TROY SCHOOL DISTRICT #287
1000 - THE BOARD OF TRUSTEES

POLICY - 1000 SERIES THE BOARD OF TRUSTEES TABLE OF CONTENTS

Continuity of the Board
- Legal Status and Operation..... 1000
- Organization and Classification..... 1010
- District Description and Trustee Zones 1020

School Board Elections
- Membership 1100
- Election 1110
- Taking Office..... 1120
- Oath of Office Procedure.....1120P
- Resignation 1130
- Trustee Vacancy..... 1140

Organization and Government of the Board
- Annual Meeting of the Board 1200
- Qualifications, Terms and Duties of Board Officers 1210
- Clerk..... 1220
- Duties of the Treasurer..... 1230
- School Attorney..... 1235
- School Auditor..... 1236
- Negotiator 1237
- Duties of Individual Trustees..... 1240
- Committees..... 1250
- Authorization of Signatures..... 1260

Governance
- District Policy 1300
- Policies & Procedures to Review Annually.....1303
- School Board Powers and Duties 1305
- Administrative Procedures..... 1310
- District Planning.....1315
- Management Rights..... 1320

Complaints and Grievances
- Civil Rights Grievance 1360
- Section 504 Hearing..... 1370

Principles of Operations
- School Board Use of Email, Social Media and District Provided Electronic Devices.....1405
- Board/Staff Communications..... 1410
- Board-Superintendent Relationship 1420
- Trustee Expenses 1430
- Trustee Insurance 1440
- Board Participation in Activities..... 1450

Board Meetings and Board Meeting Procedures
- Board Meetings..... 1500
- School Board Meeting Procedure 1510
- Public Participation in Board Meeting..... 1520
- Board Meeting News Coverage 1525

POLICY - 1000 SERIES THE
BOARD OF TRUSTEES
TABLE OF CONTENTS (continued)

Board Ethics, Growth, and Development

Code of Ethics for School Board Members..... 1600
Discrimination Prohibited..... 1605
Accommodations for Disabilities 1606
Conflict of Interest..... 1610
Annual Goals and Objectives..... 1620
Evaluation of Board 1630
Board Development Opportunities 1640
New Board Member Workshop 1650
Records Available to Public..... 1530

1000 - THE BOARD OF TRUSTEES

Legal Status and Operation **1000**

The Board of Trustees of the Troy School District # 287 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 References:

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: 10/13/08
Revised on:

1000 - THE BOARD OF TRUSTEES

Organization and Classification **1010**

The legal name of the School District is School District No. 287, Latah County, State of Idaho. The administrative offices of the School District are located at 102 W. Fifth Street, Troy, Idaho 83871.

The school program shall be organized on the 6-2-4 plan, involving kindergarten through 6th grade as elementary, grades 7 and 8 as junior high school and grades 9 through 12 as high school.

The District is classified as:

> A K-12 School District giving instruction to pupils in grades k (kindergarten) 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.

The School District conducts an educational program adopted by the Board of Trustees according to a calendar which meets the required days of school as specified by the Idaho State Department of Public Instruction.

Legal References:

- 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: 1/8/07
Revised on: 10/13/08

District Description and Trustee Zones 1020

The legal description and boundaries of the District are on file in the Superintendent's office and are available for patron examination.

The Troy schools and boundaries of said schools shall be designated as the Troy School District No. 287, Latah County, State of Idaho. Whenever the term "School District" appears it shall mean all schools and property contained within the legal boundaries as on record with the County Commissioners of Latah County and the State Board of Education, State of Idaho.

Trustee Zones

The five (5) trustee zones for Troy School District areas follows:

Trustee Zone No. 1

BEGINNING at the intersection of State Highway 8 (Main Street) and 3'd Street; thence,

Northwesterly along Main Street to A Street; thence,

Northeasterly along A Street to Mary Street; thence,

Northeasterly along Mary Street to Polly Street; thence,

Northeasterly along Polly Street to Christie Street; thence,

Southerly then Northerly along Christie Street to Scott Street; thence,

Southeasterly along Scott Street to Mountain View Drive; thence,

Northerly along Mountain View Drive to Rachel Street; thence,

Northwesterly then Southerly along Rachel Street to Scott Street; thence,

Northwesterly along Scott Street to Mary Street; thence,

Northerly along Mary Street to Big Meadow Road; thence,

Southwesterly along Big Meadow Road to the apparent Troy City Limits; thence,

Westerly along the apparent Troy City Limits to Randall Flat Road; thence, departing from said apparent Troy City Limits

Northwesterly along Randall Flat Road to Dutch Flat Road; thence,

Southerly and Southeasterly along Dutch Flat Road to Howell Road; thence,

Southerly along Howell Road to State Highway 8; thence,

Northeasterly along State Highway 8 to 3rd Street and the **POINT OF BEGINNING.**

District Description and Trustee Zones(continued) **1020**

Trustee Zone No. 2

BEGINNING at the intersection of McKeehan Road and State Highway 8; thence,

Southwesterly along State Highway 8 to the apparent Troy City Limits; thence,

Southerly then Northwesterly along the apparent Troy City Limits to US Highway 99; thence, departing from the apparent Troy City Limits

Northwesterly along US Highway 99 to State Highway 8 (Main Street); thence, continuing

Northwesterly along State Highway 8 (Main Street) to 6th Street; thence,

Southwesterly along 6th Street to Front Street; thence,

Northwesterly along Front Street to 4th Street; thence,

Northeasterly along 4th Street to State Highway 8 (Main Street); thence,

Northwesterly along Main Street to A Street; thence,

Northeasterly along A Street to Mary Street; thence,

Northeasterly along Mary Street to Polly Street; thence,

Northeasterly along Polly Street to Christie Street; thence,

Southerly then Northerly along Christie Street to Scott Street; thence,

Southeasterly along Scott Street to Mountain View Drive; thence,

Northerly along Mountain View Drive to Rachel Street; thence,

Northwesterly then Southerly along Rachel Street to Scott Street; thence,

Northwesterly along Scott Street to Mary Street; thence,

Northerly along Mary Street to Big Meadow Road; thence,

Northeasterly along Big Meadow Road to McKeehan Road; thence,

Northeasterly along McKeehan Road to State Highway 8 and the **POINT OF BEGINNING.**

District Description and Trustee Zones(continued) 1020

Trustee Zone No. 3

BEGINNING at the intersection of the west School District Boundary and State Highway 8; thence,

Easterly along State Highway 8 to Howell Road; thence,

Northerly along Howell Road to Promise Road; thence,

Northerly along Promise Road to Dutch Flat Road; thence,

Northwesterly along Dutch Flat Road to Randall Flat Road; thence,

Southeasterly along Randall Flat Road to the apparent Troy City Limits; thence,

Easterly along the apparent Troy City Limits to Big Meadows Road; thence, departing from the apparent Troy City Limits

Northeasterly along Big Meadows Road to McKeehan Road; thence,

Northeasterly along McKeehan Road to State Highway 8; thence,

Northeasterly along State Highway 8 to White Pines Flats Road; thence,

Northerly along White Pines Flats Road to the east School District Boundary; thence,

Westerly then Southerly along the School District Boundary to State Highway 8 and the **POINT OF BEGINNING.**

Trustee Zone No. 4

BEGINNING at the intersection of an unnamed road and the School District Boundary on the east section line of Section 11, Township 40 North, Range 3 West, Boise Meridian; thence,

Southerly then Westerly along said unnamed road to White Pine Flats Road; thence,

Southerly along White Pine Flats Road to State Highway 8; thence,

Southwesterly along State Highway 8 to the apparent Troy City Limits; thence,

Southerly then Northerly meandering along the apparent Troy City Limits to the west fork of Little Bear Creek; thence,

Southerly approximately 4.3 miles along the west fork of Little Bear Creek to a point in the Southwest 1/4 of Section 33, Township 39 North, Range 3 West, Boise Meridian; thence,

District Description and Trustee Zones(continued) 1020

Southwesterly along no apparent geographic feature to US Highway 99; thence,

Northwesterly along US Highway 99 to Bethel Road; thence,

Southwesterly approximately 65 feet along Bethel Road; thence,

Southwesterly along no apparent geographic feature to a point on the School District Boundary in the Southwest 1/4 of Section 5, Township 38 North, Range 3 West, Boise Meridian; thence,

Easterly then Northerly along the School District Boundary to an unnamed road on the east section line of Section 11, Township 40 North, Range 3 West, Boise Meridian and the **POINT OF BEGINNING.**

Trustee Zone No. 5

BEGINNING at the intersection of the Troy School District west boundary and State Highway 8; thence,

Easterly along State Highway 8 (Main Street) to 4th Street; thence,

Southwesterly along 4th Street to Front Street; thence,

Southeasterly along Front Street to 6th Street; thence,

Northeasterly along 6th Street to State Highway 8 (Main Street); thence,

Southeasterly along State Highway 8 (Main Street) to US Highway 99; thence,

Southeasterly along US Highway 99 to the apparent Troy City Limits; thence,

Easterly along the apparent Troy City Limits to the west fork of Little Bear Creek; thence, departing from the apparent Troy City Limits

Southerly approximately 4.3 miles along the west fork of Little Bear Creek to a point in the Southwest of Section 33, Township 39 North, Range 3 West, Boise Meridian; thence,

Southwesterly along no apparent geographic feature to US Highway 99; thence,

Northwesterly along US Highway 99 to Bethel Road; thence,

Southwesterly approximately 65 feet along Bethel Road; thence,

Southwesterly along no apparent geographic feature to a point on the School District Boundary in the Southwest of Section 5, Township 38 North, Range 3 West, Boise Meridian; thence,

Westerly then Northerly along the School District Boundary to State Highway 8 and the **POINT OF BEGINNING.**

District Description and Trustee Zones(continued) **1020**

Redefining Trustee Zones

The boundaries of the Trustee zones in this District are to be defined and drawn so that, as reasonably as may be, each such zone shall have approximately the same population. Trustee zones in this District will be determined to have approximately the same population when the populations of each Trustee zone do not vary by more than ten percent (10%).

The Board of Trustees will initiate a proposal to redefine and change Trustee zones at the first meeting following the report of the decennial census. In addition, the Board or a patron may propose that a Trustee zone be redefined at any time. Within one hundred twenty (120) days following the report of the decennial census or the receipt of a petition to redefine and change the Trustee zones, the Board will prepare a proposal for a change which will equalize the population in each Trustee zone. The proposal will include a legal description of each Trustee zone as the same would appear pursuant to the proposal, a map of the district showing how each Trustee zone would appear, and the approximate population each Trustee zone would have, should the proposal become effective.

The Superintendent or designee will be authorized to review the decennial census, or any proposal to change Trustee zone boundaries, and determine whether there has been a shift in population which causes the current Trustee zones to not contain approximately the same populations. If it is determined that the population has changed so that the Trustee zones are not of approximately the same population, the Board will appoint a committee, composed of interested parties, to review the matter. The committee will propose to the Board modifications to the Trustee zone boundaries which are intended to equalize the population in the various Trustee zones.

The proposal will be submitted to the State Board of Education for approval. The State Board of Education will approve or disapprove of the proposal within sixty (60) days and give notice of its decision to the Board in writing. If approved, the Trustee zones will change pursuant to the proposal. If disapproved, the Board must submit a revised proposal to the State Board of Education within forty-five (45) days.

Implementation of Proposal to Redefine Trustee Zones

At the next regular meeting of the Board following the approval of the proposal, the Board shall appoint from its membership a Trustee for each new Trustee zone to serve as Trustee until that incumbent Trustee's three (3) year term expires. If the current Board membership includes two (2) incumbent Trustees from the same new Trustee zone, the board shall select the incumbent Trustee with the most seniority as the Trustee to serve the remainder of his or her three (3) year term. If both incumbent Trustees have equal seniority, the Board shall choose one (1) of the Trustees by the drawing of lots. If there is a Trustee vacancy in any Trustee zone, the Board shall appoint an individual residing in the Trustee zone to serve as Trustee until the next annual meeting.

Legal References:

I.C. 33-501	Board of Trustees
I.C. 33-313	Trustee Zones

Policy History:

Adopted on: 1/8/07
Revised on: 10/13/08, 8/8/11, 2/14/2022

1000 - THE BOARD OF TRUSTEES

Membership 1100

The School District is governed by a Board of Trustees consisting of five (5) members, each member to represent a different trustee zone. Each member must be a qualified voter in the School District and a resident of the zone he or she represents.

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

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

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

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

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 three (3) years, or until the annual meeting of the Trustee's District held during 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, except as provided by law or as authorized by the Board.

Legal References:

Idaho Constitution Article VI, Section 2
I.C. 33-313 Trustee Zones
I.C. 33-501 Board of Trustees
I.C. 33-506 Organization and Government of Board of Trustees
I.C. 67-2341 Open Public Meetings – Definitions

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08

TROY SCHOOL DISTRICT #287

1000 - BOARD OF TRUSTEES

ELECTIONS **1110**

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 the Board Trustees, various public policy propositions, and advisory questions.

Board Trustee elections shall be held on the first Tuesday following the first Monday in November in odd-numbered years. Any person legally qualified to hold the position of school district 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 fewer than five School District electors residing in the trustee zone in which the candidate seeks election. Such declaration must be filed with the county clerk not later than 5 p.m. on the tenth Friday preceding the day of the election for the 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 and include the signatures of not fewer than five School District electors residing in the trustee zone in which the candidate seeks election.

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. 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 them 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 their 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

IC 33-401
IC 33-501
IC 33-502
IC 33-502b
IC 34-1404
IC 34-1407

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08,11/7/11,9/13/18,10/12/26

Taking Office **1120**

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 January 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. If appointed, the oath shall be administered at a regular meeting of the Board; it may not be administered at a special meeting. 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.
	§ 59-401	Loyalty Oath—Form
	I.C. § 59-402	Time of Taking Oath

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08, 11/7/11, 9/13/18, 8/10/20

Oath of Office 1120P

An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected, or appointed. 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 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 Troy School District No. 287 according to the best of my ability.

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.

A Trustee holds office from January 1 following their election in November until January 1 in the year in which his or her term of office expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;
4. Is no longer 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 without an acceptable excuse to the Board of Trustees; or
7. Is recalled and discharged from office.

If the Trustee is appointed, the oath of office must be administered at a regular board meeting. When appointed, he or she holds office from the time he or she takes the oath of office until January 1 in the year in which the original term of office to which he or she was appointed expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;
4. Is no longer 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 without an acceptable excuse to the Board; or
7. Is recalled and discharged from office.

Procedure History
Adopted on: 9/13/18
Revised on: 8/10/20

Resignation **1130**

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.

Trustees retiring from the Board may be recognized for their service to the District by presentation of a service plaque or other appropriate activities.

Legal Reference:

I.C.33-504 Vacancies on boards of trustees
I.C.59-902 Resignations

Policy History:
Adopted on: 10/13/08
Revised on:

Trustee Vacancy **1140**

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

1. a trustee dies;
2. a trustee resigns;
3. a trustee removes him/herself from the trustee's zone of residence;
4. a trustee no longer is a resident or school district elector of the district;
5. a trustee refuses to serve as trustee;
6. a trustee, without excuse acceptable to the board of trustees fails to attend four (4) consecutive regular meetings of the board; or
7. a trustee is recalled and discharged from office.

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

The declaration of vacancy shall be made at any regular or special meeting of the Board of Trustees, 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 shall consider all applications from qualified persons seeking to fill the position in open session. The Board shall appoint one (1) candidate to serve until the annual meeting of School District Trustees following such appointment. In the event the Board of Trustees is unable to appoint a Trustee from the zone vacated after ninety (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 one hundred and twenty (120) days of the declaration of vacancy, the County Commissioners of the county in which the District is situated (or of the home county if the District is a joint School District) shall appoint a qualified person to fill such vacancy.

Cross Reference: 1240 Duties of Individual Trustees

Legal References:

I.C. 33-439	Ascertaining the result – When recall effective
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: 1/8/07
Revised on: 10/13/08, 9/14/09

Annual Organization Meeting **1200**

After the issuance of the election certificates to the newly elected Trustees in November and on the date of its regular January 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 and a treasurer, who may be Members of the Board of Trustees or, at the discretion of the Board, either or both 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 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 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:

a. Welcome and introduction of newly-elected Board Members by the current Chair;
b. Swearing in of newly-elected Trustees;
c. Call for nominations for Chair to serve during the ensuing year;
d. Election of a Chair;
e. Assumption of office by the new Chair;
f. Call for nominations for vice chair to serve during the ensuing year;
g. Election of a vice chair;
h. Election of a clerk; and
i. Election of a treasurer; and
j. Review the code of ethics.
k. Designate the District's official newspaper.
l. Designation of Regular Monthly School Board Meetings
m. Adopt Policy Manual as it exists
n. Designate the District's official posting location

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: 1/8/07

Revised on: 10/13/08, 9/13/18

Qualifications, Terms and Duties of Board Officers 1210

The Board officers are the Chair and Vice-Chair. These officers are elected at the annual organizational meeting for a one- (1)-year term.

Duties of Board Chair

The Chair of the Board shall serve as president of the Board and is authorized to vote on all issues before the board. The Chair's duties and rights shall include:

1. Presiding at all meetings of the Board and enforcing the usual parliamentary rules;

2. Offering resolutions and discussing questions;

3. Calling special meetings of the Board whenever there is sufficient business to conduct, or upon written request of other members of the Board;

4. Advising the Superintendent on the preparation of the agenda for meetings;

5. Exercising such other powers as may be delegated to him/her by the Board;

6. Appointing an Assistant Clerk in the absence of the Clerk;

7. Affixing his/her signature to such documents as the annual financial statement, master agreements, Board transcript, and all other instruments as deemed necessary by the board for accurate and official Board records.

8. Advising the Superintendent so that all regular and special meetings of the Board comply with the Idaho Open Meeting Law.

9. Making all Board committee appointments.

10. Closing 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.

Duties of Board Vice-Chair

In the absence of the chair, the vice-chair shall perform the duties and obligations of the chair.

Duties of Treasurer

The Treasurer shall be placed under fidelity bond issued under a surety company authorized to do business with the State of Idaho, in such amount as the Board may from time to time

determine, 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 officials.

The Treasurer shall account for the deposit of all monies of the District in accordance with the provisions of the public depository laws, Chapter 1, Title 57, Idaho Code.

The Treasurer elected by the Board shall have such duties as the Board may prescribe. Such duties include:

1. Keeping a full and accurate record of the financial transactions of the School District; and

2. Depositing the monies of the School District in accordance with the provisions of the Public Depository Law revised statutes.

Duties of an Assistant Treasurer

The Board may elect one or more Assistant Treasurers who shall have such duties as the Board may prescribe. Assistant Treasurers shall be subject to the control, supervision, and direction of the Treasurer of the District. An Assistant Treasurer may perform the statutory duties prescribed by law for the Treasurer to the extent authorized by the Board.

Duties of the Clerk

The Clerk of the Board shall attend all meetings of the Board, shall keep the records of the proceedings, and shall enter into the record all matters required by law, or by the Board. The record shall be open for inspection at all reasonable times.

When the Clerk is unable to attend a meeting of the Board, the Board shall appoint another person who shall act as a temporary Clerk and who shall keep a record of the proceedings. That person shall certify the record to the Clerk, who shall then enter the record.

When it is deemed prudent by the Board, the Clerk may be placed under a fidelity bond, in the manner specified in Section 33-509, Idaho Code, in an amount determined by the Board.

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

Additional duties of the Clerk prescribed by the Board shall include:

1. Keeping a full and accurate record of the proceedings of the Board. Such minutes shall be available to the public;

2. Being responsible to the Board for all matters pertaining to the care of the Board's records and documents;

Qualifications, Terms and Duties of Board Officers (continued) **1210**

3. Notifying all Board members of meetings and ensuring that all special meetings are called in conformance with the Open Meeting Law;

Business Manager

Terms of Employment

The Business Manager's appointment shall be agreed upon annually at the July Board meeting. The appointment shall be for a period of one (1) year but not to exceed three (3) years. The contract shall be for twelve (12) months with vacation arranged annually.

Duties of Business Manager

The Business Manager shall have such duties as prescribed by the Board. This shall include attending all meetings of the Board of Trustees and conducting all business operations of the District with the knowledge and direction of the Superintendent of Schools. The Business Manager in accordance with generally accepted accounting practices shall perform record- keeping and reporting as mandated by law. The responsibilities are set forth more specifically in the job description.

Legal Reference:

I.C. 9-340, et seq.	
I.C. 33-506	Organization and government of board of trustees
I.C. 33-508	
I.C. 33-509	
I.C. 33-509A	

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08

School Attorney **1235**

The Troy School District will not retain an attorney, but will engage the services of one only when required.

Policy History:
Adopted on: 1/8/07
Revised on:

School Auditor **1236**

The Board of Trustees will hire a certified public accountant to audit the financial transaction of the district on an annual basis.

Policy History:
Adopted on: 1/8/07
Revised on:

Negotiator **1237**

The Troy School District will not retain a negotiator but will engage the services of one only when necessary.

Policy History:
Adopted on: 1/8/07
Revised on:

Duties of Individual Trustees **1240**

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. The Board or staff shall not 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.

Elected Trustees are encouraged to be active members of the regional Trustees Association, Idaho School Boards Association, and the National School Boards Association.

Cross Reference: 1140 Vacancies

Legal Reference:
I.C. 33-506 Organization and government of board of trustees.

Policy History:
Adopted on: 10/13/08
Revised on:

Committees **1250**

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 one-half (1/2) of the Board.

Advisory Committees

Advisory committees may be organized when appropriate. Both District-wide and at the school level, advisory committees shall function within the organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it carry out its functions. The composition of 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 define for each committee the service the Board wishes the committee to render and the date when a report is requested. The Superintendent will be available as a resource for each committee.

Legal Reference:
I.C. 33-506 Organization and government of board of trustees.

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08

Authorization of Signatures 1260

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District. The Chair, Vice-Chair, and Clerk are authorized to use a facsimile signature plate or stamp for their own signature.

Signatories:

District: Board Chair, Vice-Chair, Superintendent, Business Manager/Clerk
TES: Elem Principal, Elem Secretary, District Secretary/AP Clerk
THS: HS Principal, HS Secretary, Business Mgr/Clerk

Claim Forms: Staff employed by the District in the following designated positions are authorized to certify voucher or invoice claims against or for the District:

Superintendent, District Clerk, Treasurer

Checks: The school Principal is designated as the custodian of each school building activity fund. The Superintendent is designated as the custodian of all District petty cash accounts. Staff employed by the District in the following designated positions are authorized to sign on behalf of the Board checks drawn on any specific petty cash account:

Superintendent, District Clerk, Treasurer

Contracts for Goods and Services and Leases: The Superintendent is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under $25,000 without prior approval of the Board. The types of goods and services contracted for must be preapproved by the Board.

Personnel Contracts: The Board Chair, Vice-Chair, and Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature.

Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board Chair or Vice-Chair, and the Clerk.

Cross Reference: 7220 Documentation, Approval of Claims

Legal Reference:
I.C. 33-705 Activity Funds.

Policy History:
Approved on: 10/13/08
Revised on: 9/12/11, 2/19/19

District Policy 1300

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 annually, unless otherwise detailed in a specific policy OR periodically, unless otherwise detailed in a specific policy 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.

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.

Cross References: 1305 Policies and Procedures to Review Annually

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

Policy History:
Adopted on: 1/8/07, 9/13/2021
Revised on: 10/13/08, 8/9/2021

TROY SCHOOL DISTRICT #287

1000 - BOARD OF TRUSTEES

Policies and Procedures to Review Annually 1303

The following policies, procedures, and forms shall be reviewed annually by the School Board.

1600	Code of Ethics for School Board Members
2200*	School Year, Calendar, and Instructional Hours
2353***	Minute of Silence Notice
2353F***	Minute of Silence Notice Form
2420	Parent and Family Engagement
2420P	Parent and Family Engagement Guidelines
2605***	Advancement Requirements (6 Through 9)
3010	Open Enrollment by Students Who Reside Within and Outside the District
3265*	Student Owned Electronic Communication Devices
3285*	Relationship Abuse and Sexual Assault Prevention and Response
3295***	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3300*	Drug Free School Zone
3320*	Substance and Alcohol Abuse
3330***	Student Discipline
3331***	Weapons at School
3345**	Use of Restraint, Seclusion, and Aversive Techniques for Students
3500***	Student Health/Physical Screenings/Examinations
3500F	Student Health/Physical Screenings/Examinations Form

3510	Student Medicines
3515**	Food Allergy Management
3515P**	Food Allergy Management - Medical Plans of Care
3530*	Suicide
4210F1	Fee Schedule for Community Use of School Facilities
5100***	Hiring Process and Criteria
5100F1:	Authorization for Release of Information on Past Employment with School Employers
5265**	Employee Responsibilities Regarding Student Harassment
5296***	Limits on Teacher Union Activities
5295***	Professional Employee Representation for Purposes of Negotiations
5335***	Employee Use of Electronic Communications Devices (Alternatives)
5500***	Personnel Records
5900***	Prohibition on Staff Support of Social Transitions
7215**	Fund Accounting System
7240***	Programs for Indian Children
7240P***	Federal Impact Funds
7305***	Investment of Funds
7500	New Fees or Increase of Fees
7710**	Bond Continuing Disclosure and Certification Requirements
8170	District-Owned Vehicles
8200*	Local School Wellness
8210**	District Nutrition Committee

8300P1	Emergency and Disaster Preparedness
8320*	Fire Drills and Evacuation Plans
8520*	Inspection of School Facilities

*Must be reviewed annually by the Board or delegated by the Board to the Superintendent or their designee.
**Must be reviewed annually by another party.
***New this year

When the Board reviews a policy, they shall note the date reviewed on this policy in the field provided. When a policy is reviewed by any other party in accordance with this policy, the completion of such review shall be reported to the Board by the Superintendent. The Board shall then note in the field provided "(date reviewed) by (position of the person who reviewed it)".

Legal References
IDAPA 08.02.03.160

Policy History:
Adopted On: 08/10/26
Revised On:
Reviewed On: 07/13/26

1000 - THE BOARD OF TRUSTEES

School Board Powers and Duties 1305

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

The functions of the board can be described as policy-making, appraisal, and evaluation.

The board of trustees shall have the further duty of providing the financial means by which the educational program is conducted. The board shall also ensure that the community is informed of the needs, purposes, values, and status of the schools.

The Board as a whole has the power to adopt policies. Policies established by the Board shall be carried out by the Superintendent of Schools or others as may be determined by the Board.

The Board shall establish the educational policies for the District and shall determine the personnel policies of the school system. The Board will employ professional school administrators to manage the school system and employ necessary personnel.

The Board shall have the responsibility of dispersing and accounting for funds to support the school system, including the physical plant and necessary equipment. The Board will be responsible for having the books audited annually.

Each member of the Board shall attend all meetings, both regular and special. The powers and duties of the board include, but are not limited to, the following:

1. Make by-laws, rules, and regulations for its government, and that of the District, consistent with the laws of the State of Idaho and the rules of the State Board of Education.

2. Call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools within the District.

3. Employ attorneys when deemed in the best interest of the District, or for the purpose of defending the District against any suit or for bringing action deemed necessary to be commenced by the Board. Where it is not feasible for the Board to meet and appoint an attorney to advise on a matter, the Superintendent shall be authorized to contact an attorney of his or her choice for legal advice.

4. Maintain at least one (1) elementary school and one (1) secondary school.

5. Employ necessary help and labor to maintain and operate the schools of the District.

6. Discontinue any school within the District whenever such discontinuance is found to be in the best interest of the District and of the students.

7. Set the days of the year and the hours of day when schools shall be in session. The number of hours will conform with state law and regulation.

School Board Powers and Duties (continued) **1305**

8. Adopt and carry on, and provide for the financing of, a total educational program for this District.

9. Provide, or require students to be provided with, suitable textbooks and supplies.

10. Protect the morals and health of the students.

11. Exclude from school children not of school age.

12. Prescribe rules for the disciplining of unruly and insubordinate students.

13. Exclude from school students with contagious or infectious diseases, or who are diagnosed or are suspected of having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious disease; and close school on order of the State Board of Health or local health authorities.

14. Equip and maintain a suitable library in the schools and to exclude from the libraries all books, tracts, papers, and catechisms of sectarian natures.

15. Prohibit entrance to each schoolhouse or school grounds; prohibit loitering in schoolhouses or on school grounds; and provide the removal from such schoolhouses or school grounds of any individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the students.

16. Supervise and regulate those extracurricular activities which are outside the regular academic courses or curriculum of the public schools.

17. Govern the District in compliance with state laws and rules of the State Board of Education.

18. Submit to the Superintendent of Public Instruction by July 1 of each year, documentation which meets the reporting requirements of the Federal Gun Free Schools Act of 1994, as contained within the Federal Improving America's Schools Act of 1994.

School Board Powers and Duties (continued) **1305**

Legal Reference:

I.C. 33-313	Trustee zones
I.C. 33-501	Board of trustees
I.C. 33-506	Organization and government of board of trustees
I.C. 33-511	Maintenance of schools
I.C. 33-512	Governance of Schools
I.C. 33-513	Professional personnel
I.C. 33-701	Fiscal year – Payment and accounting of funds
I.C. 33-801	School district budget
I.C. 67-2341	Open Public Meetings – Definitions

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08

Administrative Procedures **1310**

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though they may be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. On controversial topics, the Superintendent may request prior Board approval.

Policy History:
Adopted on: 10/13/08
Revised on:

TROY SCHOOL DISTRICT #287

1000 - Board of Trustees

District Planning **1315**

The District shall develop a strategic performance plan that has a continuous focus on innovating and improving the District's:

1. Student academic proficiency;
2. Student academic growth;
3. College and career readiness at the high school level;
4. Outcomes for at-risk and economically disadvantaged students as defined in IC 33-1001; and
5. Board performance and stewardship of monitoring student performance, including the Board's compliance with all applicable laws and regulations.

The Board of Trustees and the Superintendent shall collaborate to develop the strategic performance plan and shall include community input. The Board directs the Superintendent to conduct outreach to each of the following groups, as appropriate, and to document the outreach methods, participation levels, and summary of input:

1. Students;
2. Parents;
3. Educators;
4. Local industry partners; and
5. The business community.

The strategic performance plan shall include a clearly stated vision and mission and will use either the State Department of Education's plan template or will provide the required data in a way consistent with the template. When the State template is updated, the District shall conform to the current template effective the next plan update cycle.

The strategic performance plan will set clear and measurable goals for student outcomes and postsecondary achievement and include key indicators to monitor performance. The Board shall consider including student growth and proficiency goals established by the State Board of Education. The plan shall be data-driven and include student outcomes and growth data in literacy, math, graduation rates, achievement of individual postsecondary goals, and any other metric required by the State Board of Education. The Board may direct that other performance areas aimed at the achievement of other District goals also be included.

All metrics and progress measures shall be disaggregated by student subgroups, (such as race/ethnicity, economically disadvantaged, English learners, students with disabilities, and homeless status), when required by state and federal law. The plan shall include targeted strategies and subgroup-specific measurable goals to reduce achievement gaps.

If the District's combined enrollment of special education students, homeless students, economically disadvantaged students, students enrolled in an alternative high school, and English language learners is 25% or more, the Board may apply to the State Department of Education to request approval to use alternative measures. Any such request must include rationale, evidence of validity, and be posted publicly.

The Board may direct the Superintendent to seek flexibility from the State Department of Education if the District attains high, sustained levels of academic achievement. Any flexibility or waiver requests

must be included in the plan and posted on the District website.

The strategic performance plan shall include evidence-based strategies to meet each goal. For each strategy the plan shall identify the evidence basis, a timeline, required resources, responsible parties, fidelity measures, and interim milestones.

Additionally, the plan will outline the Board's plans for continued learning on the topics of Board and leadership development in monitoring student performance. The plan shall specify Board professional development goals related to governance and data literacy, and the Board shall annually report completed training.

Beginning in the 2027-2028 school year, the Board shall adopt the strategic performance plan and the Superintendent shall submit the adopted plan to the State Department of Education by October 1 each year, or by the date required by State rule if different. In each subsequent year, the strategic plan shall include a report on measurable progress made on all of the Board's established goals. The plan shall cover a period of no less than four years, including the fiscal year in which the plan is submitted, and the Board shall update the plan each summer. The plan shall also be made available to the public on the District website. The Superintendent shall file quarterly dashboards and an annual progress report with the Board. All reports shall be posted on the District website and included in Board packets.

Measurable progress in the plan may be shown with measures including, but not limited to, the following:

1. Year-over-year improvement in student academic growth, proficiency, graduation rates, or postsecondary readiness;
2. Measurable improvement among identified student subgroups, including at-risk students and economically disadvantaged students;
3. Implementation of evidence-based strategies identified in the strategic performance plan, including documented changes to curriculum, instruction, assessment, professional development, or resource allocation; and
4. Improvement toward interim benchmarks or milestones established in the strategic performance plan if long-term outcome targets have not been fully achieved yet.

The plan shall identify the data sources, frequency of measurement, treatment of small cell sizes to protect privacy, and statistical methods used to determine measurable progress.

At least quarterly, the Superintendent shall provide the Board with a written dashboard and narrative addressing progress on at least two priority areas, including disaggregated data, implementation fidelity, and recommended adjustments. These reports shall be included in the Board packet, discussed at a regular or special meeting, and noted in Board minutes.

Legal References
IC § 33-1001 **IC § 33-320**

Policy History:
Adopted on: 9/13/2021, 12/11/2023
Revised on: 11/13/2023,10/12/2026
Reviewed on: 8/9/2021, 11/13/2023

1000 - THE BOARD OF TRUSTEES

Management Rights 1320

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. Establish the school calendar;
2. Determine the procedures to use in handling public complaints about employees;
3. Direct non-teaching duties and responsibilities of teachers;
4. Procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;
6. Contract notification dates;
7. Extra-curricular assignments;
8. Personnel files;
9. Direct, employ, dismiss, promote, transfer, assign, and retain employees;
10. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
11. Maintain the efficiency of District operations;
12. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
13. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
14. Establish 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 on-going direction of all District programs.

Cross Reference: 6110 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: 10/13/08
Revised on:

Civil Rights Grievance **1360**

Grievances by employees, students or other persons alleging illegal discrimination by this District, its employees, other students, or third parties in any of the District's public facilities, programs or activities based on race, sex, national origin, color, age (persons forty (40) years of age or older), religion, or disability may be filed as follows:

Filing a Civil Rights Grievance Complaint

A complaint should be filed in writing by the complainant, by the complainant's representative, parent or guardian or both. Any complaints received by this District by telephone or verbally shall be recorded by the District in written form. The complaint must be filed with the office of the Superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant.

Investigation and Report

The School District shall contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the District has taken or will take in an attempt to resolve the complaint.

Within ninety (90) calendar days after receiving the complaint, the Superintendent or designee must investigate the incident and issue a written finding of whether or not discrimination was found. The investigation shall include, but not be limited to, interviews with the complainant and School District personnel. The investigator shall allow both parties an opportunity to present written statements of witnesses and/or other evidence.

If the complainant does not agree with the findings of the Superintendent or designee, he or she shall have thirty (30) days to provide additional information to the designee of the Superintendent to facilitate further review of the complaint.

The complainant will be notified of his or her right to appeal the findings of the District to the proper state or federal compliance agency. A complainant may at any time file a complaint directly with other agencies listed on page two of this policy.

Remedy If Discrimination Is Found

If the Superintendent or designee finds that the alleged discrimination occurred, the Superintendent shall take immediate steps to remedy such discrimination and to prevent the recurrence of discrimination. The Superintendent shall provide the complainant with a written report of the findings and proposed remedy, if any. The Superintendent shall report the investigation findings and proposed remedy, if any, to the Board at the next special or regular meeting.

Civil Rights Grievance, continued **1360**

Filing Other Complaints

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.
2. Office for Civil Rights, U.S. Department of Education, 915 2nd Avenue, Room 3310, Seattle, WA 98174-1099.
3. U.S. Department of Justice, Washington, D.C. 20530.

Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

No Retaliatory Action

No individual who has filed a complaint, testified, assisted or participated in any manner in the investigation of a complaint shall be intimidated, coerced or otherwise discriminated against.

Retention of Records

All records of complaints and investigations filed under this procedure shall be retained with the District for a period of three (3) years.

School District Actions

All employees, students, and third parties of the District shall be responsible for acting in accordance with this policy.

Legal References:

Title VII of the Civil Rights Act of 1965 42 USC Section 2000e, et seq. Title VI of the Civil Rights Act of 1964 42 USC Section 2000d, et seq. Section 1981 of the Civil Rights Act of 1866 42 USC Section 1981
Section 1983 of the Civil Rights Act of 1871 42 USC Section 1983
The Equal Pay Act 1963 29 USC Section 206d
Title IX of the Education Amendments of 1972 20 USC Section 1681
Age Discrimination and Employment Act of 1967 29 USC Section 621, et seq.
Americans with Disabilities Act of 1990 42 USC Section 12101, et seq.
Section 504 of the Rehabilitation Act 1973
29 USC Section 794

Policy History:

Adopted on: 1/8/07
Revised on: 10/13/08

Section 504 Hearing **1370**

Section 504 Hearing Procedure – Purpose and Scope

An impartial hearing procedure is available to students and their parents to resolve differences dealing with educational services available under Section 504 of the Rehabilitation Act (hereinafter "Section 504") when such differences cannot be resolved by means of a less formal procedure. Students and their parents are encouraged to use this school district's Civil Rights Grievance Procedure for resolution of differences whenever possible.

The hearing procedures and procedural safeguards set forth in this policy apply to the identification, evaluation, or educational placement of a student, as set forth in 34 CFR 104.36. A student qualifies for a free appropriate public education, including related services, under
Section 504 if he/she has a physical or mental impairment which substantially limits one or more major life activities.

The following definitions will apply to all related hearing matters:

1. "Days" means calendar days;
2. "Parents" means parents or legal guardians;
3. "Placement" means the program concerning the educational placement of the student.

Hearing Procedures

A Section 504 impartial hearing may be requested by the School District or a parent of an affected student on matters directly related to the School District's decisions or actions regarding the following:

1. The identification or eligibility of a student as disabled under Section 504;
2. The evaluation procedures utilized with the student, including a decision not to evaluate a student; or
3. The educational placement and/or related aids and services recommended for or provided to the student, including any change in placement as a result of disciplinary action.

All requests for a hearing under this policy must be submitted in writing addressed to the Superintendent of Schools. The written request for a hearing must contain:

1. The specific nature of the dispute;
2. The specific relief or remedy requested; and
3. Any other information the School District or parents believe is important to understanding the dispute.

The hearing procedure shall be presided over and decided by an impartial hearing officer. The Superintendent of Schools, or his/her designee, shall select an impartial hearing officer within fifteen (15) days of receipt of the request for a Section 504 hearing. The selected impartial hearing officer will:

1. Be qualified to review school district decisions relating to Section 504;
2. Be impartial and unbiased; and
3. Not be an employee of the School District.

The selected hearing officer, prior to the hearing, shall review the School District's actions and notify the parties in writing of the date of the hearing. The parents and the School District will be given at least ten (10) days' notice of the date of the hearing. The notice from the appointed hearing officer shall contain:

1. A statement of the time, place, and nature of the hearing;
2. A statement of the legal authority and jurisdiction under which the hearing is being held;
3. A statement of the availability of relevant records for examination;
4. A concise statement of the issues in dispute;
5. A statement setting forth the right of the student's parents or guardian to participate in the hearing procedure; and
6. A statement of the right to be represented by counsel.

All written correspondence shall be provided in English and/or interpreted in the parents' primary language.

The hearing shall be conducted and a written decision shall be mailed by the hearing officer to all parties within forty-five (45) days from the date of the hearing assignment, except that either party to the hearing may request a continuance. The continuance may be granted by the hearing officer upon a showing of good cause. Any continuance(s) granted by the hearing officer shall extend the time for rendering a final hearing decision for a period equal to the length of the continuance(s).

The appointed hearing officer shall preside at the hearing and shall conduct the hearing proceedings in a manner that allows all parties the following rights:

1. The right to be accompanied and advised by counsel and by individuals with special knowledge or training relating to the problems of disabled children;
2. The right to present evidence and oral arguments;
3. The right to an electronic verbatim record of the hearing; and
4. The right to written findings of fact and a decision on the matter.

Parents involved in the hearing process will have the right to:

1. Have the student present at the hearing; and
2. Open the hearing to the public.

In cases where there are language differences, an interpreter shall be provided by the School District.

The appointed hearing officer shall review all relevant facts presented at the hearing and shall determine whether the student's rights have been fully observed. The hearing officer shall have the authority to uphold, reverse, or modify the school district's decisions or actions with regard to the:

school provided electronic devices for personal or informal purposes may be subject to production in a public records request.

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.

Cross Reference:	5325	Employee Use of Social Media Sites, Including Personal Sites
	5330	Employee Email and Online Services Usage

Legal Reference:	IC § 9-337	Public Writings *et. seq.*
	IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
	IC § 67-2341(2)	Open Public Meetings – Definitions
	Idaho Executive Order 2022-06	
	Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners 144 Idaho 259 (2007).	

Policy History:
Adopted on: 12/11/2023
Revised on:
Reviewed on: 11/13/2023

TROY SCHOOL DISTRICT #287

1000 - BOARD OF TRUSTEES

School Board Use of Email and Social Media **1405**

Use of email, text, and other electronic communications 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 electronic communications in the conduct of Board responsibilities:

1. The Board will not use electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings. "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.

2. Board members will be aware that electronic communications 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 device or personally owned device) may be regarded as public records, which may be inspected by any person upon request, unless otherwise determined to be exempt from disclosure. Additionally, if a Board Member uses a school-owned device for personal purposes, such communications may also be subject to production in a public records request. For this reason Board Members are strongly discouraged from using District technology for any personal purpose.

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. Further, such postings could be used as evidence that an individual Board Member is biased and should be excluded from decision-making when matters of due process, such as personnel matters or student hearings, are at issue. Opinions expressed on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine public perception of the individual's fitness 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 comply with the same standards as school employees with regard to confidential information and security measures taken when sending it electronically.

5. Board members shall refrain from downloading or using the TikTok app or visiting the TikTok website on any District-provided device or while connected to the District's network. If TikTok has already been downloaded onto a device issued to a Board member by the District, the Board member shall delete the app or seek District assistance in deleting it.

Trustees shall not use District-provided email or social media for personal purposes.

Any use of a District-provided electronic device by a Board trustee must be:

1. In support of education and/or research, and in furtherance of the District's stated educational goals; or
2. For a legitimate school business purpose.

Legal References
144 Idaho 259 (2007).
IC § 18-6726
IC § 74-202
IC § 9-337
Idaho Executive Order 2022-6

Policy History:
Adopted On: 08/10/26
Revised On:
Reviewed On: 07/13/26

Board/Staff Communications **1410**

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 from 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 shall be communicated to staff members through the Superintendent. The Superintendent shall employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Media Information

It is the policy of the Board to fully cooperate with all news media. Every attempt will be made to release news at a time that will give prompt and wide coverage.

Visits to Schools

Trustees should make a point to visit each school of the District not less than once each school year to examine its condition and needs. Individual Board members interested in visiting schools should, out of courtesy, make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

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. However, no in-depth discussions or decisions should occur.

Policy History:
Adopted on: 10/13/08
Revised on:

Board-Superintendent Relationship **1420**

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 (3) 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: 6110 Superintendent

Legal Reference:
I.C. 33-513 Professional personnel

Policy History:
Adopted on: 10/13/08
Revised on:

Trustee Expenses **1430**

Members of the Board, not otherwise compensated from public monies, will be compensated for actual expenses incurred for travel to, from, and attending meetings of the Board. Such compensation will be paid from District funds.

Expenses of any Board member incurred while traveling on the business of the Board, or attending a meeting called by the State Board of Education or the State Superintendent of Public Instruction, or attending any annual or special meeting of the State School Trustees Association, will be paid from the general fund of the District:

1. Transportation as approved by the Board.
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car.
3. Hotel or motel costs for Trustee, as necessary.
4. Food costs as necessary.
5. Telephone services shall be provided for necessary communications with business or family, resulting from the Trustee being away from work and/or home.
6. Incidental expenditures for tips and other necessary costs attributable to the Trustee's attendance at the meeting. The Districts will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Whenever any member of the Board resides at such distance from the meeting place of the Board as to require, in the judgment of the Board, such member to incur extraordinary expense in travel from his or her home to and from said meeting place, the Board may approve payment to such member of the extraordinary expense incurred in attending any meeting of the Board.

Cross Reference: 7430 Travel Allowances and Expenses

Legal Reference:
I.C. 33-506 Organization and government of board of trustees.
I.C. 33-701 Fiscal Year – Payment and Accounting of Funds

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08

Trustee Insurance **1440**

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the District and within the Trustee's authority.

Legal Reference:
I.C. 59-801 et seq. Surety Bond Act

Policy History:
Adopted on: 10/13/08
Revised on:

Board Participation in Activities **1450**

Members of the Board, collectively and individually, are encouraged to attend school activities, social functions and instructional programs at no cost to the Trustees in order to view and observe such functions in operation. Attendance at such programs as musical presentations, speech activities, clubs, dramatic productions and athletic events, indicates interest in school affairs and provides opportunity for more comprehensive understanding of the total school program. Administration will provide appropriate communications to Trustees to keep them informed about activities they may wish to attend.

Policy History:
Adopted on: 10/13/08
Revised on:

Board Meetings **1500**

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 Troy High School Media Center. Regular meetings shall be held at 6:30 PM on the 2nd Monday 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 regular July meeting, the Board shall have prepared a budget, in the form prescribed by the State Superintendent of Public Instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than 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.

Board Meetings (continued) **1500**

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. Only in the event that Board vacancies, and not absences, prevent a 2/3 majority from being present, a simple majority vote to enter executive session may be called.

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.*

No action may be held for the purpose of taking any final action or making any final decisions except for making a determination to place a certified professional employee on probation or taking action on a student disciplinary hearing.

Board Meetings (continued) **1500**

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. § 33-205	Denial of Student Attendance
	I.C. § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
	I.C. § 74-202	Open Public Meetings – Definitions
	I.C. § 74-203	Governing Bodies--Requirement for Open Public Meetings
	I.C. § 74-204	Notice of Meetings
	I.C. § 74-205	Written Minutes of Meetings
	I.C. § 74-206	Executive Sessions – When Authorized
	I.C. § 74-206A	Negotiations in Open Session
	Idaho Open Meeting Law Manual, current edition	

Policy History:
Adopted on:1/8/07, 9/13/2021
Revised on: 10/17/07, 10/13/08, 9/14/09, 2/19/19, 3/11/19, 11/11/19, 8/9/2021

School Board Meeting Procedure **1510**

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chair. Items submitted by the Board Chair or at least two (2) Board members shall be placed on the agenda. Patrons wishing to present matters to the Board must contact the Superintendent's office at least five (5) days prior to the scheduled Board meeting to allow sufficient time for the matter to be placed on the agenda. The request must include the reason for the appearance. The Board may decline to hear any matter at its discretion.

Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

The Superintendent shall cause a copy of the agenda to be delivered to each member of the Board for study and consideration at least twenty-four (24) hours before the Board meeting. The Superintendent shall release to public information media, at least five (5) days prior to the scheduled meeting time if possible, the dates and times of all regular and special meetings, together with the agenda therefore whenever possible.

Regular Meeting Agendas

A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principle office of the District, or if no such office exists, at the building where the meeting is to be held. All meeting notices and agendas must be posted on the District website.

Special Meeting Agenda

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board secretary or his or her designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the District website.

Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probably items of discussion.

AMENDING THE AGENDA MORE THAN 48 HOURS BEFORE REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING:

If an amendment to an agenda is made after an agenda has been posted but forty-eight (48) hours or more prior to the start of a regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

AMENDING THE AGENDA LESS THAN 48 HOURS BEFORE REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING:

If an amendment to an agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the school board votes to amend the agenda.

AMENDING THE AGENDA AFTER THE START OF A MEETING*:*

An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

Negotiation Meeting Notices

Notice of all negotiation sessions between the District and the local education organization shall be posted at the earliest time practicable on the front page of the District's website. Additionally, if time permits, the District shall post notice of the negotiation sessions within 24 hours at the same physical locations the District uses for posting its regular meetings

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The Board may alter the order of business at any time.

The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Unscheduled matters may be heard at the conclusion of the regular agenda items, but decisions on such matters may be tabled until the next meeting of the Board.

Quorum

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

If a quorum is not present within twenty (20) minutes after the time set for a meeting, the members then in attendance may adjourn to any date prior to the next meeting date, and notice of such meeting date, together with time and place, shall be given to all Board members.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Superintendent. The remaining items shall be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all
items appearing on the consent agenda.

Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

Minutes

The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the Clerk. The minutes shall include:

The date, time and place of the meeting;
The Presiding officer;
Board members recorded as absent or present;
All motions, resolutions, orders, or ordinances proposed and their disposition;
The results of all votes, and upon the request of a member, the vote of each member, by name;
Legal basis for recessing into executive session; and
Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

Minutes of Executive Session

The clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Minutes of Negotiation Sessions

In all negotiation sessions between the District and the local education organization, the District shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the District and shall be subject to public writings disclosure laws.

Cross Reference: 1520,

1520F Legal References:

I.C. 33-506	
I.C. 33-508	
I.C. 33-510	Annual meetings – Regular meetings – Boards of trustees
I.C. 67-2343	Notice of Meetings
I.C. 67-2344	Written Minutes of Meetings
I.C. 67-2345	Executive Sessions – When Authorized

Policy History:

Adopted on: 1/8/07

Revised on: 10/13/08, 9/14/09, 8/27/18

Public Participation in Board Meeting **1520**

All meetings of the Board are open to the public and all persons are permitted to attend any regular, special, or emergency meeting of the Board. The right to attend a meeting of the Board does not grant any individual the right to provide public input to the Board during its meeting.

The Board may exclude the public from any meetings it may hold in executive session.

Public Participation

The Board Chair has the authority and responsibility to oversee the orderly process of a Board meeting.

The Board of Trustees encourages all citizens of the District to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be District students and their educational program.

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

Please see District Policy 4120 regarding public complaints.

NOTICE:

Due to their sensitive nature, comments or complaints about personnel or individual students will be heard only in executive session. Idaho Code 67-2345.

A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils or who loiters in schoolhouses or on school grounds, is guilty of a misdemeanor. Idaho Code 33-512 (11).

1. Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules an interim public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

2. At each Regular and Special meeting of the Board the agenda may provide time for public comment before the Board. Persons wishing to address the Board will be required to register on the **"REQUEST TO APPEAR BEFORE THE BOARD"** form. Forms are available at the District Office and may be submitted at any time, but no later

Public Participation in Board Meeting (continued) **1520**

than the beginning of the meeting on a form provided at the entrance to the Board Meeting location, if the agenda includes such participation.

3. Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to five (5) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the Board a second time. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Secretary will accept written comments for distribution to the Board.

4. Written materials for Board Members must be submitted to the Board Secretary. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board members if received by noon Thursday preceding the Board meeting. Materials should not be sent directly to Board members. Materials may be presented or mailed to the Board Secretary at the District Office.

5. If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.

6. Because of the diversity of issues, members of the Board will not respond to public comment except to ask related questions for clarification purposes to the speaker only (this is not meant to open up a public dialogue with the board). Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Trustees as a whole shall have the final decision in determining the appropriateness of all such rulings.

7. Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

8. If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Public Participation in Board Meeting (continued) **1520**

Cross Reference: 4110 Public Complaints
4120 Uniform Grievance Procedure
4320 Disruption of School Operations

Legal Reference:
I.C. 33-510
I.C. 33-512 (11)
I.C. 33-514
I.C. 67-2341, et seq.

Policy History
Adopted on:
Revised on: 10/3/07, 10/13/08, 7/12/10

Board Meeting News Coverage **1525**

One of the paramount responsibilities of the Board of Trustees is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome and encouraged to attend all regular and special meetings of the Board.

Broadcasting and Taping Of Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public. Persons operating cameras or broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Trustees and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts the Trustees or the audience.

The Board, or its representatives, will make the necessary arrangements to have audio and video recordings of regular meetings and any special meetings that it deems appropriate. Audio and video recordings are not to be considered part of the minutes of any meeting.

Legal Reference:	I.C. § 33-510	Annual Meetings – Regular Meetings – Boards of Trustees
	I.C. § 74-204	Notice of Meetings -- Agendas
	I.C. § 74-205	Written Minutes of Meetings

Policy History: Adopted
on: 10/13/08
Revised on: 3/11/19

Records Available to Public **1530**

Subject to the limitations provided herein, and as provided by law, full access to information concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All District records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at the Clerk's office.

The Superintendent shall serve, or appoint someone to serve, as “public records coordinator” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of federal law, state law, and this policy. The public records coordinator shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

A “Public record” includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of the District do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall not be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;.
2. All other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, net pay, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
3. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration,

including reimbursement of expenses. All other personnel information relating to an employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;

5. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the District;
6. Any estimate prepared by the District that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against the District and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
8. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
   a. The original data including, but not limited to, numbers, text, voice, graphics, and images;
   b. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
9. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy;.
10. Test questions, scoring keys, or other examination data used to administer academic tests;
11. Records that are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
12. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

Records Available to Public (continued) **1530**

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The District may require that a public records request be submitted in writing with the requester's name, mailing address, email address, and telephone number. The District may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request.

In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties and provide time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the public records coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so.

The public records coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Records Available to Public (continued) **1530**

Unless a person requesting the public record can demonstrate an inability to pay or if the requester's interest is in litigation in which the requester is, or may become, a party, or the public's interest or understanding of the operation or activities of the District or its records would suffer by the assessment or collection of any fee, the District will adhere to its copying fee schedule.

The public records coordinator shall determine if there is an inability to pay by the requester or whether the request is likely to contribute significantly to the public's understanding of the operations or activities of government. The public records coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Superintendent. The Superintendent shall review the denial and either affirm or reverse the denial of the public records coordinator in writing within ten (10) working days of receipt of the appeal. In the event that the Superintendent is the public records coordinator then the appeal shall be filed within seven (7) days to the Board. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board. The request shall not be fulfilled or prepared until such time as the denial has been reversed. If the denial is reversed then the time for response shall run from the date of the written reversal of the denial. If the denial is affirmed and there are no further appeals available then the requester shall be required to pay in advance the
estimated costs for the request.

A requester may not file multiple requests for public records solely to avoid payment of fees. If the District suspects that this is the case then it can aggregate the related requests and charge based upon its copying fee schedule.

The copying fee schedule of the District is as follows:

1. The District shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;
2. Copies of public records - 5¢ per page (cannot exceed actual cost) for copies beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;
3. The District will charge for the labor costs associated with locating and copying documents if:
    a. The request is for more than 100 pages of records;
    b. The request includes non-public information that must be redacted from the public records; and/or
    c. The labor associated with locating and copying the records exceeds two (2) hours.
4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of the District who is necessary and qualified to process the request.
5. The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by the District or if there are no attorneys employed by the District than the rate shall be no more than the usual and customary rate of the attorney retained by the District.

Records Available to Public (continued) **1530**

6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
   a. The District's cost of copying the information in that form;
   b. The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance.

The District shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

A request for public records may be conducted by electronic mail.

Cross Reference:
- 3570 Student Records
- 4130 Public Access to District Records

Legal Reference:
- I.C. 9-338 Public Records – Right to Examine
- I.C. 9-339 Response to Request for Examination of Public Records
- I.C. 67-2344 Written Minutes of Meetings

Policy History:
Adopted on:
Revised on: 10/17/07, 10/13/08, 11/7/11

TROY SCHOOL DISTRICT NO. 287

THE BOARD OF TRUSTEES **1600**

Code of Ethics for School Board Members

As a member of my local Board of Trustees, I will strive to improve student achievement in 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 where the Superintendent is the subject matter, or where the Superintendent's presence is a conflict of interest. Further, the Superintendent shall not be present during any Board deliberation regarding a student expulsion hearing and/or when the Board deliberates regarding a teacher non-renewal or termination advanced by the administration;

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 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;

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.

Trustee Signature: _____ Date: _____

Policy History:
Policy History: Adopted on: 1/8/07
Revised on: 10/13/08, 4/11/2022
Reviewed on: 3/14/2022

Discrimination Prohibited **1605**

It is the policy of this Board not to discriminate on the basis of race, color, creed, national origin, religion, age, disability or sex in its educational programs or employment practices.

Legal References:

Title VII of the Civil Rights Act of 1965, 42 USC Section 2000e, *et seq.*
Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d, *et seq.*
Section 1981 of the Civil Rights Act of 1866, 42 USC Section 1981
Section 1983 of the Civil Rights Act of 1871, 42 USC Section 1983
The Equal Pay Act 1963, 29 USC Section 206d
Title IX of the Education Amendments of 1972, 20 USC Section 1681
Age Discrimination and Employment Act of 1967, 29 USC Section 621, *et seq.*
Americans with Disabilities Act of 1990, 42 USC Section 12101, *et seq.*
Section 504 of the Vocational Rehabilitation Act 1973, 29 USC Section 794
Idaho Commission on Human Rights,
I.C. 67-5901, *et seq.*

Policy History:
Adopted on: 1/8/07
Revised on:

Accommodations for Disabilities **1606**

This District makes a good faith effort to provide reasonable accommodations for persons with disabilities, whether they are employees or non-employees. If a District employee receives a request for an accommodation he or she believes is unreasonable, the employee shall contact the 504/ADA Coordinator. The 504/ADA Coordinator for this District shall be the Superintendent or his or her designee.

A committee designated by the Superintendent to oversee 504/ADA compliance shall then determine whether the accommodation is reasonable or unreasonable, requesting expert assistance from the community if needed. The 504/ADA Coordinator shall discuss the determination with the employee or other person, and shall respond to any request deemed unreasonable in writing. The person requesting the accommodation may use the civil rights grievance procedures to file a complaint. District employees may appeal committee determinations to the board.

All public meetings, workshops, and conferences sponsored by the District shall meet the following provisions:

Meeting Locations

Meetings are to be held in wheelchair accessible locations. The District employee responsible for meeting arrangements must check with the facilities management to determine the accessibility status of a site prior to scheduling the meeting. The 504/ADA Coordinator will be notified when (a) no accessible locations are available for a meeting, and there is reason to believe mobility impaired persons may wish to attend or (b) whenever particular facilities are found not to be accessible.

Safety Procedures

An emergency evacuation is required for each meeting. The recommended procedure should be obtained from the meeting site management and announced to the group at the beginning of the meeting, as well as the location of restrooms and other amenities. Any special procedures for persons with disabilities, such as fire-safe areas, should also be announced.

Printed Meeting Notices

The following clause should be included in all printed meeting notices:

> NOTE: If any auxiliary aids or services are needed for individuals with disabilities, please contact (contact person's name) at (contact person's phone number) or T.D. (telephone device for the deaf phone number) no later than three working days before the meeting.

The name and phone number of the District staff person in charge of the meeting should be inserted as the "contact person."

Accommodations for Disabilities(continued) **1606**

Reasonable Accommodations

This District is required to provide reasonable accommodations for persons with disabilities who wish to attend District-sponsored meetings. Accommodations may include interpreters for the deaf, written text in large print or braille, information recorded on audio tape, amplified hearing devices, and assistance with reading instructions or filling out forms. The associated cost, if any, becomes a part of the cost of sponsoring the meeting. Reasonable accommodations should be requested at least three (3) working days before the meeting. Contact persons may request assistance from the 504/ADA Coordinator in providing the necessary accommodations.

The 504/ADA Coordinator for the Troy School District is:

Superintendent or Designee
P.O. Box 280, Troy, ID 83871
(208) 835-3791

Legal References:

Americans with Disabilities Act, 42 USC 12101
Section 504 of the 1973 Rehabilitative Act 29 USC 794
Title VII of the Civil Rights Act of 1965, 42 USC Section 2000e, *et seq.*

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08

Trustee 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. The Trustee may not, under any circumstances, be employed by the District;

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 with 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;

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. Be a purchaser or vendor at any sale or purchase made by the Trustee in the Trustee's official capacity;

9. Use public funds or property to obtain a pecuniary benefit for himself or herself;

10. 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;

11. 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;

12. 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. § 74-501	Officers Not to be Interested in Contracts
	I.C. § 74-502	Remote Interests
	I.C. § 74-503	Officers Not to be Interested in Sales

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08, 9/16/19, 4/11/2022
Reviewed on: 3/14/2022

Annual Goals and Objectives 1620

Each year, the Board will formulate annual objectives for the District and have available a written comprehensive philosophy of education with goals which reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to the staff and to the public.

At the conclusion of the year, the Superintendent shall submit a report to the Board, which shall reflect the degree to which the annual objectives have been accomplished.

Legal Reference:

Policy History:
Adopted on: 10/13/08
Revised on:

Evaluation of Board **1630**

At the conclusion of each year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations.

The Board may choose to evaluate the effectiveness of the processes that it employs in carrying out the responsibilities of the District. Those processes include, but are not limited to: team building, decision making, functions planning, communications, motivation, influence and policy.

Policy History:
Adopted on: 10/13/08
Revised on:

Board Development Opportunities **1640**

The Troy School District Board of Trustees realizes that proper Board training is important. Decisions about school policy, personnel, finance, curriculum and communications can be overwhelming and may require training. Training Board members to be effective leaders and decision makers is an educational investment that benefits the entire community. The Board believes that with proper training, it can create a positive and productive atmosphere for decision-making. There needs to be strong leadership among Board members demonstrated by teamwork, effective communication, problem-solving skills and positive relationships between the Board and the Superintendent.

The Board places a high priority on the importance of a planned and continuing program of inservice education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual Board members shall be reimbursed for out-of-pocket expenses, as prescribed in policy 1420, incurred through participation in approved activities. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short-and long-range benefits to our schools.

The Board regards the following as examples of activities and services appropriate for implementing this policy:

1. Participation in School Board conferences, workshops and conventions held by the state and national School Boards associations.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. A calendar of School Board conferences, conventions and workshops shall be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

School Board members are encouraged to attend workshops presented by the state and national School Boards associations.

Board Development Opportunities (continued) **1640**

Legal Reference:
I.C. 33-506

Policy History:
Adopted on: 1/8/07
Revised on: 10/13/08

New Board Member Workshop **1650**

The Troy School District Board of Trustees will assist newly elected/appointed Board members to become familiar with their duties and responsibilities as quickly as possible.

All Board members are encouraged to attend appropriate workshops, seminars and conventions in order to develop professionalism and expertise in governance.

The Board and the Superintendent will insure that new members are notified of the date and time of such workshops.

Upon completion of either a new Board member workshop or four hours of other workshops, the information will be recorded into the Board minutes.

Board members who attend and successfully complete such workshops, shall be reimbursed for actual expenses for lodging, meals, registration fees, and transportation to and from the location of the workshop as prescribed in policy 1420 “Trustee Expenses”.

Legal Reference:
I.C. 33-701 et seq. Fiscal Affairs of School Districts

Policy History:
Adopted on: 10/13/08
Revised on: