

SCHOOL BOARD MEETINGS**Regular Board Meetings**

All actions of the School Board will be taken only in official School Board meetings. Meetings of the School Board of Maine School Administrative District No. 40 are open to the public in accordance with State statutes. They are normally held on the first and third Thursdays of each month. If the Thursday is a legal holiday, the meeting will be held on Wednesday of the same week, unless otherwise noted by the Board. If the regular meeting is postponed due to weather or emergency, it shall be held on the next suitable evening. Meetings shall begin at 7:00 p.m. Adjournment shall be by 10:30 p.m. unless an extension of time is voted.

Meetings will rotate among the towns and Region 8 according to a schedule approved by the Board. Meetings shall be scheduled so as not to conflict with town meetings.

At the annual organizational meeting in July, a calendar of regular meeting dates and times will be established for the ensuing academic year. The School Board may change the regular meeting dates provided notification of the change is given the public within two (2) business days.

Special Board Meetings

The Chair, or any three members of the Board, may call a special meeting of the Board at any time with not less than 48 hours confirmed personal notice to each member readily available to the district. Such notice may be by phone or any other confirmed personal contact.

The notice of each special meeting will contain a statement of the specific item or items of business to be transacted, and no other business will be transacted at such meeting.

All special meetings are open to the public. Notice, reasonable under the circumstance, of special or emergency meetings will be given to the public contemporaneously with the notice provided members of the School Board.

In the event of an emergency, the Superintendent is authorized to call a meeting of the Board on 24-hour notice provided that Board members available to the District are contacted personally.

Executive Sessions

The School Board wishes to encourage ready access and free entry to meetings of the Board wherein the business of the public is being conducted. It is not the intent of the Board to conduct its affairs in an atmosphere of secrecy since, at all times, the students of the school district and the general public are to be the beneficiaries of any action taken by the Board. To this end, the Board will enter into closed meetings, commonly referred to as executive sessions, in only those limited instances permitted by the statutes of the State of Maine and it will conscientiously follow the statutory procedures that permit entry into and conduct of such meetings. It shall require a 3/5 affirmative vote of the Board members present to enter into executive session.

A motion to go into executive session shall indicate the precise nature of the business of executive session and no other matters may be considered in that executive session. When labor contracts are the subject of an executive session, the parties must be named. No formal vote may be taken in executive session.

The Board may go into executive session to discuss the following matters that are permitted by Maine State Statutes and no others:

- A. Employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of employees or appointees of the Board or the investigation or hearing of charges or complaints against a person or persons.
- B. Discussion or consideration of suspension or expulsion of a student.
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development if premature disclosures of the information would prejudice the competitive or bargaining position of the Board.
- D. Negotiations with the representatives of the bargaining unit may be open to the public provided both parties agree to conduct negotiations in open sessions. Discussion of labor contracts and proposals may be held in an executive session.
- E. Consultations between the Board and its attorney concerning the legal rights and duties of the Board, pending or contemplated litigation and settlement offers.
- F. Discussions of information contained in records made, maintained or received by the Board when access by the general public to those records is prohibited by statute.

When coming out of executive session, the Board Chair will restate the purpose of the executive session and make any necessary motions in public session.

Legal Reference: Title I MRSA Chapter 13, Section 405

Meeting Procedures/By-Laws

All meetings will be conducted by Robert's *Rules of Order*, Newly Revised₂, except where otherwise noted in policy. The Chair will be vested with the authority to make final determination as to the interpretation of Robert's *Rules of Order* and make their application to procedural issues of any meeting.

All regular meetings will commence at 7:00 p.m., unless otherwise specified. The Order of business is as follows:

I. OPENING

- A. Call to Order
 - 1. Pledge of Allegiance
 - 2. Declaration of Quorum
 - 3. Note Absences
 - 4. Adjustment to the Agenda
- B. Board Recognition of students or program

II. AUDIENCE WITH THE PUBLIC (up to thirty minutes)

III. REPORTS FROM PARENT-TEACHER GROUPS AND STUDENT COUNCILS*

IV. CONSENT AGENDA

- A. Review the Minutes

V. SUPERINTENDENT AND/OR CHAIR REPORTS

- A. Report from Superintendent with answers to questions from prior meetings.

VI. REPORTS FROM SCHOOL(S)

VII. ACTION ITEMS

VIII. COMMITTEE REPORTS

- A. Action Items (when necessary)

IX. ACTION FROM EXECUTIVE SESSION

X. ADJOURN (no later than 10:30 p.m.)

BE-SCHOOL BOARD MEETINGS

School Board Governance & Operations

Date of Adoption: May 12, 1997

Date of Revision: **January 4, 1999**
December 20, 1999
June 19, 2000
January 5, 2004
November 1, 2004
March 7, 2005
March 15, 2007

A quorum of the School Board will consist of a majority of the voting power. No business may be transacted at any meeting unless a quorum is present, except that a minority of the School Board may adjourn the meeting until a quorum is present.

Voting shall be by a show of hands. Each member's vote or failure to vote shall be recorded in the minutes. The Chair has the same right to vote as any other member.

The Superintendent will furnish the agenda and recommendations to the members of the Board at least two (2) working days preceding the scheduled meeting of the Board. A regular weekly communication from the superintendent, such as weekly notes, will meet the two-day requirement. If the information pertinent to the discussion of an action item is not provided to the members at least two (2) working days prior to the meeting, that item will be tabled until the next regular or special meeting except by a majority vote of the School Board.

Any Board member wishing to present a matter for discussion and/or action at any regular meeting will, no later than seven (7) calendar days preceding the said meeting, convey to the Superintendent the wish to introduce such matter in order that the item may be placed on the agenda. Back-up information, if available, shall be compiled and distributed to the members at least two (2) working days prior to the meeting.

If a citizen or group of citizens requests an item be placed on the Board agenda for review, it will be submitted in writing to the Superintendent of Schools seven (7) calendar days prior to a regularly scheduled Board meeting.

All meetings of the Board, except authorized executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings and will be given time to voice opinions or concerns.

The Board recognizes its responsibility to conduct the business of the district in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentations to the Board. Up to thirty (30) minutes will be made available at each meeting following the Opening section of the agenda to allow for public comments from individuals. Persons who have not yet addressed the Board at the end of the thirty-minute period will be allowed to do so at the end of the meeting.

At any time throughout the meeting, additional public comment may be entertained at the Board Chair's discretion. In order to be heard by the Board, each person will first be recognized by the Chair. The person will then offer oral identification and proceed with individual comments. Comments shall be limited at the discretion of the Chair. Comments concerning individual employees are not appropriate at this time. They must be reserved for executive session. The Board shall give due attention to comments and contributions, but shall not be required to respond or take immediate action and comments/questions will be taken under advisement. Inquiries, other than simple questions, shall be presented in written form and referred to the Superintendent who shall investigate the matter and report the findings back to the Board at the next regular meeting. If Board action is indicated, the item will be included in the next regular meeting agenda.

The Chair is responsible for the orderly conduct of the meeting and will rule on such matters as the appropriateness of the subject being presented and the suitability of the time for such a presentation. The Board, as a whole, will have the final decision in determining the appropriateness of all such rulings.

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The minutes of the meetings of the School Board will include the following:

1. Classification (regular or special), date and place of meeting
2. Call to order indicating time, person presiding and office
3. Record of the presence or absence of School Board members
4. Notation of the presence of the Superintendent
5. Record of any corrections to the minutes of the previous meetings and the action approving them.
6. All main motions (except withdrawn motions), points of order, and appeals, whether sustained or lost, and a recording of each member's vote.
7. Record of all petitions by citizens
8. Record of all matters on which the School Board takes action and the vote of each School Board member thereon.
9. Notation of times of recesses
10. Hour of adjournment
11. Signature of the Superintendent

Use of Electronic Communications (email)

The use of electronic mail (e-mail) by School Board members should conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the guidelines set forth in Policy BEA in this manual.