

### **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. 11<sup>th</sup> Street, St. Maries, Idaho. Regular meetings shall be held at 5:30 p.m., on the second Monday of each month, or as scheduled at the annual meeting each year.

### **SPECIAL MEETINGS**

Special meetings may be called by the Board Chair or by any two (2) members of the Board of Trustees. If the time and place of special meetings has not been determined at a meeting of the Board of Trustees 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 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 regularly scheduled July Board 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. 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 SESSIONS**

Pursuant to Idaho Code, 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 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.

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 acquire an interest in real property which 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.)*

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

If only an executive session 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 any subject 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 §74-202	Open Public Meetings - Definitions
Idaho Code §74-203	Governing Bodies – Requirements for Open Public Meetings
Idaho Code §74-204	Notice of Meetings
Idaho Code §74-205	Written Minutes of Meetings
Idaho Code §74-206	Executive Sessions – When Authorized
Idaho Code §74-206A	Negotiations in Open Session

Idaho Open Meeting Law Manual, July 2015

**Policy History:**

Adopted:	04/25/1974
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