

## **POLICY COMMITTEE MEETING**

**October 21, 2019  
Central Office – Library  
4:30 PM**

### **AGENDA**

#### **COMMITTEE MEMBERS:**

N. Carlow    E. Creutz    E. Forestiere  
E. DeCotiis    R. Deakin

1. Call to Order
2. KI – Visitors to School (10 mins)
3. BDE – Board Standing Committee (15 mins)
4. DA – Fiscal Management (5 mins)
5. BEB – Board Member Use of Social Media (20 mins)
6. BBAA – Electronic Participation in Board and Committee Meetings (New Policy Draft) (15 mins)

NEXT MEETING: November 4, 2019

**MSAD 6**

### 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.

- A. The term “visitor” will apply to any person on school grounds or in school buildings who is not an employee 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, **charitable solicitation, political canvassing, and other groups or individuals organizations seeking access to students and/or staff for non-school related purposes.**

- 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  
**EBCA – Emergency Management Plan**  
~~BIA-R – New Board Member Orientation Administrative Procedure~~  
JLF – Reporting Child Abuse and Neglect  
KLG – Relations with Law Enforcement Agencies

First Reading: November 5, 2018  
Adopted: November 19, 2018  
Reviewed:  
Revised:

### **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, **Finance / Facilities** 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.
- K. The Board Chair can appoint an alternate Board member with voting rights for a committee to cover any extended absence by a Board member. The appointment will only be for the length of the Board member's absence.**

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 **and an alternate**)

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 (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  
**Adopted:** February 7, 2005  
**Reviewed:** March 7, 2011  
**Revised:** April 4, 2011, August 11, 2014; June 20, 2015;  
April 2, 2018; November 11, 2018



~~Maine School Administrative District No. 6~~

POLICY: ~~Fiscal Management Goals/Priority~~ FILE: DA  
FIRST READING: \_\_\_\_\_ PAGE 1 of 1  
ADOPTED: April 1, 1985  
REVIEWED: ~~March 1, 1999~~  
REVISED: ~~March 22, 1999~~

**Fiscal Management Goals /Priority**

The Board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends:

1. To encourage advance planning through the best possible budget procedures.
2. To explore all practical sources of revenue.
3. To guide the expenditure of funds so as to achieve the greatest educational returns.
4. To require maximum efficiency in accounting and reporting procedures.
5. To maintain that level of per pupil expenditure needed to provide high quality education.

As trustee of local, state and federal funds allocated for use in education, the Board has the responsibility to protect the funds and to use them wisely.

Adopted: April 1, 1985  
Reviewed: March 1, 1999  
Revised: March 22, 1999

## BOARD MEMBER USE OF SOCIAL MEDIA

The Board recognizes that many, if not most, of its members are active users of social media, including but not limited to, online platforms such as Facebook and Twitter, and other digital media such as blogs and personal websites. The Board understands that while social media can be a positive tool for supporting schools and encouraging community engagement, Board members need to be aware of the legal and ethical considerations that arise when they post, “message,” or otherwise interact with others on social media platforms.

It is not the intent of this policy to interfere with or restrict a Board members’ freedom of speech, but to set standards **[OR: expectations]** for social media conduct that are consistent with law and Board policy, including the Board’s Code of Ethics.

Board members shall comply with the following provisions:

- Board members shall not post on social media or engage in online discussions as a substitute for deliberations at Board meetings. Board members should be aware that social media activity can be perceived as a meeting if a sufficient number (a quorum) of Board members are involved on the site to influence or determine the course of action that will be taken by the Board, even if other people are posting to the site as well.
- Board members should be aware that any posting that pertains to school unit matters may create a “record” that is subject to laws and regulations pertaining to the retention and disposition of local government records, and to discovery in legal proceedings involving the Board or the school unit.
- Board members shall avoid disclosing confidential or personally identifiable information about students (including images), school unit employees, or Board matters or discussions that have taken place in executive sessions. Board members shall comply with the same standards as school employees with regard to confidential information.

Board members should adhere to the following ethical guidelines when using social media in their role as public officials:

A Board member should:

- Recognize that he/she has no authority to speak on behalf of the Board unless specifically designated to do so, and make it clear that he/she is speaking in his/her individual capacity;
- Feel free to invite the public to upcoming school district events, share information about public hearings on bills that affect the schools, and share links to public information about the district (e.g. the proposed budget), and the like, but be clear that he/she is doing so as an individual and not in any official capacity;
- Conduct himself/herself on social media in a manner that reflects well on the Board and on the school unit, and with the decorum expected of an elected official;
- Avoid posting in anger, even when provoked;
- Refrain from harassing, defaming, or disparaging fellow Board members or others based on racial, religious, or other personal characteristics;
- Keep deliberations within meetings of the Board;
- Take care to avoid disclosing confidential or personally identifiable information about students (including images), school unit employees, or Board discussions that have taken place in executive sessions;
- Avoid posting information that is misleading or inaccurate or which is has not been released to the public;
- Not make any promise that he/she will vote in a particular way;
- Avoid posting content that indicates he/she has reached an opinion on a pending matter;
- Direct persons presenting concerns or complaints through social media to follow the Board's policy pertaining to public concerns and complaints;
- When summarizing discussion or action that took place at Board meetings, share only information from open meetings and make it clear that the posting is not an official record of the meeting. A Board member should never disclose discussions that have occurred in executive session.

- Retain electronic records, including the Board member's own posts and content others post to the Board member's account when required to do so by law, regulations, or legal process.
- Comply with the school unit's acceptable use rules, as applicable to school unit employees, when using school-unit owned devices or technology resources, or when accessing the Internet through school unit's network using a personal device.

Legal reference: 1 MRSA § 401 et seq.  
20-A MRSA § 6001-6002  
20 USC § 1232g

Cross Reference: BBAA–Board Member Authority and Responsibilities  
BCA–Board Member Code of Ethics  
BEC–Executive Sessions  
GBJ–Personnel Records and Files  
JRA–Student Education Records and Information  
KE–Public Concerns and Complaints

**PLEASE NOTE** MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

## **BOARD MEMBER USE OF SOCIAL MEDIA**

The Board recognizes that many, if not most, of its members are active users of social media, including but not limited to, online platforms such as Facebook and Twitter, and other digital media such as blogs and personal websites. The Board understands that while social media can be a positive tool for supporting schools and encouraging community engagement, Board members need to be aware of the legal and ethical considerations that arise when they post, “message,” or otherwise interact with others on social media platforms.

It is not the intent of this policy to interfere with or restrict a Board members’ freedom of speech, but to set standards [**OR: expectations**] for social media conduct that are consistent with law and Board policy, including the Board’s Code of Ethics.

Board members shall comply with the following provisions:

- Board members shall not post on social media or engage in online discussions as a substitute for deliberations at Board meetings. Board members should be aware that social media activity can be perceived as a meeting if a sufficient number (a quorum) of Board members are involved on the site to influence or determine the course of action that will be taken by the Board, even if other people are posting to the site as well.
- Board members should be aware that any posting that pertains to school unit matters may create a “record” that is subject to laws and regulations pertaining to the retention and disposition of local government records, and to discovery in legal proceedings involving the Board or the school unit.
- Board members shall avoid disclosing confidential or personally identifiable information about students (including images), school unit employees, or Board matters or discussions that have taken place in executive sessions. Board members shall comply with the same standards as school employees with regard to confidential information.

Board members should adhere to the following ethical guidelines when using social media in their role as public officials:

A Board member should:

- Recognize that he/she has no authority to speak on behalf of the Board unless specifically designated to do so, and make it clear that he/she is speaking in his/her individual capacity;
- Feel free to invite the public to upcoming school district events, share information about public hearings on bills that affect the schools, and share links to public information about the district (e.g. the proposed budget), and the like, but be clear that he/she is doing so as an individual and not in any official capacity;
- Conduct himself/herself on social media in a manner that reflects well on the Board and on the school unit, and with the decorum expected of an elected official;
- Avoid posting in anger, even when provoked;
- Refrain from harassing, defaming, or disparaging fellow Board members or others based on racial, religious, or other personal characteristics;
- Keep deliberations within meetings of the Board;
- Take care to avoid disclosing confidential or personally identifiable information about students (including images), school unit employees, or Board discussions that have taken place in executive sessions;
- Avoid posting information that is misleading or inaccurate or which is has not been released to the public;
- Not make any promise that he/she will vote in a particular way;
- Avoid posting content that indicates he/she has reached an opinion on a pending matter;
- Direct persons presenting concerns or complaints through social media to follow the Board's policy pertaining to public concerns and complaints;
- When summarizing discussion or action that took place at Board meetings, share only information from open meetings and make it clear that the posting is not an official record of the meeting. A Board member should never disclose discussions that have occurred in executive session.

- Retain electronic records, including the Board member's own posts and content others post to the Board member's account when required to do so by law, regulations, or legal process.
- Comply with the school unit's acceptable use rules, as applicable to school unit employees, when using school-unit owned devices or technology resources, or when accessing the Internet through school unit's network using a personal device.

Legal reference: 1 MRSA § 401 et seq.  
20-A MRSA § 6001-6002  
20 USC § 1232g

Cross Reference: BBAA–Board Member Authority and Responsibilities  
BCA–Board Member Code of Ethics  
BEC–Executive Sessions  
GBJ–Personnel Records and Files  
JRA–Student Education Records and Information  
KE–Public Concerns and Complaints

**PLEASE NOTE** MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

**Electronic Participation in Board and Committee Meetings**

A MSAD 6 Board Member who cannot be in physical attendance may participate and vote by telephone, Polycom, or other similar interactive technology where the Chairperson has determined on the record that the physical presence of the non-attending Board Member is prevented by an exceptional occasion which makes it inadvisable or impossible to attend the meeting. The presence of the non-attending Board Member in this manner will be counted toward a quorum. In order to exercise this option, the Board Member must be able to clearly hear and understand the proceedings in process and the public must be able to hear clearly the non-attending Board Member.

This policy excludes remote participation in Executive Sessions.

Cross Reference:

Adopted:  
Revised:  
Reviewed: