

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: BGB

POLICY ADOPTION

Policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the Committee in writing prior to a regularly scheduled Committee meeting in which such proposed policies, amendments, or revisions shall be given first reading and discussed. A vote for adoption shall take place at the next appropriate regular meeting of the Committee. Action shall be by majority vote of the total Committee. Minutes of each meeting shall reflect any readings and action taken.

Development of all such proposals for new or amended policies prior to their submission to the Committee for action shall include, to the fullest extent practical, deliberative discussions with all persons to be affected or their representatives.

Cross Reference: BG - SCHOOL COMMITTEE POLICY PROCESS

Adopted: AUGUST 1, 1972, DECEMBER 4, 1997

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: BGB-R

POLICY ADOPTION - PROCEDURES

The procedure for proposing the adoption, review, revision or deletion of a School Committee policy shall be:

- A. The superintendent is charged with reviewing and recommending all policies/policy changes to be considered by the Committee.
 1. Individual Committee members, other sub committees, should submit policy suggestions and concerns to the superintendent.
 2. The superintendent shall have the responsibility to review and research each suggestion in accordance with Committee policies, then prepare drafts as appropriate and make recommendations to the entire Committee.

Any School Committee member may enter the adoption, revision, or deletion of a policy on the agenda of any regular meeting when the superintendent, after having had full opportunity to consider the member's submitted suggestion, fails to recommend action satisfactory to the member.

3. At an appropriate stage in the policy consideration, the superintendent shall initiate contact with the representative teacher organization to provide opportunity to meet and consult regarding any proposed new or changed educational policy, in accordance with Title 26 MRSA, section 965.1, C.
- B. Upon recommendation by the superintendent, a regular meeting agenda shall include the first reading of a new proposal, revision or deletion of policy. Discussion may take place on the substance of the policy proposal, and a formal vote shall be held to acknowledge the first reading of the policy. Any changes agreed to by consensus or formally adopted amendment shall be made prior to the second reading.

C. At a subsequent regular meeting, more than two weeks and less than eight weeks after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of the whole Committee, the process for that policy is ended.

However, if special circumstances apply, limited additional time may be obtained for further consideration by the adoption of a motion to table the policy to a specific date no later than five weeks hence.

D. Immediately upon approval, policies/revisions/deletions shall be disseminated. Policies deleted and changed shall be recalled.

Cross Reference: BG - SCHOOL COMMITTEE POLICY PROCESS
BGB - POLICY ADOPTION

Adopted: AUGUST 1, 1972, DECEMBER 4, 1997