

POLICY DEVELOPMENT

The Ellsworth School Committee (ESC) considers policy development to be one of its principal functions.

As defined by the National School Boards Association, policies "...are statements that set forth the purposes and prescribe in general terms, the organization and programs of a school system. They create a framework within which the Superintendent and the staff can discharge their assigned duties with positive direction..."

Changes in needs, conditions, purposes and objectives should generate policy review and may require revisions, additions and/or deletions to the ESC's policies. The ESC welcomes suggestions for ongoing policy development.

The following procedure shall be used to review, revise delete and/or adopt (ESC) policies:

- A. The Policy Committee (PC) is charged with reviewing and recommending all policies/policy revisions to be considered by the ESC.
 1. Individual ESC members, other standing committees, the Superintendent, or other interested party should submit policy suggestions and concerns to the Policy Committee.
 2. The PC, together with the Superintendent, shall have the responsibility to review and research each suggestion in accordance with ESD policies, prepare draft policies as appropriate, and make recommendations to the entire ESC.

Any ESC member may request that consideration of the revision, adoption or deletion of a policy be placed on the agenda of any regular meeting if the PC, after having had full opportunity to consider the member's submitted suggestion, fails to recommend action satisfactory to the member.

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

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

- B. Upon recommendation by the PC, the first reading of a new policy, revision or deletion of a policy shall be placed on the agenda of an ESC meeting. ESC members shall receive the policy and recommendations in advance of the meeting date. Discussion may take place on the substance of the policy proposal, and a formal vote shall be held to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or formally adopted amendment shall be made prior to the second reading.

- C. At a subsequent meeting, at least two weeks and no more than eight weeks, after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of the ESC, the process for that policy is ended.
- D. If considered a necessity, and upon a majority vote of the ESC, a policy may be considered for “Emergency Approval”. Upon a majority vote to consider a policy for Emergency approval, that policy will then become the next item to come before the ESC for consideration.
- E. Immediately upon approval, new policies and/or revisions are in effect and shall be disseminated as soon as possible. Policies that are deleted shall be recalled.
- F. The Superintendent is responsible for ensuring that all ESC policy manuals are kept up-to-date by recalling them annually for review.

Legal Reference: 26 MRSA § 965.1, C

Cross Reference: CHD – Administration in the Absence of Policy

Adopted: **April 11, 2000**

Revised: **April 16, 2002** (MSMA revision)
January 10, 2006
October 10, 2006 (formatting, grammar only)