

RSU #63

- a. **NEPN/NSBA Code:** KDB
- b. **Title:** Public's Right to Know (FOAA)
- c. **Author:** Superintendent
- d. **Replace Policy:**
- e. **Date Approved:** 12/20/2021 RSU #63
- f. **Previously Approved:** 01/22/2018
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent/Board Chair/Policy Committee
- i. **Date Reviewed:** 11/22/2021 Superintendent
11/30/2021 Policy Committee
- j. **References:** 20-A MRSA 1256 (5); 1252 (2)
1 M.R.S.A § 401
Policy BEC-Executive Sessions
Policy JRA-Student Educational Records
- k. **Narrative:**

It is the intent of RSU #63 School District (the District) to comply with the Maine Freedom of Access Act (FOAA). The District recognizes the benefits of an informed, knowledgeable public and its awareness and understanding of school district operations. Except as otherwise provided by statute, RSU #63 School Board (the Board) proceedings will be open to members of the public. All records, including those defined as Public Documents under the law, and minutes of such proceedings required by law will be provided and open to public inspection.

- I. Board agendas, minutes, and submitted or proposed reports, that are approved by the Board, as well as district policies, annual budget and audit reports, and student handbooks will be available for inspection and/or copying in the Superintendent's Office. Requests must be submitted in writing to the Superintendent, specifying the records desired for inspection/copying and the name, address, telephone number, and email address (if available) of the requestor.
- II. The Superintendent/designee will acknowledge receipt of a request for inspection and/or copying within three (3) working days of receipt of the request. Any requested documents available online will be conveyed electronically. Inspection and/or copying will occur within ten (10) working days following acknowledgement of receipt. Requests will be fulfilled during regular office hours. If the request is denied, the denial will be made in writing and the reason so stated.
- III. Fees:
 - A. There will be no charge to search for or retrieve education records of a student. RSU #63 will provide copies of education records to parents/guardians upon request.

- B.** For documents requested that are not the educational record of a student, there will be a \$25.00 per hour charge after the first two hours of staff time associated with responding to the FOAA request.
- C.** The cost of producing printed copies of documents will be ten cents (\$.10) per page copied, plus postage. Parents/guardians who are unable to pay such fees will not be denied access to educational records. There will not be a charge per page for documents transmitted electronically.
- D.** Members of the Board of Directors will not be charged for requested copies. Electronic transmittal of requested documents will be the preferred manner.

IV. Records and Documents at Board of Director Public Meetings:

- A.** It will be the District's ordinary practice to make at least two (2) copies of documents to be reviewed by the presiding Board members at any public meeting. These copies will be available to the public on a "first come, first served" basis. Document copies will be limited to those that come under the Maine Freedom of Access Act. It will also be the District's ordinary practice to post Board Reports and Meeting Minutes marked as "DRAFT" on the RSU #63 website one week prior to the meeting.

V. Public Documents Available on the RSU #63 Website:

- A.** It will be the ordinary practice to make agendas, minutes, finance reports, audit reports, and approved annual budgets available on the RSU #63 Website.
- B.** It will be the ordinary practice to make the District's pending and approved policies available on the RSU #63 Website.