

POLICY ADOPTION PROCEDURE		File: BG-R
Section: B Board Governance and Operations	Adopted: 11/4/2010 Revised: 01/29/2014	Last Revised: 01/29/2014

FOR INFORMATION ONLY

The following procedure shall be used to develop, adopt, review, revise and/or delete (repeal) Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf Board policies:

- A. The Board's Policy Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the Board.
 1. Individual Board members, Board subcommittees, the Executive Director, and members of the public may submit policy suggestions and concerns directly to the Policy Committee. Policy suggestions that are received by the Board Chair or the Executive Director 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 Executive Director, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Policy Committee may seek or ask the Executive Director 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 Executive Director.
 4. At an appropriate stage in the process, the Executive Director, 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.
 5. The Policy Committee will make reports to the Board 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 Board meeting. Board 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 Board may discuss the substance of the policy proposal, and a vote shall be held to acknowledge the first reading of the policy. The Board may make amendments during the first reading and, if voted upon, the policy would go to the Board at its next meeting for a second reading. If the Board decides that a policy needs major revisions, they would vote to not accept a

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first reading and the policy would go back to the policy committee. The policy committee would incorporate the Board’s recommendations and the policy would then go back to the board for a first 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 Board members present and voting, the process for that policy is ended unless the Board, 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 Executive Director will be responsible for making new and revised policies available to board members, personnel, students and the public as practicable following adoption. Board members should update their policy manuals when they receive copies of new or revised policies or notifications of deletions.

- E. The Executive Director shall provide each Board member with a policy manual in a format as specified by the Board.

Legal Reference: 26 MRSA § 965(1) (C)

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

Replaces Policies BGB and BG Which Were Adopted: April 10, 1997

Adopted: November 4, 2010

Edited for school name/administrator title: January 29, 2014