

**1000 SERIES—BOARD**

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Superintendent—Administrator Training and Oversight

The Governing Board will contract with Rebecca Stallcop to serve as Superintendent of Legacy Public Charter School for the first three years of operation. Mrs. Stallcop will provide training for the administrator in all aspects of his or her duties and specifically in the implementation of Harbor culture and financial operations, oversight of staff training, and development and implementation of the school budget. Additionally, as Superintendent, Mrs. Stallcop will be the final authority for the administrator in all aspects of school management. After the first three years, Mrs. Stallcop will evaluate Legacy annually to ensure compliance with the Harbor School Method TM.

Policy History:

Adopted on: June 29, 2011

Revised on:

Charter School Policy

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board.

All policies shall conform to local, state, and federal laws as well as to the rules and regulations of the Idaho State Board of Education and Idaho Department of Education and the school's approved Charter.

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the Principal for detailed study as needed prior to Board action on the proposal. The Board encourages the Principal to contact other experts to have potential Board policy researched. Interested parties, including any Board member, citizen, or employee of the Board may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of one (1) reading in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
2. The final vote for adoption shall take place not earlier than at the first reading of the particular policy.

All new or amended policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the Charter School's policy manual. Policies of the Charter School shall be reviewed at least every five (5) years from the date of adoption or revision by the Board.

The Principal or designee will be responsible for initiating policy review, which will be carried out administratively, with suggestions for substantial revisions presented to the Board for consideration. Board-approved organizational changes and/or other actions of substance will authorize editorial changes in existing policies. Policies amended in this manner will be presented to the Board where comments will be invited. Editorial changes will then be reviewed by the Board and either accepted or rejected.

Administration in Absence of Policy

In cases where action must be taken before the next Board meeting and where the Board has provided no policies or guides for administrative actions, the Principal shall have to power to act.

Further, and specifically in conformance with Section 33-513(7), Idaho Code, the Board, through this policy, delegates to the school's Principal or designee of the Principal the ongoing authority to place any employee on a period of involuntary leave of absence should the Principal, or designee, believe such action is in the best interest of the school. Any such action by the Principal or designee to place an individual on a period of involuntary leave of absence shall be ratified by the Board and shall conform to the parameters established in Section 33-513(7), Idaho Code.

His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the Principal to inform the Board of such action and the need for policy.

The Principal shall develop such administrative procedures as are necessary to ensure consistent implementation of Board Policy. When written procedure is developed, the Principal shall submit such to the Board as an informational item. Such procedures need not be approved by the Board but the Board may revise such administrative procedures if the procedure does not appear to be consistent with the Board's intention and the Board's policy.

### Suspension of Policies

Under circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the Board members present. In order to suspend a policy, all Board members must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of the entire Board.

### Policy Manual

The Principal shall develop and maintain a current policy manual which contains the policies of the Charter School. Each administrator, as well as staff, students and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the Charter School and shall be subject to recall at any time.

Legal References:     I.C. § 33-506                     Organization and government of board of trustees  
                              I.C. § 33-512                     Governance of schools

### Policy History:

Adopted on: August 21, 2014

Revised on: April 16, 2015

Continuous Improvement Planning

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

The Board shall work with the Principal to engage students, parents, teachers, and community members as appropriate in the planning process.

The 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;
- 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.

Multiple measures shall be used to determine student readiness and improvement. At a minimum, the Board shall set a benchmark for each of the following metrics:

1. **Career and College Readiness:** The number and percentage of students meeting the college ready benchmark in mathematics and English Language Arts on a state recognized college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college readiness benchmark.
2. **High School Readiness:** The number and percentage of students meeting proficient or advanced on the 8<sup>th</sup> grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.
3. **7<sup>th</sup> Grade Readiness:** The number and percentage of students meeting proficient or advanced on the 6<sup>th</sup> grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.
4. **4<sup>th</sup> Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 3<sup>rd</sup> grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

5. **3<sup>rd</sup> Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 2<sup>nd</sup> grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
6. **2<sup>nd</sup> Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 1<sup>st</sup> grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
7. **1<sup>st</sup> Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring kindergarten statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

The Board may engage in planning training to assist in the process and the development of the plan. Qualified planning training may be reimbursable by the State through the process outlined in Idaho State Board of Education rule.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board's annual evaluation of the Principal.

The plan shall be made available to the public by being posted on the Charter School's website. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

Cross Reference:      1645                      Board Development Opportunities  
                                 4130                      Public Access to Charter School Website

Legal Reference:      I.C. § 33-320 Continuous Improvement Plans and Training  
                                 IDAPA 08.02.01.801 Planning and Training

Policy History:

Adopted on: August 21, 2014

Revised on: July 16, 2015

Revised on: February 16, 2017

Board of Directors Use of Electronic Mail and Social Media

Use of electronic mail (e-mail) by Board Members will conform to the same standards of judgment, propriety, and ethics as other forms of board-related communication. The Board will comply with the following guidelines when using e-mail in the conduct of school responsibilities:

1. Board Members will not use e-mail, social media or any other form of electronic communication as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications or in other social media postings, because of the risk of improper disclosure or unsecure websites. Board members will comply with the same standards as school employees, with regard to confidential information. Board members will comply with the standards of FERPA and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014.
4. The Board respects the private lives of its individual members and understands that such privacy may include participation in social media endeavors. Individual board member's postings are those of an individual and not an act of the Board. Board members shall not individually post to social media sights making representations for the Board unless the Board specifically authorizes the Director to make such a posting on behalf of the Board during a Board meeting. Board Members, as with other school personnel, shall exercise care such that individual postings do not reflect upon the Board and the school.

Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

No deliberation shall occur outside of an appropriate meeting setting or through the use of e-mail, social media or other electronic communications.

I.C. § 67-2341(2)      Open Public Meetings – Definitions  
Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners  
144 Idaho 259 (2007).

Policy History:

Adopted on: April 17, 2014

Revised on: April 16, 2015

## Legacy Charter School

### THE BOARD OF TRUSTEES

1500P

#### Board Meeting Procedure

##### Agenda

The agenda for any Board meeting shall be prepared by the Executive Director and Board Chair. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of the School may also suggest inclusions on the agenda. Such suggestions must be received by the Executive Director at least seven (7) days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Executive Director, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

##### Regular Meeting Agendas

A 48 hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal office of the School or, if no such office exists, at the building where the meeting is to be held. All meeting notices and agendas must be posted on the School website.

##### Special Meeting Agendas

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board secretary or his or her designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the School website.

##### Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

**Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

**Amending the Agenda Less than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but

prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

**Amending the Agenda After the Start of a Meeting:** An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

### Order of Business

The order of business will be determined by the Board Chair and Executive Director with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed.

### Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a Member of the Board. It is strongly suggested that any Board Member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Executive Director. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

### Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

### Minutes

The clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the clerk. The minutes shall include:

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

When issues are discussed that may require a detailed record, the Board may direct the clerk to record the discussion verbatim.

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 roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

#### Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.

#### Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board Members in attendance. Voting shall be by acclamation or show of hands.

#### Procedure History

Adopted on: November 15, 2018

Revised on:

## Legacy Charter School

### THE BOARD OF DIRECTORS

1600

#### Code of Ethics for Directors

*As a member of a Charter School Board of Directors, I will strive to improve student achievement in public education, and to that end I will:*

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 meetings;

Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the Board makes decisions as a team. Individual Directors may not commit the Board to any action unless so authorized by official Board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all Directors;

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 Principal;

Be open, fair and honest – no hidden agendas, and respect the right of other Directors to have opinions and ideas which differ from mine;

Recognize that the Principal is the Board's advisor and should be present at all meetings, except when the Board is considering the Principal's evaluation, contract, or salary;

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 Charter School concern ever rise to the attention of the Board as a hearings panel;

Keep abreast of important developments in educational trends, research, and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about Charter School decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as Charter School staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of Charter School operations to the Principal, not to Charter School staff or to a Board meeting;

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

Remember always that my first and greatest concern must be the educational welfare of the students attending the Charter School.

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Policy History:

Adopted on: February 16, 2017

Revised on:

Board Development Opportunities

The Charter School Board of Directors realizes that proper board training is important. Decisions about school policy, personnel, finance, curriculum, and communications can be overwhelming and may require training. Training Directors to be effective leaders and decision makers is an educational investment that benefits the entire community. The Board believes that with proper training, it can create a positive and productive atmosphere for decision-making. There needs to be strong leadership among Directors demonstrated by teamwork, effective communication, problem-solving skills and positive relationships between the Board and the Principal.

The Board places a high priority on the importance of a planned and continuing program of in-service education for its Directors. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of the Charter School; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Qualified training in continuous improvement planning, finance, administrator evaluation, ethics, and governance may be reimbursable by the State through the process outlined in Idaho State Board of Education rule. Individual Directors shall be reimbursed for out-of-pocket expenses, as prescribed in Policy 1420 Director Expenses, incurred through participation in approved activities.

The Board, as a whole, shall retain the authority to approve or disapprove the participation of Directors in planned activities. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short-and long-range benefits to our schools.

The Board regards the following as examples of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations;
2. District-sponsored training sessions for Board members; and
3. Subscriptions to publications addressed to the concerns of Directors.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the Principal. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the Charter School;
2. Funds for participation at such meetings 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;
3. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Directors are encouraged to attend workshops presented by the state and national school boards associations.

Cross Reference: 1315 District Planning

Legal Reference: I.C. § 33-320 Continuous Improvement Plans and  
Training  
IDAPA 08.02.01.801 Planning and Training

Policy History:

Adopted on: August 21, 2014

Revised on: July 16, 2015