

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 4000 – Community Relations**

PUBLIC RELATIONS.....POLICY 4014

Establishing and maintaining good public relations with the community and other governmental organizations requires a concerted effort by the entire School District staff. Each school will make an effort to inform the public of various educational achievements, activities, and goals.

The most important public relations ambassadors are the teachers who work directly with students every day. All employees are encouraged to participate in community activities.

Public Access to District Website

In order to comply with various Idaho State laws and to ensure that the public is provided with web-accessible information, the District shall develop and maintain a publically available website for the posting of District information.

The District shall make available to the public on its website the annual budget approved by the Board which will be posted within thirty (30) days after its approval.

The District shall also make available to the public on its website the Board’s Annual Continuous Improvement Plan. The plan must be reviewed, updated annually, and posted no later than October 1st of each year.

The District shall also make available to the public on its website its Student Data Privacy and Security policy.

Notice of negotiations sessions between the District and any local education organization shall be posted on the District’s website. This shall be done at the earliest time possible for the District. The District shall also make available to the public on its website any current negotiated agreement approved by the School Board.

The District shall make available to the public on its website a posting of District expenditures that is easily accessible from the main District webpage. The expenditure data shall be provided as open structure data that can be downloaded by the public in one of the following formats:

1. Non-searchable PDF;
2. Searchable PDF;
3. Spreadsheet; or
4. Database.

The District shall ensure that the expenditure website includes the following data concerning all expenditures made by the District:

1. The name and location or address of the entity receiving moneys;
2. The amount of expended moneys;
3. The date of the expenditure;
4. A description of the purpose of the expenditure, unless the expenditure is self-describing;
5. Supporting contracts and performance reports upon which the expenditure is related when these documents already exist; and
6. To the extent possible, a unique identifier for each expenditure.

The District shall update the expenditure data contained on the website every thirty (30) days and archive all expenditures so that they remain accessible for three (3) years after the fiscal year in which they were made consistent with the District's records retention policy.

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LEGAL REFERENCE:

Idaho Code Section 33-506(1)

I.C. § 9-303 et seq.	Public Writings
I.C. § 33-133	Idaho Student Data Accessibility, Transparency, and Accountability Act
I.C. § 33-320	Continuous Improvement Planning and Training
I.C. § 33-357	Creation of Internet Based Expenditure Website
I.C. § 33-1273A	Negotiations in Open Session

ADOPTED: 08/12/03 (Implementation August 2003)

REVISED: 11/9/2015