

POLICY ADOPTION PROCEDURE

The following procedure shall be used to adopt, review, revise or delete Ellsworth School Committee (ESC) policies:

- A. The Policy Committee (PC) is charged with reviewing and recommending all policies/policy changes 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 PC.
 2. The PC, together with the Superintendent, shall have the responsibility to review and research each suggestion in accordance with ESC policies, prepare draft policies as appropriate, and make recommendations to the entire ESC.

Any ESC member may request that consideration of the adoption, revision, or deletion of a policy be placed on the agenda of any regular meeting if the 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 Ellsworth Education Association 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 policy shall be placed on the agenda of a regular 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 regular ESC meeting, more than two weeks and less than eight weeks after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of the ESC, the process for that policy is ended.

If appropriate, however, further consideration of the policy may be tabled to a specific date.

- D. Immediately upon approval, policies/revisions/deletions shall be disseminated. Policies deleted and changed shall be recalled. The Superintendent/designee shall ensure that all policy manuals are kept up-to-date.

Legal Reference: 26 MRSA § 965.1,C

Cross Reference: BG - School Committee Policy Process
CHD – Administration in the Absence of Policy

Adopted: **April 11, 2000**

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