

MESSALONSKEE SCHOOL DISTRICT (MSAD 47)

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BY-LAWS

SECTION I. POWERS AND DUTIES:

1. General Charge: The Board of Directors shall have general charge of all the public schools of Maine School Administrative District No. 47 and shall exercise such other responsibilities as specifically provided by law.
2. Compensation: Board members shall be paid \$10.00 per regular meeting and \$10.00 per special meeting attended as provided by law.
3. Policies: The Board shall determine policies regarding the program and operation of the schools. In carrying out their responsibilities, the Board shall act as a legislative body, delegating executive functions to the Superintendent of Schools and his staff.
4. Superintendent: The Board shall employ a Superintendent, who shall be the chief administrative officer of the schools. When the position of Superintendent is vacant, the Board shall appoint an Acting Superintendent.
5. Staff: The Board shall maintain a staff of qualified instructional and non-instructional personnel adequate for the effective operation of the schools.
6. Instructional Services: The Board shall establish instructional services which will promote the educational philosophy and objectives of the schools.
7. Pupil Services: The Board shall establish appropriate services for the general health, safety, and welfare of the pupils.
8. Public Relations: The Board shall provide for and assist in communicating with the public regarding the purposes, values, conditions, and needs of the schools.

SECTION II: ORGANIZATION

1. Membership: The Board of Directors shall consist of fourteen (14) members, six (6) to be chosen by ballot from the registered voters of the Town of Oakland (as a result of Census 2000) four (4) to be chosen by ballot from the registered voters of the Town of Sidney; three (3) to be chosen by ballot from the registered voters of the Town of Belgrade, and one (1) to be chosen by ballot from the registered voters of the Town of Rome. Newly elected members are to serve for a term of three years, replacing those whose terms expire. Credentials of newly elected directors shall be presented at the beginning of the organizational meeting each July. No Director shall participate in the proceedings until after being duly sworn and having made the proper returns.

2. Officers: At the first regular meeting of the Board each July, organization shall be effected by the election for the ensuing year of a Chair, a Vice-Chair, and appointment of the standing committees.

Chair: The Chair shall preside at all Board meetings. He/she shall sign legal documents and contracts for the Board and perform other duties, all as the Board may determine.

Vice-Chair: The Vice-Chair shall serve in the absence of the Chair, and in the performance of this service, he/she shall exercise all the powers of the Chair. In the absence of the chair, the Vice Chair shall sign legal documents and contracts for the Board and perform other duties, all as the Board may determine.

Secretary-Treasurer: The Superintendent of Schools shall, as required by statute, serve as Secretary of the Board of Directors. The Secretary shall maintain permanent records of the proceedings of the Board. As Treasurer, the Superintendent shall oversee all financial aspects of the District, maintaining the necessary records and accounts.

3. Committees:

A. General Procedures--In order to ensure that its decisions are consistently focused on policy matters, and in order to ensure that all policy matters are given thorough consideration before final action is taken, the full Board normally acts only after a report with whatever recommendations may be included from an appropriate committee of the Board.

In order to ensure expeditious and full consideration of all policy matters, each committee of the Board will meet on a regularly scheduled basis. The chair of each committee, in consultation with the Chair of the Board, shall determine and make known to the members of the Board the yearly schedule of meeting times and places.

In order to ensure that all relevant information developed through committee deliberations is available to all members of the Board when a decision is to be made, each committee shall submit its reports in writing.

In order to expedite deliberations and make provisions for the use of all available resources in conducting them, each committee of the Board is authorized to create such sub-committees or councils

as it

deems necessary or desirable for fulfilling its functions.

- B. Committee Membership--After his/her election each year, the Chair of the Board shall appoint a chair for each of the Board's committees.

After their appointment, the committee chair and the Chair of the Board shall appoint Board members to committees. At least three members of the Board, exclusive of the Chair of the Board, shall serve on each committee.

The Chair of the Board and the chair of each of the committees shall be voting members of their committees and are expected to vote with other members whenever a vote is taken.

The Superintendent and/or his representatives shall be ex-officio, non-voting members of all committees.

- C. Committee Structure--a. Standing Committee

Curriculum: This committee shall formulate and present to the Board for approval policies governing the educational program of the District and recommend any proposed changes in educational policy or policies it deems proper; specifically, it shall:

review annually with appropriate administrators budgetary priorities involved with curricular activities and recommend to the Board any changes in those priorities this review indicates;

review annually with appropriate administrators policies governing the articulation and coordination of elementary, junior high, and high school programs and recommend to the Board any changes in policies indicated by this review;

review on a periodic and scheduled basis the goals and the objectives of the instructional program and make such reports and recommendations to the Board as the review indicates;

assume responsibility for policies governing the employment and evaluation of teaching personnel; formulate and recommend policies governing the recruitment, screening, hiring, and evaluation of professional personnel; monitor the administration of those policies; and recommend changes in those policies as it deems necessary or desirable; ensure that the screening and interviewing of applicants for teaching positions is performed by an appropriate administrative team before the Superintendent recommends new personnel to the Board;

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ensure that a complete set of application and supporting documents is available for inspection by Board members prior to any nomination;

ensure that a formal evaluation of teaching personnel is continuously performed and that the results of this evaluation are available for inspection by the Board members prior to the reappointment of a probationary teacher and appointment to tenure of any teacher.

And to undertake such additional responsibilities as may be determined proper for this committee.

Finance: This committee shall formulate budgetary and financial policies, monitor their administration, and recommend changes in budgetary priorities and financial management to the full Board; specifically, it shall:

review the annual budget with the Superintendent, the Chair of the Curriculum Committee, the Chair of the Extracurricular Activities Committee, and the Chair of the Property and Services Committee as they pertain, and recommend the budget to the full Board;

review with the Superintendent each quarter the expenditure of funds and cost control procedures and make such reports and recommendations to the Board as this review makes necessary or desirable;

review policies governing financial transactions and make appropriate recommendations to the Board.

And to undertake such additional responsibilities as may be determined proper for this committee.

Property and Services: This committee shall formulate and recommend to the Board policies governing all matters concerned with the physical plant and all services auxiliary to the educational program, recommending to the Board any changes in these policies deemed necessary or desirable; specifically, it shall:

review annually with the proper administrators major maintenance, repair, and replacement needs in the physical plant and transportation system and recommend any changes in budgetary priorities this review indicates;

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review periodically policies governing food services, health services, and such other auxiliary services as may from time to time be operative and recommend such changes in the scope, nature, function, or staffing of these services as may be necessary or desirable;

assume responsibility for policies governing the employment of all personnel involved in maintaining the physical plant and providing auxiliary services, including participation in the screening and interviewing of candidates for the position of Director of Support Services.

And undertake such additional responsibilities as may be determined proper for this committee.

b. Ad-hoc Committees. The Chair of the Board is authorized to appoint such additional ad-hoc committees as may from time to time be necessary for particular considerations. Such committees shall be discharged upon presentation of their reports and recommendations.

4. Vacancies: If a vacancy occurs in the Board of Directors, such vacancy is to be filled in accordance with the State of Maine laws relating to public schools at the time the vacancy occurs.

SECTION III MEETINGS

1. Regular Meetings: Regular meetings shall be held on the first and third Wednesdays of each month at 7:00 p.m., except in the months of July, August, December, February, and April when meetings will occur on the first Wednesday only, normally at the Office of the Superintendent. The time and place may be changed, if necessary, with the consent of the Board. The minutes of the meetings shall be forwarded within forty-eight hours to each director.

2. Special Meetings: Special meetings may be called by the Superintendent, provided forty-eight hours written notice be given each director. No business is to be considered other than that stated on the agenda unless a two-thirds majority of all members agrees to such consideration.

3. Adjourned Meetings: Any meeting of the Board may be adjourned at any succeeding day by vote of a majority of the members in attendance at the meeting. Notice of the adjourned meeting shall be given to the absent members.

4. Quorum: The meetings of the Board shall be conducted by a majority of the

members. The Directors shall not transact any business at any meeting unless a majority of the total number of directors is present.

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5. Agenda: A preliminary agenda shall be forwarded to each member of the Board no later than Monday, prior to the Board meeting. Said agenda to be prepared by the Superintendent with approval of the Chair. Reports and communications to be included in the agenda must be in the Office of the Superintendent no later than one week preceding a Board meeting.
6. Order of Business:
 - Call to Order/Declaration of a Quorum
 - Hearing of Delegations
 - Approval of Minutes of Previous Meetings
 - Superintendent/Administrative Reports
 - Committee Reports
 - Unfinished Business
 - New Business
 - Continued Business
 - Items to be Addressed by Board at Future Meetings
 - Adjournment
7. Rules of Order: Roberts' Rules of Order shall govern the proceedings, except that the presiding officer's decision shall resolve any disputed question of procedure.
8. Public Attendance: All meetings shall be open to the public, except when upon vote of the majority of the directors present, the directors may go into executive session, when only such persons shall be present as the directors may invite. No voting shall be done in executive session.
9. Voting: Voting shall be by show of hands ordinarily. Voting shall be done by roll call at the direction of the presiding officer, or at the request of any director. When voting by roll call, the names of the directors shall be called alphabetically, and each director shall respond "yes" or "no" or "not voting". Voting shall be by written ballot upon the affirmative vote of a majority of the directors present, except that changes in the By-laws require the affirmative vote of a majority of the entire Board of Directors.

SECTION IV MINUTES

The Superintendent, in his/her function as Board secretary, shall keep, or cause to be kept, complete records of all meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes (see BGDF).

2. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.

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3. A record of the disposition of all matters on which the Board considered, but did not take, action.
4. A listing of members present and those absent.

Copies of the minutes shall be sent to all Board members after the meeting takes place. The building principals, and the news media shall receive copies of minutes of regular and special meetings of the Board.

The minutes shall become permanent records of the Board and shall be in the custody of the Superintendent. He/she shall make them available to interested citizens upon request.

SECTION V MISCELLANEOUS

1. Appeals: Any complaint or representation, other than matters of general policy, which any person or persons desires to make about school matters must be presented to the Superintendent of Schools. An appeal from the decision of the Superintendent to the Board must be made in writing and signed, or the complainant must appear before the Board of Directors in person.

2. Amendments: Alterations, amendments or repeals of these By-laws may be made by a majority vote of the entire Board of Directors at any regular or special meeting, providing notice of the proposed change has been given to each director at least seven (7) days prior to said meeting.

If any article or section of these By-Laws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these By-Laws shall not be affected thereby.

Legal Reference: Title 1 MRSA, Sec. 401-406

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