

IJJ-R REVIEW COMMITTEE PROCEDURES

The Superintendent shall appoint a Review Committee when necessitated in accordance with Policy 3.11. All Review Committee meetings shall be announced and shall be open to any interested parties. The Chair of the review Committee shall explain the format and time frame of each meeting at its outset, including opportunity for public comment. Summary information or formal minutes shall be at the discretion of the Committee Chair.

Preliminary Information

Review Committee members shall receive copies of the challenged material and the complaint submitted. Any additional relevant materials or documentation provided to the Review Committee shall also be provided to the complainant.

Initial Meeting

An initial meeting convened with adequate notice to the complainant shall

1. Clarify the questions to be addressed by the Review Committee;
2. Review the process and procedures of the review;
3. Establish any ground rules for discussion;
4. Exchange additional information (or determine the need for additional information) to assist the review process;
5. Set a date for the second Review Committee meeting.

Second Meeting

The intent of the second meeting is to provide a forum for full discussion by Review Committee members and the complainant of their views and recommendations regarding the essential issue(s) under review.

The Review Committee will not be asked to formulate conclusions individually or collectively.

A period for public comment shall be provided.

Committee Deliberations & Recommendation

The Chair will request that a brief written summary of each Review Committee member's conclusions and recommendations be submitted by a date certain; and shall compile a *Statement of Committee Findings & Recommendations* crafted to reflect the input of the members rather than as a statement of consensus.

The *Statement* will conclude with a specific recommendation formulated by the Chair addressing the specific issue(s) under review.

A draft of the *Statement* will be circulated to the Review Committee for review and comment. The Chair will send a final *Statement of Committee Findings & Recommendations* to the Superintendent and Review Committee members.

Superintendent Action

After reviewing the *Statement*, the Superintendent shall render a decision and inform the complainant of it in writing, providing a copy of the *Statement*.

The Superintendent will provide an opportunity to meet with the complainant to discuss the decision and to explain the process of appeal to the School Board that is available to the complainant within 30 days of the Superintendent's notice of decision.

The Superintendent will communicate the decision to the Board, along with copies of the complaint and the *Statement of Committee Findings and Recommendations*.

Legal Reference: 20-A MRS § 1001 (10-A); 1055 (4); 4002
Ch. 125 §§ 9.01, 9.03 (Me. Dept. of Ed. Rules)

Adopted: 11/4/10