

SCHOOL COMMITTEE PROCEDURAL GUIDELINES

1. Regular meetings of each of School Union 69's School Committees shall be held monthly as follows:

Lincolnvile: The first Monday of each month from 7:00 p.m.- 9:30 p.m.

Hope: The second Monday of each month from 6:00 p.m.- 8:30 p.m.

Appleton: The third Monday of each month from 6:00 p.m.- 8:30 p.m.

Meetings may be extended beyond the two and one half hour time limit with the approval of a two-thirds majority of the Committee members present. If a meeting day falls on a legal holiday the regular meeting shall be rescheduled to a day of the Committee's choosing. Meetings will be held at the school location. Special meetings may be called by the chair or vice-chair in consultation with the Superintendent of Schools.

2. The Chair shall preside or, in the case of his/her absence, the Vice-Chair shall preside. Three members shall constitute a quorum.
3. A certified Superintendent shall be present at all meetings. She/he shall record and distribute meeting minutes.
4. All meetings shall be open to the public.
5. There will be a total of five (5) School Committee members. In the event a vacancy occurs, the Selectmen shall appoint a resident to fill the vacant position until the next annual town meeting.
6. Voting shall be by a show of hands unless voted by a majority of those present to vote by written ballot. All votes will be recorded in the minutes.
7. A yearly organizational meeting will be held at the first regular School Committee meeting following the annual town meeting for the purpose of

electing a Chair, Vice-Chair, appointing an alternate representative to the CSD board, and other committee representatives as necessary.

8. Rules of Order:

All business shall be presented by the motion of a member and seconded, and stated by the Chair.

A motion having been discussed must be put to a vote unless withdrawn, laid on the table, referred or postponed.

A motion cannot be withdrawn after it has been discussed except by unanimous consent of the body.

A motion should contain but one distinct proposition. If it contains more, it must be divided at the request of any member and the proposition acted on separately.

In the case of a tie vote on a motion, the motion does not carry.

Meetings shall be conducted according to the Laws of the State of Maine relating to public schools. All members of the board, including the Chair, shall have the right to vote.

9. The School Committee will be paid yearly in December.

10. Executive Sessions:

The Committee reserves the right to hold executive sessions when appropriate with a recorded vote of 3/5 of the members present and voting. School personnel and citizens are encouraged to attend meetings. Executive sessions may be established for the following purposes:

- a. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against persons, subject to the following conditions;

1. If public discussion could be reasonably expected to cause damage to reputation or violate the individual's right to privacy.
 2. Any person charged or investigated has right to be present.
 3. Any person charged or investigated may request in writing that the investigation be conducted in open session; such requests must be honored.
 4. Any person bringing charges shall be permitted to be present (the law does not mention participation).
- b. Discussion or consideration of suspension or expulsion of a student, the cost of whose education is paid from public funds. Please note that student and legal counsel (and parents or guardian if student is a minor) shall be permitted to be present if the student, parents or guardian so desire.
 - c. Discussion or consideration of the condition, acquisition or the use of real or personal property only if premature disclosure would prejudice the competitive or bargaining of the body or agency. General budget matters should not be discussed in executive session.
 - d. Committee discussion of labor contracts and proposals and meetings. (Negotiations between the representatives of a public employer and public employees are closed unless opened by agreement of both parties.)
 - e. Consultation between a body or agency and its attorney concerning legal rights, pending litigation, and settlement offers, when, premature public knowledge would give the Committee a substantial disadvantage.

The motion to enter executive session shall state the specific reason for the session.

If an employee or student(s) is to be discussed in executive session, he/she, or the student's parents or guardian have a right to be present.

No minutes shall be kept nor may a vote be taken during an executive session.

Committee members shall not disclose or discuss confidential business. Confidential business is business discussed in executive session or communicated by memo and indicated to be confidential.

	AVS	HES	LCS
First Reading:	<u>5/31/2012</u>	<u>5/14/2012</u>	<u>5/7/2012</u>
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