

POLICY ADOPTION PROCEDURE

The following procedure shall be used to develop, adopt, review, revise and/or delete (repeal) Mt. Blue Regional School District (RSU 9) Board policies:

A. The Board's Education Policy Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the Board.

1. Individual Board members, Board subcommittees, the Superintendent, and members of the public may submit policy suggestions and concerns directly to the Education Policy Committee. Policy suggestions that are submitted to the Board Chair or the Superintendent will be forwarded to the Education Policy Committee. School unit employees should follow any and all applicable administrative procedures and/or collective bargaining agreement provisions for submitting policy suggestions.
2. The Education Policy Committee, together with the Superintendent, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Education Policy Committee may seek or ask the Superintendent to provide information such as, but not limited to, the specific need for the policy; the fiscal consequences of the proposed policy; the potential effect of the policy on the instructional program, staff, students and the community; samples of policies on the same or similar subjects; applicable provisions of state and/or federal law and regulations; and the anticipated costs and benefits of implementing, enforcing and monitoring the proposed policy.
3. The Education Policy Committee may prepare draft policies or delegate the drafting of all or individual policies to the Superintendent.
4. At an appropriate stage in the process, the Superintendent, on behalf of the Education Policy Committee and the Board, shall notify the bargaining agent for the school unit's teachers of any proposed new educational policy or proposed modification of any existing educational policy.

The Education Policy Committee may also seek input or discuss the proposal with other groups affected by the policy.

5. The Education Policy Committee will make reports to the Board regarding its activities and the status of policy development.

B. Upon recommendation by the Education Policy Committee, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of a regular Board meeting. Board members shall receive the policy, supporting material, if appropriate, and any written recommendations in advance of the meeting date.

The Education Policy Committee Chair will explain the proposed policy or policy change.

- C. At a subsequent regular meeting, at least two weeks but no more 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 Board members present and voting, the process for that policy is ended unless the Board, by vote, takes action to table further consideration of the policy or otherwise dispose of the policy (e.g., refer it back to the Education Policy Committee for further research).
- D. The Superintendent will be responsible for making new and revised policies available to board members, school unit personnel, students and the public by updating the school unit's website and/or other appropriate means as soon as practicable following adoption.
- E. The Superintendent shall provide each Board with instructions for accessing the online policy manual.

Legal Reference: 26 MRSA § 965(1) (C)

Cross Reference: BEDB - Agenda
BG - School Board Policy
CHD - Administration in the Absence of Policy

Adopted: January 28, 2025