

POLICY ADOPTION PROCEDURE

The Jefferson School Committee, at any time during their regular meeting, may develop, adopt, review, revise, delete, or refer to the policy committee any policy that has been motioned, seconded, and approved by a majority vote of the Jefferson School Committee. The following procedure shall be used to develop, adopt, review, revise and/or delete (repeal) Jefferson Village School policies:

- A. The Committee's Policy Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the Committee.
 1. Individual Committee members, Committee subcommittees, the Superintendent, and members of the public may submit policy suggestions and concerns directly to the Policy Committee. Policy suggestions that are received by the Committee Chair or the Superintendent will be forwarded to the Policy 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 Committee, together with the Superintendent, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Policy 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 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 Committee and the Board, shall notify the bargaining

agent for the school unit's teachers of any proposed new educational policy or proposed modification of any existing educational policy.

The Policy Committee may also seek input or discuss the proposal with other groups affected by the policy. Page 1 of 3

5. The Policy Committee will make reports to the Committee regarding its activities and the status of policy development.

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

The Policy Committee Chair will explain the proposed policy or policy change. The 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 but 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 Committee members present and voting, the process for that policy is ended unless the 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 Committee for further research).

- D. The Superintendent will be responsible for making new and revised policies available to board 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. 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 Committee member with a policy manual, in print, online, and/or by other means, as specified by the Committee. If Committee member access to the policy manual will be online, the Superintendent will provide each Committee member with instructions for accessing it. The Superintendent /designee may periodically recall all policy manuals for administrative updating of the

manual to ensure that the content of all Committee manuals is current and consistent.

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Legal Reference: 26 MRSA § 965(1) (C)

Cross Reference: BEDB - Agenda
BG - School Committee Policy
CHD - Administration in the Absence of Policy

Adopted: 6/4/18

