

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53
Burnham – Detroit – Pittsfield**

School Board Meetings

The Board shall transact all business at a legal meeting of the Board of School Directors. The Chair shall start all meetings promptly at the appointed hour. The Board shall hold various types of meetings including:

1. Regular Meeting –

Regular meetings of the School Board will be for formal and legal action and will be held on the first Monday of each month at the Warsaw School Library.

When the first Monday falls on a legal holiday, the regular board meeting shall be rescheduled at the board's convenience.

All regular meetings shall be duly warned and open to the public, and not last more than 2 ½ hours in length without a majority vote by the board to extend the time.

2. Special Board Meetings/Informational Board Meetings/Emergency Meetings -

Meetings of a special, informational or emergency nature may be called by the superintendent of schools, chair of the board, or a majority of the board members. Written or oral notice shall be given to each board member. In the event of an emergency meeting, local representatives of the media shall be notified of the meeting by the same or faster means used to notify members of the board. Only that business for which the meeting has been called can be taken up.

3. Executive Session -

The board reserves the right to call an executive session during a regular, special, informational, or emergency meeting, for the purpose of discussing information of a confidential nature. The law permits executive session for discussion pertaining to:

Employment Related Matters
Student Suspension or Expulsion
Condition, Acquisition or Use of Property
Labor Contracts
Consultation with Legal Counsel
Confidential Matters

The motion to go into executive session must state the nature of business to be discussed. No other business may be considered.

Executive Sessions shall be closed to the public and the press. That such a meeting will be or was held shall be recorded in the minutes of the meeting, however, board members and any persons attending this session are duty bound not to disclose any details of discussions at executive sessions.

The Superintendent may attend executive sessions. The Board may invite staff members or others to attend such sessions at its discretion and where others have a legal right to be involved in discussion.

No official action may be taken at executive sessions. The board shall convene or reconvene in open session in order to take any action related to discussions held in executive session.

4. Adjourned Meeting –

When the Board is unable to complete the work it has scheduled at a regular, special, informational or emergency meeting, it may, by majority vote, adjourn until a specified time for an “adjourned meeting”. Public notification shall be given of the time and place of the adjourned meeting. The Board shall take up its work at the adjourned meeting at the point where the previous meeting adjourned, with the exception that minutes of the previous meeting shall be read prior to commencement of the adjourned meeting.

Legal Reference: 1 MRSA § 403 ET SEQ
20 A MRSA § 1001

Policy Reference: Notification of Board Meetings 2.04
Agenda Preparation, Dissemination and Format 2.07
Minutes 2.09

Amended: November 1, 1993

Amended: January 5, 2005