

RSU #16 (Mechanic Falls, Minot, Poland)

Policy Code: BG

Adopted: April 2012

Revised:

School Board Policy & Procedure

The development and adoption of policies that govern the school unit is one of the School Board's most important functions. Board policies establish the philosophy, goals, direction and structure of the school unit under the authority of state law. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the school unit, to guide the education program, and to provide clear expectations for school staff, students and parents.

Board policies are intended to provide the framework for school unit operations and the educational system. Policies are meant to be interpreted in terms of federal laws and regulations, state statutes and the rules of the Maine Department of Education, State Board of Education and other regulatory agencies at the various levels of government.

In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board will adopt administrative procedures concerning its own operations and when the Board decides that an issue is of sufficient legal, educational and community importance to warrant a Board-level procedure.

Adoption of new or revised policies and repeal of existing policies is solely the responsibility of the RSU #16 School Board. Policies will be adopted, amended or repealed only by the affirmative vote of a majority of members present and voting.

Policy Procedure

- A. The Policy Committee is responsible for recommending policy actions to the Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies.
 1. Individual Board members, Board standing or advisory committees, the Superintendent or other interested persons may submit policy suggestions and concerns to the Board Chair, who will forward them to the Policy Committee.
 2. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate.
 3. The Superintendent shall notify the teachers' association of any new, proposed or revised educational policy, and the Superintendent and Policy Committee shall meet and consult with the association upon request.
 4. As appropriate to the particular topic, the Policy Committee may also seek input from other affected persons and/or groups.
- B. Recommended new and revised policies and recommendations for policy deletions shall be placed on the agenda of a regular Board meeting for a first reading. Board members shall receive the policy and the Policy Committee's recommendations in advance of the meeting date. The Policy Committee chair will

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explain the proposed policy or policy change. The Board may discuss the substance of the policy and a vote shall be held to acknowledge the first reading.

- C. Any changes agreed upon by the Board during the first reading by consensus or by vote on a motion to amend shall be made by the Superintendent and/or Policy Committee prior to the second reading.
- D. At the next regular Board meeting (or a later meeting if so agreed by the Board), the policy shall be placed on the agenda for a second reading and action. Amendments may be made and acted upon. If the policy is not approved by majority vote, the process for that policy is ended unless the Board agrees to table consideration of the policy to a specific date or otherwise dispose of the policy.
- E. Approved policies become effective immediately unless the motion to approve the policy includes a specific implementation date.
- F. Notice of new and revised policies will be provided to affected groups, (i.e., school staff, students, parents) through a means determined by the Superintendent.
- G. The Superintendent shall retain copies of all policies deleted from the Board policy manual for future reference.
- H. An up-to-date policy manual shall be maintained in the Superintendent's Office. The Superintendent shall provide each Board member and Bargaining unit president a policy manual and will publish all policies on the school unit's website. A school board member, upon vacating his/her seat, shall return the policy manual to the Superintendent. The Superintendent/designee may periodically recall all policy manuals for administrative updating to ensure that the content is current and consistent.

Legal Reference:

20-A M.R.S.A. § 1001

SIGNATURE BLOCK:

RSU #16 School Board

Mary Ella Jones, Chair

DATE

Jack Wiseman, Vice Chair

DATE

Jennifer Boenig

DATE

Carlton Beckett

DATE

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Revised:

Terri Arsenault

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Susan Callahan

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Joe Parent

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Melissa Hodgkin

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Steve Holbrook

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Yvette Murray

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Jeanne Manley

DATE

Scott Sawyer

DATE

Tina Love

DATE

Ed Rabasco, Jr.

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Scott Tiner

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