.

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114                    •    The complainant must have submitted a letter to the **Superintendent**  
115                    Administrative Assistant ~~Secretary~~/Board Clerk or Superintendent no later than  
116                    the Tuesday of the week before the board meeting.

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118                    •    All statements shall be directed to the chairperson.

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120 7) **When deemed appropriate by the chairperson, comments and questions at a**  
121 **regular board meeting may deal with any topic related to the board's conduct**  
122 **of schools.**

123  
124 8) Comments at special meetings must be related to the call of the meeting.  
125

126 9) **Delegations:**

127 • **Members of the public wishing to make formal presentations** ~~Public and/or~~  
128 ~~employee business matters brought before~~ to the board should submit a written  
129 request to the **Superintendent or the Superintendent Administrative Assistant**  
130 ~~Secretary/Clerk~~ of the Board no later than the Tuesday before the regular board  
131 meeting (one (1) week prior to the regular board meeting) to allow sufficient  
132 time for the matter to be placed on the agenda as a Delegation. The board may  
133 decline to hear any matter at its discretion.

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135 \* A single spokesman must be selected by groups or organizations desiring to  
136 address the board in order to avoid repetitious information.

137  
138 \* The delegate or group spokesperson must be recognized by the Chairperson  
139 and must preface his or her comments by announcing his or her name and  
140 the organization/group for whom they represent.

141  
142 • The board will not hear complaints against school district employees by name  
143 or against students by name in open session. If you have a complaint against  
144 personnel or students by name, you need to schedule an appointment with the  
145 Superintendent. There will be no action taken at this time, but action on a  
146 problem area could be scheduled for a subsequent meeting of the board.

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148                   • Members of the public may be notified regarding whether their request to  
149                   address the board has been granted and will be given all pertinent information  
150                   regarding the date and time of the board meeting.

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152                   • All comments must be limited to items directly related to the District.

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154           10) **Public Input:**

155                   • ~~Unscheduled matters may be heard during the Public Input portion of the~~  
156                   ~~regular board meeting. Those wishing to give public input speak on any topic~~  
157                   ~~of their interest need to sign the Public Input Sign-in Sheet and should complete~~  
158                   ~~and submit to the Chairperson the MHSD Request to Address Board of Trustees~~  
159                   ~~Form located at the Board Materials table, prior to the start of the board meeting~~  
160                   ~~and only upon recognition of the Chairperson. The Individuals will be allowed~~  
161                   ~~a maximum of three minutes to present their views. The board will not hear~~  
162                   ~~complaints against school district employees by name or against students by~~  
163                   ~~name in open session. If you have a complaint against personnel or students by~~  
164                   ~~name, you need to schedule an appointment with the Superintendent. There will~~  
165                   ~~be no action taken at this time, but action on a problem area could be scheduled~~  
166                   ~~for a subsequent meeting of the board.~~

167  
168                   • All comments must be limited to items directly related to the district. When  
169                   deemed appropriate by the Chairperson, comments, and questions at a regular  
170                   board meeting may deal with any topic related to the board's conduct of  
171                   schools.

172  
173                   • **All statements and public input** ~~The individual~~ will be allowed a maximum  
174                   of three (3) minutes to present their views, or as determined appropriate by  
175                   **the Chairperson.**

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- 177 \* A single spokesman must be selected by groups or organizations desiring to  
178 address the board during public input.
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- 180 \* When public input is to be received, members of public wishing to address  
181 the board must be recognized by the chairperson, and they must announce  
182 their name, address, and organization/group affiliation for whom they  
183 represent.
- 184
- 185 • The board will not hear complaints against school district employees by name  
186 or against students by name in open session. If you have a complaint against  
187 personnel or students by name, you need to schedule an appointment with the  
188 Superintendent. There will be no action taken at this time, but action on a  
189 problem area could be scheduled for a subsequent meeting of the board.
- 190
- 191 • The board may or may not address the items brought up during Public Input.
- 192
- 193 11) Complaints of misconduct against students or employees of the school district,  
194 which involve alleged criminal activity or are grounds for disciplinary action, are  
195 heard in executive session pursuant to Idaho Code Section 74-206(1)(a)(b).
- 196
- 197 12) The board may or may not address the items brought up during Public Input.
- 198
- 199 B. Executive/Closed Sessions – Members of the public shall not be allowed to attend  
200 “executive” sessions of this board unless invited by the board, Title 74, Chapter, 2, Sections  
201 74-202 and 74-206, Idaho Code.
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- 203 C. The Chairperson/Vice-Chair may:
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- 205 1) Interrupt or terminate a participant’s statement when the statement is too lengthy,  
206 personally directed, abusive, obscene, irrelevant, or redundant.

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- 2) Request any individual to leave the meeting when that person does not observe reasonable decorum.
- 3) Request the assistance of law enforcement officers in the removal of a disorderly person when the person’s conduct interferes with the orderly process of the meeting.
- 4) Call a recess or an adjournment when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

D. **Board Decisions** – All final actions and final decisions by the board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive session. In such cases, the employee will not be named in the minutes of the meeting. No decision at a regular or special meeting of the board will be made by secret ballot.

**COMPLAINTS PROTOCOL:**

All complaints should be resolved through the proper channels in the following order:

- 1. The first and most effective step is to take the concern to the staff members (teacher, coach, etc.) who are closest to that problem. Most problems are resolved at this level.
- 2. If there is still a concern, it should be brought to the building principals, unresolved concerns are usually resolved satisfactorily by the building administrator.
- 3. If the concern persists, then it should be taken to the Superintendent of Schools.
- 4. If the matter has not been satisfactorily resolved, the patron may appeal to the Board of Trustees by calling or writing the Superintendent or **Superintendent** Administrative Assistant **Secretary/Clerk** of the Board no later than the Tuesday before the next regular board meeting



238 (one (1) week prior to the regular board meeting) and asking to have the item placed on the  
239 board agenda, possibly in executive session.

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241 E. ~~The chairperson may:~~

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243 1) ~~Interrupt or terminate a participant's statement when the statement is too lengthy,~~  
244 ~~personally directed, abusive, obscene, irrelevant, or redundant.~~

245

246 2) ~~Request any individual to leave the meeting when that person does not observe~~  
247 ~~reasonable decorum.~~

248

249 3) ~~Request the assistance of law enforcement officers in the removal of a disorderly~~  
250 ~~person when the person's conduct interferes with the orderly process of the meeting.~~

251

252 4) ~~Call a recess or an adjournment when the lack of public decorum so interferes with~~  
253 ~~the orderly conduct of the meeting as to warrant such action.~~

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255 **PARTICIPATION VIA TELECOMMUNICATIONS DEVICES:**

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257 Any board meeting may be conducted using telecommunications devices, which enable all  
258 participating board members to communicate with each other; provided, however, that at least one  
259 (1) board member, or the superintendent, must be physically present at the location designated in  
260 the meeting notice, to ensure that the public may attend such meeting in person. Such  
261 telecommunication devices may include, but are not limited to, telephone or video conferencing  
262 devices and similar communications equipment. All communications must be audible to the public  
263 attending the meeting in person and all participating board members. Any board member  
264 participating via telecommunications device shall be deemed present in person at the meeting.  
265 (Idaho Code, Section 74-203 & 74-204)

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268

269 **AUTHORITY & RESPONSIBILITIES:**

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

272  
273 **The Board of Trustees of Mountain Home School District No. 193 is authorized by law to adopt**  
274 **policies for its governance. In matters involving policy, the Board will look to the superintendent**  
275 **and his or her administration for advice and guidance regarding how the policies being discussed**  
276 **would affect the schools in the district.**

277  
278 **The board will establish the educational policies for the district and will determine the**  
279 **personnel policies of the school system. The board will employ professional school**  
280 **administrators to manage the school system and employ necessary personnel.**

281  
282 **The board will have the responsibility of dispersing and accounting for funds to support the**  
283 **school system, including the physical plant and necessary equipment. The board will be**  
284 **responsible for having the books audited annually.**

285  
286 **Individual members of the board have no power separate from the board as a whole.**  
287 **Members of the board have authority only when acting as a board legally in session.**

288  
289 **The board is not bound by any action or statement on the part of an individual board**  
290 **member except when such statement or action is in pursuance to specific instructions from**  
291 **the board.**

292  
293 **No board member, by virtue of his or her office, may exercise any administrative**  
294 **responsibilities with respect to the schools or, as an individual, command the services of any**  
295 **school employee.**

296  
297 **A. Participation via Telecommunications Devices**  
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299 1) ~~Any board meeting may be conducted using telecommunications devices, which enable~~  
300 ~~all participating board members to communicate with each other; provided, however,~~  
301 ~~that at least one (1) board member, or the superintendent, must be physically present at~~  
302 ~~the location designated in the meeting notice, to ensure that the public may attend such~~  
303 ~~meeting in person. Such telecommunication devices may include, but are not limited~~  
304 ~~to, telephone or video conferencing devices and similar communications equipment.~~  
305 ~~All communications must be audible to the public attending the meeting in person and~~  
306 ~~all participating board members. Any board member participating via~~  
307 ~~telecommunications device shall be deemed present in person at the meeting. (Idaho~~  
308 ~~Code, Section 74-203 & 74-204)~~

309  
310 **ROBERT’S RULES OF ORDER** – For maintenance of order necessary to the efficient conduct  
311 of the business of this board, members of the public, trustees, and officials of the district shall be  
312 subject to the following rules of order:

313  
314 A. Ruling Authority – The chairperson of this board shall preside over all meetings in  
315 accordance with the rules of procedure adopted by the board and all final rulings on points  
316 of order and procedure shall be made by the chairperson. Except where otherwise specified,  
317 the proceedings of the board shall be governed by Robert’s Rules of Order.

318  
319 B. Conduct in General – All persons in attendance at a meeting of the board will speak only  
320 as indicated on the order of business as set forth in the board agenda, or as determined  
321 appropriate by the Chairperson and upon recognition by the chairperson. All persons will  
322 refrain from making or causing to be made any loud, raucous, abusive, or profane language  
323 or gestures.

324  
325 1) No person attending said meetings shall have in their possession or subject to their  
326 control any devices of distraction, which would make noise, create bright or flashing  
327 light, and/or any banners, place cards, or signs.

328

329 2) No person in attendance of said meetings of the board shall have any substance or  
330 article within their possession or subject to their control, which would constitute a  
331 menace or which would endanger the safety or well-being of those in attendance.

332  
333 3) No person in attendance at said meetings of the board shall smoke or be under the  
334 influence of drugs and/or alcohol.

335  
336 C. Public use of recording devices –

337  
338 1) The use of tape recorders or electronic recording devices by members of the public is  
339 prohibited except in situations where an electronic tape recording or transcript is  
340 required by law, in which case the Clerk of the Board or other board designated persons  
341 shall use electronic recording equipment of high quality approved by the district to  
342 create an electronically recorded transcript which shall be maintained as the official  
343 transcript of such proceeding. The board, in its discretion, may choose to record any or  
344 all regular sessions of the board, which shall become the official transcript of the  
345 proceedings.

346  
347 • With the exception of the School Board of Trustees, Board Clerk, or other board  
348 designated persons, no recording devices are authorized unless approved by the  
349 Board Chair.

350  
351 2) Recording devices and/or video streaming/devices are prohibited during a board  
352 meeting by members of the public due to the ability to alter the recording and/or video,  
353 limited space for equipment, disrupting the meeting process, and/or disruptive to those  
354 in attendance.

355  
356 • If the public is allowed to tape/video record meetings, there must be an official tape  
357 recording prepared by a school official to secure the sanctity of the record. High  
358 quality tape recording equipment necessary to record meetings is expensive.

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- Many tape recording devices either are of an inferior quality or not designed to properly and accurately record proceedings of public meetings (i.e. dictating machines). Tape recording devices fail at times to make an audible record of remarks or to reproduce with sufficient quality to allow the listener to determine what is being said.
- 366
- Tapes are easily tampered with and replay of a tampered tape may cause improper embarrassment to school trustees, officers, patrons, students, etc.
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- 368
- Devices include, but are not limited to, cameras, voice recorders, cellphones, video equipment, digital recorders, etc.
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- 3) Exceptions: the board recognizes that there may be times or certain events where the use of cameras or video equipment would be desirable and the board may approve from time to time limited use of such devices for events such as presenting awards, the swearing in of new board members, etc., under such conditions and restrictions as in the judgment of the board are appropriate.

~~**HEARING THE PUBLIC/PUBLIC INPUT** – Members of the public will not be recognized while the board is conducting its official business. Public participation will be permitted only as indicated on the order of business as set forth in the board’s agenda, or as determined appropriate by the Chairperson.~~

~~A. Members of the public wishing to give input must be legal residents of the Mountain Home School District, or be a firm eligible to bid on materials or services solicited by the board.~~

~~B. Members of the public may give input during the Public Input portion of the board meeting provided they put their name on the Public Input Sign in Sheet and should complete and submit to the chairperson the MHSD Request to Address Board of Trustees Form, located~~

389 ~~at the Board Materials table, prior to the start of the board meeting and only upon~~  
390 ~~recognition of the Chairperson.~~

391  
392 1) ~~Members must be recognized by the board before giving their input.~~

393  
394 2) ~~When public input is to be received, members of public wishing to address the board~~  
395 ~~must be recognized by the chairperson, and they must announce their name, address,~~  
396 ~~and organization/group affiliation for whom they represent.~~

397  
398 3) ~~All statements shall be directed to the Chairperson.~~

399  
400 • ~~No member of the public may address or question the board members individually.~~

401  
402 4) ~~A single spokesperson must be selected by groups or organizations desiring to address~~  
403 ~~the board during Public Input.~~

404  
405 5) ~~All statements and public input are limited to three (3) minutes, or as determined~~  
406 ~~appropriate by the Chairperson.~~

407  
408 C. ~~All comments must be directly related to the District. When deemed appropriate by the~~  
409 ~~Chairperson, comments, and questions at a regular board meeting may deal with any topic~~  
410 ~~related to the board's conduct of schools.~~

411  
412 1) ~~Comments at special meetings must be related to the call of the meeting.~~

413  
414 D. ~~All complaints should be resolved through the proper channels in the following order:~~

415  
416 1) ~~The first and most effective step is to take the concern to the staff members (teacher,~~  
417 ~~coach, etc.) who are closest to that problem. Most problems are resolved at this level.~~

418

419 2) ~~If there is still a concern, it should be brought to the building principals, unresolved~~  
420 ~~concerns are usually resolved satisfactorily by the building administrator.~~

421  
422 3) ~~If the concern persists, then it should be taken to the Superintendent of Schools.~~

423  
424 4) ~~If the matter has not been satisfactorily resolved, the patron may appeal to the Board of~~  
425 ~~Trustees by calling or writing the Administrative Secretary/Clerk of the Board or~~  
426 ~~Superintendent no later than the Tuesday before the next regular board meeting and~~  
427 ~~asking to have the item placed on the board agenda.~~

428  
429 E. ~~Complaints of school district personnel will not be heard during Public Input.~~

430  
431 1) ~~Complaints of school district personnel will be heard in executive session.~~

432  
433 2) ~~The complainant must have submitted a letter to the Administrative Secretary/Board~~  
434 ~~Clerk or Superintendent no later than the Tuesday before the board meeting.~~

435  
436 F. ~~Complaints of school district students will not be heard during Public Input.~~

437  
438 1) ~~Members of the public wishing to make complaints of misconduct against students of~~  
439 ~~the school district must refrain from using the student's name to protect the student.~~

440  
441 G. ~~Complaints of misconduct against students or employees of the school district, which~~  
442 ~~involve alleged criminal activity or are grounds for disciplinary action, are heard in~~  
443 ~~executive session pursuant to Idaho Code Section 74-206(1)(a)(b).~~

444  
445 H. ~~The board may or may not address the items brought up during Public Input.~~

446  
447 I. ~~Delegations:~~

448

449 1) ~~Members of the public wishing to make formal presentations to the board should submit~~  
450 ~~a written request to the Administrative Secretary/Clerk of the Board or Superintendent~~  
451 ~~no later than the Tuesday before the regular board meeting to allow sufficient time for~~  
452 ~~the matter to be placed on the agenda as a Delegation.~~

453  
454 • ~~Members of the public may be notified regarding whether their request to address~~  
455 ~~the board has been granted and will be given all pertinent information regarding the~~  
456 ~~date and time of the board meeting.~~

457  
458 2) ~~All comments must be limited to items directly related to the District.~~

459  
460 3) ~~A single spokesperson must be selected by groups or organizations desiring to address~~  
461 ~~the board in order to avoid repetitious information.~~

462  
463 4) ~~The delegate or group spokesperson must be recognized by the Chairperson and must~~  
464 ~~preface his or her comments by announcing his or her name and the organization/group~~  
465 ~~for whom they represent.~~

466  
467 J. ~~The Chairperson may:~~

468  
469 1) ~~Interrupt or terminate a participant's statement when the statement is too lengthy,~~  
470 ~~personally directed, abusive, obscene, irrelevant, or redundant.~~

471  
472 2) ~~Request any individual to leave the meeting when that person does not observe~~  
473 ~~reasonable decorum.~~

474  
475 3) ~~Request the assistance of law enforcement officers in the removal of a disorderly person~~  
476 ~~when the person's conduct interferes with the orderly process of the meeting.~~

477  
478 4) ~~Call a recess or an adjournment when the lack of public decorum so interferes with the~~  
479 ~~orderly conduct of the meeting as to warrant such action.~~



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~~K. Board Decisions:~~

~~All final actions and final decisions by the board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive session. In such cases, the employee will not be named in the minutes of the meeting. No decision at a regular or special meeting of the board will be made by secret ballot.~~



**LEGAL REFERENCE:**

Idaho Code Sections

- 33-506 – Organization & Government of Board of Trustees**
- 33-510 – Annual Meetings, Regular Meetings; Boards of Trustees**
- 33-511 – Maintenance of Schools**
- 33-512 – Governance of Schools**
- 33-513 – Professional Personnel**
- 33-701 – Fiscal Year – Payment & Accounting of Funds**
- 33-801 – School District Budget**
- 74-101 et. seq. – Public Records Law**
- 74-201 et seq. – Formation of Public Policy at Open Meetings**
- Moore, Smith, Buxton & Turcke, Chtd. & Eberharter-Maki & Tappen. LLC (212, 214, 215)

<b>ADOPTED:</b> February 2, 1988	Revised: January 25, 2005	Revised: January 19, 2010
Revised: January 20, 2015	Revised: June 21, 2016	Revised: