

POLICY ADOPTION PROCESS

The following procedure shall be used to adopt, review, revise or delete Brunswick School Board policies:

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

Any Brunswick School Board 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 Policy Committee, 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 Policy Committee may contact the representative teacher organization to meet and consult regarding any proposed new or changed educational policy.
 4. The Policy Committee may also discuss the proposal with other groups affected by the policy.
- B. Upon recommendation by the Policy Committee, the first reading of any proposed policy, or the revision or deletion of an existing policy, shall be placed on the agenda of a regular Board meeting. Board members shall receive the proposed policy language and recommendations in advance of the meeting date. Discussion of the substance of the policy may take place, and a formal vote to continue the proposed policy to second reading shall be held. Any changes to the policy arising from consensus or formally adopted amendment shall be made prior to the second reading.
- C. At a subsequent regular meeting, more than two weeks and fewer 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 approved by majority vote. If a motion to approve the policy does not pass the second reading, that policy shall not be discussed again during the term of that board, except by motion for reconsideration.
- 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 Board Policy Process

CHD - Administration in the Absence of Policy

Adopted: 7/8/09