

NETWORK SCHOOLS BOARD OF DIRECTORS POLICY

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The Network Schools

THE BOARD OF DIRECTORS

1000 Legal Status and Operation

The Board of Directors of Sage International School is the governmental entity established under the laws of the State of Idaho to plan and direct all aspects of the Sage International School operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education. Those operations include the administration and management of any other public charter schools owned and/or managed by the Sage International School of Boise, A Public Charter School, Inc. Board of Directors.

For purposes of all sections and provisions of these Board Policies, the term 'The Network Schools' applies to each public charter school governed by the Sage International School Board of Directors. Accordingly, these policies apply equally and fully to each such public charter school, currently Forge International and Sage International schools.

Sage International School of Boise is classified as an Idaho nonprofit corporation. Any Network Schools owned and/or managed by the Board of Directors of Sage International School in its corporate capacity may sue and be sued and may acquire, hold, and convey real and personal property necessary to its establishment, extension and existence; and shall have authority to incur such debt in the amounts and manner as prescribed by law.

The Sage International School Board of Directors shall also have the authority to create and operate other public charter schools, as allowed by Idaho law, which shall be included in the Network Schools.

The policies and the bylaws of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

Legal References: I.C. § 33-512 Governance of Schools
I.C. § 33-1612 Thorough System of Public Schools

Policy History:

Adopted: 4/25/2016 Reviewed: 2/25/2019 Revised: 2/25/2019
9/21/2020 9/21/2020

The Network Schools

THE BOARD OF DIRECTORS

1010 Organization and Classification

The legal name of this Charter School is Sage International School of Boise, A Public Charter School, Inc. The Board of Directors oversee the operation of two charter schools, Sage International School, located in Boise, Idaho and Forge International School, located in Middleton, Idaho

For purposes of all sections and provisions of these Board Policies, the term 'The Network Schools' applies to each public charter school governed by the Sage International School Board of Directors. Accordingly, these policies apply equally and fully to each such public charter school, currently Forge International and Sage International schools.

In order to achieve its primary goal: The Board will plan and direct all aspects of The Network Schools operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education.

The Board shall exercise the full authority granted to it by the laws of the State of Idaho, the Articles, and Bylaws. Its legal powers, duties, and responsibilities are derived from the Idaho Constitution and State statutes and rules, and the Charter School's Articles, Bylaws, Charter, and Performance Certificate.

Legal References:	I.C. § 33-5203	Idaho School Bond Guaranty Act - Definitions
	I.C. § 33-5204	Nonprofit Corporation—Liability—Insurance
	I.C. § 30-30-205	Idaho Nonprofit Corporation Act - Organization of Corporation

Policy History:

Adopted: 6/15/2020

Reviewed: 9/21/2020

Revised: 9/21/2020

The Network Schools

THE BOARD OF DIRECTORS

1120 Taking Office

An oath of office shall be administered to each Board Member, whether designated, elected, re-elected, or appointed.

The Board Member shall not enter upon any of the duties of the office until they have been administered the oath of office, even if they have been designated, elected, or appointed to the office.

The oath may be administered by the clerk, or by a school Board member. If appointed mid-term, the oath shall be administered at a regular meeting of the Board; it may not be administered at a special meeting. The records of the Charter School shall show such oath of office to have been taken, by whom the oath was administered and shall be filed with the official records of the Charter School.

Legal References: I.C. § 59-401 Oath of Office - Loyalty Oath — Form
 I.C. § 59-402 Oath of Office - Time of Taking Oath

Policy History:

Adopted: 3/21/2022 Reviewed: Revised:

The Network Schools

THE BOARD OF DIRECTORS

1200 School Board Powers and Duties

This Board has the powers and duties attributed to it by the Constitution and laws of the State of Idaho. This includes the power of the Board as a whole to adopt policies. Policies established by the Board will be carried out by the Executive Director, designee or others as may be determined by the Board. The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Executive Director and by School Administrators at each school governed by the board and managed by the Executive Director as delegated by the Executive Director. The Executive Director shall be held responsible for the effective administration and supervision of the entire school system.

The Board will establish the educational policies for The Network Schools and will determine the personnel policies of the school system. The Board will employ a leadership team to manage the school system and employ necessary personnel.

The Board will have the responsibility of dispersing and accounting for funds to support the school system, including the physical plant and necessary equipment. The Board will be responsible for having financial records audited annually.

Legal References:	I.C. § 33-313	Trustee Zones
	I.C. § 33-512	Governance of Schools
	I.C. § 74-202	Open Public Meetings – Definitions

Policy History:

Adopted: 4/25/2016

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

THE BOARD OF DIRECTORS

1313 Conflicting Policies and Procedures

If any of the policies adopted by the Board of Directors conflict with one another, the policy adopted, revised, or reviewed most recently shall be the policy in effect.

If any procedures promulgated by the Charter School conflict with one another, the procedure adopted, revised, or reviewed most recently shall be the procedure in effect.

If any policy and procedure conflict with one another, the policy shall override the procedure.

Policy History:

Adopted: 4/22/2019

Reviewed:

Revised:

The Network Schools

THE BOARD OF DIRECTORS

1315 Continuous Improvement Planning

Each year, the Board of Directors shall create a collaborative continuous improvement plan designed to improve student achievement at The Network Schools, assess and prioritize needs, and measure outcomes. The Board shall work with the Executive Director to engage students, parents, teachers, administrators, and community members as appropriate in the planning process.

The plan shall:

1. 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;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed and articulated vision and mission;
4. Include key indicators for monitoring performance;
5. Include student literacy and proficiency goals and targets, and specify measures of progress toward those outcomes. These goals and targets shall be based on comparisons between similar cohorts of students in similar schools and school districts;
6. Include, as applicable to the grade ranges served, trajectory growth targets toward literacy proficiency;
7. Include, as applicable to the grade ranges served, college and career advising and mentoring goals and how progress toward those outcomes will be measured;
8. Include the individual staff performance on each of the performance criteria defined in 33-1001, Idaho Code, including measurable student achievement, student success indicator targets, and the percentage of students meeting those targets. Data will be aggregated by grade range, subject, or performance indicator as determined by Idaho's Commission for Education Excellence through the office of the State Board of Education; and
9. 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 CIP measure required by Idaho Code and/or Idaho Administrative Rules.

The Board may use the following assessment tools for measuring student achievement and growth:

1. Idaho Standards Achievement Test (ISAT), including interim ISAT assessments;
2. Student learning objectives;
3. Teacher-constructed assessments of student growth;
4. Pre and post tests, including School-adopted tests;
5. Performance-based assessments;
6. Idaho Reading Indicator, which is a required assessment tool for applicable staff;
7. College entrance exams or preliminary college entrance exams such as PSAT, SAT, PACT, and ACT;

8. Advanced placement exams;
9. Career technical exams;
10. The number of business or industry certificates or credentials earned by students in an approved career technical education program;
11. The number of students enrolled in career technical education courses that are part of a program that culminates with business or industry certificates or credentials.

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 Executive Director.

The plan shall be made available to the public by being posted on The Network School's website. The plan must be reviewed, updated annually, and posted no later than October 1 each year, or other deadline established by the Idaho State Board of Education.

Cross Reference: Community Relations 4220 Public Access to School Website

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

Policy History:

Adopted: 4/25/2016	Reviewed: 2/27/2017	Revised: 2/27/2017
	Reviewed: 2/25/2019	Revised: 2/25/2019
	Reviewed: 8/16/2021	Revised: 8/16/2021

The Network Schools

THE BOARD OF DIRECTORS

1405 School Board Use of Electronic Mail and Social Media

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

1. The Board will not use e-mail, communications via social media, or other electronic communications as a substitute for deliberations or voting 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 (regardless of whether sent or received on a school owned computer or personally owned computer) 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 note that individual postings made to social media sites should be considered carefully in light of how they would reflect on the poster, the Board of Directors, and The Network Schools. Opinions on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to serve students' interests. Individual Board member postings are an act of the individual and are not an act of the Board.
4. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications, 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.

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.

Legal References: I.C. § 9-337 Public Writings *et. seq.*
 I.C. § 74-203 Open Public Meetings

Definitions: Cowles Pub Co. v. Kootenai Co. Bd. of Cnty Commissioners 144 Idaho 259 (2007)

Policy History:

Adopted: 4/25/2016

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

THE BOARD OF DIRECTORS

1410 Board-Executive Director Relationship

The successful operation of schools requires a close, effective working relationship between the Board and the Executive Director. The Board-Executive Director relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Executive Director, as well as trust, good will, and candor.

It is the policy of the Board of Directors to recognize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative governing body of The Network Schools and those administrative activities which are to be performed by the Executive Director of The Network Schools and his or her staff in the exercise of administrative authority. The Board hires, evaluates, and seeks the recommendations of the Executive Director as The Network School's executive officer. The Board adopts policies necessary to provide the general direction for The Network Schools and to encourage achievement of goals and appraises and evaluates these policies. The Executive Director, or designee, develops plans, programs, and procedures needed to implement the policies and directs day-to-day operations as schools governed by the Board.

The Executive Director will be the executive officer of the Board of Directors and the administrative head of all divisions and departments of the school system. The Executive Director is directly responsible to the Board for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools. As the legally designated governing body, the Board retains authority within The Network Schools. The Executive Director is the Board's professional advisor to whom the Board delegates executive responsibility.

The Executive Director shall act as the authorized representative of The Network Schools whenever such is required.

The Board shall conduct an annual, written formal evaluation of the work of the Executive Director.

Legal Reference: I.C. § 33-513 Professional Personnel

Policy History:

Adopted: 4/25/2016

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

THE BOARD OF DIRECTORS

1420 Board Member Expenses

A Network Schools Board Member is a non-compensated public official as that term is defined in Idaho Code. However, consistent with the Articles and Bylaws, Directors may be reimbursed for actual and necessary expenses. A Director shall not receive remuneration for service as a Director. However, each Director shall be reimbursed for actual expenses incurred for travel to, from, and attending meetings of the Board as provided herein.

To receive reimbursement for travel expenses, a Board Member must submit their request for reimbursement within 10 business days following the travel.

Board Meetings

The Board shall approve payment of a Board Member's expenses incurred in travelling to and from Board meetings if the Board Member requests such payment for mileage based on the IRS standard mileage rate.

Expenses for Board Members at Meetings Requiring Travel

Board Members normally attend workshops, training institutes, and conferences at both the State and national level. It is appropriate that Board Member expenditures at these meetings requiring substantial travel be paid by The Network Schools from the general fund. It is the intent of The Network Schools to pay all legitimate costs for Board Members to attend meetings requiring substantial travel, at the established rates for reimbursement set by The Network Schools, including the following:

1. Transportation as approved by the Board;
2. On-site transportation during the course of the meeting, such as bus, taxi, or rental car;
3. Hotel or motel costs for the Board Member, as necessary;
4. Food costs as necessary;
5. Incidental expenditures for tips and other necessary costs attributable to the Board Member's attendance at the meeting.

The Network Schools will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Depending upon circumstances and dollar values at issue, The Network Schools may be required to report reimbursements consistent with IRS regulations. Tax consequences may be applicable. However, if such a circumstance does occur, Board members would need to talk with their individual tax preparers regarding tax implications and possible deductions for expenses.

Cross Reference: 7430

Travel Allowances and Expenses

Legal References: I.C. § 30-30-611 Compensation of Directors
I.C. § 33-5204 Nonprofit Corporation – Liability - Insurance
I.C. § 74-401, *et seq.* Idaho Ethics in Government Act of 2015

Policy History:

Adopted: 8/15/2022

Reviewed: 8/15/2022

Revised:

The Network Schools

THE BOARD OF DIRECTORS

1500 Board Meetings

Board Meetings are conducted in accordance with the Bylaws of the Board, Idaho Open Meeting Laws and Idaho Code §74-201, et seq.

Legal References:	I.C. § 33-510	Annual meetings – Regular Meetings – Board of Trustees
	I.C. § 74-201	Formation of Public Policy at Open Meetings
	I.C. § 74-202	Open Public Meetings – Definitions
	I.C. § 74-203	Governing Bodies - Requirement for Open Public Meetings
	I.C. § 74-204	Notice of Meetings
	I.C. § 74-205	Written Minutes of Meetings
	I.C. § 74-206	Executive Sessions – When Authorized
	I.C. § 74-206A	Negotiations in Open Session

Policy History:

Adopted: 9/17/2018

Reviewed: 2/25/2019

Revised: 2/25/2019

Reviewed: 6/15/2020

Revised: 6/15/2020

The Network Schools

THE BOARD OF DIRECTORS

1525 Board Meeting News Coverage

One of the paramount responsibilities of the Board of Directors is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome and encouraged to attend all regular and special meetings of the Board.

Broadcasting and Taping Of Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public. Persons operating cameras or broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board Members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts the Board Members or the audience. Board rules governing conduct and proceedings at Board meetings must be adhered to.

The Board, or its representatives, will make the necessary arrangements to have audio and video recordings of regular meetings and any special meetings that it deems appropriate. Audio and video recordings are not to be considered part of the minutes of any meeting.

Legal References: I.C. § 74-204 Notice of Meetings
 I.C. § 74-205 Written Minutes of Meetings

Policy History:

Adopted: 4/22/2019

Reviewed:

Revised:

The Network Schools

THE BOARD OF DIRECTORS

1600 Code of Ethics for School Board Members

As a member of The Network Schools Board of Directors, I will strive to improve student achievement in public education, and to that end I will:

1. 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;
2. Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the Board makes decisions as a team. Individual board members may not commit the Board to any action unless so authorized by official Board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all Board Members;
6. 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 Executive Director;
7. Be open, fair, and honest – to have no hidden agendas, and respect the right of other Board Members to have opinions and ideas which differ from mine;
8. Recognize that the Executive Director is the Board's advisor and should be present at all meetings, except where the Executive Director is the subject matter, or where the Executive Director's presence is a conflict of interest. Further, the Executive Director shall not be present during any Board deliberation regarding a student expulsion hearing and/or when the Board deliberates regarding a teacher non-renewal or termination advanced by the administration;
9. 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 concern ever rise to the attention of the Board as a hearings panel;
10. Keep abreast of important developments in educational trends, research, and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about The Network Schools decisions and The Network Schools operations;

12. Understand that I will receive information that is confidential and cannot be shared;
13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as The Network Schools staff, while insisting on regular and impartial evaluation of all staff;
14. Present personal criticism of The Network Schools operations to the Executive Director, not to The Network Schools staff or to a Board meeting;
15. 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;
16. Remember always that my first and greatest concern must be the educational welfare of the students attending The Network Schools; and
17. Discharge my duties in good faith, with reasonable care, and in a manner that I believe to be in the best interests of The Network Schools.

Director Signature: _____ Date: _____

Legal Reference I.C. § 30-30-618 Idaho Nonprofit Corporation Act - Directors and Officers - General Standards for Directors

Other Reference: Office of the Attorney General, *Idaho Ethics in Government Manual*, July 2019 (available at: <https://www.ag.idaho.gov/content/uploads/2018/04/EthicsInGovernment.pdf>) (last accessed 10/21/2019)

Policy History:

Adopted: 6/15/2020

Reviewed: 3/21/2022

Revised: 3/21/2022

The Network Schools

THE BOARD OF DIRECTORS

1610 Board Member Conflict of Interest

A Board Member may not:

1. Use the Board Member's official power to further the Board Member's own interests;
2. Have a pecuniary interest directly or indirectly, except a remote interest, in any contract or other transaction pertaining to the maintenance or conduct of the Network Schools. A "remote interest" means:
 - A. The Board Member is a non-salaried employee of a nonprofit corporation that is the contracting party;
 - B. The Board Member is an employee or agent of a contracting party where the compensation of the Board Member as an employee or agent consists entirely of fixed wages or salary;
 - C. The Board Member is a landlord or tenant of a contracting party; or
 - D. The Board Member is a holder of less than one percent of the shares of a corporation or cooperative a contracting party

and the Board Member discloses such remote interest to the Board of Directors. The Board Member may not, under any circumstances, be employed by the Network Schools;

3. Accept any reward or compensation for services rendered as a Board Member except as expressly provided by law;
4. Accept and award contracts involving the Network Schools to businesses in which a Board Member or person related to him or her by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in I.C. §§ 18-1361 or 18-1361A are followed;
5. Enter into or execute any contract with the spouse of any Board Member, the terms of which require the payment or delivery of any public charter school funds, moneys, or property to such spouse, except as provided in Idaho Code § 18-1361 and 18-1361A;
6. Employ the spouse of a Board Member when such employment requires or will require the payment or delivery of any Charter School funds, money, or property to such spouse except when the procedures set forth in I. C. § 33-5204(5)(c) are followed;

7. Be involved in the employment decision of a relative related by affinity or consanguinity within the second degree. The Board Member shall be absent from the meeting while such employment is being considered and/or determined;
8. Vote on any decision affecting the compensation, benefits, individual performance evaluation or disciplinary action related to a Board Member's spouse.
9. Enter into a contract in the Board Member's individual capacity, the effect of which is to create a personal interest which may conflict with the officer's public duty;
10. Be a purchaser or vendor at any sale or purchase made by the Board Member in the Board Member's official capacity;
11. Use public funds or property to obtain a pecuniary benefit for himself or herself;
12. Solicit, accept, or receive a pecuniary benefit as payment for services, advice, assistance, or conduct customarily exercised in the course of the Board Member's official business;
13. Use or disclose confidential information gained in the course of or by reason of the Board Member's official position or activities in any manner with the intent to obtain a pecuniary benefit for the Board Member or any other person or entity in whose welfare the Board Member is interested or with the intent to harm the Network Schools;
14. Appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any clerkship, office, position, employment or duty, when the salary, wages, pay, or compensation of such appointee is to be paid out of public funds or fees of office; or appoint or furnish employment to any person whose salary, wages, pay, or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

Legal References:	I.C. § 18-1359 I.C. § 18-1361 I.C. § 18-1361A I.C. § 33-5204 I.C. § 33-5204A I.C. § 74-501 I.C. § 74-502 I.C. § 74-503 I.C. § 33-5206	Using Public Position for Personal Gain Self-Interested Contracts — Exception Non-compensated Appointed Public Servant — Relatives of Public Servant — Exception Nonprofit Corporation—Liability—Insurance Applicability of Professional Codes and Standards – Limitations upon Authority Officers Not to be Interested in Contracts Remote Interests Officers Not to be Interested in Sales Requirements and Prohibitions of a Public Charter School
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Policy History:

Adopted on: 3/21/2022

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