

## SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: <u>Board of Trustees – Governance and Operations</u>	NUMBER: <u>1020</u>
	NEW: <u>1985</u>
	REVISED: <u>September 2008</u>

The board of trustees of the Sugar-Salem School District No. 322 shall exercise full control and authority over the public schools of the district in accordance with the state school laws, rules, and regulations of the State Board of Education and the will of the people.

Authority vested in the board of trustees rests with the board as a whole, not individual members.

The board of trustees shall consist of five members, one from each of the five trustee zones.

Except as otherwise provided by law, a school district trustee shall be elected for a term of four years or until the annual meeting of his/her district held during the year in which his/her term expires.

Election of school district trustees shall be held on the third Tuesday in May (Idaho Code 33-503).

A legal description of the trustee zones of Sugar-Salem School District No. 322 shall be on file in the superintendent's office as well as a map for clarification. For all practical purposes, the trustee zones shall be designated as follows:

- A. Plano Area Zone 1
- B. Salem Area Zone 2
- C. Area North of Sugar City Center Street Zone 3
- D. Area South of Sugar City Center Street Zone 4
- E. Newdale Area Zone 5

Members of the board of trustees, appointed or elected as provided by law, before entering upon the discharge of their duties shall qualify by taking and subscribing the constitutional oath of office. This oath of office shall be recorded in the county recorder's office.

The board of trustees shall organize at its annual meeting and elect a Chairperson, a vice chairperson, a clerk, and a treasurer.

The board, at its discretion, may allow compensation for the clerk and for the treasurer, but no compensation shall be allowed to any person who is a member of the board of trustees except as provided for travel and expenses under Idaho Law.

In case a vacancy occurs on the board, the board of trustees shall appoint a person qualified to serve as trustee of the school district providing that there remain in membership on the board of trustees a majority of the original membership thereof.

It shall be the duty of each member of the board of trustees to attend all meetings, both regular and special. A vacancy shall be declared when, without an excuse acceptable to the board of trustees, any trustee shall fail to attend four consecutive regular board meetings.

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The annual meeting of the school district shall be on the date of its first regular July meeting.

Regular meetings of the school board shall be set by the board at or following the annual meeting.

Special and adjourned meetings may be called by the president, or by any two members of the board and held at any time. If the time and place of special meetings shall not have been determined at a meeting of the board with all members being present, then notice of the time and place shall be given to each member not less than twenty-four hours before such special meeting is to be convened.

All board meetings shall be open to the public except as noted below.

During meetings, the board may elect to go into an executive session for the purpose of private discussion. No rules, resolutions, or regulations shall be adopted at such executive sessions.

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

The procedure of the board shall be informal but when necessary shall be governed by Roberts' Rules of Order and by the Idaho State Code.

The board shall authorize all school district expenditures.

Individual board members should direct all complaints to the superintendent. The board as a whole, not as individuals, shall consider complaints.

The board may employ professional experts as it is deemed necessary to promote, repair, protect, or maintain the educational establishment and maintain insurance on the same (e.g. attorney, architect, etc.).

The board shall employ a competent accountant for the annual audit of all financial transactions, including student funds.

Minutes of the board meetings shall be kept in a permanent journal by the clerk and shall be signed by the clerk; the minutes shall be open for inspection by the public.