

ELLSWORTH SCHOOL DEPARTMENT**SCHOOL BOARD MEETINGS****Regular Meetings**

The School Board will hold its regular business meetings once a month on the second Tuesday of the month at 6:30 PM unless otherwise set by action of the School Board. At least five business days in advance, public notice of each regular meeting, including the full agenda, will be posted at the Ellsworth City Hall and published in a newspaper of general circulation in the City of Ellsworth.

Special Meetings

A special meeting of the School Board is a meeting that is held to address important matters that arise between regular meetings and/or require School Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair. The Superintendent may request that the Chair call a special meeting. A special meeting may also be called at the written request of a majority of the School Board.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media in the same manner as for regular meetings. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted.

Emergency Meetings

An emergency meeting of the School Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided. Whenever practicable, at least 24 hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify School Board members. The notice shall indicate the purpose of the meeting.

The Chair may call an emergency meeting. The Superintendent may request the Chair call an emergency meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

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Executive Sessions

Executive sessions of the School Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

Workshops and Informational Meetings

The School Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the School Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

Legal References: 1 MRSA § 403 et seq.
 20-A MRSA § 1001
 Charter of the City of Ellsworth Article IX §9.06

Cross References: BEC—Executive Sessions
 BEDB—Agenda Preparation and Dissemination

Adopted: April 8, 2014
Revised: September 9, 2014
Reviewed: November 14, 2017