

POLICY COMMITTEE MEETING
OCTOBER 15, 2018
CENTRAL OFFICE – LIBRARY
4:30 PM

AGENDA

COMMITTEE MEMBERS:

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

- Attendance
- BBBAA – Student Representation on the School Board (15 mins)
- BBBAA-R – Student Representatives on the School Board Administrative Procedure (5 mins)
- BBBAA-E1 – MSAD 6 (5 mins)
- BDE – Board Standing Committees (10 mins)
- KI – Visitors to Schools (See BIA-R) (10 mins)

Next Meeting: November 15 @ 4:30

MSAD 6

Policy Committee Meeting
Central Office – Library
October 1, 2018
MINUTES

Present: Robert Deakin, Ellen DeCotiis, Alan Dube, Arthur Payeur, Paul Penna, Mick Roy and Tina Plummer

Guest: Trevor Hustus

Mr. Dube opened the meeting at 4:30 p.m.

KI – Visitors to the Schools: This policy appears on the recommended list of policies by the MSMA. Mick Roy presented the sample policy to all of the principals for their feedback. Both the middle and high schools said they do not get many visitors; however, they do have a process in place and felt this policy would be acceptable as presented. The elementary principals have many visitors and also have procedures that are followed. They also had no issue with this policy being adopted. Since all schools have established procedures in place, the requirement in paragraph 1 is being met. The Policy Committee suggested the following additions:

- added “during the school day” in the first paragraph.
- Section A; insert “Board member” after employee to read “*who is not an employee, Board member or student of the District*”
- Section C; add at the end of first sentence “with Building Administration”

Moved by Ms. DeCotiis; seconded by Mr. Deakin to recommend adoption of Policy KI-Visitors to the Schools with additions noted above. **VOTED: Yes, Unanimously**

This policy will move to first reading.

ACAA – Harassment Sexual Harassment of Students and ACAA-R – Student Discrimination and Harassment Complaint Procedure: Mr. Roy asked to have Policy Code GBEBB – Staff Conduct With Students added as a cross-reference to Policy ACAA and to its administrative procedure ACAA-R. (ACAA is cross-referenced in GBEBB.) The Policy Committee added the word “age” in the first paragraph of ACAA and in ACAA-R Section B. Mr. Deakin requested a legal reference Title 34 Nondiscrimination on the basis of Age in Programs or Activities CFR Part 100. Moved by Mr. Payeur seconded by Ms. DeCotiis to recommend changes of Policy ACCA – Harassment Sexual Harassment of Students and ACCA-R – Student Discrimination and harassment Complaint Procedure with additions noted above. **VOTED: Yes, Unanimously**

Since there are no substantial changes to this policy and procedure, they do not require a vote. They will be presented to the Board as FYIs.

DID – Inventories: This policy was last revised on June 21, 1999. Mr. Payeur and Bill Brockman, Business Manager, reviewed this policy. It is being recommended by

them to delete this policy. The Policy Committee reviewed and had questions as to what process and/or procedure is in place to track inventories. Mr. Payeur noted that assets are currently tracked through the annual audit. Mr. Dube asked if an insurance claim was made what type of inventory list might be required? The Policy Committee determined that they are not ready to delete this without further information and would ask Mr. Brockman to attend the first Policy Meeting in November to provide additional information and as such this request will be sent back to the Finance-Facilities Committee through Mr. Payeur.

BHC – Board Communications With Staff: This policy is being reviewed as part of the 5-year rotation. The MSMA sample had only one difference under the Board and Superintendent section. The sample policy described the Board as the “legislative body” and the District policy referred to the Board as the “governing body.” Mr. Deakin asked that it be noted that he recommends changing the Policy Title to “Board and Staff Communications.

Moved by Mr. Payeur; seconded by Mr. Dube to keep the current wording of “governing body”

VOTED: 3 in favor and 1 against

This policy will be marked as reviewed.

EBAA – CHEMICAL HAZARDS: This policy is also being reviewed as part of the 5-year rotation. Gene Everett, Compliance Specialist, and Scott Regan, Chemical Hygiene Officer, were both contacted. Mr. Everett did not recommend any changes to the policy. Mr. Regan confirmed that the District does have a chemical hygiene plan that he follows and signs off on every year. The only difference between the sample policy (which Mr. Everett did not see) and the current policy was one paragraph.

Moved by Mr. Deakin; seconded by Ms. DeCotiis to add the paragraph that is in the sample policy

VOTED: Yes, Unanimously

This policy will move to first reading.

Moved by Payeur; seconded by Ms. DeCotiis to adjourn at 5:16 p.m. ***VOTED: Yes, Unanimously***

Next Meeting: October 15, 2018

Student Representation on the School Board and Subcommittees

The School Board of Directors endorses the concept of student access to the district decision-making process, to provide advice and opinions on matters of common interest, and to enhance communication and a sense of community within MSAD 6.

To create the environment for interaction among and between student representatives, school board members, and district administration, the School Board will provide opportunities for student participation in the meetings of the School Board of Directors and its subcommittees (Finance & Facilities and Policy).

The student board Representative (non-vote counting) will be seated for a term of one year, concurrent with the MSAD 6 School fiscal year (July 1 through June 30 or the graduation date if the representative is a senior). ~~The representative and alternate may be a sophomore, junior or senior.~~ The newly appointed student representatives will have a mentor (current school board member) assigned by the Board Chair. The mentor will be responsible for supervising, communicating and meeting with the student representative and alternate.

If the position of representative becomes vacant, the alternate will assume the representative duties and another alternate will be selected.

The non-vote counting representative and alternate is subject to the following additional provisions:

1. Will be seated with the MSAD 6 School Board members and may participate in discussion during regular School Board of Directors' meetings, special School Board meetings, and Board workshops to represent the views of their respective communities. This responsibility does not preclude a non-voting representative from stating his/her individual opinion.
2. May be appointed by the School Board Chair to a standing committee of the School Board as an ex-officio member.
3. May be appointed to advisory committees by the Board Chair.

4. Must attend all School Board meetings unless the absence is excused by the School Board Mentor prior to the meeting. **The position of representative will work collaboratively with the alternate to develop a meeting schedule.**
5. No substitute will be allowed to serve instead of a student representative/alternate at any meeting.
6. A student representative will adhere to MSAD 6 School Board by-laws, policies, and regulations. Failure to do so may result in suspension or revocation of the privilege of serving as a student representative to the MSAD 6 School Board of Directors.
7. A student representative may request in writing or by electronic communication to the MSAD 6 School Board Chair or Superintendent of MSAD 6 that an item be placed on the agenda for School Board of Directors' consideration. The Chair, in consultation with the Superintendent, will determine whether the item will be placed on the agenda.
8. A **student** representative cannot participate in any executive session of the MSAD 6 School Board of Directors or its subcommittees.
9. A **student** representative cannot make or second motions. The representative may vote only for informational purposes.
10. A student representative does not count toward determining whether a quorum exists.
11. A student representative cannot participate in negotiations with any bargaining units of MSAD 6 or in discussion or deliberation concerning the hiring, evaluation, compensation, or other matters related to the employment of the Superintendent.
12. Noncompliance of the above provisions may result in removal from the position. Removal will be decided by the Board Mentor, Board Chair and Superintendent.
13. Student representatives will complete Freedom of Access training according to 1 MRSA § 412 within 30 days of appointment.

MSAD 6

NEPN/NSBA Code: **BBBAA**

Student information packets will be sent on the Friday before the regular School Board of Directors' meeting. The Students should read all information to be prepared for the meeting.

Student Representation on Subcommittees

~~High school~~ Students will be selected by their principal and superintendent/designee to represent the student body on the following Board subcommittees – Finance/Facilities and Policy. As a member of a Board subcommittee, the student may participate in discussion to represent the views of the MSAD 6 communities. Although the student is a non-voting member, this should not preclude the student representative from stating his/her individual opinion.

Adopted: November 21, 2011
Reviewed: November 9, 2015
Revised: June 2, 2013, March 20, 2017

**Student Representatives on the School Board
Administrative Procedure for Selection**

In April of each year, a notice will be posted along with an announcement at the **middle and high schools** of the opening(s) for Student Representative(s) on the MSAD 6 School Board of Directors.

Applications will be available in the principal's office and guidance office. All students are eligible to apply who are in good standing with the school system. Applications will be submitted to the principal's office by the deadline in May, along with the peer reference letter, administration/staff reference letter and community member reference letter.

A selection committee will review the applications and determine the interview schedule.

The selection committee will consist of the following:

- Superintendent of Schools/Designee
- Principal of Bonny Eagle High School
- **Principal of Bonny Eagle Middle School**
- Board of Directors Student Mentor

Interviews will be conducted and representative(s) will be selected. Selection of new student representatives should be made by the last meeting in May, when both the incoming representative(s) and outgoing representative(s) may be present. A term will begin July 1 and end June 30.

An orientation meeting will be held for the new representative(s) with the School Board Mentor, the Superintendents of Schools, a high school administrator and if applicable, the outgoing representative(s). Topics discussed will be responsibilities, roles of student representatives, confidentiality, and other required areas identified in the Board Member Orientation policy.

Adopted: November 21, 2011

Revised: June 2, 2014, March 21, 2017

MSAD 6 School Board Student Representative Application

Name: _____ Date: _____
Address: _____ Phone: _____

Please provide a written response to the following question:

Why are you interested in serving on the MSAD 6 School Board and how do you think your membership will benefit students attending Bonny Eagle High School and/or Bonny Eagle Middle School?

Please attach letters of reference from a peer, a faculty member or administrator and a community member to this application and return to your school office by the submission deadline of _____.

- I understand that being a non-voting member of the MSAD 6 School Board entails a commitment to attend all Board meetings and respective subcommittee meetings.
- I understand that Board meetings are held the first and third Monday of each month.
- I understand that my term will begin on July 1st and end on June 30th
- I understand that my role as a Board member will be to represent the students attending MSAD 6 and to seek their input as the Board deals with issues that pertain to students.
- I understand that I will need to report back to the student body what has transpired at the various meetings I attend.
- I have read and agree to comply with the Board policies that pertain to my involvement on the Board.
- I agree to adhere to MSAD 6 School Board by-laws, policies, and regulations, including the School Board Code of Ethics.

Signature _____

Date _____

Signature of Parent or legal Guardian Date _____

If selected as one of the finalists, the candidate will be called for an interview.

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

Visitors to the Schools

MSAD 6 encourages the active interest and involvement of parents and citizens in its public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff during the school day, building principals will institute administrative procedures concerning visitors to the schools. Such procedures will be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines will be incorporated in all building-level administrative procedures concerning visitors.

- See BIA-R →
- A. The term "visitor" will apply to any person on school grounds or in school buildings who is not an employee, **Board Member** or student of the District.
 - B. All visitors will report to the main office upon arrival at the school.
 - C. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance with building administration. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
 - D. Individual School Board members who are visiting the school on personal business must state they are there for personal business and will follow the same procedures as other visitors. If they are visiting the schools in connection with Board duties, they must follow the process as outlined in BIA-R – New Board Member Orientation Administrative Procedure.
 - E. Visitors will comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school will be asked to leave the premises.
 - F. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.

- G. School staff will report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons will be directed to leave the premises immediately.
- H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Cross Reference: BCA – Board Member Code of Ethics
BIA-R – New Board Member Orientation Administrative Procedure
JLF – Reporting Child Abuse and Neglect
KLG – Relations with Law Enforcement Agencies

Adopted:
Reviewed:
Revised:

NEW POLICY

New Board Member Orientation Administrative Procedure

If a Board member would like to visit a school during normal school hours, he/she must contact the school's principal by email. A copy of the email should also be sent to the superintendent and Board Chair. The principal will make arrangements with the Board member and, if applicable, the teacher for a mutually agreed upon time for the visit.

MSAD 6

Effective: January 16, 2018