

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 School Board meetings via electronic means (including telephonic or video conferencing devices) provided at least one (1) member of the Board of Trustees or the Superintendent is physically present at the meeting location.

REGULAR MEETINGS

Unless otherwise specified, all meetings will be held at the St. Maries Joint School District No. 41 District Office, 240 S. 11th Street, St. Maries, Idaho. Regular meetings shall be held at 6:30 p.m., on the second Monday of each month.

SPECIAL MEETINGS

Special meetings may be called by the Board Chair 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 Administration Office and at least two (2) or more public buildings within the School District. Business transacted at a Special Meeting will be limited to that stated in the Notice 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 Idaho Code Section 33-402. From the time noticed, a copy of the Budget shall be available for public inspection during regular business hours.

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.

EXECUTIVE SESSION

Under Idaho law, upon a two-thirds (2/3's) 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 specified 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.

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 complaints or charges brought against, a public officer, employee, staff member or individual agent, or a student;
3. 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, i.e., the exchange of offers, counteroffers, and exchange of documents must be conducted in open session.)
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 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. The presence of legal counsel at executive session does not satisfy this requirement;
8. 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 to be filed. The presence of a risk management or insurance provider at executive session does not satisfy this requirement;

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, items to be discussed, and include the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to one not identified within the motion to enter executive session or to any topic for which an executive session is not provided.

Policy Cross Reference:

Legal Reference:

Idaho Code §33-510	Annual Meetings – Regular Meetings – Boards of Trustees
Idaho Code §33-514	Issuance of Annual Contracts – Support Programs – Categories of Contracts – Optional Placement [Effective April 1, 2001.]
Idaho Code §67-2341	Open Public Meetings - Definitions
Idaho Code §67-2342	Governing Bodies – Requirement for Open Public Meetings
Idaho Code §67-2343	Notice of Meetings
Idaho Code §67-2344	Written Minutes of Meetings
Idaho Code §67-2345	Executive Sessions – When Authorized

Policy History:

Adopted:	04/25/1974
Reviewed:	11/18/2002
Amended:	11/18/2002
Reviewed:	07/28/2008
Reviewed:	12/14/2009
Amended:	12/14/2009
Reviewed:	05/14/2012
Amended:	05/14/2012
Reviewed:	07/08/2013
Amended:	07/08/2013
Reviewed:	12/09/2013
Amended:	12/09/2013