

## **RSU #63**

- a. NEPN/NSBA Code:** **BGB**
- b. Title:** **Policy Adoption**
- c. Author:**
- d. Replaces Policy:**
- e. Date Approved:** **04/24/2023 RSU #63**
- f. Previously Approved:** **10/28/2019**
- g. Policy Expiration:** **Review as Needed**
- h. Responsible for Review:** **Board of Directors/Policy Committee**
- i. Date Reviewed:** **04/10/2023 Policy Committee**
- j. References:**
- k. Narrative:**

- I.** Policies will not be added, changed, or rescinded unless the addition, change, or rescission is recommended by the Policy Committee, scheduled on the agenda of a regular meeting of the RSU #63 Board of Directors (the Board), and approved by a majority of the Board members present.
- II.** Any Policy action to be considered by the Board will be identified by proper NEPN/NSBA Code Number and Title, and listed on a specified meeting's agenda during which it is to be considered. The Board's actions/decisions will likewise be noted in the meeting's Minutes.
- III.** Any Policy submitted to the Board for consideration as a new policy, or one to be changed or rescinded, will be presented to the Board prior to the meeting date in time for them to read and be ready to discuss and act upon it. Discussion may take place on the substance of the policy proposal. A vote will be held to acknowledge the first (or subsequent) readings of the policy, and recorded in the Minutes of that Board meeting.
- IV.** Proposed new Policies, or revisions to existing Policies, will normally be subject to one reading prior to approval. Approval after the First Reading is subject to the following prerequisites:
  - A.** The policy must be available to all Directors and the public for review forty-eight (48) hours prior to the First Reading. This may be accomplished by electronic delivery in the case of the Directors, and by website posting in the case of the public.
  - B.** No Director(s) requests a Second Reading.
  - C.** There are no revisions or corrections to be made to the policy at the First Reading. Simple corrections, i.e., spelling, punctuation, grammar, etc. will be corrected by the Policy Chair or designee and will not require a Second Reading by the Board.

Should these prerequisites not be met, the policy will be set for a Second Reading prior to a vote on approval.

- V.** If any revisions or corrections are needed following the First Reading, the Policy will be returned to the Policy Committee where it will be re-written/corrected as directed by the Board. The Policy Committee will return the policy to the Board at the next or subsequent meeting for a Second Reading and action. Amendments may be introduced and acted upon. This may be repeated until there is a majority agreement for approval or an agreement to set the Policy aside.
- VI.** All policies are posted on the RSU #63 website.
- VII.** Policies may reference associated issue reporting forms (i.e. Form JLF-E referenced within Policy JLF-Reporting Child Abuse & Neglect). Any referenced form attached to a policy is for information only. The Board's review/approval process is for the policy itself and not required for forms, which may change from time to time. The Superintendent is authorized to update any form as needed.