

| NEPN/NSBA Code: BG-R
| M.S.A.D. #12 POLICY
| POLICY ADOPTION PROCEDURE

| The following procedure shall be used to adopt, review, revise or delete School Board policies:

| A. The Policy Subcommittee is charged with reviewing and recommending all policies/policy changes to be considered by the Board.

| 1. Individual Board members, other standing committees, the Superintendent, or other interested party should submit policy suggestions and concerns to the Policy Subcommittee.

| 2. The Policy Subcommittee, together with the Superintendent, shall have the responsibility to review and research each suggestion in accordance with Board policies, prepare draft policies as appropriate, and make recommendations to the entire Board.

| 3. To the fullest extent practical, the Policy Subcommittee shall discuss the proposal with groups affected by the policy.

| B. Upon recommendation by the Policy Subcommittee, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of a regular Board meeting. Board members shall receive the policy and recommendations in advance of the meeting date. Discussion may take place on the substance of the policy proposal.

| C. At a subsequent regular meeting, the policy shall be placed on the agenda for second reading and action.

| D. Immediately upon approval, policies/revisions/deletions shall be disseminated. Policies deleted and changed shall be recalled. The Superintendent/designee shall ensure that all policy manuals are kept up-to-date.

| Legal Reference: 26 MRSA § 965.1,C
| Cross Reference: BG - School Board Policy Process
| CHD - Administration in the Absence of Policy

| Adopted: October 08, 2002