

1 **MOUNTAIN HOME SCHOOL DISTRICT NO. 193**

2 **MOUNTAIN HOME, IDAHO**

3
4 **PROCEDURES**

5 Section 200.3, Pages 1-4

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8 **BOARD AUTHORITY – SCHOOL BOARD NORMS NON-POLICY PROCEDURE**

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10 The MHSD Board of Trustees has adopted the School Board Norms Non-Policy Procedure as
11 board expectations and as a guide to assist trustees in conducting school district business matters
12 in regard to communications with patrons, employees, and students, as well as direction regarding
13 complaints and grievances to ensure that Idaho Open Meeting Laws and Transparency and Ethics
14 in Government are not violated.

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16 The Board stated the School Board Norms may change at any time, even during board meetings,
17 as the Board feels it necessary to do so.

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19 **BOARD POLICIES & PROCEDURES**

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21 1. The school board added Public & District Staff Engagement Report to the Reports section of
22 the agenda.
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24 a. During a regular board meeting, each trustee would inform the other trustees and the public
25 of who (public, parents, staff, students, etc.) communicated with him/her outside of a board
26 meeting on school district matters and the reason for the communication.
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28 b. As required by Idaho Open Meeting Laws and Transparency & Ethics in Government.
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30 2. The Board approved the first draft of Board Authority Policy – School Board Protocol
31 Regarding Complaints & Grievances with changes and any changes resulting from this
32 discussion would also be included with the revisions.
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34 3. The Board approved the first draft of Board Authority Policy – School Board Protocol on
35 Engaging the Public & District Employees with changes and any changes resulting from this
36 discussion would also be included with the changes.

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38 **PUBLIC & DISTRICT STAFF ENGAGEMENT**

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40 1. The Board maintains an open invitation for the MHEA to be placed on the regular board
41 meeting agenda, at the convenience of the association, to report on how the association is
42 doing, what if any activities are scheduled for students or staff, report on any scheduled or
43 proposed fundraisers, report on the association’s concerns, suggestions, or comments, with the
44 caveat that they first approach the Superintendent to keep him in the abreast and the to receive
45 guidance, report or comment on any school district related matter.

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47 2. Public input may be provided to the Board by attending the board meeting in person, sign up
48 on the Public Input Signup Sheet, and submit to the Board Chair or Board Clerk the **Public**
49 **Input Form** located next to the signup sheet prior to the start of the board meeting. If called
50 upon by the Board, the individual(s) will be allowed a maximum of three minutes to present
51 their views. Please do not include the names of students or staff due to FERPA Laws and
52 privacy protection. There will be no action taken at this time, but action on a problem area
53 could be scheduled for a subsequent meeting of the board. Face masks and social distancing
54 must be followed, or the individual will be immediately escorted out of the building. There is
55 limited seating in the boardroom so patrons might have to sit in the foyer or the overflow room.
56 If you have a complaint against personnel or students by name, you need to schedule an
57 appointment with the Superintendent.

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59 3. Those wishing to submit public input but do not plan to attend the board meeting may still
60 provide input to the Board as long as the **Public Input Form** has been submitted **by noon the**
61 **day of the board meeting**. All public input forms received will be forwarded to the Board of
62 Trustees, but might not be read aloud. Please do not include the names of students or staff due
63 to FERPA Laws and privacy protection. There will be no action taken at this time. There will
64 be no public input via zoom. If you have a complaint against personnel or students by name,
65 you need to schedule an appointment with the Superintendent.

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67 4. Public Input may be on any topic that is school district related as long as no students' or
68 employees' names are used.

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70 **BOARD NORMS REGARDING COMMUNICATIONS OUTSIDE OF A REGULAR**

71 **BOARD MEETING**

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73 1. Communications/Conversations – Any trustee who has received some sort of communication
74 regarding school district matters by written documents, by phone, by email, by text messages,
75 by direct conversation, in chat rooms, via social media, by digital and electronic methods, etc.,
76 and the communications/conversations and the topic or subject matter leads into a
77 communication/ conversation on school district matters, whether intentional or not, that could
78 compromise the trustee's ability and/or responsibility to discuss, debate, or decide on a school
79 district matter or interfere in school district business must immediately terminate that
80 communication/conversation and politely tell the individual(s) that it is an open meeting and
81 transparency and ethics in government violation for him/her to discuss school district matters
82 outside of a board meeting; invite them to give public input at the next regular board meeting.
83 The trustee is required to make mention of the communication at the next regular board
84 meeting.

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86 a. Public Persons or Groups (Non-School District Employees)

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88 • The trustee should first refer the individual(s) to the building administrator or school
89 superintendent for assistance.

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91 • The trustee should inform the individual(s) that there is a Board Authority Policy –
92 School Board Protocol Regarding Complaints & Grievances that must be followed
93 before the Board would hear the matter.

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95 • The trustee could invite the individual(s) to attend a board meeting to give public input
96 as long as student or employee names are not used, and they met the Board Authority
97 Policy – School Board Protocol Regarding Complaints & Grievances requirements or
98 they could contact the Superintendent or Board Clerk and request to be placed on the
99 next board agenda.

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b. MHSD Employees – Trustees who receive communication/conversations from employees regarding school district matters that could compromise the trustee’s ability and/or responsibility to discuss, debate, or decide or interfere in school district business on a school district matter must direct the employee(s) to the building administrator or superintendent for assistance. Politely explain that as a school board trustee, it would be violating open meeting laws and transparency and ethics in government if the communication/conversation continued and should the employee have to go before the Board, as a school board trustee he/she might have to recuse him/herself due to the employee compromising their position as a trustee.

- The trustee should inform the employee(s) that there is a Board Authority Policy – School Board Protocol Regarding Complaints & Grievances that must be followed before the Board would hear the matter.
- The trustee should first refer the employee(s) to the building administrator or superintendent for assistance.
- The trustee could invite the employee(s) to attend a board meeting to give public input, as long as no student or employee names are mentioned and as long as the employee followed the protocol.

c. School Board Trustees must forward all school district related matters emails sent to their private email accounts to their school district email account to ensure their private email account isn’t compromised as a public record IAW Idaho Code, Title 74 – Transparency and Ethics in Government.

- All school district related matters emails sent from a patron or community person, or from employees or from parents and students are considered public record and as such may qualify the private email account as a public record and open to the Idaho Public Records Act and requests. The same Public Records Act includes personal devices, emails, texts, phone calls, etc. from the individual contacting the trustee.

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- Trustees must not respond to any school district related matters emails, sent to their personal email address; instead, trustees must forward the email to the trustee’s school district email account, with the exception of affirmation of receiving the email or providing a link to assist the person.
 - All school district related matters emails received on the school board trustee’s school district email account must be reported at the next board meeting and should be forwarded to the superintendent and if necessary, to the Board Clerk for archival purposes.
 - * The Board Chair or the Superintendent should respond with an affirmation of receiving the email or providing a link to assist the individual, but no other response is required.
 - All emails received regarding school district related matters will be mentioned during the next regular board meeting including the name of the person sending the email and the subject matter.
- d. School Board Trustees must refrain from responding to text messages, chats, IM, and social media, etc., regarding school district related matters, with the exception of affirmation of receiving the communication or to include possible links to assist the person; the communication must be reported at the next school board meeting.
- Explain that the communication could compromise the trustee’s ability and/or responsibility to discuss, debate, or decide or interfere in school district business on a school district matter.
 - Direct them to the public input form, or to email the entire School Board of Trustees, or attend a regular board meeting.
 - Ensures your devices or accounts aren’t compromised as a public record IAW Idaho Code, Title 74 – Transparency and Ethics in Government.

- 166 • Also ensures that the individual contacting the trustee hasn't compromised his/her
167 personal device, or personal emails, personal photographs, personal conversations, etc.,
168 under the Public Records Act.

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170 **MISCELLENEOUS**

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- 172 1. School Board Trustees should check their school district email accounts once a day.
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- 174 2. Generic statement to give to terminate communication that could compromise the trustee – “I
175 can't discuss school district matters outside of a board meeting because it could possibly
176 compromise my ability and/or responsibility to discuss or act upon a school district matter or
177 interfere in school district business.”

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ADOPTED