

Vallivue School District 139

At its annual meeting in July, the board will set its monthly meetings at regular intervals.

The clerk of the board will prepare and post an agenda notice forty-eight (48) hours in advance of each regular meeting. 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 was made by the board to include in the notice all agenda items known at the time to be probable items of discussion.

The notice requirements for meetings and agendas will be satisfied by posting such notices and agendas in a prominent place in the administrative office of the school district.

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.

QUORUM

The quorum for the transaction of business by the board will consist of a majority of the members of the board. Unless otherwise provided by law, all questions will be determined by a majority of the votes cast. The chairman of the board may vote in all cases.

PUBLIC PARTICIPATION

The board chairperson has the authority and responsibility to oversee the orderly process of a board meeting, and is responsible for recognizing all speakers, utilizing the following guidelines:

1. Public participation will be permitted only as indicated on the order of business as set forth in the board's agenda, or as determined appropriate by the chairperson.
2. Members of the public will not be recognized while the board is conducting its official business.
3. Members of the public wishing to make formal presentations to the board must make a written request one (1) week in advance, submitted to the district office. Individuals will be notified regarding whether their request to address the board has been granted and, if so, will be provided the approximate time as set forth in the meeting agenda.
4. Members of the public must be recognized by the chairperson and must preface their comments by announcing their name, address, and group affiliation, if appropriate.
5. A single spokesman must be selected by groups or organizations desiring to address the board in order to avoid repetitious information.

6. Each statement made by a member of the public shall be limited to three (3) minutes duration, or as determined appropriate by the chairperson.
7. All comments must be limited to items directly related to the district. When deemed appropriate by the chairperson, comments and questions at a regular board meeting may deal with any topic related to the board's conduct of schools. Comments at special meetings must be related to the call of the meeting.
8. The board will not hear complaints against personnel or any students in a public board meeting.
9. All statements shall be directed to the chairperson; no member of the public may address or question board members individually.

The chairperson may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant, or redundant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers in the removal of a disorderly person when the person's conduct interferes with the orderly process of the meeting.
4. Call a recess or an adjournment when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

PARTICIPATION VIA TELECOMMUNICATIONS DEVICES

Any board meeting may be conducted using telecommunications devices which enable all participating board members to communicate with each other; provided, however, that at least one (1) board member, or the superintendent, must be physically present at the location designated in the meeting notice, to ensure that the public may attend such meeting in person. Such telecommunication devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment. All communications must be audible to the public attending the meeting in person and all participating board members. Any board member participating via telecommunications devices shall be deemed to be present in person at the meeting.

BOARD DECISIONS

All final actions and final decisions by the board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive session. In such cases, the employee will not be named in the minutes of the meeting. No decision at a regular or special meeting of the board will be made by secret ballot.

MINUTES OF MEETING

A complete and accurate set of minutes will be kept of each board meeting. All minutes will be available to the public within a reasonable amount of time after the meeting and will include at least the following information:

1. All members of the board present;
2. All motions, resolutions, orders, or policies proposed and their dispositions; and
3. The result of all votes, and, at the request of a member, the vote of each member by name.

Minutes of executive sessions will contain sufficient detail to convey the general tenor of the meetings.

If the designated clerk is not available to attend a meeting of the board, the board will appoint a person to act as the temporary clerk. That person will keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him or her.

RECORDS OF THE BOARD

Records of the proceedings of the board of trustees of this district will be maintained as permanent records, except that obsolete records may be destroyed by board action as provided by Idaho law. The records will be maintained in the office of the superintendent of schools and will be open to public inspection at reasonable office hours.



LEGAL REFERENCE:

Idaho Code Sections

- 9-337, *et seq.*
- 33-506
- 33-508
- 33-510
- 33-514
- 67-2341, *et seq.*
- 67-2343
- 67-2344

ADOPTED: 10/8/73

AMENDED: 8/11/80, 8/8/83, 9/8/87, 10/11/94, 7/9/96, 7/13/99, 7/9/02, 7/12/05, 1/13/09 (includes E-M #266, #272, #274 and #870; replaced 204.1 and 204.2 – contents similar)