

An executive session at which members of the public are excluded may be held upon a two-thirds (2/3) vote of the board. The motion to go into executive session must identify the specific subsection(s) of Idaho Code Section 67-2345 that authorize the executive session. The roll call vote will be recorded in the meeting minutes.

## **DEFINITIONS**

“Executive session” means any meeting or part of a meeting of a governing body that is closed to any persons for deliberation on certain matters.

“Twenty-four (24) hour notice” means when the period is stated in hours:

1. Begin counting immediately on the occurrence of the event that triggers the period;
2. Count every hour, including hours during intermediate Saturdays, Sundays, and legal holidays; and
3. If the period would end on a Saturday, Sunday, or legal holiday, the period continues to run until the same time on the next day that is not a Saturday, Sunday, or legal holiday.

For example, if a special meeting is announced on Friday at 5 p.m. then the special meeting may not be held until Monday at 5 p.m.

## **NOTICE AND AGENDA**

Notice of an executive session will be given according to the meeting and agenda notice provisions of a regular or special meeting. The agenda may be amended in the same manner as open meeting agenda items.

If an executive session only will be held by the board, a twenty-four (24) hour meeting and agenda notice will be given according to the special meeting notice provisions (*see Special Meetings of the Board, Policy No. 268*). Such notice will state the reason and specific subsection(s) of Idaho Code Section 67-2345 that authorize the executive session.

## **MATTERS ADDRESSED IN EXECUTIVE SESSION**

The board may hold an executive session 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 (this section 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, individual agent, or public school student.
3. To acquire an interest in real property that is not owned by the school district.
4. To consider records that are exempt from disclosure as provided by the Public Records Law, Chapter 3, Title 9, Idaho Code.
5. To communicate with legal counsel for the district to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.
6. To engage in communications with a representative of the district’s risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the district’s risk manager or insurance provider at an executive session does not satisfy this requirement.

**PROHIBITION AGAINST DISCUSSING UNIDENTIFIED SUBJECTS**

The board is prohibited from changing the subject within the executive session to one not identified within the motion to enter the executive session or to any topic for which an executive session is not authorized.

**PROHIBITION AGAINST VOTING**

No final action or final decision may be made in an executive session except a decision to place a certificated employee on probationary status. If a decision is made in executive session to place a certificated employee on probationary status, the employee will not be named in the minutes of the meeting.

**MINUTES OF EXECUTIVE SESSION**

The board will record written minutes of all executive session meetings. The minutes must specify the specific subsection of Idaho Code Section 67-2345 authorizing the executive session and will also provide sufficient detail to identify the purpose and topic of the executive session without compromising the purpose of going into executive session. Executive session minutes may be recorded in the body of the written minutes of the open session and are a public record.



**LEGAL REFERENCE:**

Idaho Code Sections

33-514

33-515

67-2340, *et seq.*

IRCP Rule 6(a)

FRCP Rule 6(a)(2)

*State of Idaho v. Rick Yzaguirre, et al.*, Idaho S. Ct. Op. 2007-85 (May. 25, 2007)

**ADOPTED: November 11, 2003**

**AMENDED:**

**November 8, 2005**

**December 10, 2013**