

## POLICY ADOPTION PROCEDURE

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

- A. The Policy Committee is charged with reviewing and recommending all policies/policy changes to be considered by the Board.
  1. Individual Board members, other standing committees, the Superintendent, or other interested party should submit policy suggestions and concerns to the Policy Committee.
  2. The Policy Committee, together with 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 entire 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 if the Policy Committee, after having had full opportunity to consider the member's submitted suggestion, fails to recommend action satisfactory to the member.

3. At an appropriate stage in the process, the Policy Committee shall contact the representative teacher organization to meet and consult regarding any proposed new or changed educational policy.

To the fullest extent practical, the Policy Committee shall also discuss the proposal with other groups affected by the policy.

- B. Upon recommendation by the 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 and recommendations in advance of the meeting date. 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.

SACO SCHOOL DEPARTMENT

- C. At a subsequently scheduled regular meeting, but 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. 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: May 23, 1978

Adopted: November 26, 2002