

West Ada School District



Board Procedures Handbook

This handbook contains West Ada Public Schools' School Board Operational Procedures.

These procedures shall serve as a complement to the Board Governing Policies.

- Code of Ethics
- Idaho School Boards Association - Standards
- West Ada School Board Operating Protocols
- Board Member Method of Election
- Board Member Unexpired Term of Office
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- School Board Meetings
- Board Meeting Agenda and Pre-Meeting Preparation
- Minutes
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West Ada School District Board Procedures Handbook approved by the Board: 12/13/2021

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:

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 when the Board is considering the Superintendent's evaluation, contract, or salary;
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 District 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.

Idaho School Boards Association Standards

The Idaho School Boards Association and the Board Leadership Development Committee identified and developed six standards and performance indicators for school boards and board members.

To view the Standards booklet click here: [ISBA Standards](#)

The Idaho School Boards Association Standards

- 1) Vision and Mission
- 2) Continuous Improvement
- 3) Advocacy
- 4) Accountability
- 5) Community Engagement
- 6) Board Operations and Training

In February of 2014, the ISBA Executive Board unanimously approved the Idaho School Boards Association standards upon the recommendation of the Board Leadership and Development Committee.

Why Are The Standards Important?

The standards matter because quality matters. These standards are designed to better prepare school board members to carry out their governance role. School Districts that are high achieving districts know the importance of a strong School Board and a cohesive Board–Superintendent Team. This type of quality in the boardroom helps drive student success.

What Do The ISBA Standards Mean To Me And My Board?

These standards have been created not only to define the role of the School Board Member but also to provide the specific steps for development and continual improvement of a District's quality management team. This will allow the Board to monitor the progress of student achievement and district goals and thus ensure success. One cornerstone of the standards is continual improvement. No Board should ever be content with where they are at any given moment. The standards help boards constantly look for ways to become more effective and efficient leaders in governance. The standards will allow for a systemic evaluation of not only the individual's contribution to the District's success but also of the ability of the Board to govern effectively.

Reference:

Idaho School Boards Association Website - [Our Standards \(idsba.org\)](http://idsba.org)

West Ada School Board Operating Protocols

To enhance teamwork among members of the board and between the board and administration, we, the members of the West Ada School Board, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

West Ada School Board	Superintendent
GOVERNS <ul style="list-style-type: none"> • Decides “The What” • Requests Information • Considers Issues • Creates, Reviews, and Adopts Policy • Establishes Vision & Approves & Reviews Plans • Monitors Progress • Contracts with Personnel • Approves Evaluation Criteria & Procedures • Reviews and Approves Budget • Represents Public Interests 	LEADS <ul style="list-style-type: none"> • Decides “The How” • Seeks & Provides Information • Provides Recommendations • Recommends & Carries Out Policy • Implements Vision & Plans • Reports Progress • Supervises Hiring Process & Practices • Supervises & Evaluates Personnel • Formulates Budget • Acts in Public Interest

1. The board will represent the needs and interests of ALL the children in our district.
2. The board will represent the needs and interests of ALL the patrons of our school district and will be a good steward of tax dollars.
3. The board will lead by example. We agree to avoid words and actions that create a negative impression of an individual, the board, or the district. While we encourage debate and differing points of view, we will do it with care and respect.
4. Surprises to the board or the superintendent will be the exception, not the rule. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.
5. Communicating with and listening to parents and community members are some of the board's primary responsibilities. Providing good information to the public is essential to the operation of the district or staff.
 - a. When a parent or community member expresses a concern or complaint about their child's school program or some operation of the district, board members will listen carefully to the individual, recommend that the person speak directly to the teacher or principal of the school, and/or indicate to the individual that they will convey this information to the superintendent.
 - b. Follow the chain of command. The last stop, not the first, will be the board. We agree to follow the chain of command and will direct others to do so. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Board requests that will likely require considerable time or have political implications are to be directed to the superintendent. All personnel complaints and criticisms received by the board, or its members will be directed to the superintendent.
6. Visiting school facilities and communicating and listening to staff is an important way for board members to develop a better understanding of district operations.

- a. Official school visits by board members will be carried out with the notification of the superintendent.
 - b. Board members wishing to visit schools or classrooms for individual purposes aren't required to make any notification.
7. To be efficient and effective, long board meetings will be avoided. If a board member needs more information, see the procedures on Board Meetings, and Board Meeting Preparation.
8. The board will consider research, industry best practices, fiscal implications, public input, and administration input in their decision-making.
9. The superintendent is the chief executive officer and should recommend, propose, or suggest on most matters before the board.
10. Work Sessions are scheduled to provide board members the opportunity to discuss items with topic-specific advisors, administrators, or community members. No final actions are made at work sessions. Work sessions will be audio recorded, and the recordings made available to the public.
11. Executive sessions will be held when specific topics arise which are within the legal parameters for such closed meetings. Board members must be sensitive to the legal ramifications and confidentiality of executive session meetings.
12. A regular board business meeting is conducted formally, with titles (Mrs., Mr., Dr.) used for all present, board, and audience alike. Work sessions may be less formal.
13. Board members will do their homework and participate in board training opportunities as their schedules allow. Board members are expected to be prepared on the topics for the board agenda.
14. Board members understand that board members individually do not have authority. Authority resides with the board as a full governing body.
 - a. Board members agree that individual board members will not take unilateral action.
 - b. The West Ada School District Board of Trustees conducts its meetings using Roberts Rules of Order.
 - c. A quorum is three board members.
 - d. The board members only have authority when acting in a scheduled public board meeting.
15. New board members assume office January 1st at noon. The election of officers will occur annually at the first meeting in January.
16. The board chair or his/her designee will be the spokesperson for official board correspondences and the superintendent or his/her designee will serve as the spokesperson for official district correspondences.
17. For the adoption of the annual budget, the district will use a public hearing process. For decisions that have a major impact on students, staff, and/or patrons, the board may use a public hearing process to gather input before making final decisions.
 - a. Community forums may be held at times on specific topics. These forums give the community at large the opportunity to be informed about the topic, discuss the issue, and give the board input.
18. The board will establish the vision, determine policies, monitors progress, and assures a process to address accountability. The superintendent will manage all daily school district operations.
19. Once a final decision has been made on a proposal by board vote/action, board members and the superintendent will support the decision, individually and collectively. Board members can speak about the rationale for their individual vote, while also supporting the board decision.

20. During the Board Report agenda item, board members are to relay positive information about the district, such as their involvement in associated committee work, school-related activities they have attended, or productive experiences with fellow board members.
 - a. The Board Report agenda is not a time for board members to air grievances/concerns, weigh in on matters that would best be discussed during the report, study, or action item agendas, or surprise their fellow members or staff with new topics.
21. Should a board member have a new topic to discuss, or a request for a specific agenda item they will refer to board meeting preparation procedures.

Board Member Method of Election

The first annual meeting in January shall be called to order by the Clerk of the Board. The first official action of the school board at its annual meeting is to reorganize and elect officers. The board will elect a new Chair and Vice-Chair from among the board members.

The Clerk of the Board will run the reorganization portion of the first annual meeting. This individual shall serve as chair pro-term until a new Chair is elected. The chair pro-term shall acknowledge all new Board members, who shall be seated after the call to order. The chair pro-term will then follow the order of business delineated in the agenda. The election of officers shall be considered a special order and acted upon before addressing unfinished business and new business.

The School Board shall elect from its members a Chair to serve for one year and a vice-chair to serve for one year.

Should the office of the Chair become vacant, the vice Chair shall become Chair. The Board shall then elect a member to fill the unexpired term of the vice Chair. Should any other position become vacant, that role will be filled at the next regular board meeting.

Policy Reference:

200.4 – Organization of the Board

Idaho Code – Title 33, Chapter 5

Board Member Unexpired Term of Office

Resignations

Board members who are unable to fulfill their term of office shall present a letter of resignation to the Superintendent of Schools, and the resignation will be accepted by the board of trustees at a public meeting.

Procedure for Filling Vacancies

Vacancies occurring on the Board between one election, and another shall be filled by appointment by the Board.

- The public will be informed of Board vacancies via one or more newspaper articles or other notice at least two weeks prior to the appointment.
- Any qualified elector of the school district may apply by completing the appropriate form and having it delivered to the Board Clerk's Office before 4:00 p.m. of the announced closing date.
- All candidates must complete the board vacancy application form before the filing deadline.
- The Board will determine the method of selection as it sees fit so long as a simple majority of a board quorum approves the selection process and candidate appointment.
- This appointment should occur within 90 days from the date of declaration of vacancy.
- If the board of trustees is unable to appoint a trustee from the zone vacated, 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.

In the event the Board fails to fill the vacancy within one-hundred and twenty (120) days, appointment shall be made by the board of county commissioners of the county in which district is situated.

Commencement of Duties

The newly appointed board member shall be seated at the next meeting of the Board following his/her appointment. The appointed board member shall execute the Oath of Office in accordance with the deadline in law. The appointee shall hold his/her office for the remainder of the term.

Policy Reference:

200.3

Legal Reference:

Idaho Code: Title 33, Chapter 5

West Ada School District - Board of Trustees Application

This application shall be considered "Public Information" and subject to "Public Records Requests".

Note: In the event of a trustee vacancy, the district will make available an electronic method of application, that will include method for answering the below questions, and submitting applicant resume.

The resignation of the Trustee in Zone and the declaration of a vacancy in the zone, requires West Ada School District to fill the seat, according to Idaho Statute section 33-504.

The applicant must:

- be able to attend the online candidate interview, on Day, Month, Year, starting at Time
- be over 18 years old
- be a registered voter
- currently live in Zone ____
- provide a current resume
- not be an employee, or spouse of an employee of the West Ada School District
- be able to attend regularly scheduled meetings and special meetings (Calendar of the regular meeting schedule is
- established in January)
- attend high school graduations

The main responsibility of a Trustee is governance of schools, not the daily operations of the District.

The full duties of a Trustee are outlined in Idaho Statutes Section 33-512

If you meet these qualifications, fill out the following fields and submit this application before 5:00pm, Month, Day, Year.

Demographic Information:

First Name: _____
Last Name: _____
Street 1: _____
Street 2: _____
City: _____
State: _____
Zip: _____
Contact #: _____
Email: _____

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Please Answer the Following Questions: Yes or No

- a. I am 18 years of Age
- b. I am a citizen of the State of Idaho
- c. I am a resident of the West Ada School District, currently living in Zone ____
- d. I am a registered voter in the State of Idaho
- e. I am not disqualified by the United States Constitution or the laws of the State of Idaho from holding civil office, and I am eligible to be appointed a member of the governing board of the West Ada School District.
- f. Have you ever been convicted of a felony? If yes, please explain.
- g. I am, or my spouse is, currently an employee of the West Ada School District.
- h. I have relatives employed by the West Ada School District.
- i. I have served as a WASD Board of Trustee in the past. If yes, please list dates.
- j. I am a current elected official.
- k. I am available to attend regularly scheduled and special meeting sessions of the Board of Trustees.

West Ada School District - Board of Trustees Application

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Business/Profession or Employment Information

1. Briefly describe your place of business or place of employment.
2. *Tell what, if any, the relationship of your business or professional involvement is with regard to West Ada School District.
3. *Tell what, if any, your personal or professional financial benefit from West Ada School District has been in the previous 10 years.
4. *Statement of Intent (limit 400 words)
Suggested topics to include in your statement are:
 - Why do you want to be a School Board Trustee?
 - What experience have you had in school-wide or district-wide activities or committees?
 - What community, business, or volunteer experiences do you have that are relevant to school board work?
5. *Participation in other boards:
 - Have you served on other boards?
 - If yes, please tell the name of the organization, area served, purpose or kind of services provided and your position on the board and length of service.

A resume is an expected part of the application process:

Please attach a simple resume to this application.

School Board Meetings

The West Ada School Board will hold regularly scheduled meetings for the transaction of business. The schedule of meetings will also be posted on the West Ada Public Schools web site and the designated posting locations.

Typically, the School Board will hold regular meetings on the second and fourth Mondays of each month, unless otherwise noted on the annual schedule of meetings or unless rescheduling is necessary as determined by the Board Chair. The meetings will normally begin at 6:00 p.m. and will be held in the Sawtooth Board Room of the West Ada District Service Center, 1303 E Central Drive, Meridian, ID 83642, unless otherwise noted.

The annual organizational meeting of the School Board will be held at the first regularly scheduled meeting in January, at which time any newly elected members will assume the duties of their office.

Trustees may participate in Board meetings via electronic means, including telephone or video conferencing, provided that at least one member of the Board of Trustees, or the Superintendent is physically present at the meeting location.

Quorum: A quorum for the transaction of business of the board of trustees shall consist of a majority of the members of the board. When a quorum of the board may occur, a notice of quorum will be posted at least 24 hours prior.

Example:

Notice of Quorum of Board in Attendance At [EVENT]

NOTICE IS HEREBY GIVEN QUORUM OF BOARD IN ATTENDANCE AT [EVENT]

As there will be a quorum of the Board of Trustees/Directors in attendance at [ISBA Convention, ISBA Day on the Hill etc.] Notice is hereby given that a majority of the Board will be present and in attendance at such event.

Date:

Location:

Time:

No Business of the Board is scheduled or will be occurring.

No meeting of the Board will be held. Accordingly, no minutes will be taken.

This Notice fulfills the Idaho State Code requirements for public meeting notices.

Work Sessions and Retreats: The Board may, from time to time, meet in work sessions or extended work sessions at a time and place conducive to in-depth discussion of the policies and goals of the district. All such meetings shall be open to the public and subject to the same notice requirements as any other meeting of the Board. No official action may be taken at a work session or retreat.

Annual Meeting: This is the first meeting of the calendar year. During this meeting, board reorganization shall occur, which includes at a minimum election of chair, vice-chair, clerk, and treasurer. The regular meeting schedule for the remaining school year is also typically approved during this meeting. The annual meeting shall be set in January. Notice of the annual meeting shall be published and posted not less than ten (10) days prior to the meeting.

Regular Meeting: These are the regularly scheduled meetings for the board of trustees. Typically, these meetings occur on the 2nd and 4th Monday of each month, starting at 6 pm. Regular meetings for the ensuing school year shall be determined and approved at the annual meeting. The board will hold its regular meetings within the school district at a place available to the public at a reasonable hour. A notice and agenda for regular meetings shall be posted forty-eight (48) hours prior to each meeting. Such written notice shall be posted conspicuously at the District Office, and at least two or more public buildings within the district.

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 the special meeting 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 unless an emergency exists. 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.

Emergency Action: In the event of an emergency involving possible personal injury, 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.

Board Meeting Agenda and Pre-Meeting Preparation

Pre-Meeting Preparation

Board members are expected to read the information provided them and to contact the Superintendent to request additional background necessary to assist them in their decision-making responsibilities. Board members will, to the extent possible, be provided with data and necessary information to inform their decision making.

The Superintendent and Board Chair shall jointly prepare agendas.

- Staff wishing items to be included in the agenda shall submit those items to the Superintendent no later than 12:00 pm on the Friday one full week before the upcoming board meeting.
- Board members requesting an item to be added to the agenda, will make that request through the board chair. Once this item has been placed on the agenda, the request is to be considered fulfilled.
- Inclusion shall be at the discretion of the Superintendent and Board Chair. Final sign-off of the agenda shall be approved by the board chair.
- An Agenda review meeting will take place at 7 am on Tuesday, the week prior to the board meeting. Board Chair, Vice-Chair, Superintendent, Deputy Superintendent, and Board Clerk will be in this meeting. Additional district administration may be involved depending on the items on the agenda.
- The board agenda will be posted online by 12:00 pm on Thursday, prior to the board meeting.
- Questions from individual board members should be received by the chair, board clerk, and superintendent by Friday at 5:00 pm.
- Board Meetings typically occur on the second and fourth Monday of each month, at 6 pm.
- Any adjustments to the schedule, timeline, and procedures listed above will be subject to approval by the Superintendent and Board Chair.

The Superintendent shall be responsible for the physical preparation, reproduction, and distribution of the agenda.

Example Timeline for Board Meeting September 13, 2021 (Monday Meeting)

- Friday all information to clerk by 12:00 all attachments included **September 3**
- Friday agenda will be sent to All Trustees by 3:00 **September 3**
- Tuesday 7am agenda review/teams **September 7**
- Thursday 12:00 agenda is posted online **September 9**
- Friday 5:00 all questions should be received from Trustees **September 10**
- Monday meeting at 6:00

Regular Meeting Agenda

The Board shall follow the order of business set up by the agenda unless altered by consent of the majority of members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of a majority of the Board.

The order of business shall generally be as follows:

- I. Call Meeting to Order and Pledge of Allegiance
- II. Regular Session
- III. Superintendent Update

- IV. Board Member Updates
- V. Discussion
- VI. Action
- VII. Board Consent Agenda
- VIII. Future Agenda Items
- IX. Adjournment

Minutes

The minutes shall be kept electronically on the district server and, in addition to the items required by law, shall include:

1. Type of meeting.
2. The date, time, and place of the meeting;
3. The presiding officer;
4. Board Members recorded as absent or present;
5. All motions, resolutions, orders, or ordinances proposed and their disposition;
6. The results of all votes, including the vote of each Member, by name;
7. Legal basis for recessing into executive session, and roll call vote to enter executive session;
8. Time of adjournment

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 minutes shall not contain information that would compromise the purpose of going into executive session.

Approval and Publication

A disclaimer advising the public that the minutes are unofficial and subject to final board approval should be included on any minutes until the board has approved them.

The minutes of all school board meetings not previously approved shall be reviewed and approved at the next regularly scheduled meeting of the School Board.

The approved minutes of the meeting(s) shall be available for publication as soon as possible after Board approval.

Executive Sessions

The Board shall only hold executive sessions for reasons contained in law. In addition, when conducting an executive session, the Board shall comply with the following.

Attendance at an Executive Session

Only members of the governing body, those individuals deemed necessary to the functioning of a closed meeting by the Board, and those individuals listed in the law(s) pertaining to the executive session will attend the executive session unless law requires otherwise.

Location of Recordings and Documents

All recordings and documents resulting from an executive session shall be securely stored. The date of the executive session, purpose of the meeting, and word “confidential” should be written on the outside of the envelope. Envelopes will be placed in a locked area in the District office.

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 minutes shall not contain information that would compromise the purpose of going into executive session.

Retention of Recordings and Documents

The district will retain all documents and recordings resulting from an executive session for at least six years. When the executive session relates to nonrenewal or discharge, applicable executive session audio and documents will be retained for six years after the employee’s date of separation from the District.

Access to Recordings and Documents

In accordance with law, only the following individuals/ cases shall have access to view/listen to executive session document(s) and recording(s):

1. Those individuals in attendance at the executive session.
2. At the Attorney General’s request.
3. Pursuant to a court order.

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 that this does not apply to filling a vacancy in an elected 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.

Legal Reference:

- Idaho Code – 33-510 – Annual Meetings – Regular Meetings – Board of Trustees
- Idaho Code – 74-202 – Open Public Meetings – Definitions
- Idaho Code – 74-203 – Governing Bodies – Requirement 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
- Open Meeting Law Manual, current edition

News Coverage of Board Meetings

In its dealings with news media, the Board will be frank and open, recognizing the privilege of the media to publish newsworthy information. In return, the news media is asked to exercise courtesy and respect when covering meetings of the Board.

In order that the Board may transact its business with dispatch, questions from the media will not be entertained while meetings are in progress.

The media will be asked to operate with courtesy and decorum when the Board is in session so as not to disrupt the business of the Board. The Board reserves the right to prohibit the media from recording board proceedings in a manner that is disruptive.

When individual board members receive requests from news media representatives for information about board issues, members are requested to refer them to the Board Chair who shall be the public spokesperson for the Board except as the Board specifically delegates this responsibility to others.

Consultants to the Board

To pursue its educational mission and to protect the public's financial investment in the schools, the Board will from time to time engage the services of qualified professional consultants to provide special services which present staff is unable to provide.

Before engaging any consultant, the Board may require submission of a written proposal that can be incorporated into a contract or purchase order. Proposals will detail:

1. The specific objectives to be accomplished by the consultant.
2. The specific tasks to be performed.
3. The procedures to be used in carrying out the task(s).
4. The target dates for the completion of the task(s);
5. The method to be used to report results to the Board and/or to deliver any "product" to the Board.
6. The cost to the district.

When the Board requires submission of a proposal for consulting services, board approval and the consultant's approval of the proposal is mandatory prior to its execution.

The Superintendent will establish procedures necessary to aid in ensuring an efficient working relationship between the consultant and the Board and/or staff members.

Consultants shall exercise no administrative authority over the work of employees in the district and shall act only as advisors in the field in which they are qualified to offer expert assistance.

Advisory Committees to the Board

The Board encourages citizen participation in the decision-making processes. Advisory committees shall be organized when appropriate and be one of the following two types:

1. Board-appointed advisory committees, at the district level, shall function within the organizational frameworks approved by the Board. A board member or members may be assigned to each group to help it carry out its functions. The composition of advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Only the Board shall have the authority to dissolve advisory committees it has created.

The Board will instruct each committee as to:

- The length of time each member is being asked to serve
 - The service the Board wishes the committee to render.
 - The resources the Board will provide.
 - The approximate dates on which the Board wishes to receive major reports. e. Board policies governing citizens committees and the relationship of these committees to the Board as a whole, individual Board members, the Superintendent, and other members of the professional staff.
 - Responsibilities for the release of information to the press.
2. School and district level advisory committees required under federal and state programs shall function in accordance with the requirements pertaining to each specific federal or state program; the Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation, and evaluation of such program or project.

All recommendations of an advisory committee must be submitted to the Board.

Advisory committees created by the Board are subject to the open meetings law, and committee members should be informed of these requirements and agree to comply with them prior to commencing committee duties.

West Ada School District – Policy Review Committee

The Policy Committee of the West Ada School District is responsible for engaging in systematic review of the policies of the West Ada School District. The Policy Committee conducts an ongoing review of existing policies and makes recommendations for amendments to the policies to the West Ada Board of Trustees. The committee will review West Ada School District policy in comparison to model policy from the Idaho School Board Association. The Policy Committee also recommends the adoption of new policies and the elimination of policies that are no longer relevant.

This committee will meet at minimum once per month on the first Thursday of each month. Committee will identify the anticipated policies to be reviewed for the year, during the first meeting in January. Additional policies will be reviewed at the discretion of the committee. Additional meetings may be necessary as the team works through specific policies.

The committee will have the following district administrators as standing members of the committee:

- Deputy Superintendent
- Chief Academic Officer
- Chief Operations Officer
- Chief Human Resource Officer
- Two Board Members as appointed by the board
- General Counsel

The two board members will be identified by the school board during the January meeting each year. Committee members will seek additional input and guidance from district, and school administrators, teachers, staff, and patrons as applicable to specific policies.

Systematic Ongoing Review

Policies that the committee determines need changes, or new policies that need to be added may follow a general process that includes:

- Initial review and identified amendments by policy review committee.
- 1st Reading with Board of Trustees
- Second review by policy review committee to make changes and amendments based upon 1st reading feedback from the board.
- 2nd Reading with Board of Trustees
- Third review by policy review committee to make changes and amendments based upon 2nd reading feedback from the board.
- 3rd Reading with Board of Trustees

School Board Memberships in Organizations

The Board will maintain membership in the Idaho School Boards Association, an area association, and as a direct affiliate of the National School Boards Association.

Such membership shall be paid by the district.

It shall be the policy of the Board to participate as fully as possible in these associations, both as a group and on an individual basis.

Additionally, board members are encouraged to participate in community and civic organizations, such as but not limited to, Government Relations, Chamber of Commerce, Kiwanis, Education Chamber, etc..

Board Member Development Opportunity

Board members are encouraged to participate in meetings, conferences, and workshops of state and national school boards associations and to take part in other activities which will help them become better informed and able to perform their duties.

Funds for participation at such meetings and activities 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.

Reimbursement to Board members for their travel expenses will follow the travel expense reimbursements established by state law.

When a conference, convention, or workshop is not attended by the full Board, those who do participate will be required to share information, recommendations, and materials acquired at the meeting.

The West Ada School District Board will schedule and participate in board trainings each school year for all trustees.

New Board Member Orientation

The West Ada School District Board of Trustees will assist newly elected or 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 regarding board governance.

The superintendent and board chair will host new board members for a district orientation with district administrators as soon as is practicable after the election/appointment.

A new member is to be afforded the fullest measures of courtesy and cooperation by the Board and the school district staff. In the interim between election and actually assuming office, new board members will be invited to attend non-confidential meetings and functions of the Board.

The Board Chair or Superintendent shall provide the new member with a copy of or access to the West Ada School District policy manual, the Board Procedures Handbook. The Board should identify other material pertinent to board service and particularly useful to new members. The Board Chair or Superintendent should provide this material to the new member.

New School Board Members – On-boarding checklist – Targeted Completion by End of January

- Meet with fellow newly elected board members, the board chair, and superintendent
- Obtain information about taking your oath of office, and procedures for your board's reorganizational meeting
- Obtain electronic access to board materials, and pick up any electronic equipment needed
- Obtain District Email and Badge
- Obtain a map of school district boundaries, and attendance zones, as well as an organizational chart of the district.
- Understand Robert's Rules of Order that the board follows during meetings.
- Learn about Idaho Open Meeting Laws
- Obtain and review school district policy manual
- Obtain and review school district budget
- Obtain and review the adopted Board Handbook
- Obtain graduation gown for High School Graduation ceremonies

School Board Evaluation

The West Ada Board of Trustees recognizes the importance of regular periodic assessments of priorities, goals, and objectives. Therefore, it shall be the policy of this board to conduct a self-evaluation annually based on the stated priority objectives for the year, the goals of the Board, and the board's job description. The board will utilize the [Idaho School Boards Association Board of Trustee's Self-Evaluation Tool](#)

Consistent with the understanding that the Board acts only as a whole and that individual board members have no authority or power, the evaluation will focus on how the Board functions, not how each individual functions. Individual board members are encouraged, however, to conduct a personal self-examination in conjunction with the board evaluation to gain insight and understanding into the quality of their own board service.

Annually the Chair will distribute a self-evaluation tool to all board members and to the Superintendent.

The evaluation tool shall include the following areas:

- The Board Member Team
- Board/Superintendent Relations
- Board/Staff Relations
- Board/Community Relations
- Board Member Orientation and Continuing Development
- Planning
- Policy
- The Annual Budget
- Instructional Program

Following the evaluation, the Board will meet to establish the priority objectives for the coming year.

Board Communication with the Public

As elected/appointed members of the West Ada School Board, individual trustees may be contacted by the public with questions, comments, or concerns related to school matters. The Board believes complaints and grievances are best settled as close to their origin as possible, and staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to the involvement of the Board. Therefore, all complaints should be resolved through the proper channels in the following order:

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

When approached by the public for these reasons, it is recommended West Ada School Board trustees comply with the applicable portions of the following procedure:

1. Explain that individual board members have no authority to act on behalf of the Board.
2. Explain that because board members serve as the “jury” when a licensed staff member (e.g., teacher, principal, or superintendent) is being considered for nonrenewal or discharge, board members must maintain their impartiality in the event of such a hearing.
3. Explain that the district has developed complaint/grievance procedures to handle public concerns and complaints/grievances and refer the complainant/grievant to the appropriate source under administrative policy for further investigation.

If the communication concerns a comment or concern about the West Ada School Board or for which the district has not established a policy, the matter shall be referred to the West Ada School Board Chair and Vice-Chair.

To ensure compliance under the open meetings law, it is recommended that board members not forward or discuss correspondence from the public with other board members outside the context of an open meeting except as otherwise stipulated above. In addition, the Board shall comply with the protocol contained in all policies related to formal complaints/grievances, some of which may prohibit an appeal to the Board.

Policy Reference:

203.3 – Patron Grievance

401.16 – Certificated Personnel Problem-Solving Mechanism

- 402.5 – Grievance Procedure for Non-Certified Employees