

SCHOOL ADMINISTRATIVE ORDINANCE OF THE TOWN OF ST. GEORGE

Section 1. Authority and Purpose

This Ordinance is adopted pursuant to the authority contained in Section 204.3 of the Town Charter, Title 20-A of the Maine Revised Statutes and such other laws as may be applicable, for the purpose of providing for the operation of the St. George Municipal School Unit.

Section 2. Composition and Election

The St. George school system shall be managed by the St. George School Committee, which shall be composed of five (5) Members elected by and from the qualified voters of the Town.

Except for the initial election of Members, the terms of all Members shall be for three (3) years or until their successors are elected and qualified. Members shall be nominated and elected under the provisions of Article 302 of the Town Charter and Title 30-A MRSA Section 2528.

At the initial election of School Committee Members, nomination papers will be issued for terms of different duration depending on the particular seat for which a candidate chooses to run. Two seats will have terms ending June 30, 2017, two seats will have terms ending June 30, 2016 and one seat will have a term ending June 30, 2015. Following the initial election, School Committee members will be elected at the Annual Town Meeting for three-year terms ending June 30th.

In case of vacancy caused by forfeiture of office, death, resignation, removal from the Town, removal from office or for any other reason, the Select Board shall call a special election to fill the vacancy in accordance with the provisions of Article 302 of the Town Charter and Title 30-A MRSA Section 2528. Members may be recalled using the procedure set forth in Section 201.5.2 of the Charter.

Section 3. Powers and Duties

Three (3) Members of the Committee shall constitute a quorum for the transaction of business. The Committee shall perform all the duties and be vested with all the rights and power of superintending school committees of towns, including the right to direct the expenditures of all school monies. The Committee shall function as the policy-making body of the St. George Municipal School Unit. It is not intended that the Committee be involved with the day to day administrative matters except as required by statute. Each member of the Committee shall be entitled to receive an annual salary, to be paid on a quarterly basis at the end of each fiscal quarter, with the compensation for any partial quarter of service being prorated on a per diem basis for the days of service in that quarter.

Section 4. Procedures

The Committee shall keep a record of its proceedings and shall determine and enforce its own rules relating to procedure, misconduct and forfeiture of office. All meetings of the Committee shall be open to the public, however, the Committee may, by majority vote, recess for the purpose of discussing in executive session any matter considered to be of a confidential or personal nature as permitted by law.

The Committee shall adopt and maintain a written policy manual and shall revise and amend the manual when necessary and as appropriate. No revision and no amendment to the policy manual shall be passed until it has been read and voted on two (2) separate days at least two (2) weeks apart, except when dispensed with by an affirmative vote of four (4) Members of the Committee.

All Members present shall vote on all matters brought before the Committee which require a vote unless excused by the Committee for conflict of interest. Agenda for the business anticipated to be conducted at formal meetings of the Committee shall be available to the public at the Superintendent's office at least two (2) business days prior to the meeting. The yeas and nays shall be recorded on any vote when called for by any Member of the Committee.

Section 5. School budget, Hearings, and Appropriations

The Committee shall annually prepare a report of the affairs and conditions of the schools for the school year ending on the thirtieth day of June preceding, and shall submit a copy of the report to the Town Clerk. Not later than sixty (60) days prior to the beginning of a new fiscal year, the Committee shall prepare and file with the Town Manager a detailed estimate in the form of a line budget as prescribed by State law, of the amount needed for school purposes for the upcoming school fiscal year.

In all other respects, the budget process shall comply with the school budget requirements mandated by 20-A MRSA §2307 and 20-A MRSA Chapter 103-A.

Section 6. Chairperson of Committee

A Chair and Vice Chair of the Committee shall be elected by and from the Members of the Committee for terms of one (1) year.

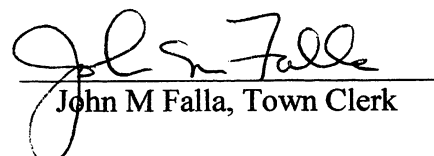
The Chairperson shall preside at all meetings of the Committee and shall perform such other duties not inconsistent with the office as the Committee may impose. The Chairperson shall have the same right to vote as other Members of the Committee. The Vice Chair shall serve in the absence of the Chair.

Section. 7. Superintendent of Schools

The Committee shall select the Superintendent of Schools in accordance with the laws of the State of Maine.

The Superintendent shall perform all the duties imposed by law upon superintendents of schools and shall prepare and submit to the Committee such reports and shall perform such other duties as the School Committee may require, and shall make such recommendations to the Committee concerning the affairs of the Department of Education as he or she deems advisable. The Superintendent need not be a resident of the Town.

CERTIFIED TRUE COPY


John M Falla, Town Clerk

Approved by the voters of the Town on November 4, 2014