

SCHOOL BOARD MEETINGS

NEPN/NSBA CODE: BE

Regular Meetings

The Board will hold regular business meetings each month unless otherwise set by action of the Board, or at the discretion of the Superintendent if no business is waiting for board action. It shall be the policy of the Board to announce all meetings publicly. Except in the event of rare emergencies, 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.

Special Meetings

A special meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

Special meeting may be called at any time at the discretion of the Chair or at the request of the Superintendent. A special meeting may also be called at the written request of a majority of the Board.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media at least 72 hours in advance of the meeting. The notice or agenda shall include the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted unless the Board agrees by a majority vote to consider other business.

Emergency Meetings

An emergency meeting of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately, and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24-hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the purpose of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

Executive Sessions

Executive sessions of the Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

The subject matter of Executive Session is highly confidential. As such, all parties involved in an Executive Session will respect the need for confidentiality.

Workshops and Informational Meetings

The Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

Legal Reference: 1 MRSA § 403 et seq., 20-A MRSA § 1001 Cross Reference: BEC - Executive Sessions BEDB – Agenda Preparation and Dissemination BEDH – Public Participation at Board Meetings

Adopted: November 8, 2005

Reviewed: October 25, 2011

Revised: November 4, 2014

Revised: August 23, 2016

Reviewed: December 7, 2016

Reviewed: October 2, 2019; 11.7.2022