

**POLICY ADOPTION PROCEDURE**

The following procedure shall be used to develop, adopt, review, revise and/or delete (repeal) the Lincolnville School Committee's policies:

- A. The School Committee's Policy Advisory Committee is charged with reviewing all new policies or policy changes to be considered by the respective School Committee.
  1. Individual School Committee members, School Committee subcommittees, the Superintendent, and members of the public may submit policy suggestions and concerns directly to the Policy Advisory Committee. Policy suggestions that are submitted to a School Committee Chair, the School Union Chair or the Superintendent will be forwarded to the Policy Advisory Committee. School unit employees should follow any and all applicable administrative procedures and/or collective bargaining agreement provisions for submitting policy suggestions.
  2. The Policy Advisory Committee, together with the Superintendent, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Committee may seek or ask the Superintendent to provide information such as, but not limited to, the specific need for the policy; the fiscal consequences of the proposed policy; the potential effect of the policy on the instructional program, staff, students and the community; samples of policies on the same or similar subjects; applicable provisions of state and/or federal law and regulations; and the anticipated costs and benefits of implementing, enforcing and monitoring the proposed policy.
  3. The Policy Advisory Committee may prepare draft policies or delegate the drafting of all or individual policies to the Superintendent.
  4. At an appropriate stage in the process, the Superintendent, on behalf of the Policy Advisory Committee and the School Committee, shall notify the bargaining agent for the school units' teachers of any proposed new educational policy or proposed modification of any existing educational policy.

The Policy Advisory Committee may also seek input or discuss the proposal with other groups affected by the policy.
  5. The Policy Advisory Committee will make reports to the School Committee regarding its activities and the status of policy development.

B. Upon recommendation by the Policy Advisory Committee, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of regular School Committees' meetings. School Committee members shall receive the policy, supporting material, if appropriate, and any written recommendations in advance of the meeting date.

Policy Advisory Committee member will explain the proposed policy or policy change. The School Committee may discuss the substance of the policy proposal, and a vote shall be held to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or by vote on a motion to amend shall be made prior to the second reading.

C. At a subsequent regular meeting, at least two 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 School Committee members present and voting, the process for that policy is ended unless the School Committee, by vote, takes action to table further consideration of the policy or otherwise dispose of the policy (e.g., refer it back to the Policy Advisory Committee for further research).

D. The Superintendent will be responsible for making new and revised policies available to School Committee members, school unit personnel, students and the public by sending copies to the schools, updating the school unit's website and/or other appropriate means as soon as practicable following adoption. School Committee members should update their policy manuals when they receive copies of new or revised policies or notifications of deletions.

E. The Superintendent shall provide each School Committee member with a policy manual, in print, on a CD, and/or by other means, as specified by the School Committee. If School Committee member access to the policy manual will be online, the Superintendent will provide each School Committee member with instructions for accessing it. The Superintendent/designee may periodically recall all policy manuals for administrative updating to ensure that the content of all School Committee manuals is current and consistent.

Legal Reference: 26 MRSA § 965(1) (C)

Cross Reference: BEDB - Agenda

BG - School Committee Policy

CHD - Administration in the Absence of Policy

LCS

First Reading: 10/1/18  
Second Reading and Adoption: 11/5/18

