

SCHOOL BOARD OPERATIONS

1. School Board Meetings

A. General

- 1) The Superintendent is responsible for providing public notice of the time, place and manner (virtual or in-person) and agenda of all meetings as required by State law. An agenda shall be distributed by the Superintendent to Board members at least 72 hours prior to a regular or special meeting.
- 2) Virtual Meetings shall be noticed in accordance with the provisions of this policy, and the virtual link to the meeting shall be provided to the public with the meeting agenda and public notice of meeting.
- 3) Attendance of members representing not less than 51% of total Board voting power shall constitute a quorum.
- 4) Meetings will be adjourned before 10 p.m. unless a simple majority of those present vote to adjourn at a later hour.
- 5) A concise and accurate record of minutes of all regular and special Board meetings shall be maintained per Robert's Rules, and shall be available to the public. A copy of the minutes of all regular and special Board meetings shall be provided each Board member. The Board shall correct the minutes if necessary and declare them approved at the next regular Board meeting.
- 6) Voting shall be by a show of hands. Each vote or failure to vote shall be recorded in the minutes. The Chair has the same voting right as other members.
- 7) The Superintendent does not vote.

B. Regular Meetings

Except in emergency situations, the School Board will hold regular business meetings on the first Wednesday of each month at 6:30pm.

C. Special Meetings

A special meeting may be called by the Chair or Vice-Chair of the Board at their discretion, at the request of the Superintendent, or at the request of any two members of the School Board. The Superintendent is responsible for providing, not less than 72 hours prior to the meeting, public notice of the time, place and agenda, indicating its subject(s) and any action(s) to be taken. No business shall be transacted except that for which the meeting is called.

D. Emergency Meetings

An emergency meeting is a meeting that is called because a matter is so urgent that it must be addressed immediately and notice requirements cannot reasonably be provided. Such a meeting may be called by the Chair, Vice-Chair or Superintendent. When practical, 24 hour advance notice shall be provided. The Superintendent shall notify media of meetings by the same or faster means as used to notify Board members. Notice shall indicate the subject of the meeting. No business shall be transacted except that for which the meeting is called.

E. Executive Sessions

Executive sessions of the Board shall be called in accordance with state law and at such time and place as required for discussion of matters permitted by statute. Only the matters stated in the motion to enter executive session shall be considered. The Board may declare an executive session during any meeting by weighted vote of three fifths (3/5) of members present. A motion to go into executive session shall indicate the precise nature of the business of the executive session and shall include a citation of one or more sources of statutory or other authority that permits an executive session for that business. No final action may be taken while in executive session, as all actions of the Board are required by law to be in a public meeting.

By their very nature, executive sessions are confidential. Parties to these discussions shall respect the need for confidentiality.

F. Workshops

The Board may schedule workshops and other meetings to discuss a subject or proposal or to gather input from staff, community or other groups. No formal action may be taken by the Board at any meeting other than regular, special or emergency meetings.

2. Agenda**A. Agenda Preparation and Dissemination**

- 1) The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. The request must be received a minimum of seven days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. Any such request by a board member shall be placed on the agenda. The Chair shall make the final decision regarding the order of items on the agenda.
- 2) The agenda, along with documents provided to the Board, will be distributed to Board members, the media, to any designated school-affiliated organizations and citizens who request such notice no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at Superintendent's Office, in each school and town office, school unit website, and other appropriate public facilities. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

B. Additions and Adjustments to the Agenda

- 1) After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting or, unless otherwise prohibited by Board policy, to the agenda of a special meeting, but not to an emergency meeting.
- 2) Any Board member who wishes to add an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote. If a motion is made to add an item to the agenda, the Board may, by vote, add it, decline to add it, defer it to a subsequent meeting, or refer it to the Superintendent or a Board subcommittee for

further study. All additions to the agenda must be approved by a majority vote of the members present and voting.

- 3) In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by majority vote.

3. Rules of Order

Except as otherwise provided by law, by Maine Department of Education regulations, or by Board policy, *Robert's Rules of Order, Revised* (latest edition available) shall be used to resolve procedural uncertainties.

The Superintendent, as Secretary to the Board, shall function as Parliamentarian and advise the Chair and Board, as necessary, regarding interpretation of *Robert's Rules*. The Chair will rule on all questions pertaining to rules of order/parliamentary procedure that may arise during a meeting of the Board.

4. Minutes

- A. The Superintendent, in the role of Board Secretary, shall maintain accurate minutes of all meetings of the Board.
- B. The minutes shall reflect the type of meeting (regular, special, or emergency), the date, time, and place of the meeting, and the names of the members present, those absent with excuse (if any), and those absent without excuse (if any).
- C. The minutes shall include, at a minimum: the wording of motions and resolutions; the name of the Board member making the motion; the name of the Board member seconding the motion (if a second is required); the action taken; and the vote.
- D. When a Board member abstains from voting because of a conflict of interest as defined by law, his/her abstention and reason for doing so shall be recorded in the minutes.
- E. Draft (unapproved) minutes of a prior meeting will be distributed to all Board members prior to the meeting at which they are to be presented for approval. Draft (unapproved) minutes are public records and will be made available to the media upon request and may be inspected and copied by members of the public at the Office of the Superintendent. Draft (unapproved) minutes shall be stamped "draft" to indicate their status.
- F. Board meeting minutes shall be acted upon by the Board at its next regular meeting. The Board's action on the minutes will be reflected in the minutes of the meeting at which they are approved.
- G. Approved minutes shall be permanently filed in the Office of the Superintendent, where they shall be available to the public for inspection and copying during normal business hours.

5. Board Committees

A. Standing Committees

The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. The following provisions shall govern the establishment and operation of standing committees:

- 1) Standing committees shall be established by vote of the Board. A motion to establish a standing committee shall state the purpose and responsibilities of the committee and set the number of members comprising the committee.
- 2) The committee Chair and members shall be appointed by the Board Chair.
- 3) Appointments to standing committees terminate on appointment of members by the Board Chair at or following the Board's next annual organizational meeting.
- 4) The Board Chair and Superintendent shall be ex officio members of all standing committees.
- 5) A standing committee may make recommendations for Board action, but may not act for the Board.
- 6) The attendance of half the members shall constitute a quorum.
- 7) Standing Committees shall identify committee goals for the year and report them to the Board at the October meeting.
- 8) Cancellations of Standing Committee meetings shall be determined by consultation between the Committee Chair and Administrative Liaison.

B. Ad Hoc Committees

The Board shall create ad hoc committees when the need arises. The charge and duration will be stated at the time the committee is created.

C. Open Meetings

All committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

Legal Reference: 1 M.R.S.A. § 401 et seq.; § 402(3); § 403 et seq.; 408
20-A MRSA §1001; § 1004; 1055
30-A MRSA § 2605

Approved: August 4, 2022