

## **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 Policies will be adopted, amended or repealed only by the affirmative vote of a majority of members present and voting.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 Educational 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 Educational Policy Committee.
  2. The Educational Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate.
  3. As appropriate to the particular topic, the Educational 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 Educational Policy Committee's recommendations in advance of the meeting date. The Educational Policy Committee chair will 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.

RSU #16 (Mechanic Falls, Minot, Poland)(msm)

Policy Code: BG

Adopted: April 2012

Revised: March 2019

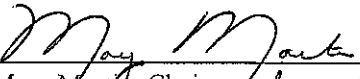
- C. Any changes agreed upon by the Board during the first reading by consensus or by vote on a motion to amend shall be made by the Superintendent and/or Educational Policy Committee prior to the second reading.
- D. At the next regular Board meeting (or a later meeting if so agreed by the Board), the 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 publish all policies on the school unit's website.

**Legal Reference:**


20-A M.R.S.A. § 1001

**SIGNATURE BLOCK:**

RSU #16 School Board

  
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Mary Martin, Chair

3/11/19  
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Joe Parent, Vice Chair


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Travis Ritchie

3/11/19  
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Scott Lessard


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Louis Goulet

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Mike Downing

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Ed Rabasco, Jr.


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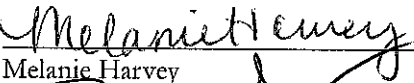
Revised: March 2019

  
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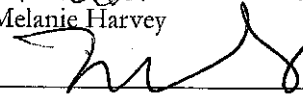
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Steve Holbrook

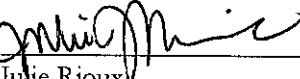
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Melanie Harvey

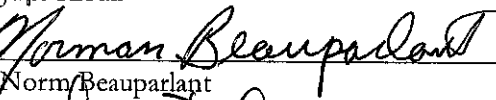
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Norm Davis


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Julie Rioux

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Norm Beuparlant

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Lisa Dulac

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