

MEDWAY SCHOOL BOARD POLICY

POLICY ADOPTION PROCEDURE

NEPN/NSBA CODE: BG-R

The following procedure shall be used to adopt, review, revise or delete School Board policies:

- A. School Board and Superintendent are charged with reviewing and recommending all policies/policy changes to be considered by the Board.
 1. Individual Board members, the Superintendent, or other interested party should submit policy suggestions and concerns to the School Board.
 2. The Superintendent shall have the responsibility to review and research each suggestion in accordance with Board policies, prepare draft policies as appropriate, and make recommendations to the Board.

Any School Board member may request that consideration of the adoption, revision, or deletion of a policy be placed on the agenda of any regular meeting.

3. At an appropriate stage in the process, the Superintendent shall contact the representative teacher organization to meet and consult regarding any proposed new or changed educational policy.
- B. Upon recommendation by the Superintendent, the first reading of a new policy, revision or deletion or policy shall be placed on the agenda of a regular Board meeting. 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 to the policy 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 Board, the process for that policy is ended.

However, if appropriate, further consideration of the policy may be tabled to a specific date.

D. Immediately upon approval, policies/revisions/deletions shall be disseminated. Policies deleted and changed shall be recalled. The Superintendent/designee shall ensure that all policy manuals are kept up-to-date.

Legal Reference: 26 MRSA § 965.1,C

Cross Reference: BG – School Board Policy Process
CHD – Administration in the Absence of Policy

Adopted date: 11-19-02