

POLICY COMMITTEE MEETING
NOVEMBER 5, 2018
CENTRAL OFFICE – LIBRARY
4:30 PM

AGENDA

COMMITTEE MEMBERS:

R. Deakin	A. Dube
E. DeCotiis	A. Payeur

- Attendance
- DID – Inventories (10 mins)
- BDE – Board Standing Committees (10 mins)
- GBJC – Retention of Application Materials (5 mins)
- GBB – Shared Decision Making (15 mins)
- GBEC – Drug-Free Workplace (15 Mins)
- GCF – Professional Staff Hiring (5 mins)

Next Meeting: November 19 @ 4:30

MSAD 6

Maine School Administrative District No. 6

POLICY: Inventories

FILE: DID

FIRST READING:

PAGE 1 of 1

ADOPTED: April 1, 1985

REVIEWED: June 7, 1999

REVISED: June 21, 1999

Inventory of property and equipment shall be taken on an annual basis at each individual building. The system shall serve the functions of control and conservation.

Responsibility for this shall be with the Superintendent/designee, to whom principals and supervisors shall be accountable for the maintenance of detailed inventories which must be submitted to the business office prior to July 1st of each year.

The inventory shall be available to the Board of Directors at the time of the annual budget process.

Board Standing Committees

The Board believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate MSAD 6 governance and address ongoing district needs. A standing committee has only such authority as specified by the Board.

All standing committees will be comprised of less than a majority of the Board.

All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

Establishment and Functions of Standing Committees

The following provisions apply to the establishment and functions of standing committees:

- A. All standing committees will be established by vote of the Board. A motion to establish a standing committee will state the purpose and responsibilities of the committee (the “charge”) and set the number of members comprising the committee.
- B. The Board Chair will appoint members to the following standing committees – Negotiations and Policy, from among the membership of the Board. The Finance / Facilities Committee will be elected from among the membership of the Board. Appointments/elections will be made at or as soon as practicable after the School Board’s annual organizational meeting. Whenever practicable, each standing committee will include a Board member from each town.
- C. The Board Chair will also make appointments to standing committee vacancies on standing committees that occur prior to the Board’s next organizational meeting.
- D. The term of appointment to a standing committee will be until the next organizational meeting.
- E. Each standing committee will elect its own chair and vice chair.
- F. The Board Chair and Superintendent will be ex officio (non-voting) members of all standing committees, with the exception of when a quorum has been established and a tie-vote occurs among committee members. In this case, the Board Chair (if present at the meeting) may cast a vote to establish a majority.

- G. Any Board member may attend standing committee meetings, but only appointed members of the committee (and the Board Chair in the exception noted above) may vote.
- H. Except as authorized by law or Board action, a standing committee may research issues and make recommendations for Board action, but may not act for the Board.
- I. A standing committee may be abolished at any time by a majority vote of the Board.
- J. The number of members on a standing committee and/or the responsibilities of a standing committee may be modified at any time by a majority vote of the Board.

Authorization/Appointment of Standing Committees

The Board will have the following standing committees:

- Finance and Facilities
- Policy
- Negotiations

Standing Committees and Their Responsibilities

The following is a summary of the responsibilities of the Board's Standing Committees.

A. Finance and Facilities (4 Members)

The Finance and Facilities Committee's role is to oversee the financial affairs of MSAD 6, and review and make recommendations to the Board about the financial affairs and policies of the district. This Committee oversees the preparation of the annual budget, and the financial performance of the organization in meeting its budgeted revenues and expenses. The Committee is responsible for providing oversight of the current year's budget and for helping set the parameters for the development of the next school year budget.

The Committee also reviews and monitors the needs and uses of district buildings and grounds in order to ensure that the district's buildings, facilities and infrastructure are appropriate for the educational, environmental, social, cultural and economic needs of the district. The committee studies the budgetary impact of needed improvements, and collaborates with administration and staff in the development and implementation of short and long-range improvement plans and capital projects that are in the best interest of the community and the district.

Responsibilities are:

- Monitor cash flow.
- Analyze financial data.
- Collect and analyze data to forecast revenue and expenditures.
- Generate financial reports.
- Support the budget development process.
- Sign payroll, accounts payable and food services warrants.
- Spot-check accounts payable invoices.
- Be present at opening of bids and ascertain that bids comply with the Board's bidding policy.
- Review and make recommendations related to district finances.
- Prepare financial reports for presentation to the Board.
- Perform other duties as delegated by the Board.
- Periodic facilities visits.
- Site visits.
- Architect interviews.
- Liaison with town governments regarding facilities.
- Making facilities recommendations to the Board.
- Be aware of state and regional events and issues that may impact the budget.
- Receive and review communications from towns within the district in regard to new program modifications that may impact the budget.
- Conduct budget development meetings with school administrators.
- Provide advice to the Superintendent in the crafting of a recommended budget.
- Participate in presentations of the Board-approved District Budget Meeting.
- Other functions as delegated by the Board.

B. Policy Committee (4 Members)

The Policy Committee is charged with reviewing and recommending all policies/policy changes to be considered by the Board. The Policy Committee will review and research timely topics, monitor state and federal statutes impacting school district policy, prepare draft policies as appropriate, and propose new or amended policies for consideration by the whole Board. Changes in needs, conditions, purposes and objectives require frequent revisions, deletions, and additions to the policies of present and future School Boards.

Responsibilities are:

- Making recommendations in regard to new policies.
- Making recommendations concerning revision of policies.
- Making recommendations concerning deletion/repeal of policies.
- Drafting proposed policies and revisions, or requesting the Superintendent to draft policy language for specific policies for its review.
- Review of exhibits and administrative procedures.
- Other functions as delegated by the Board.

C. Negotiations Committee (5 Members —~~one from each town; in the event there is no Board representation from Frye Island, the committee will have only 4 Members~~)

The Negotiations Committee (also referred to as Salaries & Personnel Committee) oversees the negotiation of contracts with district personnel. The Committee reviews and *recommends to the School Board* salaries, benefits and policies for represented and non-represented employees. The Committee participates on the negotiating team and reviews and recommends parameters for negotiating collective bargaining agreements. The Negotiations Committee meets on as-needed basis.

Responsibilities are:

- Attend grievance hearings.
- Represent the Board during collective bargaining negotiations.
- Represent the Board during discussions of compensation and benefits for non-union personnel.
- Holds exit interviews with employees as requested.
- Periodically reviews and recommends to the Board approval of job descriptions.
- Other functions as delegated by the Board.

The Board may establish other standing committees it deems necessary in accordance with this policy.

Legal Reference: 1 M.R.S.A. § 401 et seq.

First Reading: December 6, 2004

Second Reading: February 7, 2005

Adopted: February 7, 2005

Reviewed: March 7, 2011

Revised: April 4, 2011, August 11, 2014; June 20, 2015;
April 2, 2018

Retention of Application Materials

State and federal law permit submission of complaints to the Maine Human Rights Commission and/or the U.S. Office of Civil Rights within six months of an alleged act of unlawful employment discrimination. In addition, state regulations require applications for employment to be retained for a period of two years.

Such materials include applications and accompanying materials, notes made in the screening, interviewing and reference checking process, and any other pertinent information. Materials related to the search process (such as advertisements, job descriptions and interview guides) will also be retained.

~~All materials accumulated in filling administrator positions (positions requiring Maine Department of Education administrator certification) will be retained for at least three years.~~

Legal Reference: 5 MRSA § 4551 et seq. (Maine Human Rights Act)
20-A MRSA § 1001(13)
Chapter 10, Rules for Disposition of Local Government
Records (Maine State Archives)
Equal Employment Opportunities Act of 1972 (P.L. 92-261)
Amending Title VII of the Civil Rights Act of 1964
(42 U.S.C. § 2000(e) et seq.)

Cross Reference: ~~GBJ—Personnel Records and Files~~
GCF – Professional Staff Hiring
GCFB – Recruitment and Hiring of Administrative Staff
GCFB-R – Recruitment and Hiring of Administrative Staff
Administrative Procedure
GDF – Support Staff Employment

First Reading: May 4, 2013
Reviewed:
Adopted: March 18, 2013
Revised:

Shared Decision Making

The formulation of policy involving the curriculum, instruction and the overall school program is one of the primary responsibilities of the Board, and the Board reserves the right to make the final decision regarding such policies. The Board believes that the best interests of the district's students should be the principle guiding the adoption of all educational policy. The Board further believes that appropriate input from the staff is important to the decision-making process.

The Superintendent will ensure that there is a process in place to encourage meaningful staff input prior to making recommendations regarding curriculum, instruction and the school program to the Board. The process should be conducted in a spirit of cooperation, with a clear focus on student learning as the most important function of the schools, and with the understanding that the staff is collectively responsible for student performance.

Participation in the decision-making process is accompanied with an expectation of accountability by the staff. All proposals for changes to the curriculum, instruction or the district's educational goals should incorporate evaluation procedures linked to student outcomes. The Board encourages the use of professional development activities specifically directed to improving staff research, analytical and decision-making abilities.

The Superintendent will ensure that the administrative team has the appropriate support to lead an effective instructional program with a consistent focus on student learning and outcomes.

Legal Reference: 26 MRSA § 965

Cross Reference: BHC - Communications with Staff
GCI - Professional Staff Development Opportunities
GCOA - Supervision and Evaluation of Professional Staff

Adopted: February 1, 1999

Revised: March 18, 2013

Drug-Free Workplace

The Board recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner that does not jeopardize the health, safety and well-being of co-workers and students.

No employee will distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor will an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC § 812]; by regulation at 21 CFR, § 1300.11 through 1300.15; and in 17-A MRSA, § 1101). This applies before, during and after school hours, at school or in any other school system location, defined as follows:

“School system location” means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business.

All violations will be reported to the building principal, who will report to the Superintendent, or reported directly to the Superintendent.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals will be kept confidential.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the school district of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Superintendent, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which MSAD 6 receives grant funds.

Appropriate disciplinary sanctions will be taken against any employee who violates the terms of MSAD 6's drug and alcohol policy, up to and including dismissal.

Implementation

The Superintendent will be responsible for developing and administering appropriate procedures to implement this policy.

Communication

A copy of this policy is to be given, mailed or emailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

Legal Reference: 21 U.S.C. § 812 (Controlled Substances Act)
21 C.F.R. §§ 1300.11-1300.15
Fed. P.L. 101-226
17-A MRSA § 1101

Cross Reference: JICH - Drug and Alcohol Use by Students

FIRST READING: January 22, 2013
ADOPTED: February 4, 2013
REVIEWED:
REVISED:

Professional Staff Hiring

Through its employment policies, MSAD 6 will attempt to attract, secure and hold the highest qualified personnel for all professional positions. The selection program will be based upon alertness to candidates who will devote themselves to the education and welfare of the children attending our public schools.

It is the responsibility of the Superintendent and of persons to whom he/she delegates this responsibility to determine the personnel needs of the school system and to locate suitable candidates to recommend to the Board for employment. Through effective administrative procedures, the Superintendent will recruit and recommend to the Board the employment and retention of personnel who are motivated to do their best work and to be creative from their own inner resources.

It will be the duty of the Superintendent to see that persons nominated for employment in the schools will meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

- A. There will be no discrimination in the hiring process.
- B. Interviewing and selection procedures will assure that an administrator has the opportunity to aid in the selection of any staff member who will work under his/her supervision.
- C. No candidate will be hired without a personal interview.
- D. All candidates will be considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others playing a role in the selection will seek to hire the best qualified person for the job; and

- E. While the Board may accept or reject a nomination, an approval will be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Legal Reference: 20-A MRSA § 13201 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
GBJC – Retention of Application Materials
GCFB – Recruiting and Hiring of Administrative Staff
GCFB-R – Recruiting and Hiring of Administrative Staff
Administrative Procedure
GDF – Support Staff Employment

Adopted: February 1980

Revised: March 3, 1985; March 18, 2013