



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Guiding Philosophy
Code	1010
Status	Active
Last Revised	October 8, 2001

The Guiding Philosophy of our school district clarifies our purpose, our direction and our beliefs. The philosophy will serve to guide our decisions and our actions to better serve the students and this community. The guiding principles create our desired culture and guide the behaviors of all members of Independent School District No. 1.

PURPOSE: To educate and inspire learners for life.

VISION: To achieve the highest individual potential.

GUIDING PRINCIPLES:

We believe –

- Students are the center of the educational process.
- Education is the foundation for success.
- Parents must be engaged in the education of their children.
- The district and the community must share a passion for education.
- Emotional and physical safety is necessary in the educational environment.
- Learning is lifelong.

MISSION: **Strive... Achieve...Succeed... Go Beyond!**



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Commitment
Code	1020
Status	Active
Adopted	August 12, 2002
Last Revised	August 22, 2016

The Board of Directors and every employee is expected to act in a manner consistent with the District's Purpose, Mission, Vision and Guiding Principles which are outlined in policy and in the District's current Continuous Improvement Plan.

The Continuous Improvement Plan provides a framework for ongoing improvement of student learning by utilizing a model of data-driven decision making and results-oriented educational structures.

The primary role of those working for the Lewiston School District is to prepare each student to meet or exceed the Idaho State and District Content Standards in an educational environment that is rich and rigorous.



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Membership and Election
Code	1030
Status	Active
Last Revised	July 9, 2018

In accordance with the provisions of the Charter governing the District, the Board of Directors shall consist of five (5) members. They shall be elected for periods of six (6) years at the biennial election held on the Tuesday following the first Monday of November (see "notes" below) in odd numbered years. Qualified electors of the State of Idaho who have been residents of the District for thirty (30) days are entitled to vote for Board members.

Should a vacancy on the Board arise for any reason, the remaining Directors shall elect a successor who shall serve for the remainder of the unexpired term.

NOTES:

- This date is not in harmony with the existing codified Charter. The District's attorney is of the opinion that Senate Bill 1280, 2nd Regular Session of the Sixty-fourth Session of the Idaho Legislature, had the intent and effect of thus modifying the provisions of the Charter. (Refer to Section 33-503 of Idaho Code as amended.)



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Organization
Code	1050
Status	Active
Last Revised	July 9, 2018

Each board member shall qualify for and assume office on January 1st next following his/her election (see "notes" below), or, if appointed, at the regular meeting of the Board next following such appointment. An oath of office shall be administered to each board member, whether elected, reelected or appointed. Said oath may be administered by the clerk, or by a board member of the District, and the records of the District shall show such oath of office to have been taken and by whom administered and shall be filed with the official records of the District.

At the first regular meeting after the January 1st directly following an election of the Director(s), the Board shall organize, thereby electing a President and Vice-President, Clerk and Treasurer, pursuant to Idaho Code 33-506.

The clerk shall serve at the pleasure of the Board to act as secretary to the Board and shall maintain all of the books and records of the District as required by the Board. A clerk pro-tempore shall be designated to act in the absence of the clerk.

NOTES:

- This date is not in harmony with the existing codified Charter. The District's attorney is of the opinion that Senate Bill 1280, of the 2nd Regular Session of the Sixty-fourth Idaho Legislature, had the intent and effect of thus modifying the provisions of the Charter. (Refer to Section 33-503 of Idaho Code as amended.)



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Responsibilities
Code	1070
Status	Active

The Directors, as duly elected representatives of the people, have full legislative authority over the schools in accordance with the Charter and the general statutes of the State of Idaho. They delegate all executive, supervisory, and instructional responsibility to their employees as hereinafter specified. Since the function of the Board is primarily legislative, the Directors recognize that the administration of the educational program should be a task for professional people. Therefore, the Board selects a competent executive and acts upon the general policies. The executive shall be given complete control of the management of the affairs of the District as long as approved policies are carried out.

The Board shall employ a competent accountant to audit the books of the District each year.



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Conflict of Interest, Director
Code	1080
Status	Active
Adopted	August 12, 2013
Last Revised	August 25, 2014

A potential conflict of interest exists if any official action or any decision or recommendation by a Director acting in his or her capacity as a Director, may result in a private pecuniary benefit to the Director or to a member of the Director's household, or to a business with which the Director, or a member of the Director's household, is associated. Members of a Director's household are the spouse and dependent children of the Director and/or persons whom the Director is legally obligated to support. A business with which a Director is associated is any business which the Director or a member of his or her household is a director, officer, owner, partner, employee or owner of stock with a fair market value of five thousand dollars (\$5,000.00) or more.

Directors with potential conflicts of interest shall comply with all applicable statutes and rules governing conflicts of interest including, but not limited to, the Ethics in Government Act of 1990, Idaho Code§59-701 et. seq., and the Bribery and Corrupt Influences Act, Idaho Code§18-1351 et. seq.

Directors may not have a financial interest directly or indirectly in any contract or other transaction pertaining to the maintenance or conduct of the District, or accept any reward or compensation for services rendered as a board member except as otherwise provided by law.

The Board of Directors shall not enter into or execute any contract with the spouse of any Director, the terms of which requires, or will require, the payment or delivery of any school district funds, money or property to such spouse, except as provided by law.

When any relative of any Director or relative of the spouse of a Director related by marriage (affinity) or blood (consanguinity) within the second degree is considered for employment in the school district, such Director shall abstain from voting in the election of such relative, and shall be absent from the meeting while such employment is considered.

Legal Idaho Code §59-701 et. seq., Idaho Code §18-1351 et. seq., Idaho Code§33-507.



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Meetings and Executive Sessions
Code	1090
Status	Active
Last Revised	June 11, 2018

Regular Meetings

Regular meetings of the Board shall be held on the second Monday of each month at 6:00 p.m. in the Board Room at the Central Services Office at 3317 12th Street.

A quorum for the transaction of District business shall consist of three (3) or more members.

No business shall be transacted by the Board except at regular and special meetings.

All school employees and organizations are expected to present requests and reports to the Board through the Superintendent's office.

Special Meetings

Special meetings maybe set at any regular meeting when all Directors are in attendance and the time, place, and reasons for the meeting are determined at that time; or

When called by the President or by any two members of the Board when notice shall be given to all members of the Board and to the general public stating the reasons and specific provisions of law authorizing the special meeting; or

When called without notice to deal with an emergency involving injury or damage or the likelihood of injury or damage to persons or property.

Executive Sessions

An executive session may be held at any time during a regular meeting when two-thirds (2/3) of the Directors vote in favor of the same and when the reason for the session has been indicated as per Idaho Code 74-206(1):

1. To consider hiring a public officer, employee, staff member or individual agent. This paragraph does not apply to filling a vacancy in an elective office;
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 public school student;
3. To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;
4. To consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code;
5. To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
6. To communicate with legal counsel for the public agency 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;

7. By the commission of pardons and parole, as provided by law;
8. By the sexual offender classification board, as provided by Chapter 83, Title 18, Idaho Code;
9. By the custody review board of the Idaho Department of Juvenile Corrections, as provided by law; or
10. To engage in communications with a representative of the public agency'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 public agency's risk manager or insurance provider at an executive session does not satisfy this requirement.

Negotiations, Labor

Labor negotiations must be conducted in open session. Minutes or records of the proceedings shall be kept and shall be available for public inspection at the offices of the Board of Directors during normal business hours.



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Public Participation at Board Meetings
Code	1100
Status	Active
Adopted	September 7, 1983

All regular and special Board meetings shall be open to the public except for executive sessions, which may be convened as allowed bylaw. Since the Board wishes to be aware of the problems, requests, complaints, and suggestions of members of the community, the Board welcomes participation of interested citizens, and for that purpose will allow time on the agenda. Generally, items to be considered by the Board will be released to the news media ten (10) days prior to a scheduled meeting.

Citizens who wish to be placed on the Board agenda shall contact the Superintendent at least seven (7) days prior to the meeting. This procedure will allow the Board the opportunity to become informed about citizen concerns before the meeting convenes.

The Board will also allow patrons of the District to speak before the Board without prior notice, but it will generally be the policy of the Board to defer any action requested on issues not on the agenda to the next regular meeting to allow the Board time to investigate all sides of an issue.

Any person wishing to speak before the Board must be recognized by the President. Presentations will be limited to five (5) minutes. However, the President may extend this time if he/she thinks it is in the best interest of the Board. The President may limit the total time to be spent on comments from visitors, and may impose such reasonable regulations as may be necessary to maintain orderly deliberations. Any action of the President may be overruled by a majority vote of the Board.

The Board, from time to time, will call for public hearings on those issues which it feels require additional public input.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers from individual Board members reflect that individual's position and not the position of the Board unless the matter has been considered and acted on by the full Board.

It must be borne in mind that Board meetings are conducted for the purpose of carrying on the business of the District; therefore, to allow the Board sufficient opportunity to deliberate those issues needing action, the Board shall generally limit public input to the first half hour of the meeting. Thereafter, as a general rule, members of the public will not be recognized by the President as the Board conducts its official business.



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Executive Officer (Superintendent of Schools)
Code	1110
Status	Active
Last Revised	September 28, 1995

The general administration of the District plant, program, and personnel shall be vested in the Superintendent, who shall be charged with the execution of the policies as determined by the Board. It is expected that the Superintendent will, at all times, endeavor to provide the maximum educational program for children and youth of the District. The specific responsibilities of the Superintendent are listed in the job description.

The Board of Directors shall conduct an annual, written, formal evaluation of the work of the Superintendent in accordance with Idaho Code 33-513. The evaluation shall indicate the strengths and weaknesses of the Superintendent's performance in the year immediately preceding the evaluation and areas where improvement in the Superintendent's performance, in the view of the Board of Directors, is called for.



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	District Continuous Improvement Planning
Code	1115
Status	Active
Adopted	August 11, 2014
Last Revised	June 22, 2015

Each year, the Board of Directors shall create a collaborative continuous improvement plan designed to improve student achievement in the District, assess and prioritize needs, and measure outcomes.

Components of the District Plan

The Continuous Improvement Plan shall:

- Be data driven, specifically in student outcomes, and shall include, but not be limited to, analysis of demographic data, student achievement and growth data, graduation rates, and college and career readiness targets;
- Set clear and measurable targets based on student outcomes;
- Include a clearly developed and articulated vision and mission; and
- Include key indicators for monitoring performance, and
- Include a report of progress toward the previous year's improvement goals.

Publishing Requirement

The District plan shall be made available to the public by being posted on the District's website.

Posting Requirement

The plan must be reviewed, updated annually, and posted no later than October 1 of each year.



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Advisory Committees
Code	1130
Status	Active
Last Revised	September 28, 1995

1. ADVISORY COMMITTEES TO THE BOARD

In order to assist the Board in the formulation of policies to improve the scope and quality of education in the community, representative patrons from the District may be chosen to constitute a committee or committees for this purpose. Selection of the members, tenure of office, and projects to be undertaken shall be determined by the Board.

2. ADVISORY COMMITTEE TO THE SUPERINTENDENT

The Superintendent may have advisory committees.



Book	District Rules and Regulations
Section	1000 - BOARD OF DIRECTORS' GOVERNANCE AND OPERATIONS
Title	Charter Schools
Code	1140
Status	Active
Adopted	January 11, 1999

A charter school is a public, non-religious, publicly funded school which is accountable for the provisions set forth in its charter petition and its contract as negotiated by Lewiston School District. The charter school shall operate independently within the boundaries of the District, and it shall be responsible for its own operation including, but not limited to, governance, personnel matters, preparation of a budget, implementation of curriculum, and contracted services.

A charter school may be formed by creating a new school or converting an existing public school to charter status. The District cannot authorize the conversion of any private or parochial school to a charter school. A charter school cannot be operated for profit.

A charter school shall be subject to all federal and state laws. A charter school is exempt from the rules of the State Board of Education and the State Superintendent of Public Instruction, except for the issue of teacher certification.

Involvement with the charter school by any student, parent/guardian, or employee must be voluntary. Enrollment must be open to any student who resides within the District. Nonresident students may be admitted to a charter school, but priority must be given to admission of resident students. A charter school shall not charge tuition or fees except those fees normally charged by other public schools.

Petitions must meet the requirements outlined in the Charter School Application Manual in order to be considered by the Board of Directors.