

**1000 SERIES
THE BOARD OF TRUSTEES
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Legal Status and Operation

The Board of Trustees of the Swan Valley School District #92 is the governmental entity established by the State of Idaho to plan and direct all aspects of the District's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education.

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

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

Legal Reference: I.C. § 33-301 School districts bodies corporate
 I.C. § 33-511 Maintenance of schools
 I.C. § 33-512 Governance of schools
 I.C. § 33-1612 Thorough system of public schools

Policy History:
Adopted on: April 24, 2003
Reviewed on: May 7, 2008
Revised on:

Swan Valley School District #92

THE BOARD OF TRUSTEES

1100

Organization and Classification

The legal name of this District is Swan Valley School District No. 92, Bonneville County, State of Idaho. The District is classified as:

An elementary school district giving instruction to pupils in grades K (Kindergarten)/One (1) through Eight (8)

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state of Idaho. Its legal powers, duties and responsibilities are derived from the Idaho Constitution and state statutes and rules. Sources such as the school laws of Idaho, and the rules and regulations of the state board of education delineate the legal powers, duties and responsibilities of the Board.

Legal 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: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

Membership

The District is governed by a Board of Trustees consisting of 3 members. Each member is to represent a different trustee zone unless a trustee was appointed at-large to fill a Board vacancy. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools. Except as otherwise provided by law, trustees shall hold office for terms of four (4) years until July 1 of the year in which trustee's term expires.

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

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

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

Policy History:
Adopted on: May 14, 2014
Revised on:

Taking Office

At the time of nomination and 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 and assume office at the annual meeting of the trustee's school district next following the trustee's election, or, if appointed, at the regular meeting of the board of trustees next following such appointment.

An oath of office shall be administered to each trustee, whether elected, re-elected or appointed.

The oath may be administered by the clerk, or by a trustee of the district. The records of the district shall show such oath of office to have been taken, by whom the oath was administered and shall be filed with the official records of the district.

Legal Reference: I.C. § 33-501 Board of Trustees

Policy History:

Adopted on: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

Swan Valley School District No. 92
THE BOARD OF TRUSTEES 1110

Election

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

Board elections shall be held on the third (3rd) Tuesday in May in odd-numbered years. Any person legally qualified to hold the position of school trustee may file a declaration of candidacy for the office. The declaration must include the name of the candidate, the term for which declaration of candidacy is made, and include the signatures of not less than five (5) school district electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the school district not later than 5:00 p.m. on the ninth Friday preceding the day of the election for the subject trustee position. Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk not later than forty-five (45) days before the election date.

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for a position or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the Board or the Clerk with the written permission of the Board, shall declare such candidate elected as a trustee. The Clerk shall immediately prepare and deliver to the person a certificate of election signed by him bearing the seal of the District. All other scheduled trustee elections will move forward under the regular procedures.

In each trustee zone, the person receiving the greatest number of votes cast within his zone shall be declared by the Board of Trustees as the trustee elected from that zone.

If any two (2) or more persons have an equal number of votes in any trustee zone and a greater number than any other nominee in that zone, the Board of Trustees shall determine the winner by a toss of a coin.

Legal Reference: § I.C. 33-401 Legislative Intent
§ I.C. 33-501 Board of Trustees
§ I.C. 33-502 Declaration of candidacy for trustees
§ I.C. 33-502B Board of Trustees – One nomination – No election.
§ I.C. 33-503 Election of Trustees – Uniform Date
§ I.C. 34-1404 Declaration of Candidacy
§ I.C. 34-1407 Write-in Candidates

Policy History:

Adopted on: May 14, 2014

Revised on:

Candidate Orientation

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them. Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations and school programs.

Notices of candidate's meetings that are sponsored by impartial, non-partisan organizations may be announced in District publications and/or be sent home with students. The following procedures shall be followed:

1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives;
2. The school will not send home partisan materials through the students; and
3. The Superintendent shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions.

Procedure History:

Adopted on: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

THE BOARD OF TRUSTEES

1112

Resignation

Resignation of a trustee, for whatever reason, must be submitted in writing to the Clerk. The Board shall accept the resignation at its next regularly scheduled 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: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

Vacancies

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.

A 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 such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate to serve until the annual meeting of school district trustees next following such appointment. Should the Board fail to fill a vacancy within ninety (90) 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 Reference: I.C. § 33-504 Vacancies on boards of trustees

Policy History:

Adopted on: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

Annual Organization Meeting

After the issuance of the election certificates to the newly elected trustees in May, and on the date of its regular July meeting, the Board shall elect from among its members a Chairman and a Vice-Chairman to serve one-(1)-year terms. The Board shall also elect a Clerk and a Treasurer, who may be members of the Board of Trustees or, in 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 Chairman 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:

1. Welcome and introduction of newly-elected Board Members by the current Chair.
2. Swearing in of newly-elected trustees.
3. Call for nominations for Chairman to serve during the ensuing year.
4. Election of a Chair.
5. Assumption of office by the new Chair.
6. Call for nominations for Vice-Chairman to serve during the ensuing year.
7. Election of a Vice-Chair.
8. Election of a Clerk.

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: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

BOARD OF TRUSTEES

1120P

Oath of Office

An oath of office is required to be administered to each school board trustee, whether elected, re-elected or appointed. The trustee is required to take his/her oath within ten (10) days after the trustee has notice of his/her election or appointment, or within fifteen (15) days from the commencement of his/her term of office. Before any school district trustee elected or appointed enters upon the duties of his/her office, he/she must take the following oath:

I do solemnly swear (or affirm, if re-elected) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Trustee of Swan Valley School District #92 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 school district trustee holds office from July 1 in the year in which he/she is elected until July 1 in the year in which his/her term of office expires, unless: he/she dies; resigns as trustee; removes him/herself from the trustee zone of residence; refuses to serve as trustee; fails to attend four (4) consecutive regular meetings of the board without an acceptable excuse to the board of trustees or is recalled and discharged from office.

If the school district trustee is appointed, he/she holds office from the time he/she takes the oath of office until July 1 in the year in which the original term of office to which he/she was appointed expires, unless: he/she dies; resigns as trustee; removes him/herself from their trustee zone of residence; refuses to serve as trustee; fails to attend four (4) consecutive regular meetings of the board without an acceptable excuse to the board of trustees or is recalled and discharged from office.

Cross Reference: 1140 Vacancies

Legal Reference: I.C. § 33-501 Board of Trustees
I.C. § 33-504 Vacancies on Boards of Trustees
I.C. § 59-401 Loyalty Oath—Form
I.C. § 59-402 Time of Taking Oath

Policy History

Promulgated on: May 14, 2014

Revised on:

Committees

Generally, the Trustees will function as a committee of the whole. Nevertheless, the Board may create Board committees as deemed necessary. Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint trustees to serve on such committees.

It shall be the Superintendent's responsibility to formulate committees as needed to insure normal operations of the District. Committee members should represent a variety of interest groups that may include staff, non-certified staff, community patrons, parents, students, state department representatives, college professors, and business specialists.

Examples of committees that may be utilized are curriculum, school calendar, student handbook, playground, school safety, transportation, technology, hot lunch, and textbook adoption. Other committees may be organized when it is deemed necessary by the superintendent or the Board.

The School District shall have active committees that are required by State Law or the State Department of Education. The Board of Trustees shall be kept informed of active committees, members of such committees, and goals or objectives of the committees. Committee chairman may be asked to inform the Board as to the progress of the committee in open Board meetings.

The committees may recommend expenditures. The Superintendent and the School Board will approve all expenditure in accordance with District policy.

Board committees shall be limited to less than one-half (1/2) of the Board.

Policy History:

Adopted on: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

Qualifications, Terms and Duties of Board Officers

The Board officers are the Chairman and Vice-Chairman. These officers are elected at the annual organizational meeting.

Chairman:

The Board elects a Chairman from its members for a one- (1)-year term. The duties of the Chairman are:

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

The Chairman 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 Chairman may not make a motion, but may second motions.

Vice-Chairman:

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

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

Policy History:

Adopted on: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

Clerk

The Clerk of the Board shall have such duties as prescribed by the Board and the Superintendent. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered. The Clerk shall have custody of the records, books, and documents of the Board.

In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk.

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

Legal references: I.C. § 33-506 Organization and government of board of trustees
 I.C. § 33-508 Duties of clerk.

Policy History:

Adopted on: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

THE BOARD OF TRUSTEES

1240

Duties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. 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.

Cross Reference: 1113 Vacancies
Legal References: I.C. § 33-506 Organization and government of board of trustees.

Policy History:

Adopted on: April 24, 2003

Reviewed on: May 7, 2008

Revised on:

District Policy

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. Interested parties may submit views, 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. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

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 by the Board.

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. They shall be subject to recall at any time.

Suspension of Policies

Under circumstances, which require a waiver of a policy, the 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.

Legal References: I.C. § 33-506 Organization and government of board of trustees.
I.C. § 33-512 Governance of schools.

Policy History:

Adopted On: April 24, 2003

Reviewed on: May 7, 2008

Revised On:

Administrative Procedures

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: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

Authorization of Signatures

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 and Clerk are authorized to use a facsimile signature plate or stamp.

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

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 General Fund Accounts. The District has designated the following positions as to sign on checks drawn on the General fund cash:

Superintendent
School Board Trustees

The Superintendent and Board Clerk have authorization to sign on any petty cash accounts on behalf of the board.

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. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board 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 and the Clerk.

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

Policy History:

Promulgated on: April 24, 2003

Reviewed on: June 10, 2008

Revised on: March 14, 2012

Board Meetings

Meeting Defined

A meeting is defined as the convening of the Board of Trustees to make a decision or to deliberate toward a decision on any matter.

Regular Meetings

Unless otherwise specified, all meetings will be held in the school library. Regular meetings shall be held at 7 p.m. on a monthly basis.

Emergency Meetings

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

Budget Meetings

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

Special Meetings

Special meetings may be called by the Chairperson or by any two (2) members of the trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the school district office and at least two (2) or more public buildings with in the school district. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Executive Sessions

Under Idaho law, upon a two-thirds (2/3's) vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specified legal authorization for holding an executive session. 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.
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 conduct deliberations regarding labor negotiations;
4. To acquire an interest in real property which is not owned by a public agency;
5. To consider records that are exempt from public disclosure;
6. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations;
7. To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation;

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

If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall include the date, time, place and items to be discussed.

Legal Reference: I.C. § 33-510 Annual meetings – Regular Meetings – Board of Trustees
I.C. § 33-514 Issuance of annual contracts – Support programs – Categories of contracts – Optional placement
[Effective April 1, 2001.]
I.C. § 67-2343 Notice of Meetings.
I.C. § 67-2345 Executive Sessions – When Authorized
I.C. §67-2341 Open Public Meetings - Definitions

Policy History:

Adopted on: April 24, 2003
Reviewed on: June 10, 2008
Revised on: June 10, 2008

Records Available to Public

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 available to citizens for inspection at the Clerk's office.

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.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting.

The copying fee schedule of the District is as follows:

- a) Copies of public records - 10¢ per page (*cannot exceed actual cost);
- b) In addition to the cost per page set forth above, the District will charge for the actual labor costs associated with locating and copying documents if:
 - (1) The request is for more than 100 pages of records;
 - (2) The request include non-public information that must be redacted from the public records; and/or
 - (3) The labor associated with locating and copying the records exceeds two (2) hours.

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: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent. Items submitted by the Board Chair or at least two (2) board members shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least seven (7) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board meeting must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chair at the appropriate time.

Regular Meetings - A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting, however, additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort is made to include in the notice all agenda items known at the time to be probable items of discussion. Notices and agendas must be posted in a prominent place at the principal office of the District, or if no such office exists, at the building where the meeting is to be held.

Special Meetings – Special meetings require a twenty-four (24) hour meeting and agenda notice.

Order of Business

Upon consent of the majority of the members present, the order of business at any meeting may be changed.

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 Superintendent. The remaining items will 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.

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.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum. A majority of the quorum may pass a resolution.

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 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.

Legal Reference:

I.C. § 67-2343 Notice of Meetings

I.C. § 67-2344 Written Minutes of Meetings

I.C. § 33-510 Annual meetings – Regular meetings – Boards of trustees

Policy History:

Adopted on: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

THE BOARD OF TRUSTEES

BOARD AGENDA ITEMS

The basis of any productive meeting is a well-planned agenda. With the modern complexities of school board work, and the amount of time donated by Trustees it is incumbent that the Board of Trustees of Swan Valley School District No. 92 makes full use of its time when meeting in an official capacity. To do so requires that an agenda be provided prior to meeting time, outlining the items to be considered during the meeting. Such an agenda should be devised to preclude the Board having to make a spontaneous decision on any matter, but also not expending valuable time on relatively routine matters. Trustees are entitled to knowledge upon which to make competent decisions that can be defended to the public, and is in the best interest of the schools.

Guidelines

Requests for Placement of Items on the Agenda

1. All requests for placement on the agenda, other than regular business items must be submitted to the Clerk of the Board no later than eight (8) days prior to the scheduled Board meeting. Board members, however, may submit items of urgency after that date.
2. Requests for placement on the agenda will be referred by the Clerk to the Superintendent/designee for initial review.
 - a. The Superintendent/designee will determine if the request should be addressed by the Board, a Board committee, or by the administration.
 - b. If the request should be addressed by the Board, it will be placed on the agenda for discussion or placed in a pending file.
 - c. The person submitting the request will be notified of the decision.
3. Inclusion of recommended agenda items shall be at the discretion of the Superintendent and the Board Chairperson.
4. Items in a pending file will be placed on the agenda within sixty (60) days and the person submitting the request will be notified.

Agenda Format

1. The agenda may contain the following items:

THE BOARD OF TRUSTEES

- I. Call to Order
- II. Roll Call
- III. Welcome of Delegates and Visitors
- IV. Approve/Amend the Agenda
- V. Consent Calendar
 - A. Minutes of the previous meeting(s)
 - B. Accounts Payable
 - C. Capital Construction Projects Report
 - D. Proposed Contracts
 - E. Conditional Employment
 - F. Cancelled Conditional Employment
 - G. Intern and Student Teacher Assignments
 - H. Resignations and Terminations
 - I. Retirements
 - J. Transfers
 - K. Request(s) for Leave
 - L. Alternative Authorization
 - M. Emergency Closure Authorization
 - N. Proposed Stipend Assignments
 - O. Club Requests
 - P. Trip Requests
- VI. Public Input
- VII. Old Business
 - A. Second Reading for proposed new policies or policy revisions
 - B.

VIII. New Business

- A. First Reading for proposed new policies or policy revisions
- B.

IX. Committee, Curriculum and Administrative Reports

- A. Initial Proposal for recommended new policies or policy revisions
- B.

X. Call for Agenda Items for Upcoming Meetings

XI. Adjournment

Distribution of the Agenda

1. The agenda, with background information relating to agenda items, will be provided Board Members electronically no later than four (4) calendar days prior to the date of the regular meeting.
2. A copy of the agenda will be emailed to local media representatives, local PTO presidents, members of the Swan Valley School District staff and any patrons who request a copy.
3. Background information will be available on the District's Website www.sd92.k12.id.us.
4. If a special meeting is called, the agenda notice will be prepared not less than twenty-four (24) hours prior to meeting time, delivered via email to each Board member, the Swan Valley School District staff, local media representatives, and local PTO presidents, as well as posted to the District Website.
5. In the case of an emergency meeting, an email will be sent or phone call attempted to the members of the Board and those indicating a desire to receive notification.
6. Copies of the agenda will be available at the commencement of each regular meeting of the Board of Trustees.

Procedures for Addressing Agenda Items

1. Any consent calendar item that might require discussion or about which an individual Board member wishes to ask a question, may be removed from the consent calendar by a simple request. All other matters will be approved upon a majority vote after an appropriate motion.
2. Any consent calendar item(s) removed will then be given consideration under

- either Old Business or New Business at the discretion of the chairperson.
1. Old Business items will contain issues carried forward from recent previous meetings.
 2. New Business items are issues being initially introduced before the Board.
 3. Any individual wishing to speak to any agenda item, or as a part of the Public Input session, must before addressing the Board:
 - a. Receive recognition of the Chairperson of the meeting and
 - b. State his/her name for the record.
 4. Should any individual's acts violate proper decorum, that individual may, upon determination of the Board, be required to leave the meeting.
 5. If the Board of Trustees has taken action on any business item, that item will not be reconsidered unless a Board member who voted on the prevailing side asks for reconsideration of the item.
 6. The Board will vote on the reconsideration question.
 7. If the reconsideration vote is successful, the item is entitled to be placed on the agenda as legitimate business.
 8. Individuals attending a regular meeting may not suggest business items for discussion and/or action except at the discretion of the Chairperson or the majority of the Board members present.
 9. Only items appearing on the agenda may be discussed in Special Board Meetings.
 10. Additions to, or changes in, Board policy will be voted upon at the next meeting following introduction, except when adopting policy that is already in law.

Policy History

Adopted: November 13, 2013

Cross Reference: Public Participation in Board Meeting #1520

Legal Reference: Idaho Code § 33-506 (1) Organization and government of the Board of Trustees Idaho Code §§ 67-2340 – 67-2347 Open Meeting Law

THE BOARD OF TRUSTEES

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for the administration to the Superintendent;

Recognize and respect the responsibilities that properly are delegated to the Superintendent;

Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Idaho and National School Boards Associations;

Support the employment of those persons best qualified to serve as school staff, and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

Avoid compromising the Board or administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under applicable law;

Remember always that my first and greatest concern must be the educational welfare of the students attending public schools.

Policy History:

Adopted on: April 24, 2003

Reviewed on: June 10, 2008

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 (1%) of the shares of a corporation or cooperative a contracting party ; AND
 - E. The trustee discloses such remote interest to the Board of Trustees.
3. accept any reward or compensation for services rendered as a trustee except as expressly provided by law;
4. accept and award contracts involving the school district to businesses in which a trustee or person related to him by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in §§ 18-1361 or 1861A are followed;
5. be involved in the election of a relative related by affinity or consanguinity within the second degree and shall be absent from the meeting while such employment is being considered and/or determined;
6. 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;
7. enter into a contract with the trustee's district;
8. accept a bribe in the way for money, a promise, gift or any other form of personal advantage engage in a substantial financial transaction for the trustee's private business purpose with a person whom the trustee inspects or supervises in the course of official duties;
9. be a purchaser or vendor at any sale or purchase made by the trustee in the trustee's official capacity;
10. use public funds or property to obtain a pecuniary benefit for himself;
11. solicit, accept or receive a pecuniary benefit as payment for services, advice, assistance or conduct customarily exercised in the course of the trustee's official business;
12. use or disclose confidential information gained in the course of or by reason of the trustee's official position or activities in any manner with the intent to obtain a pecuniary benefit for the trustee or any other person or entity in whose welfare the trustee is interested or with the intent to harm the District;

13. appoint or vote for the appointment of any person related to him 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 appointment 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. § 33-507 Limitation upon authority of trustees
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. § 59-201 Officers not to be interested in contracts
I.C. § 59-202 Officers not to be interested in sales

Policy History:

Adopted on: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

Management Rights

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

1. 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: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

Board/Staff Communications

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

Staff Communications to the Board

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board 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 will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

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.

Legal Reference:

Policy History:

Adopted on: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

Board-Superintendent Relationship

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

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

The Superintendent shall be employed for a term not to exceed three (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: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

Trustee Expenses

Expenses for Board Members - In-District

A trustee shall not receive remuneration for service as a trustee. However, each trustee shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the board as provided herein. Reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the trustee.

Board Meetings

Whenever any trustee resides at such distance from the meeting place of the board as to require such member to incur extraordinary expense in traveling from the trustee's home to and from the meeting place, the board may approve payment to a trustee of the extraordinary expense incurred in attending any such meeting. The Board has determined that those trustees who live in excess of fifty miles from the place where school board meetings are generally held shall be entitled to an allowance for mileage or actual travel expense incurred, whichever is less.

Expenses for Board Members at Out-of-District Meetings

Trustees normally attend workshops, training institutes, and conferences at both the state and national level. It is appropriate that trustee expenditures at these out-of-District meetings be paid by the District from the general fund. It is the intent of the District to pay all legitimate costs for trustees to attend out-of-District meetings, at the established rates for reimbursement set by 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 Swan Valley.
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.

Cross Reference: 7336 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: April 24, 2003

Reviewed on: June 10, 2008

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Trustee Insurance

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: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Trustees of Swan Valley School District No. 92 recognizes the value of public comment on educational issues and the importance of involving members of the community in its meetings. Therefore, the Board encourages all citizens of the District to express their ideas and concerns. Comments from the public will be given careful consideration. In the evaluation of such comments, District students and their educational program will be first priority.

Guidelines

7. The agenda for each Regular of the Board will provide time for public comment before the Board.
8. The Board Clerk will also accept written comments or materials regarding scheduled agenda items for distribution to the Board.
 - a. These must include name, address, and telephone number of the person submitting.
 - b. These will be forwarded to Board members if received by noon the Friday preceding the Board Meeting.
 - c. Materials should not be sent directly to Board Members.
 - d. Materials can be presented or mailed to the Board Clerk at: Swan Valley School District #92, PO Box 220, Irwin, ID 83428
3. At the discretion of the Board Chairperson and Superintendent, individuals wishing to address the Board may be required, to submit a Request to Appear before the Board form (1550F) to the Clerk of the Board, prior to the start of the Board meeting.
 - a. Forms are available from the Clerk at the District Office and at each meeting.
 - b. Comments will be taken regarding matters scheduled on the agenda.
 - c. Comments or complaints about personnel or individual students will only be heard in executive session.
4. Public participation will be limited to the time allotted on the agenda.
 - a. At the discretion of the Chairperson, each speaker will be limited to three (3) minutes.

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5. All speakers will be allowed to speak at least once before a speaker is allowed to address the Board a second time.
6. If a number of individuals wish to speak on the same issue or topic, they are encouraged to select a representative(s) to summarize their position before the Board.
7. Total time allotted for public comment will not exceed one (1) hour.
8. The Chairperson/designee 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.
9. If a Special Meeting has been held to obtain public comment on a specific issue, speakers wishing to comment on the same topic at a regular meeting of the Board may do so only upon consent of the Chairperson.
10. If a topic is being considered by a committee established for that purpose, the Chairperson may refer the public comment to that committee
11. Because of the diversity of issues, the Board will not respond to public comment during the meeting. Instead, issues may be recorded and referred to the proper staff person for follow-up.
12. Any complaint about the District, including instruction, discipline, 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:
 - a. Teacher or Staff
 - b. Principal or Supervisor
 - c. Director or Administrator
 - d. Superintendent or Deputy Superintendent,
 - e. Board of Trustees

Policy History:

Adopted: November 13, 2013

Reviewed:

Revised:

Cross Reference: Disruption of School Operations #4320

Complaints Concerning District Employees #

Legal Reference: IC § 33-512 (11) School Governance – Removal of disruptive individuals

IC § 67-2345 Executive Session

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DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD 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).

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

If these channels have been exhausted, this form should be filled out and handed to the Board Chairperson, Superintendent, or Clerk prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the Chairperson will announce your name.

You will have the floor a maximum of three (3) minutes.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written Comments must include name, address and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairman.
2. Identify one-self and be brief. Ordinarily, comments shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 3 minutes.
3. The Board Chairperson may shorten or lengthen an individual's opportunity to speak.
4. The Chairperson may also deny an individual the opportunity if he/she has previously addressed the Board on the same subject within the past two months.
5. The Board Chair person shall have the authority to determine procedural matters regarding public participation not otherwise defined in board policy.

REQUEST TO APPEAR BEFORE THE BOARD

NAME _____

ADDRESS _____

REPRESENTING _____

Brief Description of Reason to Appear Before the Board

Date: _____

Annual Goals and Objectives

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: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

Evaluation of Board

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: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

In-Service Conference for Trustees

In keeping with the need for continued boardsmanship development, the Board encourages the participation of its members at appropriate Board conferences, workshops, conventions and District-sponsored in-service training sessions. Funds for participation at such meetings will be budgeted on an annual basis.

Policy History:

Adopted on: April 24, 2003

Reviewed on: June 10, 2008

Revised on:

Board Participation in Activities

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: April 24, 2003

Reviewed on: June 10, 2008

Revised on: