

SCHOOL BOARD BY-LAWS

NEPN/NSBA Code: BBA-R

SECTION I - POWERS AND DUTIES:

- A. **General Charge:** The Regional School Unit 78 School Board (Board) shall have authority for the public schools of Regional School Unit 78
- B. **Educational Philosophy:** The Board shall develop an educational philosophy and establish educational objectives and goals, which shall periodically be updated.
- C. **Compensation:** Board members compensation shall be established annually.
- D. **Policies:** The Board shall develop, adopt, and amend written policies regarding the program and operation of schools. In carrying out their responsibilities, the Board shall act as a legislative and policy making body, delegating executive functions to the Superintendent of Schools. All policies will be reviewed annually and revised and updated as needed and appropriate by the School Board.
- E. **Superintendent:** The Board shall have the services of a Superintendent of Schools, who shall be the Chief Administrative Office of the school. When the position is vacant, the Board will meet to select and employ a superintendent.
- F. **Staff:** The Board shall approve the best possible qualified instructional and non-instructional personnel for effective and efficient operation of its school.
- G. **Public Relations:** The Board shall provide for and assist in informing the public of the purposes, value, conditions, needs and accomplishments of the school.
- H. **Budget:** The Board shall, according to state and local budget ordinance, prepare and present a budget for the operation of the school to the voters of Regional School Unit 78 for adoption. In addition, the Board shall review financial reports at least quarterly, audits, major expenditures payment of obligations and policies whereby the administration may formulate procedures, regulations and other guides for the orderly accomplishment of business.
- I. **Board Members as an Entity:** The Board shall act as a single unit. Members of the Board have authority only when acting as a board legally in session. Individual members shall make no commitments for the Board. A Board member will not act on matters relative to policy or administration unless this assignment is specifically delegated by the Board and recorded in the minutes. Any member may reserve the right to be recorded in the minority and/or to file a minority report. It is expected that individual Board members will uphold actions taken by the majority.
- J. **Instruction:** The Board shall direct the general course of instruction in accordance with laws of the State of Maine and directives by the State Commissioner of Education.
- K. **Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purposes of the school system.**

SECTION II - ORGANIZATION:

- A. Membership: The Board will consist of eleven (11) members. Each member is elected at the member's town meeting to serve for a three (3) year period. Members elected are sworn in by the Town Clerk. The town shall fill vacancies occurring between annual town meetings and the term of office of any member of the Board so chosen shall expire at the next annual meeting at which time a new member is elected by the Town to fill the vacancy for the remainder of the term.
- B. When a member must be absent from a regular meeting of the School Board for any reason, that member shall contact the Board Chair and request to be excused from the meeting: if the Chair must be absent, he/she shall contact the vice Chair or co-chair. A Board member may be dismissed from the School Board if s/he misses three (3) consecutive meetings without reason.
- C. Vacancy: In case any member of the Board shall move from the town, upon death of a member, when a member resigns, or be absent for more than ninety (90) days, a vacancy shall exist and the remaining members shall, within thirty (30) days, thereafter, choose another member as provided. (Title 20A Section 2305 Subsection 3, A.B.C.D.)
- D. First Annual Meeting: At its first regular meeting after July 1 each year, the Board shall elect from their number a chairperson and a Vice Chairperson and/or a co-chair to serve for the year. The Chair and Vice Chair or co-chair shall serve until the next annual organizational meeting at the pleasure of the Board. Removal prior to the next organizational meeting shall require three fifths (3/5) vote of the whole board.

OFFICERS AND COMMITTEES:

- A. The Chairperson(s) shall preside at all Board meetings and shall act as Coordinating Officer of the Board and shall perform other duties as directed by law, Maine Department of Education rules, and by this Board. The Chairperson shall be, Ex Officio, a voting member of all sub-committees of the Board. In carrying out these responsibilities the Chair shall:
 - a. Sign the instruments, acts and orders necessary to carry out state requirements and the will of the Board;
 - b. Consult with the Superintendent in the planning of the meeting agendas;
 - c. Confer with the Superintendent on crucial matters which may occur between Board meetings;
 - d. Call special meetings of the Board as necessary;
 - e. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others' and Preside at and be responsible for the orderly conduct of all Board meetings.
- B. The Vice Chairperson shall serve as Chairperson in the absence or non-availability of the Chairperson.

- C. Standing Committees: There shall be three standing committees as follows;
- a. Finance – provides financial oversight for the RSU, including budgeting, financial planning, financial reporting and the monitoring of internal controls and accountability policies.
 - b. Policy – oversees the review of policies adopted by the Board, and ensures they are in accordance with federal and state mandates. The committee will review and discuss new and revised Board Policies and make recommendations to the Board for review and approval.
 - c. Facilities – reviews the condition of the building, grounds, and infrastructure to ensure the adequacy in supporting the mission and vision of the school.

These committee may make recommendations for Board action, but they may not act for the Board. The Board Chair and Superintendent shall be ex-officio members of all such committees.

Each standing committee shall be required to maintain the following:

1. Meeting Agendas;
2. Meeting Minutes;
3. The composition of each committee shall include a chair (voted upon the first meeting in July) and two other board members. The Superintendent and Principal are to attend, but considered nonvoting members of each standing committee
4. The time and place of each meeting will be publicly displayed.

- D. AD HOC Committee: At the request of the Board, the Chairperson shall appoint temporary committees comprising of less than the full membership of the Board. The committee shall be provided with a list of its specific functions and duties. The committee may make recommendations for Board action, but it may not act for the Board. The Board Chair and Superintendent shall be ex-officio members of all such committees. The Ad HOC Committee may consist of non-Board members and the committee shall be discharged on completion of their assignment they may be dissolved at any time by a vote of the board.

All such committee meetings are open to the public except as provided by the Freedom of Access law. Any advisory committee mandated by state or federal statute or Department of Education regulation may be exempt from any or all of the requirements of this policy as required or allowed under such mandate

SECTION III - MEETINGS:

- A. Regular Meetings: Regular meetings shall be held monthly at the Rangeley Lakes Regional School at 5:30 p.m. The time and/or place may be changed with the consent of the Chairperson or by vote of the Board.

- B. Special Meetings: Special meetings may be called by the Chair or vice chair (when acting as chair) at their discretion, at the request of the Superintendent, or the request of any three members of the Board. No business shall be transacted except for that for which the meeting is called.
- C. Emergency meetings: An emergency meeting is any meeting called with fewer than four days notice. Such a meeting may be called by the Chair or Vice-Chair (when acting as chair). No business shall be transacted except that for which the meeting is called. Whenever possible Board members shall receive notice of emergency meetings at least 24 hours in advance. The Superintendent/designee shall whenever practical, notify local representatives of the media by the same or faster means as used to notify Board members.
- D. Quorum: The Board shall not transact any business at any meeting unless at least 500 weighted votes of members are present, and the meeting has been called as outlined in "A", "B" or "C"; provided that a Board meeting may be held at any time if the Superintendent and all members are present and waive notice thereof.
- E. Agenda: The Superintendent, in cooperation with the Board Chair, shall prepare an agenda for each meeting. Board members, school staff and members of the public may submit written requests that items be placed on the agenda a minimum of ten (10) days prior to the meeting. The Superintendent and Chair shall make the final decision regarding placement of items on the agenda. An agenda shall be forwarded to each member of the Board three (3) days prior to the regular scheduled meetings. Emergency items may be brought to the meeting through the Board Chair. It shall be the policy of the Board to announce all meetings publicly. Except in the event of emergency meetings such announcement will be made by the Superintendent/designee in ample time to allow public attendance and shall be disseminated in a manner reasonably calculated to notify the general public (specifically copies of the agenda will be sent to all union town offices and posted at the Rangeley Post Office and in the School). Agenda Format: The order of business at regular School Board meetings shall be as follows:
- a. Call to order
 - b. Pledge of allegiance
 - c. Adjustments to the Agenda
 - d. Consideration of the Minutes
 - e. Public Comments
 - f. Administrative reports – Chair, Superintendent, Principal, Student Representative
 - g. Committee Reports
 - h. Resignations and nominations
 - i. Action Items
 - j. Adjournment

The order of business may be altered or items added or deleted from the agenda by the Chair with the consent of the Board.

- F. Rules of Order: Robert's rules of order shall govern the proceedings of each meeting.
- G. Voting: Voting shall ordinarily be by show of hands. If the Chairperson or a majority of the members present request a roll call vote, this type of vote shall be used. A motion shall be declared, "carried" by a majority of the weighted votes of members voting except to change the By-Laws, which shall require an affirmative vote of the majority of the full weighted vote of the membership.
- H. Executive Sessions: Except as provided by law, all meeting of the School Board shall be open to the public, and all persons shall be permitted to attend the meetings. The Board may hold executive sessions upon recorded vote of 3/5 of the weighted vote of the members present and voting and any motion to go into executive session shall indicate the nature of the business of the executive session.
Deliberations may be conducted in executive sessions only on those matters defined in the law. No final action shall be taken in executive session. By its very nature the subject matter of executive sessions is highly confidential. It is expected that all parties to such discussions will respect the need for confidentiality
- I. Minutes: The Superintendent, in his/her function as Board Secretary, shall keep accurate records of all meeting of the Board. Minutes of all meetings shall be mailed to all Board members and made available to the public. The minutes of each meeting shall reflect the names of the members present and those absent with and without excuse.
- J. Adjournment: Meetings of the School Board shall be adjourned by 9:30 p.m. except when a motion to continue past this hour has been carried by two thirds (2/3) weighted vote of the Board members in attendance. It is also intended that an item started before the 9:30 p.m. limit may be continued beyond that point.

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