

Policy Section B

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BBA School Board Powers and Responsibilities

The Board of Directors shall have general charge of all the public schools of this unit and shall exercise such other responsibilities as specifically provided by law.

The Board of Directors shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the superintendent and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school system.

The Board of Directors, functioning within the framework of laws, court decisions, attorney generals' opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the state, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

- A. Enacts policy;
- B. Selects, employs and evaluates the superintendent;
- C. Provides for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the school system;
- D. Prescribes the minimum standards needed for the efficient operation and improvement of the school system;
- E. Requires the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of school business;
- F. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business;
- G. Estimates the funds necessary from taxes for the operation, support, maintenance and improvement of the school system;
- H. Adopts courses of study;
- I. Provides staff and instructional aids;

J. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purposes of the school system;

K. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public; and

L. Approves/disapproves personnel nominations from the Superintendent and determines (where appropriate via collective bargaining) compensation and working conditions of all staff.

Legal Reference: 20-A MRSA § 1001

20-A MRSA § 1476 (RSU)

Adopted: March 13, 2006

Revised: February 24, 2014

BBAA Board Member Authority and Responsibilities

File: BBAA

BOARD MEMBER AUTHORITY AND RESPONSIBILITIES

Members of the Board have authority only when acting as a board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is in pursuance of specific instructions from the Board.

Legal Reference: Title 20A, MRSA, Sec. 1001-1003

Adopted: April 1, 1980

Revised: June 8, 1987; April 13, 1992

Reviewed and Adopted: November 14, 2005

Revised: February 24, 2014

BBAB - Student Representative on RSU 1 Board

RSU 1 will have two student representatives on the Board.

Student members will have non voting status. They will fully participate in general discussions, and will be allowed to attend executive sessions at the discretion of the chair. Student board members are encouraged to register non-binding votes on all board matters.

The Superintendent will provide an orientation for new student members and provide a mentor for the first year of membership to the Board.

PROCEDURES FOR ELECTION TO THE SCHOOL BOARD

For the first year two students (one junior and one senior) will be selected as student representatives to the RSU 1 Board. The senior will have a one year term and the junior will have a two year term. In the second year, a junior will be selected to serve a two year term.

All juniors and seniors are eligible to apply for the position of student school board representative. Students will fill out an application (This application will be developed by the Superintendent.) Students interested will be interviewed by the SCLC Representative Committee. This committee will make a recommendation to the SCLC at their next regular meeting and the SCLC will vote on the final nomination.

The SCLC Representative Committee will include but not be limited to: the SCLC advisor(s), one school board member, one community member, one faculty member, one representative from each class.

Any student representative to the School Board who is not an SCLC member will become non voting members of SCLC for the purpose of reporting and gathering information.

REQUIREMENTS OF STUDENT REPRESENTATIVES

- Regular attendance at Board meetings and workshops
- Prepare for all meetings by reviewing materials beforehand and conducting necessary research to understand the issues.
- Review Policy BCA-School Board Member Ethics
- Review RSU 1 Policy Manual
- Understand Roberts Rules of Order
- Violations of confidentiality can result in dismissal from serving on the board.

Adopted: August 25, 2008

BBB Board Membership- Elections-Appointment

File: BBB

BOARD MEMBERSHIP -- ELECTIONS/APPOINTMENT

1. The Board shall consist of seven (7) members, representing each of the seven districts in accordance with the provisions of Title 20-A, Maine Revised Statutes, section 1252 and other applicable laws and regulations. The Board utilizes Policy BBAB Student Representation on RSU 1 Board of Directors for adding student representation as non-voting members.

P & S Law 2007, Chapter 25 (hereinafter referred to as "the law") provides a mechanism for other municipalities to join RSU #1. Should the Board vote to engage in the planning process with a municipality that is interested in joining RSU #1, the Board will develop a plan for negotiation. Upon Board approval of the RSU #1/new municipality plan, a referendum would be scheduled as required by the law. In the event that a municipality joins the district, that municipality becomes a participating member with all privileges and benefits. The Board, in accordance with the law, will define a new map and election process. All costs associated with the planning and acceptance process shall be borne by the applying municipality.

Term of office begins on January 1.

Legal Reference: Title 20-A, MRSA, Sec. 2302

RSU 1 Bylaws

Adopted: April 1, 1980

Revised: June 8, 1987; April 13, 1992

Revised: January 10, 2005

Reviewed and Adopted: November 14, 2005, February 27, 2012

BBBA Board Member Qualifications

A person is legally qualified to become a member of the RSU 1 Board of Directors if he/she is a United States citizen, a resident of the State of Maine, a qualified voter in the sub district of RSU 1 by and from which he/she is elected and at least 18 years of age.

No member of the Board of Directors or spouse shall be an employee in any public school within RSU 1.

Legal Reference: TITLE 30A MRSA, SEC. 2526

TITLE 20A MRSA, SEC. 1002.2

P & SL (2007), Ch. 25

Adopted: March 13, 2006

Revised: March 26, 2012

BBBE Unexpired Term Fulfillment-Vacancies

UNEXPIRED TERM FULFILLMENT/VACANCIES

A vacancy on the Board shall occur when (1) a member resigns their position; (2) a member dies or; (3) a candidate moves outside the district for which he/she was elected; or (4) if no candidate is elected.

After public notice of at least 14 days of the vacancy, the candidate, appointed by the Board's majority vote of voting members present, must reside within the district of the vacancy. Their term shall be consistent with the terms of that district's vacancy.

In the event of a tie vote in a regular election, the board will interview eligible candidates and proceed to select one by voting

Legal Reference: TITLE 20A MRSA, SEC. 1254 RSU 1 Bylaws

Adopted: March 13, 2006; February 27, 2012

BCA Board Code of Ethics

The Board will adopt a code of ethics.

Upon taking the oath of office to serve as a member of the Board each member agrees to follow the code of ethics.

Having accepted the challenge of service on this Board, I accept the principles set forth in the following code of ethics to guide me in helping to provide free public education to all the children of Regional School Unit #1.

A. I will view service on the Board as an opportunity to serve my community, district, region, state, and nation because I believe public education is the best means to promote the welfare of our people and to preserve our democratic way of life;

B. I will at all times, think of children first and base my decisions on how they will affect children, their education, and their training;

C. I will make no disparaging remarks, in or out of the Board meetings, about other Board members or their opinions;

D. I will remember at all times, that as an individual, I have no legal authority outside the meetings of the Board, and that I will conduct my relationship with the school staff, the local citizenry, and all media of communications on the basis of this fact;

E. I will recognize that my responsibility is not to operate the schools but to see that they are well operated;

F. I will seek to provide quality education for all children in the region commensurate with their needs and abilities;

G. I will listen to all citizens but will refer all complaints to the proper authorities, and will discuss such complaints only at a regular Board meeting after failure of an administrative solution;

H. I will support a decision made by the majority of the Board;

I. I will not criticize employees publicly, but will make such criticism to the Superintendent for investigation and action, if necessary;

J. I will make decisions openly after all facts bearing on a question have been presented and discussed;

K. I will refuse to make promises as to how I will vote on a matter that should come before the Board as a whole;

L. I will not discuss the confidential business of the Board in my home, on the street, or in my office, the place for such discussion being the School Board meeting;

M. I will confine my Board action to policy making, planning, and appraisal, leaving the administration of the schools to the Superintendent;

N. I will welcome and encourage cooperation and participation by teachers, administrators, and other personnel in developing policies that affect their welfare and that of the children they serve;

O. I will endeavor at all times to see that schools have adequate financial support within the capabilities of the region and state, in order that every child may receive the best possible education;

P. I will resist every temptation and outside pressure to use my position as a Board member to benefit myself or any individual or agency apart from the total interest of the school unit;

Q. I will endeavor to attend every regular and special Board meeting recognizing that my presence means representation for my district and region. If I find that this is not possible for an extended length of time, I will give consideration to resigning from my position on the Board; and

R. I will recognize at all times that the School Board of which I am a member is an agent of the state, and as such, I will abide by the laws of the state and the regulations formulated by the Maine Department of Education and by the State Board of Education.

Adopted: May 18, 2009

Revised: April 27, 2020

BCB Conflict of Interest

BOARD MEMBER CONFLICT OF INTEREST

Board service is a matter of public trust. In making decisions that affect the RSU 1 schools, Board members have the duty to act in the interest of the common good and for the benefit of the people they represent.

A conflict of interest may arise when there is an incompatibility between a Board member's personal interest and his/her responsibilities as an elected official in a matter proposed or pending before the Board. Board members have a legal and ethical responsibility to avoid not only conflict of interest, but the appearance of conflict of interest as well.

Financial Interest

A Board member has a financial interest in a question or contract under consideration when he/she or a member of his/her immediate family may derive some financial or other material benefit or loss as a result of the Board action. The vote of the Board is voidable if a Board member has a financial interest and votes on that question or is involved in the discussion, negotiation, or award of a contract or other action in which he/she has a financial interest.

In order to prevent the vote on a question or contract from being voidable, a Board member who has a financial interest must:

A. Make full disclosure of his/her interest before any action is taken; and

B. Abstain from voting, from the negotiation or award of the contract and from otherwise attempting to influence the decision.

The Secretary of the Board shall record in the minutes of the meeting the member's disclosure and abstention from taking part in the decision in which he/she has an interest.

It is not the intent of this policy to prevent a Board member from voting or the school unit from contracting with a business because a Board member is an employee of that business or has another, indirect interest but is designed to prevent the placing of Board members in a position where their interest in the schools and their interest in their places of employment may conflict and to avoid appearances of conflict of interest.

Code of Conduct for Federally Funded Projects

When a Board member participated in the selection, award or administration of a contract that is supported by a federal award, the Board member shall also comply with the Board's policy DJH -

Purchasing and Contracting: Procurement Staff Code of Conduct.

Appearance of Conflict of Interest

A Board member should do nothing to give the impression that his/her position or vote on an issue is influenced by anything other than a fair consideration of all sides of a question.

Board members shall attempt to avoid the appearance of conflict of interest by disclosure and/or by abstention.

Appointment to Office and Other Employment

A Board member may not, during the time the member serves on the Board and for one year after the member ceases to serve on the Board, be appointed to any civil office of profit or employment position which has been created or the compensation of which has been increased by action of the Board during the time the member served on the Board.

Employment

A member of the Board or spouse of a member may not be an employee in a public school within the jurisdiction of the Board to which the member is elected or in a contract high school or academy located within a supervisory union in which the member is a representative on the union committee.

Board Members as Volunteers

A member of the Board, or spouse of a member, may not serve as a volunteer when that volunteer has primary responsibility for a curricular, co-curricular or extracurricular program or activity and reports directly to the Superintendent, principal, athletic director or other school administrator in a public school within the jurisdiction of the Board to which the member is elected or in a contract high school or academy located within a supervisory union in which the member is a representative on the union committee.

Volunteer activities of a member of the Board or member's spouse other than in roles that are prohibited by this section may be prescribed by policies developed and approved by the Board.

Definitions

For the purposes of this policy, the following statutory definitions apply:

A. "Employee" means a person who receives monetary payment or benefits, no matter the amount paid or hours worked, for personal services performed for a school administrative unit.

B. "Volunteer" means a person who performs personal services for a school administrative unit without monetary payments or benefits of any kind or amount.

Legal Reference: 20-A M.R.S.A. § 1002-1004 30-A M.R.S.A. § 2604-2606

Cross Reference: BCA-Board Member Code of Ethics DJH – Purchasing and Contracting:
Procurement Staff Code of Conduct

Adopted: March 26, 2012 Revised: March 22, 2021

BCC - Nepotism

Employment

It shall be the policy of the RSU 1 Board not to employ as school unit staff any person who is a member of the immediate family of a Board member or of the Superintendent. Immediate family of Board members or the Superintendent who are employed by the school unit on the date of adoption of this policy are not affected by this paragraph.

By Maine law (20-A M.R.S.A. § 1002(2)), a Board member's spouse is precluded from employment under any circumstances in any public school within the jurisdiction of the Board to which the member is elected.

Supervision and Evaluation

No person shall be employed in or assigned to a position that is within the administrative supervision of a member of his/her immediate family, nor in a position in which he/she is supervised or evaluated, in whole or in part, by a member of his/her immediate family.

Exceptions

In extraordinary circumstances, the Board may approve an exception to the prohibitions on the employment of immediate family so long as the candidate is qualified for the position to which he/she has applied, the hiring is in the best interest of the school system and its students, and the candidate is not the spouse of a Board member.

Volunteers

Under Maine law (20-A M.R.S.A. § 1002(2-A)), a board member's spouse may not serve as a volunteer when that volunteer has primary responsibility for a curricular, co-curricular, or extracurricular program or activity and reports directly to the superintendent, principal, athletic director, or other school administrator within the jurisdiction of the Board.

Definitions

For the purpose of this policy:

A. "Immediate family" means spouse, brother, sister, parent, son, or daughter.

B. "Administrative supervision" refers to the authority of a person in the position of principal or higher.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: Policy BCB - Board Member Conflict of Interest

Adopted: March 26, 2012

BDA Board Organizational Meeting, Board Officers

File: BDA

BOARD ORGANIZATIONAL MEETING, BOARD OFFICERS

A chair shall be elected annually at the organizational meeting which shall be the second Monday in December. The vice chair shall be elected at the discretion of the Board.

If any vacancies occur in the offices of chair or vice chair, the vacancy shall be filled by an election within forty (40) days.

The chair shall preside over all regular, special and executive meetings and shall appoint all special committees. The chair shall be an ex officio member of each committee.

Adopted: April 1, 1980

Revised: June 8, 1987 September 13, 1993 December 13, 1993

Reviewed and Adopted: November 14, 2005 Regional School Unit 1 Policy BDA -- Board Organizational Meeting, Board Officers

BDB Board Officers

The RSU 1 Board of Directors shall consist of 7 members.

Section 1. Election.

a. At its annual meeting in January, the Board shall elect from its members a Chairperson and Vice Chairperson from its membership. The Board can vote to have a member removed from one of these leadership positions upon majority vote.

Section 2. Duties of Officers.

a. The duties of the Chairperson shall include:

1. Call meetings of the Board of Directors;
2. Preside at all meetings of the Board of Directors;
3. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
4. Confer with the superintendent on crucial matters which may occur between Board meetings;
5. Consult with the superintendent on the agenda and adjustments to the agenda;
6. Appoint committees and/ or subcommittees subject to Board approval;
7. Serve as ex-officio member of all committees;
8. Make or cause to be made requests for legal opinions/advice;
9. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others;
10. Be responsible for the orderly conduct of all Board meetings;
11. Prepare an annual report as needed;
12. Perform all other duties imposed by these bylaws: and
13. The chair shall have the right, as other Board members have, to offer resolutions, discuss questions and vote. b. The duties of the Vice Chairperson shall include:
14. In the absence of the chairperson the vice-chairperson shall act as the chairperson. In the absence of the chairperson and vice chairperson, the Board members present, provided a quorum is present, shall elect one of its members present to preside over the meeting.
15. May consult with the Superintendent and Chairperson on the agenda and amendments to the agenda. c. The duties of the Secretary. 1. As stipulated in Title 20-A, the superintendent shall serve as secretary of the Board with the right to speak on all

questions and offer recommendations. The secretary shall take minutes of the board meetings and distribute minutes to all board members. The secretary shall be responsible for ensuring that records are kept of all business transacted by the Board at both regular and appropriately called special meetings, and shall perform such other functions, as are ordinarily functions of this office.

Section 3. Duties of presiding officer:

- a. Call the meeting to order at the appointed time;
- b. Announce the business to come before the Board in its proper order;
- c. Enforce the Board's policies relating to the order of the business and the conduct of the meeting;
- d. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e. Explain as appropriate, what the effect of a motion would be;
- f. Restrict discussion to the question when a motion is before the Board;
- g. Answer parliamentary inquiries; referring questions of legality to the Board's attorney; and
- h. Put motions to a vote, restating definitively and clearly the motion, stating the vote and result thereof.

Legal Reference: RSU 1 Bylaws

Adopted: February 27, 2012

BDD Board-Superintendent Relationship

The Board believes that exercising its legislative function through policymaking is its most important responsibility. The Board is also responsible for setting the direction for the District and evaluating progress toward goals.

The management of the schools is the function of the Superintendent. The Board holds the Superintendent responsible for complying with all applicable laws, rules and regulations; for administering Board policies and decisions; for the operation of the schools and educational program; for the system of supervision and evaluation of staff; and for keeping the Board informed about school operations, problems and opportunities. The Board recognizes that the Superintendent may delegate certain responsibilities to other personnel. Such delegation does not relieve the Superintendent of the final responsibility for actions taken.

The Board, collectively and as individual members, shall:

- A. Recognize the Superintendent as the educational leader of the District;
- B. Provide direction for the Superintendent through written policies, objectives and goals for the District;
- C. Give the Superintendent full administrative authority and support for properly discharging his/her professional duties, while holding him/her responsible for acceptable results;
- D. Hold all Board meetings in the presence of the Superintendent, except as otherwise permitted by law or when the Superintendent voluntarily excuses him/herself at the request of the Board.

E. Refer complaints, criticisms, and requests to the Superintendent or other appropriate personnel and discuss them at Board meetings only after administrative solutions have been exhausted; and

F. Evaluate the Superintendent and provide appropriate opportunities for the Superintendent to share his/her perceptions regarding the working relationship between the Board and Superintendent.

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Legal Reference: 1 MRSA § 401 et seq.

20-A MRSA §§ 1001 et seq.; 1051 et seq.; 13201; 13301

Cross Reference: BBA - School Board Powers and Responsibilities

BCA - Board Member Code of Ethics

CB - School Superintendent

CB-R - Superintendent Job Description

CBI - Evaluation of the Superintendent

Adopted: March 13, 2006

BDE Board Standing Committees

The Board believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the Board.

All standing committees shall be comprised of less than a majority of the Board.

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

Establishment and Functions of Standing Committees

The following provisions apply to the establishment and functions of standing committees:

- A. All 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 (the "charge") and set the number of members comprising the committee.
- B. The Board Chair will appoint members to a standing committee from among the membership of the Board. For existing standing committees, appointments will be made at or as soon as practicable after the School Board's annual organizational meeting.
- C. The Board Chair may also make appointments to standing committee vacancies on standing committees that occur prior to the Board's next organizational meeting.
- D. The term of appointment to a standing committee shall be until the next organizational meeting.
- E. Each standing committee will elect its own chair.
- F. The Board Chair and Superintendent shall be ex officio (non-voting) members of all standing committees.

G. Any Board member may attend standing committee meetings, but only appointed members of the committee may vote.

H. Except for authorized by law or Board action, a standing committee may research issues and make recommendations for Board action, but may not act for the Board.

I. A standing committee may be abolished at any time by a vote of the Board.

J. The number of members on a standing committee and/or the responsibilities of a standing committee may be modified at any time by a vote of the Board.

K. Community members may be appointed to standing committees by the respective committee chair.

Authorization/Appointment of Standing Committees

The Board shall have the following standing committees:

- Policy
- Finance
- Facility

The Board may establish other standing committees if deemed necessary in accordance with this policy.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Reviewed: December 12, 2005; February 24, 2014

BDE-R Standing Committee Operating Procedures

- A. Each standing committee shall meet at the call of its chair at a time and place to be designated in the call of the meeting. Standing committees shall be held on a regular basis. Additional meetings may be scheduled as needed.
- B. The chair of a standing committee, in collaboration with the Superintendent/designee, will establish the agenda for each meeting to promote flow of information and the effective operations of the Board and its standing committees.
- C. Notice to the public of the date, time and place of a standing committee meeting and the agenda for the meeting shall be provided at least three days in advance and in a manner consistent with the Board's policy and practice concerning notification of Board meetings.
- D. The Superintendent may designate administrators or staff to serve in a liaison or advisory capacity and/or to provide information and/or resources.
- E. Any member of the Board, staff or public may attend a standing committee meeting, but may speak only at the discretion of the chair.
- F. The presence of a majority of the members of a standing committee shall constitute a quorum for voting purposes. Only the members of the standing committee may vote on agenda items.
- G. In the event that the chair of a standing committee is unavailable for a scheduled committee meeting, the members of the standing committee will elect one of the members in attendance to act as chair for the duration of the meeting.
- H. For any matter on its agenda, a standing committee may by majority vote of members present, or by consensus, agree to make recommendations to the full Board. Recommendations may be in the form of a proposed motion and/or a report. A standing committee may also forward a matter under discussion to the full Board with no recommendation.
- I. Standing committee reports will be included as an agenda item for all regular Board meetings.
- J. Any item referred to a standing committee by the Board shall be reported on the next regular Board meeting. The standing committee's report should indicate work completed or progress made to date. The report may include the recommendation for continued standing committee study.
- K. Standing committee minutes, if prepared, are public information, subject to the Freedom of Access Law.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Reviewed: December 12, 2005

Revised: February 24, 2014

BDF - Board Advisory Committees

The Board may establish advisory committees to perform specific functions. Advisory committees shall study particular problems or issues and make reports and/or recommendations to the Board, but may not act for the Board.

Advisory committees may include individuals who are not elected members of the Board but each advisory committee shall have at least one Board representative.

The Board will consult with the Superintendent before establishing or dissolving any advisory committee. The number of members, the composition of each advisory committee, and the selection of members will be determined by the Board, in consultation with the Superintendent based upon the purpose of the committee.

The scope and authority of any advisory committee shall be limited to that assigned to it by the Board. The Board is in no way obligated to follow advisory committee recommendations.

Unless given a new assignment by the Board, an advisory committee shall be dissolved promptly upon completion of its task. An advisory committee may be dissolved at any time by Board action. No advisory committee shall continue for a prolonged period without a specific assignment.

Instructions to Board Advisory Committees

So that the Board's intent and expectations are clear, each advisory committee shall be instructed in writing concerning:

A. The purpose of the committee, the specific issue(s) for study, and/or the scope of the committee's activity;

B. The composition of the committee, including designation of voting and non-voting members, if applicable;

C. The length of time each member is expected to serve;

- D. The role of the committee as being advisory only;
- E. The resources the Board will provide to assist the committee in completing its task;
- F. The expectations regarding the committee's relationship with the Board, the Superintendent and school system personnel;
- G. The designation of the individual who will be responsible for providing information to the public concerning the committee and its work;
- H. The time and place of the first meeting;
- I. The timeline for progress reports to the Board and/or other activities;
- J. The date on which the Board expects to receive a final report or recommendations and dissolve the committee. All advisory committee meetings are open to the public except as may otherwise be provided by law. Committee reports and minutes of advisory committee meetings, if prepared, are public information subject to the Freedom of Access Law.

Notice of advisory committee meetings shall be provided in a manner consistent with the Board's policy and practice concerning notification of Board meetings.

The Board recognizes that any advisory committee mandated by state law or Department of Education regulations may require deviation from any or all of the provisions of this policy. Any such deviations shall be identified when the Board establishes such a committee and reflected in the Board's instructions to the committee.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Adopted: February 24, 2014

BDG School Attorney-Legal Services

The Board of Directors recognizes that the increasing complexity of school operations frequently requires procurement of professional legal services. Consequently, it shall retain an attorney or law firm for purposes of systematically securing such services. The school attorney shall be an individual who has been admitted to practice law in Maine.

A decision to seek legal advice or assistance in behalf of the school unit shall normally be made by the Superintendent or by the Board Chair unless otherwise authorized by the Superintendent or the Board. Such action shall occur as is consistent with approved Board policy or standard practice and meets an obvious need of the unit. It may also take place as a consequence of formal Board direction.

The school attorney shall render administrative advice, conduct or assist with the conduct of school district litigation, and provide specialized legal services. The legal advisor may be requested to attend Board meetings or other activities when his/her services are needed.

Many types of instances of legal assistance to the unit may be considered routine and not necessitating specific Board approval or prior notice. However, when the administration concludes that unusual types or amounts of professional legal service may be required, the Board directs the administration to so advise it and to expeditiously seek either initial or continuing authorization for such service.

Adopted: March 13, 2006

BE Regular Board meetings

File: BE

REGULAR BOARD MEETINGS

Regular meetings of the board shall be held at 6:00 PM on the fourth Monday of each month, except that any meeting may be omitted, postponed and adjourned to another day by action of the superintendent with the approval of the chair. Special meetings may be called at the chair's discretion or when suggested by the superintendent or a written request of three members of the Board of Directors.

The board shall receive notice of all meetings at least five days prior to a meeting except in cases of emergency when board members will then be given 48 hours prior notice, whenever possible.

All regular meetings of the board shall be limited to a duration of two hours. If the limit is reached, the meeting duration may be extended by a majority vote.

Agendas, location and date will be posted on the RSU 1 website, in the schools and local newspapers the week prior to the meeting, and will be sent to all town offices.

All regular meetings shall be open to the public.

Legal Reference: Title 1, MRSA, Sec. 406

Adopted: April 27, 2011

BEA School Board Use of Electronic Mail

FILE: BEA

RSU 1 BOARD OF DIRECTORS USE OF ELECTRONIC MAIL Use of electronic mail (email) 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 following guidelines when using email in the conduct of board responsibilities:

A. The Board shall not use email as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.

B. Board members should be aware that email and email attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

C. Board members shall avoid reference to confidential information about employees, students or other matters in email communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information. Legal Reference: 1 MRSA § 401 et seq. 20-A MRSA § 6001-6002 20 USC § 1232g Cross Reference: GBJ - Personnel Records and Files [[JRA - Student Educational](#)] [[Records](#)] Adopted: June 14, 2010 Revised: April 27, 2020

RSU 1 Policy BEA -- School Board Use of Electronic Mail

BEB Board Member Use of Social Media

The Board recognizes that many, if not most, of its members are active users of social media, including but not limited to, online platforms such as Facebook and Twitter, and other digital media such as blogs and personal websites. The Board understands that while social media can be a positive tool for supporting schools and encouraging community engagement, Board members need to be aware of the legal and ethical considerations that arise when they post, "message," or otherwise interact with others on social media platforms.

Board members shall comply with the following provisions:

- Board members shall not post on social media or engage in online discussions as a substitute for deliberations at Board meetings. Board members should be aware that social media activity can be perceived as a meeting if a sufficient number (a quorum) of Board members are involved on the site to influence or determine the course of action that will be taken by the Board, even if other people are posting to the site as well.
- Board members should be aware that any posting that pertains to school unit matters may create a "record" that is subject to laws and regulations pertaining to the retention and disposition of local government records, and to discovery in legal proceedings involving the Board or the school unit.
- Board members shall avoid disclosing confidential or personally identifiable information about students (including images), school unit employees, or Board matters or discussions that have taken place in executive sessions. Board members shall comply with the same standards as school employees with regard to confidential information.

Board members should adhere to the following ethical guidelines when using social media in their role as public officials:

A Board member should:

- Recognize that he/she has no authority to speak on behalf of the Board unless specifically designated to do so, and make it clear that he/she is speaking in his/her individual capacity;
- Feel free to invite the public to upcoming school district events, share information about public hearings on bills that affect the schools, and share links to public information about the district (e.g. the proposed budget), and the like, but be clear that he/she is doing so as an individual and not in any official capacity;
- Conduct himself/herself on social media in a manner that reflects well on the Board and on the school unit, and with the decorum expected of an elected official;

- Avoid posting in anger, even when provoked;
- Refrain from harassing, defaming, or disparaging fellow Board members or others based on racial, religious, or other personal characteristics;
- Keep deliberations within meetings of the Board;
- Take care to avoid disclosing confidential or personally identifiable information about students (including images), school unit employees, or Board discussions that have taken place in executive sessions;
- Avoid posting information that is misleading or inaccurate or which is has not been released to the public;
- Not make any promise that he/she will vote in a particular way;
- Avoid posting content that indicates he/she has reached an opinion on a pending matter;
- Direct persons presenting concerns or complaints through social media to follow the Board's policy pertaining to public concerns and complaints;
- When summarizing discussion or action that took place at Board meetings, share only information from open meetings and make it clear that the posting is not an official record of the meeting. A Board member should never disclose discussions that have occurred in executive session.
- Retain electronic records, including the Board member's own posts and content others post to the Board member's account when required to do so by law, regulations, or legal process.
- Comply with the school unit's acceptable use rules, as applicable to school unit employees, when using school-unit owned devices or technology resources, or when accessing the Internet through school unit's network using a personal device.

Legal reference: 1 MRSA § 401 et seq.

20-A MRSA § 6001-6002

20 USC § 1232g

Cross Reference: BBAA–Board Member Authority and Responsibilities

BCA–Board Member Code of Ethics

BEC–Executive Sessions

GBJ–Personnel Records and Files

JRA–Student Education Records and Information

KE–Public Concerns and Complaints

Adopted: April 27, 2020

BEBA Special Board Meetings

File: BEBA

SPECIAL BOARD MEETINGS

Notice of special meetings shall state the objective of the meeting, and no other matter shall be determined except by unanimous vote of those present.

Legal Reference: Title 1, MRSA, Sec. 406

Adopted: April 1, 1980

Revised: June 8, 1987; April 13, 1992

Reviewed and Adopted: November 14, 2005

BEC Executive Sessions

File: BEC

EXECUTIVE SESSIONS

Except as provided by law, all meetings of the board shall be open to the public and all persons shall be permitted to attend the meetings. The board may hold executive sessions upon the vote of 3/5 of the members present and voting, and the motions to go into executive session shall indicate the nature of the business of the executive session. Deliberations may be conducted in executive sessions only on those matters defined in the law. No final action shall be taken in executive sessions.

Legal Reference: Title 1, MRSA, Sec. 401 et. Seq.

Cross Reference: BEC-E -- Executive Session Law

Adopted: April 13, 1992

Reviewed and Adopted: November 14, 2005

BEC-E Executive Session Law

To go into executive session to consider the _____

[Reason for Executive Session]

pursuant to _____.

[Citation]

Reason for Executive Session / Statutory Citation / Explanation (Applies To)

** **

Acquisition of property [1 M.R.S.A. § 405 (6)(C)]:

Real or personal property attached to real property or interests therein if premature disclosure would prejudice competitive or bargaining position of the school unit

Appointment of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Assignment of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Compensation of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Condition of property [1 M.R.S.A. § 405 (6)(C)]:

Real or personal property attached to real property or interests therein if premature disclosure would prejudice competitive or bargaining position of school unit

Demotion of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Disciplining of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Dismissal of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Disposition of Property [1 M.R.S.A. § 405 (6)(C)]:

Publicly held property only if premature disclosure would prejudice competitive or bargaining position of school unit

Duties of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Economic Development [1 M.R.S.A. § 405 (6)(C)]:

Discussion generally only if premature disclosure would prejudice competitive or bargaining position of school unit

Employment of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Evaluation of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Expulsion of students [1 M.R.S.A. § 405 (6)(B)]:

Public school students or students at private schools where tuition is paid with public funds

Hearing of charges against a person or persons [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees, employees or other persons if public discussion could damage reputation or violate right to privacy

Hearing of complaints against a person or persons [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees, employees, or other persons if public discussion could damage reputation or violate right to privacy

Information in confidential records; discussion or review of [1 M.R.S.A. § 405 (6)(F)]:

Records made, maintained or received by school unit to which public access is prohibited by statute or regulation

Investigation of charges against a person or persons [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees employees or other persons if public discussion could damage reputation or violate right of privacy

Investigation of complaints against a person or persons [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees, employees or other persons if public discussion could damage reputation or violate right to privacy

** **

Labor contract discussions [parties must be named] [1 M.R.S.A. § 405 (6)(D)]:

Public employer and its negotiators

Labor contract meetings [parties must be named] [1 M.R.S.A. § 405 (6)(D)]:

Public employer and its negotiators

Labor contract negotiations [1 M.R.S.A. § 405 (6)(D)]:

Negotiations if parties have not agreed to open sessions

Labor contract proposal discussions [parties must be named] [1 M.R.S.A. § 405 (6)(D)]:

Public employer and its negotiations

Legal rights and duties of school unit; discussion of [1 M.R.S.A. § 405 (6)(E)]:

Consultations between school unit and its attorney

Litigation, pending or contemplated; discussion of [1 M.R.S.A. § 405 (6)(E)]:

Consultations between school unit and its attorney

Matters where duties of legal counsel to client under code of professional responsibility conflict with statute or where premature disclosure would disadvantage school unit; discussion of [1 M.R.S.A. § 405 (6)(E)]:

Consultations between school unit and its attorney

Negotiations between Public Employer and Public Employees [1 M.R.S.A. § 405 (6)(D)]:

Labor negotiations if parties have not agreed to open sessions

Nonrenewal of teachers [20-A M.R.S.A. § 13201]

Public school teachers

Promotion of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Resignation of officials / appointees / employees [1 M.R.S.A. § 405 (6)(A)]:

Public officials, appointees or employees if public discussion could damage reputation or violate right to privacy

Settlement offers [1 M.R.S.A. § 405 (6)(E)]:

Consultations between school unit and its attorney

Suspension of students [1 M.R.S.A. § 405 (6)(B)]:

Public school students or students at private schools where tuition is paid with public funds

** **

Use of Property [1 M.R.S.A. § 405 (6)(C)]:

Real or personal property attached to real property or interests therein if premature disclosure would prejudice competitive or bargaining position of school unit

Adopted: November 14, 2005

BED Remote Participation in School Board Mtgs

REMOTE PARTICIPATION IN SCHOOL BOARD MEETINGS

RSU 1 allows members of the Board to participate in a public meeting of the Board by remote methods in limited circumstances as provided in 1 MRSA §403-B.

For the purpose of this policy, "remote methods" means telephonic or video technology allowing simultaneous reception of information and may also include other means necessary to provide reasonable accommodations to individuals with disabilities. Remote participation by board members cannot be by text-only means such as email, text messages, or chat functions.

Members of the Board are expected to be physically present for board meetings except when being physically present is not practicable.

Circumstances in which physical presence for public meetings is not practicable include:

1. The existence of an emergency or other issue that requires the Board itself to meet by remote methods. An emergency may be a State-declared emergency, where there has been a declaration of a state of emergency by the Governor that applies to the school unit, or a local emergency (e.g., adverse weather conditions) or urgent issue requiring Board action. The Board Chair, in consultation with the Superintendent, will determine whether there is a local emergency or urgent issue that requires a remote meeting of the Board.
2. Illness, or other physical condition, or temporary absence from the area governed by the Board that causes a Board member to face significant difficulties traveling to and attending in person at the designated physical location of the Board meeting. Prior notice of the Board member's absence and the reason for it, with indication that the Board member plans to participate remotely, should be communicated to the Board Chair as far in advance of the meeting as practicable.
3. The area of the Board's jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges.

The opportunity for the public to comment at Board meetings (20-A MRSA §1002(20)) applies to remote public meetings. If the Board allows or is required to provide an opportunity for public participation/public input during the meeting, an effective means of communication between the members of the Board and the public must be provided (e.g., submitting comments or questions by chat, raising hand on Zoom, submitting written comments to the Superintendent's office at least 24 hours in advance). Individuals with disabilities seeking a reasonable accommodation should contact the Board Chair or Superintendent as far in advance of the Board meeting as practicable.

Members of the public participating in public meetings of the board are expected to comply with the guidelines for public participation provided in the Board's policy BEDH, or in such rules as the Board may develop specifically for remote meetings.

Notice of all Board meetings is required (1 MRSA § 406). When the public may attend by remote methods, notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The Board may not determine that public attendance at a meeting will be limited solely to remote methods except under the conditions in subparagraph 1 above (emergency or urgent issue meetings).

A member of the Board who participates remotely in a public meeting of the Board is considered present for purposes of a quorum and voting.

All votes taken during a public meeting of the Board using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the board and the public.

The Board will make all documents and other materials to be considered by the Board available, electronically or otherwise, to members of the public who attend remotely to the same extent customarily available to members of the public who attend public meetings of the Board in person, as long as additional costs are not incurred by the Board.

Appropriate measures will be taken to secure the confidentiality of executive sessions when the board is meeting remotely as a whole or when one or more members of the board are participating remotely.

Remote participation is not permitted for meetings where voters of the School Administrative Unit meet to vote as a legislative body, such as budget meetings.

Legal Reference: 1 MRSA § 403-B, 406

20 MRSA §1001(20)

Cross Reference: BEC -- Executive Session

BE -- Board Meetings

BEDA -- Notification of Board Meetings

BEDB -- Agenda

BEDD -- Rules of Order

BEDH -- Public Participation at Board Meetings

BID -- Board Member Compensation

KE -- Public Concerns and Complaints

Adopted: October 25, 2021

BEDA Notification of Board Meetings

File: BEDA

NOTIFICATION OF BOARD MEETINGS

Public notice shall be given for all public proceedings, as provided in law, if these proceedings are a meeting of a body or agency consisting of three or more persons and the body or agency will deal with the expenditure of public funds or taxation, or will adopt policy at the meeting. This notice shall be given in ample time to allow public attendance. In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to include time and location, by the same or faster means used to notify the members of the agency conducting the public proceedings.

Legal Reference: Title 1, MRSA, Sec. 403

Adopted: April 1, 1980

Revised: June 8, 1987; April 13, 1992

Reviewed and Adopted: November 14, 2005

BEDB Agenda Format

File: BEDB

AGENDA FORMAT

The order of business at a regular meeting shall be as follows:

- I. Call to Order
- II. Pledge of Allegiance
- III. Recognition and Comments from Chair
- IV. Approve/Amend Minutes of Previous Meeting
- V. Adjustments to Agenda
- VI. Public Session
- VII. Staff Report
- VIII. Committee Report
- IX. Superintendent's Report
- X. Old Business
- XI. New Business
- XII. Public Comments
- XIII. Set next meeting dates and locations
- XIV. Executive Session (when needed)
- XV. Adjournment

Adopted: January 23, 2012

BEDBA Agenda Preparation and Dissemination

File: BEDBA

AGENDA PREPARATION AND DISSEMINATION

Items not on the agenda may be considered at a regular meeting upon a three-fifths vote of the members present.

Adopted: April 1, 1980

Revised: June 8, 1987; September 13, 1993

Reviewed and Adopted: November 14, 2005

BEDC Quorum

File: BEDC

QUORUM

A majority of seated board members shall constitute a quorum.

Legal Reference: RSU 1 Bylaws

Adopted: February 27, 2012

BEDD Rules of Order

File: BEDD

RULES OF ORDER

[Roberts Rules of Order, Revised] shall govern the proceedings of the Board except when in conflict with these procedures and policies.

Adopted: April 1, 1980

Revised: June 8, 1987; April 13, 1992

Reviewed and Adopted: November 14, 2005

BEDF Voting Method

VOTING METHOD

Voting shall be by show of hands ordinarily. Voting shall be done by roll call at the direction of the School Board Chair, or at the request of any Board member. When voting by roll call, the names of the members shall be called alphabetically, and each member shall respond "Yes" or "No" or "Abstain." The roll call vote shall be recorded in the minutes.

Maine public officials are obliged to vote openly; thus, secret ballots are not to be used by the School Board.

A motion shall be declared "Carried" upon the affirmative vote of the majority of the members present.

Cross Reference: BEDFA - Abstentions

Adopted: March 13, 2006

BEDG Minutes

File: BEDG

MINUTES

Minutes will be included in the Board packet that will be mailed to Board members the week prior to the regular Board meeting.

Once the minutes have been approved by the Board, they will be posted on the district website.

Adopted: February 27, 2012

BEDH - Public Participation at Board Meetings

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of a School Board meeting is to conduct the business of the School Board related to policies, programs, and operations. All regular, special and emergency meetings of the Board are open to the public. The public is cordially invited to attend and participate in Board meetings as provided in this policy.

Although Board meetings are not public forums, the Board will provide appropriate opportunities for citizens to express opinions and concerns related to the matters under consideration by the Board. The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the Board to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

To permit fair, orderly, and inclusive expression of public comment at meetings while still allowing the Board to conduct its business efficiently, the Board has established the following procedure for regular business meetings.

A. The School Board will include a public comment period on the agenda of its regular business meetings. Individuals may speak once and are limited to a maximum of 3 minutes. The length of the public comment period and the time limits in this paragraph may be modified at a particular meeting at the discretion of the Chair. B. Residents of RSU 1 are welcome to participate as provided in this policy, as well as parent/guardians, students, and employees of RSU 1. If there is time remaining in the public comment period once all residents of RSU 1 as well as parents/guardians, students and employees of RSU 1 have had the opportunity to speak, the Chair may permit comments from others. Others may be recognized and speak at the Chair's discretion. Individuals who wish to speak may be required to complete out a sign-in form. Each individual will be required to state their name and the town/city of residence before speaking. C. Speakers will be recognized by the Chair. Requests for information or concerns that require further research may be referred to the Superintendent for further action, if necessary. D. Speakers are expected to follow common etiquette and decorum, including refraining from using vulgar and/or obscene language, yelling, threatening others using words or by other actions, making defamatory comments, or otherwise engaging in any activity that disrupts orderly meeting progress. Examples of disruptive conduct include, but are not limited to, exceeding the allotted time limits, interrupting others, offering repetitive comments, and offering comment on matters unrelated to the school unit's programs policies, or operations.

E. Discussion of personnel matters are not permitted during the public comment period due to the

privacy, confidentiality, and due process rights of school unit employees. For the purposes of this policy, “discussion of personnel matter” means any discussion of job performance or conduct of a school unit employee, including complaints or positive/complimentary comments about them. F. Discussion of matters including students is also not permitted during the public comment period due to the privacy, confidentiality, and due process rights of school unit students. G. Any concerns about personnel matters and/or student matters should be directed to the Superintendent or another appropriate administrator outside of School Board meetings so that they can be addressed through an alternative channel and in a manner consistent with privacy, confidentiality, and due process rights of the individuals involved. H. The Chair will stop any public comment that is contrary to these rules. Individuals who disrupt a School Board meeting may be asked to leave to allow the School Board to conduct its business in an orderly manner. The Chair may request the assistance of law enforcement if necessary to address disruptions or safety concerns.

An agenda shall be published in advance of each meeting in accordance with Board policy. Copies will be posted and/or available prior to regular meetings at the Superintendent’s office and on the School Department’s website. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

Legal Reference: 20-A MRSA § 1001 (20), 20-A MRSA § 6101, 1 MSRA § 405

Cross Reference: BE – Regular Board Meeting
BEC – Executive Session
BEDA – Notification of Board Meetings
BEDB – Agenda Preparation and Dissemination
BEDD – Rules of Order
KE – Public Concerns and Complaints

Adopted: November 16, 2009

Revised: December 15, 2025

BEDJ Broadcasting-Taping of Board Meetings

The following guidelines will govern the public use of recording devices at the public meetings of the Board of Directors and subcommittees of the school unit.

Any recording device may be used by members of the public so long as it does not:

Require the use of power cords and microphone cords that would interfere with the free movement of traffic into, out of, and within the meeting room;

A. Produce sufficient continuous or periodic sounds that interfere with speakers or with the ability of all persons present to hear the proceedings;

B. Require the occasional or frequent relocation of a microphone or microphones in such a manner as to be disruptive to speakers or other persons present; and/or;

C. Require excessive space in the meeting room so that any participants or observers at the meeting are displaced or excluded or cannot see because of the device.

When, at the request of any Board member and/or when, in the judgment of the Chair, any of the above guidelines have been violated in such a way as to interfere with the conduct of the meeting or with the ability of the public to observe the proceedings of the meeting, the Chair shall request the operator of the recording device to comply with the guidelines. If said interference continues, the Chair shall direct that the recording be discontinued and, if necessary, that the recording device be removed from the meeting room.

Adopted: March 13, 2006

BEDL Adjournment of Board Meetings

All regular meetings of the board shall be limited to a duration of two hours. If the limit is reached, the meeting duration may be extended by a majority vote.

Adopted: March 13, 2006

Revised: February 27, 2012

BFE Administration in Policy Absence

In cases when emergency action must be taken within Regional School Unit 1 and the Board has provided no guidelines for administrative action, the Superintendent shall have the power to act.

His/her decisions, however, shall be subject to review by the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and the need for policy.

Cross Reference: Policy CBC -- Duties of the Superintendent

Adopted: April 13, 1992

Reviewed and Adopted: April 10, 2006

BGA Policy Development

File: BGA

POLICY DEVELOPMENT

It is the intent of the board to develop written policies to serve as guidelines and goals for the successful and efficient functioning of Regional School Unit 1.

The board considers policy development its chief function, along with providing the wherewithal -- such as personnel, buildings, materials, and equipment -- for the successful administration, application and execution of its policies.

The board accepts the definition of policy set forth by the National School Boards Association:

"Policies are principles adopted by the school board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems, yet narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions to school district personnel."

It is the board's intention that its policies serve as sources of information and guidance for people who are interested in or connected with RSU 1.

The policies are framed, and are meant to be interpreted, in terms of state statute, rules of the State Board of Education, and all other regulatory agencies within our local, county, state, and federal levels of government. The policies are also framed, and are meant to be interpreted, in terms of those educational objectives, procedures, and practices which are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the current board and those of the future. The board will welcome suggestions for ongoing policy development.

Cross Reference: Policy BGB -- Policy Adoption and Amendment

Adopted: April 13, 1992

Reviewed and Adopted: November 14, 2005

BGB Policy Adoption and Amendment

File: BGB

POLICY ADOPTION AND AMENDMENT

By-law and policy proposals and suggested amendments to or revisions of existing policies or by-laws shall be submitted to all members of the board and to the superintendent in writing prior to a regularly scheduled board meeting in which such proposed policies, amendments, or revisions shall be reviewed and/or discussed. (first reading) A vote for adoption shall take place at the next succeeding regular meeting of the board. Action shall be by majority vote of the total board. Minutes of each meeting shall reflect any readings and action taken.

Development of all such proposals for new or amended policies prior to their submission to the board for action shall include, to the fullest extent possible, deliberative discussions with all persons to be affected or their representatives.

Cross Reference: Policy BGA -- Policy Development

Adopted: April 13, 1992

Revised: January 9, 2006

BGC Policy Review and Evaluation

File: BGC POLICY REVIEW AND EVALUATION

These procedures and policies shall be reviewed each year.

Adopted: April 1, 1980

Revised: June 8, 1987; April 13, 1992

Reviewed and Adopted: November 14, 2005 Regional School Unit 1 Policy BGC -- Policy Review and Evaluation

BGF Suspension of Policies

File: BGF

SUSPENSION OF POLICIES

Any procedure or policy may be suspended or amended at any meeting with a three-fifths vote of the board.

Adopted: April 1, 1980

Revised: June 8, 1987; April 13, 1992

Reviewed and Adopted: November 14, 2005

BHC Board Communication with Staff

A clear understanding of responsibilities and relationships between and among the Board and school personnel is essential for a smoothly running and efficient school system. It should be remembered that the Board, school administrators, teachers, and all others responsible for any phase of the work of the school district have a common and basic responsibility--the welfare of the children in the schools. This responsibility must guide all of our considerations and decisions.

[Board and Superintendent]:

The relationship of the Board and the Superintendent of Schools can best be described as one of team-work. They must pull together and some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Board is the legislative body of the school unit. It exercises its control over the schools through the formation of policies and the adoption of rules and regulations.

The Superintendent of Schools is the executive officer of the Board and the chief administrative officer. The Board of Directors recognizes that the Superintendent is the chief executive officer in the school system and wishes to make this clear to all staff members and to all citizens.

All communications or reports to the Board, or to any committee of the Board, from principals, supervisors, teachers, or other employees shall be submitted through the Superintendent. Nothing in this paragraph, however, shall be construed as denying the right of any employee to appeal to the Board from the decision of the Superintendent on any important matter provided the Superintendent shall have been served with notice of appeal and that it is handled through him/her to the Board.

Board and Principal:

The school principal has no direct administrative relations with the Board. His/her relations to the Board are through the Superintendent. The principal is directly responsible to the Superintendent; for the Board recognizes that the Superintendent is the person to whom it must look for professional leadership within the school system. He/she is the person who must take the leadership in putting into practice the policies of the Board. The principal is likewise held

responsible before bringing them to his attention. A spirit of cooperation and mutual helpfulness must prevail between the Superintendent and the principal if the best results are to be realized. For instance, the principal and the Superintendent must cooperate in the selection of the school staff for the principal is in the best position to know the kind of person needed for a particular type of service in his school. However, the principal must make his/her recommendations to the Superintendent and not to the Board. At all times the principal must remember that all matters which require Board action must be presented to the Board by the Superintendent.

Board and Teachers:

The relationship of the teacher to the Board is indirect. The teacher is directly responsible to the principal and through him/her to the superintendent, and then to the Board. However, this does not mean that the teacher does not have access to the Superintendent or to the Board. Conditions may arise when direct access may be obtained through channels established for grievances.

In efficient school systems policies are developed out of the needs of the schools; therefore, we as a Board recognize the value of teachers in formulating effective policies.

Current Practice Codified 1976

Adopted: March 13, 2006

BHE School Board Use of Electronic Mail

Use of electronic mail (email) or other electronic messaging 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 following guidelines when using email in the conduct of board responsibilities:

A. The Board shall not use email or other electronic messaging as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.

B. Board members should be aware that email and email attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

C. Board members shall avoid reference to confidential information about employees, students or other matters in email communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.

Legal Reference: 1 MRSA § 401 et seq.

20-A MRSA § 6001-6002

20 USC § 1232g

Cross Reference: GBJ - Personnel Records

JRA - Student Educational Records

Adopted: June 14, 2010

BIA New Board Member Orientation

File: BIA

NEW BOARD MEMBER ORIENTATION

A new board member or a member-elect of the school system shall be afforded the fullest measures of courtesy and cooperation by the board and staff. They shall make every feasible effort to assist the new member to become fully informed about the board's functions, policies, procedures, and current issues.

A. In the interim between appointment/election and actually assuming office, the new member will be invited to attend all meetings and functions of the board, including executive sessions, and is to receive all reports and communications normally sent to board members. It is anticipated that the board member-elect will agree to fully assume the responsibility of maintaining confidentiality to the same degree as when officially sworn in.

B. New members will be encouraged to attend appropriate orientation workshops. Activities involving the possible reimbursement of expenses should be cleared first with the board chair.

C. The new member is to be provided with copies of all appropriate publications and aids, the board policy manual, and publications of the national and state school boards associations including the MSBA Board Member Handbook.

D. The board chair and members of the administrative staff will also confer with the new member as necessary on special problems or concerns.

Adopted: April 13, 1992

Reviewed and Adopted: November 14, 2005

BIB Board Member Development Opportunities

File: BIB

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

On-going development and in-service education are critical aspects of the overall operation of a school system. It is recognized that the board members of this school system, like administrators, teachers and other school personnel, need to be well informed and to stay current on education issues. Continually enhancing boardsmanship skills is necessary to make each member the best that he/she can be.

Participation is encouraged in appropriate local, regional, state and national programs sponsored by the Maine School Boards Association, the Maine School Management Association, The National School Boards Association and other recognized leaders in education. This board is committed to the further development of its members so that the greatest good can be rendered by them on behalf of the children in our schools. Adequate funds are to be budgeted annually to fulfill that important responsibility of school governance.

Reasonable expenses incurred by board members when giving of their time to obtain in-service education shall be reimbursed in accordance with existing policy and budget allocations.

Members shall briefly report to the board and the public at a meeting subsequent to a formal in-service experience. This is to share knowledge gained and to inform the community of the benefits from school expenditures to enhance the ability to oversee the school system effectively. Written reports, by board members or about in-service education events attended, shall appear in school and community publications when appropriate as part of the school system's public information program.

The board is committed to the individual and collective seeking of good advice, reliable information and feasible solutions to problems. The board's needs are included with those of the staff for a well-developed, comprehensive in-service education program to assist all who are responsible for effective and enlightened school leadership.

Adopted: April 13, 1992

Reviewed and Adopted: November 14, 2005

BIC - Freedom of Access Training

In accordance with Maine law, beginning July 1, 2008, every Board member must complete a course of training on the requirements of Maine's Freedom of Access law as it relates to public records and proceedings not later than the 120th day after the date he/she takes the oath of office to assume his/her duties as an elected official. Board members serving in office on July 1, 2008, must complete the training by November 1, 2008. Freedom of Access training must be repeated within 120 days of taking the oath of office each time a Board member is elected to serve a new term.

At a minimum, the training course must include instruction in:

- A. The general legal requirements of the Freedom of Access law regarding public records and public proceedings;
- B. Procedures and requirements regarding complying with a request for a public record under the Freedom of Access law; and
- C. Penalties and other consequences for failure to comply with the Freedom of Access law.

A Board member may meet the training requirement by conducting a thorough review of all the information made available by the State of Maine on the Frequently Asked Questions portion of its Freedom of Access website, www.maine.gov/foaa/faq/, or by completing any other training course that includes all of this information.

Each Board member shall attest by means of a written or electronic record that he/she has completed the training and provide a copy of such record to the Superintendent's Office.

To facilitate documentation of training, the Superintendent will make available to Board members copies of the State's sample Certificate of Completion of Freedom of Access Training form.

Legal Reference: 1 M.R.S.A. §§ 411, 412

Cross Reference: BIA -- New Board Member Orientation

KDB -- Public's Right to Know/Freedom of Access

Adopted: April 23, 2012

BIC-E Freedom of Access Training Certification

NEPN/NSBA Code: BIC-E

CERTIFICATION OF COMPLETION OF
FREEDOM OF ACCESS TRAINING REQUIRED BY 1 M.R.S.A. § 412

I, _____, hereby certify that I have met the

(Name of elected official)

training requirements set forth in M.R.S.A. § 412 on _____ by

(Date of training)

completing the following training.

- A thorough review of all of the information made available on the Frequently Asked Questions portion of the State Freedom of Access website, [www.maine.gov/foaa/faq].
- Another training course that includes this information, identified as follows:

_____ *(Title of course)*

_____ *(Name of course*

provider)

Dated this ____ day of _____, 2008.

(Signature)

(Printed name)

(Elected office)

[NOTE: Training must be completed within 120 days after an elected official takes the oath of office or, for elected officials serving in office on July 1, 2008, by November 1,

2008.]

BID Board Member Compensation

Compensation for attendance at regional school board meetings shall be set by the Board, after following Title 20-A, section 1471, but cannot exceed \$25.00 per board meeting per member. Board members will not be compensated for committee meetings.

Legal Reference: RSU 1 Bylaws

Adopted: March 13, 2006

Revised: February 27, 2012

BL Annual Review of Rotary Trust

File: BL

ANNUAL REVIEW OF ROTARY TRUST

The Board of Directors and the Bath Rotary Club have a long-standing trust agreement for the building of houses and other buildings. This agreement requires an annual review by the Board and Bath Rotary Trust. This agreement will be reviewed by the Board of Directors at their August meeting.

Adopted: February 14, 1994

Reviewed and Adopted: November 14, 2005

BL-E Annual Agreement with Rotary Trust

File: BL-E

Memorandum of Agreement

Between the Bath Rotary Trust and Regional School Unit 1

This memorandum expresses understandings on the part of the Bath Rotary Trust and those members of Regional School Unit 1 supervising the construction of houses or other buildings under the auspices of the Bath Rotary Trust. The Trust Agreement itself is made a part of this understanding and a copy of the same is attached hereto.

1. For purposes of administering this understanding, a Building Committee consisting of 3 representatives from RSU 1 appointed by the Superintendent of Schools, and 3 representatives from the Bath Rotary Trust and such others as may from time to time deemed appropriate, shall be formed. The Director of the Vocational School shall be responsible for all academic aspects of the building program under this agreement, including liaison with the Bath Rotary Trust and shall be a member of the Building Committee. This Committee, under the Chairmanship of the President of the Bath Rotary Trust, shall have the full responsibility for the recommendation of construction plans and budget for projects under this memorandum, with the final approval given by the Bath Rotary Trust. 2. Prior to beginning construction the Building Committee and appropriate school authorities will approve the building plans and a mandatory budget. Changes shall be allowed only under the following conditions.

a. Changes which in the opinion of the school authorities would provide valuable training experiences, but would not add unduly to the cost of the building.

b. Changes which are necessary because of defects in original planning.

c. Changes which do not fall in the above categories and/or which substantially increase the cost must be approved in advance by the Building Committee. No specific extras will be added for a prospective buyer until a firm buy and sell agreement has been properly executed.

3. The Building Committee shall give careful consideration to the type of house to be built, the possible price range and the degree of completion of the building. These houses will be sold off the Congress Avenue building site as a modular unit to be moved to the buyer's own lot at the buyer's expense.

4. Nothing in the above shall be construed to limit the right of the school authorities to recommend plans to make all necessary purchases approved by the Building Committee and to control all aspects of the program relating to the instructional aspects of the vocational building trades curriculum.
5. All bills will be submitted to the Director of the Vocational School for his/her written approval before payments are made by the Rotary Trust Treasurer.
6. Regional School Unit 1 shall be primarily responsible for insuring adherence to all safety regulations and for maintaining a safe work site.
7. The Bath Rotary Trust shall be responsible for all matters pertaining to the sale of buildings constructed under this agreement.
8. As far as practical, all notices and agreements between the President of the Bath Rotary Trust and RSU 1 shall be in writing.
9. This memorandum shall be subject to annual review by representatives of the Bath Rotary Trust and RSU 1 and may be changed by mutual agreement. In order to insure complete understanding by all concerned, these documents shall be reviewed annually as soon after July 1 as practicable so that the new officers of the Bath Rotary Trust and the representatives of RSU 1, if any, may be familiar with the rules of operation for the ensuing year.

Reviewed and Adopted: November 14, 2005

Revised: October 30, 2006