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STATEMENT OF GUIDING PRINCIPLES

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It is the policy of the Board of Trustees to organize and maintain the distinction between those activities which are appropriate to the Board of Trustees as the legislative governing body of the School District, and those administrative activities which are to be performed by the Superintendent of Schools and staff in the exercise of delegated administrative authority. The function of the Board can be described as policy-making, appraisal, and evaluation.

The Board of Trustees shall have the further duty of providing the financial means by which the educational program is conducted. They shall also ensure that the community be informed of the needs, purposes, values, and status of the schools.

Adopted: 8/20/07

GENERAL ORGANIZATION

201

The public schools of Mountain View School District 244 are maintained for all children who reside within the school district.

No pupil may be enrolled in kindergarten whose fifth birthday does not occur on or before midnight, the first day of September of the school year during which the child registers to enter school.

No pupil may be enrolled in the first grade whose sixth birthday does not occur on or before midnight, the first day of September of the school year during which the child registers to enter school.

The school system shall consist of the following organizational units as the standard types of programs to offer instruction:

- A. Pre-School - Ages 3-5
- B. Elementary School - Comprising various combinations of grades K through 6.
- C. Middle School – Comprising grades 6 through 8
- D. High School - Comprising grades 9 through 12.
- E. Junior-Senior High - Comprising grades 7 through 12.

NAME OF SCHOOL DISTRICT

This district is designated as Mountain View School District 244, in State of Idaho.

Adopted: 8/20/07

GENERAL POWERS, DUTIES AND ELECTION OF BOARD MEMBERS

202

The Board shall possess the usual powers of quasi-municipal corporations. It shall consist of five members, to be nominated and elected by the qualified voters of their respective trustee districts.

The Board of Trustees shall have power to elect its own officers annually, to make its own rules and regulations, subject to the provisions of this article; to organize and maintain a system of graded schools; and to exercise the sole control over the schools and property of the schools of the district.

While the Board of Trustees of Mountain View School District 244 is charged by the state with the responsibility of educational opportunities for the children of its schools and of directing those public school activities which the state entrusts to its care and supervision, and carefully planned pattern of authority is observed in its relationships to the schools as do boards of directors to successful business organizations; that is, through the power of legislation, by the determination of policies, and the evaluation of results. The direct administration of the school systems is delegated to the District Superintendent whom the Board appoints as executive officer of the Board. The Superintendent is held individually and directly responsible to the Board for the execution of all its policies and its legislation and for such other duties assigned to the Superintendent by the Board. Individual members have status as Board members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments.

School district trustees shall be nominated by nominating petitions, each of which shall bear the name of a nominee, state the term for which nomination is made, bear the signature of not less than five (5) school district electors resident of the trustee zone of which the nominee is resident, and be filed with the clerk of the board of trustees of the school district not later than on the fifth Friday preceding.

The election of school district trustees including those in charter districts shall be on the third Tuesday in May. Notice and conduct of the elections, and the canvassing of the returns shall be provided in Sections 33-401-33-406, Idaho Code. In each trustee zone, the person receiving the greatest number of votes cast within their zone shall be declared by the Board of Trustees as the trustee elected for that zone.

If any two (2) or more persons have an equal number of votes in any trustee zone and a greater number than any other nominee in that zone, the board of trustees shall determine the winner by a toss of a coin as stated in IC 33-503.

SUPERINTENDENT

The Board of Trustees at such time as it deems expedient shall elect a District Superintendent who shall not be a member of said Board, for a term of as many years as the Board may choose, and whose term shall begin on the first day of July. The Superintendent shall have charge and control of the public schools of the district, subject to the orders, rules and regulations, and by-laws of the Board, and shall receive for their services such compensation as the Board may determine. His/her contract shall be considered in January.

ASSISTANT SUPERINTENDENT/DIRECTOR OF SUPERVISION & CURRICULUM

The Board of Trustees at such time as it deems expedient or necessary may elect an Assistant Superintendent who shall not be a member of said Board, for a term of as many years as the Board may choose, and whose term shall begin the first day of July.

The Assistant Superintendent/Director of Supervision & Curriculum will assist the Superintendent in the operation of the public schools of the district, subject to the orders, rules and regulations and by-laws of the Board and shall receive for their services such compensation as the Board may determine. The contract for this position will be considered in January.

PRINCIPALS

Principals shall be appointed to act as executive officers in charge of their respective communities and directly responsible to the District Superintendent. Duties shall be as hereinafter described. Their contracts will be reviewed in February.

TREASURER

A Treasurer of the Board of Trustees shall be elected. Before entering upon the discharge of their duties, the Treasurer of the Board of Trustees shall be adequately bonded with good and sufficient sureties, to be approved by the Board, conditioned for the faithful performance of the duties of the Treasurer's office. Expense involved in securing the bond will be defrayed by the school district. Other duties shall be hereinafter described.

CLERK OF THE BOARD

The Board shall elect a Clerk to serve at the pleasure of the Board, who shall receive for services such compensation as the Board may determine. Duties shall be hereinafter described.

SECRETARY TO THE SUPERINTENDENT

A secretary shall be appointed by the Board who shall perform the duties directly under the supervision of the District Superintendent. Duties shall be hereinafter described.

RETENTION OF DELEGATION OF AUTHORITY

The Board of Trustees retains full legislative and judicial authority over the schools in accordance with the school laws, and delegates all executive, supervisory and instructional authority to its employees as hereinafter specified. Legislative service under the law implies the power and the obligation to contract for service and materials, and power to inspect, the power to pass judgment upon employees and their work, and the power to veto acts of any or all employees when such acts are deemed contrary to the legal rights or obligation of the district, or inconsistent with established Board policies.

Adopted: 8/20/07

MEETINGS OF THE BOARD

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Unless otherwise specified, all Board meetings will be held in the Board Meeting Room of the Administration Building at 714 Jefferson Street, Grangeville, Idaho.

REGULAR MEETINGS

Regular meetings of the Board shall be held on the third Monday of each month, or if such day be a legal holiday, on the following day. Meetings times will be scheduled at the annual July board meeting.

SPECIAL MEETINGS

Special meetings may be called at any time by the Chairperson of the Board or by joint action of any two members thereof, or when the District Superintendent feels a meeting is essential. Written notice, stating the time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least 24 hours in advance of such meeting, and no business, other than that stated in the notice, shall be transacted at such meeting.

QUORUM FOR TRANSACTION OF BUSINESS

Three members of the Board shall constitute a quorum for the transaction of business.

PRESIDING OFFICER

The Chairperson of the Board shall preside at all meetings of the Board. In the event of inability of the Chairperson to preside, the Vice-Chairperson shall perform the duties of the chairperson.

VOTING

Voting shall be by voice. Each member's vote or failure to vote shall be recorded. The Chairperson may vote in all cases, and in the case of a tie vote, may cast the deciding vote. The Clerk and the Superintendent are not members of the Board and shall not vote.

ORDER OF BUSINESS

The following shall be the order of business of the regular meetings. The order of business may be changed by consent of all members present.

1. Roll call
2. Reading and approval of minutes of previous meeting
3. Public input
4. Treasurer's Report
5. Reading and approval of bills
6. Unfinished business
7. New and miscellaneous business
8. Audience with individuals or committees wishing to make reports or request
9. Public input
10. Adjournment

RULES OF ORDER

In matters of procedure not covered by these by-laws, Robert's Rules of Order, Revised, shall govern.

CHANGE OF BY-LAWS

These by-laws may be amended by an unanimous vote of all Board members at any regular or special meeting. They may be amended by a majority vote of the entire Board at any meeting at which a thirty day notice shall have been given.

CONFLICT WITH STATE LAWS

No policy in these by-laws shall be operative if it is found to be in conflict with any laws of the State of Idaho.

TRANSACTION OF BUSINESS

The Board of Trustees can transact business which is legally binding on the district only when it is in regular or special session with a quorum present and its proceedings recorded in the minutes of the meeting.

All meetings, regular and special, of the boards of trustees of school districts are declared to be public meetings open to the public at all times, but nothing herein shall be construed to prevent the Board of Trustees from holding executive sessions from which the public is excluded. No rules, resolutions, or regulations shall be adopted at such executive sessions.

Adopted: 8/20/07

DUTIES OF OFFICERS

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DUTIES OF CHAIRPERSON & VICE-CHAIRPERSON

It shall be the duty of the Chairperson to preside at all the meetings of the Board of Trustees and to co-sign all checks with the Treasurer ordered by the Board of Trustees to be drawn upon the treasury for school monies. In case of the absence of the Chairperson, the Vice-Chairperson shall assume these duties.

DUTIES OF TREASURER

The treasurer elected by the board of trustees of a school district shall have such duties as the board may prescribe. He/she shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho, in such amount as the Board of Trustees may from time to time determine, or under personal bond equal to twice such determined amount with at least two (2) sureties who each shall qualify as the case of sureties on the bonds of county officers.

The Treasurer shall deposit the monies of the district in accordance with the provisions of the Public Depository Law as now appearing or as it may be amended.

DUTIES OF CLERK

The Clerk of the Board of Trustees shall have such duties as shall be prescribed by the Board. He/she shall attend all meetings of the Board of Trustees, shall keep the record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered; and said record shall be open to inspection by any person, at all reasonable times.

When the Clerk does not attend a meeting of the Board of Trustees, the Board shall appoint some person who, as temporary clerk, shall keep the record of the proceedings of the Board and certify the same to the Clerk, to be entered by him/her.

Whenever in the judgment of the Board of Trustees it is deemed prudent so to do, the Clerk may be placed under a fidelity bond, in the manner of section 33-509, in such amount as the Board of Trustees shall determine.

Adopted: 8/20/07

BUDGETING

205

The annual school budget is a plan of financial operations developed for the purpose of achieving the goals and objectives of the school district. The school budget is a statement of the estimated revenues and the proposed expenditures developed for operating the various funds and school programs during the fiscal year. The budget is to be prepared, approved, and filed in the format prescribed by the State Superintendent of Public Instruction.

The Board of Trustees is responsible for the financing of the education programs of the school district. This responsibility is derived from Title 33, Idaho Code. The Board of Trustees employs a superintendent of schools to serve as executive officer for the board with such powers and duties as directed by local school policy. The duties of the superintendent will include administrative and supervisory responsibility for the school budget. Other school personnel, such as the clerk of the board and the business manager may be delegated tasks to assist the superintendent of schools and the Board of Trustees to meet their responsibility for budget preparation.

General budgeting principles, which contribute to understanding the tasks to be accomplished, include:

- Budgeting is a means to an end. A budget is a well thought out plan to accomplish program goals and objectives.
- Budgeting is a cooperative activity. The process should include the involvement of knowledgeable and interested persons.
- Budgeting is a continuous process. Each month of operation provides information for the next budget.
- Budgeting is a system of rationing. Available resources are scheduled to accomplish goals.
- Budgeting is a means of setting priorities. The needs of the district should be evaluated and met with available resources.
- Budgeting should be flexible. Demands and changes may arise after the budget is adopted and may need to be resolved.
- Budgeting is comprehensive. The plan should include the needs of all programs and funds available to the district.
- A budget is balanced. The plan for expenditures should not exceed the planned source of revenues.

The Board of Trustees and anyone responsible for supervising the budget should understand the Education Plan or the purpose for the budget.

Estimating the expenditures necessary for the budget of each fund constitutes the spending plan. Information on the past needs and the actual costs of programs that were offered in prior years provides an excellent reference for projecting costs for new budgets. Comparing the previous year's budget information with the amount actually expended and reported in the annual financial report enables the budget planner to identify programs which may need adjustment or review for the new budget.

Estimates of revenues, which may become available from local, county, state, and federal sources constitute the financial plan for the annual budget. Projections of anticipated revenue should strive for accuracy and be developed in conjunction with the expenditure needs of each budget. Sources of information include the revenue history of the various funds and an understanding of the sources of revenue or support available from each level of government. The school superintendent, business manager, county clerks, assessors, state tax personnel, state department of education personnel, and individuals knowledgeable about federal, state and private grants are logical resource persons to be used for obtaining detailed revenue information.

The superintendent and business manager should summarize all estimations of expenditures and revenues and develop a working draft of the new fiscal budget. This working draft provides a document for the board, the superintendent and other budget planners to review and adjust. Tentative approval of the budget by the Board of Trustees for the new fiscal year should occur prior to the month of June.

BUDGET PRESENTATION

The annual budget that has been developed and tentatively approved by the Board of Trustees must be presented to the patrons of the school district at a public hearing. Section 33-801, Idaho Code:

“No later than twenty-eight (28) days prior to its annual meeting, the Board of Trustees of each school district shall have prepared a budget, in form prescribed by the State Board of Education, and shall have called and caused to be held a public hearing thereon...”

The annual meeting of the Mountain View School District 244 Board of Trustees is on the third Monday of July.

Notification of the hearing shall be accomplished by posting a notice at three public places in the district no less than ten days prior to the scheduled meeting and publishing a notice of the hearing at least once in a newspaper printed for general circulation in the county in which the district is located.

The public hearing is to be conducted by the Board of Trustees and the clerk of the board shall keep a record of the hearing. Prior to the final adoption of the budget, public comment regarding the budget should be considered for its merit by the Board. The annual school budget may be formally adopted at the public hearing or it may be adopted at a regular or special meeting held no later than 14 days after the public hearing. One copy of the adopted budget, signed by the chairman of the board shall be filed with the Department of Education by July 1, the beginning of the new fiscal and budget year.

BUDGET EXECUTION

Budget adjustments may become necessary after the adoption of the annual school budget. School Trustees are required to review the district budget and to make appropriate adjustments (Idaho code, Section 33-701-9). The code is not specific as to when budget adjustments are to be made, except to say “periodically...to reflect the availability of funds and the requirements of the school district.” The Board of Trustees may seek the advice of the district auditors when contemplating amending the budget. The Board of Trustees recognizes that there is value in maintaining the original budget amounts as a benchmark in planning and maintaining control over the budget as a whole from one year to the next. Extreme deviations in actual revenue and expenditures from those budgeted may start the budget amendment process. The requirements for posting and publishing notices and holding a public hearing to amend the budget are identical to those followed for the initial budget adoption.

It is unlikely that budget forecasts of carryover, revenues and expenditures will exactly meet the actual revenue and expenditure demands of the district operations. Factors such as changes in enrollment, changes in curriculum, staff changes, unforeseen repairs, and others, demand flexibility between programs and objects within each fund. Expenditures may not exceed the budget at the individual fund level.

All forecasted transfers to/from other funds are disclosed and included within the budget approved by the Board of Trustees. Again, it is unlikely that forecasted transfers will exactly meet the actual transfer amount needed. The actual transfer amount may be contingent upon the results of the entire twelve months of the district’s fiscal operation. The Board of Trustees recognizes that the actual transfer amounts will be recorded at such time as the amounts are available and accurately measurable and in a manner consistent from year to year.

CONTINGENCY

The board of trustees of Mountain View School District 244 may create and establish a general fund contingency reserve within the annual school district budget. Such general fund contingency reserve shall not exceed five per cent (5%) of the total general fund budget, or the equivalent value of one (1) support unit computed as required by section 33-1002, Idaho Code, whichever is greater. Disbursements from said fund may be made by resolution from time to time as the board of trustees determines necessary for contingencies that may arise. The balance of said fund shall not be accumulated beyond the budgeted fiscal year. If any money remains in the contingency reserve it shall be treated as an item of income in the following year’s budget.

FINANCIAL MANAGEMENT

INCOME

Sale of Property over Five Hundred Dollars (\$500.00)

The Board of Trustees has exclusive control of the disposal of all district property. Once the board has considered all the factors relating to a proposed sale of real and personal property, it shall comply with all requirements of the law, including:

- Prior to such sale or conveyance, the Board shall have the property appraised by three (3) disinterested residents of the district, which appraisal shall be entered in the records of the Board of Trustees.
- The property may be sold at public auction or by sealed bids, as the Board of Trustees shall determine, to the highest cash bidder.
- Notice of the time and the conditions of such sale shall be posted, and published twice, and proof thereof made, in accordance with Idaho Code, Section 33-4-1
- The Board of Trustees may accept the highest bid, may reject any bid, or reject all bids and have new appraisals made and again post and publish notice for bids, as before. If thereafter, no satisfactory bid is made and received, the board may proceed under its own discretion to sell and convey the property, subject to the approval of the State Board of Education. In no case shall any property of the District be sold for less than its appraisal.

Investments

The District may participate in the local government investment pool authorized under the Joint Exercise of Powers Agreement, invest in certificates of deposit at local banks, interest bearing accounts at local banks, U. S Treasury Certificates and other investments that the Board of Trustees may approve.

Funds from Interest

The interest on any funds from the proceeds of a bond issue or Plant Facilities Levy shall be used for the purpose for which the bonds were issued.

Any interest accruing from the investment of monies shall be credited to the fund holding the investments.

EXPENDITURES

Authority to Pay

The Board grants authority to the Superintendent or designee to pay claims accruing against the district during periods between board meetings.

Monthly Vendor Report

A summary of all bills to be paid will be submitted to the Board each month for payment approval. At a minimum, the report will give the name of the vendor, the total amount owed to that vendor and the budget account chargeable.

Purchasing

The intent of the purchasing policy is to establish a framework so that purchasing activities for Mountain View School District 244 are carried out in a prudent and economical manner. Fundamentally, the objective is to purchase supplies and equipment from the qualified vendor who submits the lowest quote or bid for products, and gives the school district quality and service. District wide purchasing will be done for large volume items such as copy paper, light bulbs, copier toner, etc., but instructional supplies and equipment will be left to the discretion of the building administrators to purchase. The building administrators must operate within the confines of their respective supply and equipment budget allotments for the year. We encourage local purchasing whenever possible.

Contracting for Professional Services

Purchases for services such as legal, auditing, consulting, architect, or other professional services are not the result of normal competitive bidding. Such services are purchased within the board's sole discretion.

Petty Cash

Petty cash is to be spent for small instructional supply items necessary to the operation of a school and which are of the kind that cannot be anticipated.

Relations with Vendors

All financial and business transactions of the district shall be carried out in conformity with the law and consistent with sound ethical business practices. All purchasing decisions shall be made on the basis of objectivity and shall not be influenced by friendship or other personal relationship. There should not be any economic benefit to the employee from purchasing material for the school district.

Bidding Process

To contract for the construction, repair, or improvement of any real property, or the acquisition, purchase or repair of any equipment, or other personal property necessary for the operation of the school district. No contract shall be executed which entails the expenditure of fifteen thousand dollars (\$15,000) or more without notice first being given by publishing twice, in the manner required by subsections g and h of section 33-402, Idaho Code, unless in cooperation with the division of purchasing or cooperative agency established pursuant to chapter 23, title 67, and/or sections 33-315--33-318 inclusive, Idaho Code. The board of trustees may let the contract to the lowest responsible bidder, or reject any bid, or reject all bids and publish notice for bids, as before. If, thereafter, no satisfactory bid is received, the School Board may proceed under its own direction, subject to the approval of the state board of education.

Proof of publication shall be upon the affidavit of the publisher of the newspaper. The clerk shall file such affidavits with the School Board.

Any change in the specifications after the bid notice has been sent out will require the School District to inform prospective bidders in writing of the change in specifications.

All bids must be received before or on the time stated. Any bid received after the time stated will be rejected. The time used will be the clock in the Superintendent secretary's office.

CHANGE IN POLICY

Any change in this policy must be done by a Board of Trustee resolution.

ADOPTED: 8/20/07

WAIVERS OF STATE BOARD OF EDUCATION RULES

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The State Board of Education may grant a waiver of any rule not required by state or federal law to any school district upon written request. The Board will not grant waivers of any rule required by state or federal law. State and federal law includes case law (including consent decrees), statutes, constitutions, and federal regulations.

This school district will seek waivers from the State Board of Education when extenuating circumstances preclude compliance with any rule governing Administration, Uniformity or Thoroughness. The superintendent or designee will prepare and submit any waiver requests to the board of trustees. The board of trustees will review waiver requests on a case-by-case basis, and, if approved, will submit the waiver request to the State Board of Education.

LEGAL REFERENCE:

IDAPA 08.02.01.001

ADOPTED: 8/20/07

TRANSPORTATION OF NON-PUBLIC SCHOOL STUDENTS

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This district may transport nonpublic school students when requested, if there is space available to transport such students and commercial bus transportation is not reasonably available.

All nonpublic school students will be picked up only at established school bus route stops approved by this district. The nonpublic school student's parent/guardian, or the nonpublic school shall be responsible for proper supervision of the loading and unloading of the student(s) by an adult.

All nonpublic school students riding the buses of this school district will be subject to all laws, policies, rules and regulations applying to public school students being transported on such buses, and may be disciplined according to district policies and procedures. Such discipline may include termination of bus-riding privileges.

In the event this district does transport nonpublic school students the full cost for providing such transportation will be recovered by this district. The full cost will be calculated as follows:

1. Total actual operating costs plus depreciation divided by the total miles as filed on the prior year's Idaho Department of Education Pupil Transportation Claim for Reimbursement. This figure will equal the average cost per mile of operating this district's buses.
2. Total number of bus seats divided by the total number of bus routes. This calculation will equal the average number of available seats per route.
3. The average cost per mile divided by the number of average available seats per route equals the average seat cost per mile.
4. Once the average seat cost per mile is established it will be multiplied by the sum of all nonpublic school students' miles traveled from the designated bus stop to the nonpublic school and from the nonpublic school back to the designated bus stop. This will equal the total daily reimbursement.
5. The total daily reimbursement will be multiplied by the total school busing days for the school year, and then divided by the number of school months (typically nine (9)) to determine the monthly nonpublic school student payment.
6. If appropriate, and space on this district's buses is available, this district may enter into an agreement with a nonpublic school to provide transportation. The calculation method set forth above will be used. Failure to make monthly payment within ten (10) days from the end of the month will result in termination of the agreement and the nonpublic school students will not be transported.

LEGAL REFERENCE:

Idaho Code Section 33-1501

Attorney General Guideline, Feb. 25, 1994

ADOPTED: 8/20/07