

### **PUBLIC PARTICIPATION POLICY**

Board meetings are conducted for the purpose of carrying on the official business of the school system. Meetings of the Board are open to the public. Although Board meetings are not public forums, the Board will provide appropriate opportunities for citizens and employees to express opinions and concerns related to the matters under consideration by the Board within the guidelines set forth in Board policy BEDH, "Public Participation at Board Meetings." Please be aware of the following ground rules from our policy:

- ✓ Public comment may be on any subject to the operations of the schools except for personnel matters or complaints concerning specific employees or students, which shall be addressed through established policies. Public participation will be permitted at the beginning and end of the agenda.
- ✓ The Chair requires any person interested in speaking to sign up so they may be called on in a fair and efficient manner.
- ✓ The Chair may limit the time allotted for comments as well as the length of time each speaker will be allocated.
- ✓ During the time set aside for public comment, the Chair will be responsible for recognizing all speakers. Each speaker must identify themselves as they begin talking to enable the Board minutes to accurately reflect participants.
- ✓ All speakers are to address the Chair and direct questions or comments to particular Board members or the Superintendent only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Superintendent to be addressed at a later time.
- ✓ Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.
- ✓ In order to make efficient use of meeting time, the Board asks speakers to avoid duplication or repetition of comments. The Board requests that groups or organizations be represented by designated spokespersons.
- ✓ No complaints or allegations will be allowed in public concerning any person employed by the school system or against particular students. These matters will not be considered in a public meeting, but will be referred through established policies and procedures.
- ✓ The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.
- ✓ Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.

**THANK YOU FOR YOUR COOPERATION**

# ***WELCOME***

## **TO OUR SCHOOL BOARD MEETING**

### **Glenburn School Department**



**Richard Modery - Superintendent**  
**983 Hudson Road**  
**Glenburn, Maine 04401**  
**Tel: 942-4405**

## **WELCOME!**

On behalf of Glenburn School Board, I wish to welcome you to our meeting. We appreciate visitors from the public and trust your attendance will be beneficial to both of us. We feel it is very important for interested persons to know about the workings of our school system and for us to be aware of what is important to the community. You are invited to participate in the meeting in accordance with the policies and rules established by this Board.

### **BOARD MEMBERS**

Rose Thompson – Chair  
Sue O’Roak – Vice Chair  
Stephen Rich  
Ann Shea  
Katrin Teel

### **TERM EXPIRES**

06/30/2022  
06/30/2022  
06/30/2024  
06/30/2024  
06/30/2023

## **NONDISCRIMINATION POLICY**

It is the policy of this school system not to discriminate in educational programs, activities or employment practices on the basis of race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age or disability under the provisions of Titles VI and IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disability Education Act of 1990, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act.

The Affirmative Action Plan, as approved by the Board and submitted to the Commissioner of Education, is on file in the Superintendent’s Office. The Affirmative Action Officer is Kara Thompson.

## **SCHOOL BOARD COMPLAINT POLICY**

Parents, students or other citizens with complaints or concerns regarding any aspect of the school system or a school employee shall be encouraged to seek a resolution at the lowest possible level. If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal to the next level. If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent. If the complaint remains unresolved at the Superintendent’s level, the person making the complaint may request that the matter be placed on the agenda of the next regular School Board meeting. The Superintendent, in consultation with the Board Chair, shall determine whether the complaint should be placed on the agenda.

## **SCHOOL BOARD DUTIES AND RESPONSIBILITIES**

Maine law charges school boards with the responsibility to “manage the schools.” This is done essentially by selecting a Superintendent and providing him/her with authority and direction. It is not the duty of the Board to operate the schools but to see that they are well operated.

The Board concerns itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and his/her staff who shall be held responsible for the effective administration and supervision of the entire school system.

Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by an action or statement of an individual member except when such statement or action is in pursuance of specific instructions from the Board.

## **SUPERINTENDENT DUTIES AND RESPONSIBILITIES**

The position of Superintendent of Schools is created by state law to provide each School Board with the benefit of advice from a professional educator. The state statutes and rules give the Superintendent the necessary authority to carry out the responsibilities assigned to him/her in relation to the role assigned to School Boards.

## **BOARD MEETING**

The Glenburn School Board meets generally at 6 p.m. on the third Tuesday of each month. Agendas are prepared by the Superintendent and Board Chair. They are published at least four days in advance of each meeting and are available at the Superintendent’s Office, school, and at the town hall. The School Board agendas can be accessed on the district webpage at [www.glenburnschool.us](http://www.glenburnschool.us)

## **STANDARD BOARD AGENDA**

1. Call to Order
2. Adjustments to the Agenda
3. Consideration of Minutes
4. Public Comment
5. Staff Recognition
6. Presentations
7. Reports
8. Old Business
9. New Business
10. Other/Public Comment
11. Establish Next Meeting Date
12. Adjournment

## **EXECUTIVE SESSION**

In accordance with the Freedom of Access (“Right-to-Know”) law, Board meetings are held in public. The Board may go into private or executive session, upon vote of 3/5 of the members present and voting, for consideration of certain matters specified in law (e.g., personnel, student suspension/expulsion, contracts to be negotiated, collective bargaining, consultations with an attorney concerning legal rights, pending litigation, and settlement offers). No final action may be taken in executive sessions.

