

BY-LAWS

ARTICLE 1: Offices

1. The principal office of the District and the office of the Board of School Directors is located at 14 Shaker Road, Gray, Maine.
2. Except as otherwise directed by resolution of the Board of School Directors or as the business of the District may require, all the books and records of the District shall be kept in the office of the Superintendent of Schools.

ARTICLE 2: Meetings

1. Regular meetings of the Board of School Directors shall be held on the first and third Wednesdays of each month, September 1 through June 30, with summer meeting dates to be set in advance by the Board of Directors. The time of regular meetings will be determined for the year at the last regular meeting in June. However, if such Wednesday shall be a holiday or if a meeting must be postponed, the meeting may be rescheduled at the discretion of the Chair and the Superintendent of Schools.

The first regular meeting after the election of all new directors shall be the meeting for the election of officers, with the exception of the offices of Secretary and Treasurer. The first regular meeting of the month shall be held in Gray and the second regular meeting of the month shall be held in New Gloucester unless another place is specifically designated for either meeting by vote of the Board of School Directors. Notices of all regular meetings shall be sent by the Secretary to the Directors at least five (5) days prior to the stated date. Any business of the District may be considered and acted upon at any regular meeting.

2. Special and Emergency Meetings

- a. A special meeting of the Board of School Directors is called by being announced during a regular or special meeting of the Board. The meeting may be called by the Chair, by the Vice Chair in the absence of the Chair, or when requested in writing by five (5) Directors.
- b. An emergency meeting of the Board of School Directors is called on 24 hours notice when delay in the action to be taken may hinder the ability of the District to operate, and if the following notice requirements are met: there is documented equal effort to contact every Board member and at least eight (8) members have been successfully notified. Successful notification includes conversation with a Board member, or documentation of receipt of written notice. Directors who know they will be out of contact should inform the Superintendent that it is not necessary to notify them.
- c. Special or emergency meetings will be held at such time as the notice specifies. At a special or emergency meeting only such business of the District may be considered and acted upon as was announced in the notice for said meeting. Agendas will be distributed for a special meeting following the same procedures as for a regular meeting. For an emergency meeting, both town offices and local and regional

52 newspapers will be verbally notified of the date, time, location, and Agenda for the  
53 meeting, and a notice will be posted in the Superintendent's Office.  
54

- 55 3. At each meeting the Board of School Directors, as far as consistent with the purposes of  
56 the meeting, the following order of business may be observed:  
57 a. Approval of the minutes of the preceding meeting.  
58 b. Acceptance of communications.  
59 c. Reports of officers.  
60 d. Reports of committees.  
61 e. Unfinished business.  
62 f. New business.  
63

64 The Board of School Directors shall not transact any business at any meeting unless a majority of  
65 the total number of Directors is present. If the number of yes votes cast is greater than the  
66 number of no votes, a resolution will pass. If the number of no votes is greater than the number  
67 of yes votes, the resolution will not pass. In the case of a tie vote, the resolution will not pass.  
68

- 69 1. Board members serve on 2 of the 5 subcommittees or ongoing committees, and attend  
70 school board and committee meetings on a regular basis.  
71  
72 2. The Board will follow the current edition of Roberts Rules of Order except as otherwise  
73 provided in the By-Laws. The edition of Robert's Rules to be followed for the year will  
74 be specified by the Chair when elected.  
75

#### 76 ARTICLE 3: Officers 77

- 78 1. The officers of the District shall be a Chair, a Vice Chair, and a Secretary and Treasurer.  
79 A recording secretary may be elected, if deemed necessary by the Board of School  
80 Directors. The annual election of officers shall take place at the first regular meeting  
81 after election of all new directors, with the exception of Secretary and Treasurer, but  
82 vacancies in any office may be filled at any regular or special meeting called for that  
83 purpose.  
84  
85 2. The Chair shall perform all duties commonly incident to the office and shall perform  
86 such other duties and have such other powers as the Board of School Directors may  
87 designate. Unless some other person is authorized specifically by Board of School  
88 Directors, or the provisions of the Revised Statutes of Maine are to the contrary, the  
89 Superintendent shall sign all contracts and other instruments to be executed on behalf of  
90 the District. The Chair shall have the same voting and discussion privileges as other  
91 members of the Board.  
92  
93 3. The Vice Chair shall perform the duties and have the powers of the Chair during the  
94 absence or disability of the Chair. The Vice Chair shall perform all the duties commonly  
95 incident to the office, and shall perform such other duties and have such other powers as  
96 the Board of School Directors may authorize. In the absence of the Chair and Vice Chair  
97 the Secretary shall open the meeting and preside over the election of a temporary chair  
98 for that meeting.  
99  
100 4. The Superintendent of Schools of the District shall be the Secretary and Treasurer. The  
101 Superintendent shall attend all the meetings of the Board of School Directors and of the  
102 District, and shall have and exercise, under the supervision of the Board of School

103 Directors, all the powers and duties commonly incident to the office of Secretary and  
104 Treasurer.

105  
106 The Superintendent shall keep or cause to be kept accurate records of all votes and  
107 proceedings of the Board of School Directors at regular and special meetings in a  
108 minutes book which shall be open to the inspection of any member of the Board of  
109 School Directors. In the absence of the Secretary and Treasurer from any meeting of the  
110 Board of School Directors a temporary officer may be appointed.

111  
112 The vote on adoption of every resolution shall be recorded by the yeas and nays, show  
113 of hands, roll call, or by ballot, if so requested by any member of the Board of School  
114 Directors; and the results of the vote shall be entered in the minutes of the meeting by  
115 number voting yes, no and abstaining. Roll call votes shall be recorded in the minutes by  
116 names.

117  
118 The Superintendent shall keep or cause to be kept accurate records of all votes and  
119 proceedings at any District budget meeting or referendum vote called and held at the  
120 direction of the Board of School Directors.

121  
122 The Superintendent shall, with the assistance of the Board of School Directors, prepare  
123 the District Budget, to be approved by the Board of School Directors.

124  
125 The Superintendent shall keep the official seal of the District in safe custody and shall  
126 have the duty to affix or cause to be affixed, such seal to all papers authorized to be  
127 executed by the Board of School Directors and requiring such seal. The Superintendent  
128 shall have the authority to cause copies to be made of all minutes and other records and  
129 documents of the Board of School Directors or of the District and to give certificates  
130 under the official seal of the District to the effect that such copies and all persons dealing  
131 with the District may rely upon such certificates.

132  
133 The Superintendent shall have the custody of all the money, funds, valuable papers and  
134 documents of the District. The Superintendent shall deposit all the funds of the District  
135 in such bank or banks, trust company or trust companies, or with such firm or firms  
136 doing a banking business, as the Board of School Directors may designate.

137  
138 The Superintendent may, on behalf of the District, endorse for deposit or collection all  
139 checks, notes or other obligations payable to the District or to its order and may accept  
140 drafts on behalf thereof. The Superintendent shall keep accurate books of account of all  
141 official transactions, which books shall be the property of the District and together with  
142 all other of its property in the superintendent's possession, shall be subject at all times to  
143 inspection and control of the Board of School Directors. All receipts and vouchers for  
144 payment made to the District and all checks, drafts, notes or other official obligations for  
145 the payment of money by the District, except as the Revised Statutes of Maine require  
146 other and additional signatures, shall be signed by the Superintendent.

147  
148 The Superintendent shall not pay out any sums of money except on vouchers presented  
149 and certified by the Superintendent of Schools and approved in writing by endorsement  
150 thereon by members of the Finance Committee of the Board of School Directors as  
151 outlined in the fiscal management policies. The Secretary and Treasurer shall perform  
152 such other duties and have such other powers as the Board of School Directors may  
153 designate from time to time.

- 154  
155 5. The Superintendent shall be selected by the Board of School Directors in accordance  
156 with the provisions of the Revised Statutes of Maine. The Superintendent shall give  
157 bond in such sum as the Board of School Directors shall determine, but said bond  
158 premium shall be paid by the District. The Superintendent shall have and perform such  
159 duties as shall be from time to time prescribed by the Revised Statutes of Maine, and  
160 shall perform such other duties and have such other powers as the Board of School  
161 Directors may from time to time designate or legally delegate .  
162

163 ARTICLE 4: Official Seal

- 164  
165 1. The official seal of the District shall consist of the embossed impression of a circular  
166 metallic disk, containing in the outer rim the words, "School Administrative District No.  
167 15" and on the inside thereof the figures and word, "1960 - Maine".  
168

169 ARTICLE 5: Committees

170  
171 A. There are five standing committees:  
172 Policy, Finance, Personnel, District Improvement, Facilities  
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- 174 1. A standing committee is a committee made up of Board members.  
175  
176 2. Each standing committee shall:  
177 a. Consist of three to five Board Members.  
178 b. Elect its own chair.  
179 c. Be appointed by the Chair of the Board with care taken to have broad representation.  
180 (Per state regulations, Finance Committee is elected.)  
181 d. Have an annual term commencing at the first regular meeting in July.  
182 e. Have temporary members appointed by the Chair to fill the unexpired term of a  
183 member that resigns or vacates their position.  
184 f. Set their own date, time and place for meetings, which will be duly advertised.  
185 g. Make regular reports to the Board of Directors.  
186

- 187 3. The duties and responsibilities of the committees are as follows:  
188

189 a. Facilities Committee

- 190 \* Evaluate and monitor physical plant conditions of all buildings in the District  
191 \* Develop comprehensive long-range maintenance plans  
192 \* Conduct capital improvement planning which will consider options, cost impacts,  
193 and priorities  
194 \* Evaluate and monitor facility use within the District, considering student  
195 enrollments and program needs  
196 \* Oversee and coordinate all activities associated with building projects  
197 \* Give reports at Board meetings, as needed, and a final written report in June  
198

199 b. Finance Committee

- 200 \* Review fiscal management policies to determine changes needed  
201 \* Review District audit before it goes to the full Board  
202 \* Review warrants on a biweekly basis and meet other requirements of the fiscal  
203 management policies  
204 \* Oversee the budget development process

205 \* Give reports at Board meetings, as needed, and a final written report in June

206  
207 c. Policy Committee

208 \* Develop an annual plan on policy revision and development that is consistent with  
209 the District vision and Board goals.

210 \* Research and write new policies and periodically update existing policies

211 \* Make recommendations concerning the advisability of policy adoption

212 \* Write and recommend the necessary procedures that explain policies when  
213 appropriate

214 \* Review/rewrite bylaws or resolutions when requested by a Board member at a  
215 Board meeting

216 \* Explain the reason and rationale for proposed changes to policies, procedures,  
217 bylaws, or resolutions

218 \* Act as liaison on matters pertaining to the policy manual

219 \* Assure that policies and other manuals are compatible

220 \* Give reports at Board meetings, as needed, and a final written report in June

221  
222 d. District Improvement

223 \* Develop an annual plan on school improvement of programs, consistent with  
224 District vision and Board goals

225 \* Maintain a continuing review of school programs and report to the Board as  
226 appropriate

227 \* Assist in evaluating programs and program needs along with staff and  
228 Superintendent

229 \* Review proposals for program development from administration

230 \* Review proposals for staffing changes from administration

231 \* Give reports at Board meetings, as needed, and a final written report in June

232  
233 e. Personnel Committee

234 \* Negotiate contracts with employee bargaining units subject to Board approval

235 \* Approve work agreements for positions not covered by a bargaining unit (other  
236 than the Superintendent) within the parameters set by the Board

237 \* Oversee matters pertaining to personnel contracts and benefits

238 \* Oversee the evaluation of the Superintendent, to be completed annually by the  
239 first meeting in June.

240 \* Give reports at Board meetings, as needed, and a final written report in June

241 \* Oversee matters pertaining to personnel not covered by existing contracts or  
242 current policy

243  
244 B. Temporary Committees:

245 1. May be established by the Board of Directors to complete an assigned task, as accepted  
246 by a majority of the school board with specific time lines and charge;

247 2. Shall be appointed by the Chair of the Board;

248 3. Shall elect its own chair, who shall be a member of the Board of Directors;

249 4. Shall elect its own vice-chair.

250 5. May appoint an advisory committee to assist the committee in its deliberations;

251 6. Shall be dissolved upon the completion of the task; and,

252 7. Each committee may vote to include ad hoc non-voting participant.

256 C. Other Committees: (such as PATHS, Technology)  
257 Committees that are on-going in nature shall be governed by the guidelines under which they  
258 were established.

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#### 260 ARTICLE 6: Amendments

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262 Except as otherwise provided by law, these by-laws may be amended, added to, altered, or  
263 repealed in whole or in part, by the Board of School Directors, provided that notice of the  
264 proposed amendment, addition, alteration, or repeal is given in the notice or call of any such  
265 meeting. If it is proposed to amend, add to, alter or repeal, the notice shall state the Article and  
266 paragraph to be amended and shall show the proposed amendment, alteration or repeal. The fact  
267 that the notice contains a particular wording or manner of amendment, alteration or repeal, shall  
268 not prohibit the Board of School Directors from amending, adding to, altering or repealing these  
269 by-laws in a different manner, provided they do not attempt to add to, amend, alter or repeal a  
270 by-law for which no notice has, in fact, been given.

271

272 Cross References:      Fiscal Management Policies:  
273                              DCA Capital Reserve Fund  
274                              DIE Spending Control/Transfers Policy  
275                              DJA Purchasing Authority  
276                              DJB Purchasing Procedures  
277                              DJC Petty Cash  
278                              DKC Payment of Bills

279