

Cape Elizabeth School Board
 Tuesday October 8, 2019
 6:00 p.m. Executive Session
 6:30 p.m. Regular Business Meeting
 Town Council Chambers

Heather Altenburg

Kimberly Carr

Susana Measelle Hubbs

Elizabeth Scifres

M. Nasir Shir

Hope Straw

Laura deNino

Piper Strunk

Ally Lynch

AGENDA

**Call to Order
6:00 p.m.**

Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)F) for the purpose of discussing a student matter.

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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**Call to Order/Pledge of Allegiance
6:30 p.m.**

1. Adjustments to Agenda
 Laura Briggs is not able to join, she had a death in the family, Noel Harroff will be replacing her with a website update.
2. Approval of Board Minutes: September 10, 2019

Motion:	Heather Altenburg	Second:	Laura DeNino	Vote:	Unanimous
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3. Comments by Student Representatives

Students are back in the swing of things with the second month of school. Sports are going well. PSAT's are on the horizon, along with Spirit Week, Homecoming is approaching. The Environmental Club is working towards putting solar panels on the school. More research and work on a proposal are required, but the students are excited about the prospect. They wanted to touch upon the events that have unfolded with the Sexual Harassment allegations and media attention, and how it has caused tension at the High School. A lot of students have felt confusion, hearing different stories circling around campus. They've felt overwhelmed by it all. Piper and Ally were lucky enough to sit down with Jeff Shedd and Nate Carpenter and discuss how they can continue on. They talked about sitting down as a whole school and talking through the whole thing, an assembly maybe. They are confident they all want the same thing, to raise awareness for Sexual

Harassment, people coming forward, Piper voiced her faith in the school, attributing it to Mr. Shedd and Mr. Carpenter and their continued work to make sure the students feel safe and feel heard.

Ms. Measelle Hubbs thanked them for reaching out to their peers and sharing their feedback.

4. Comments from Public on Agenda Items (per SB BEDH)

Ms. Measelle Hubbs opened the Comments portion with a reminder of the Policy BEDH, and reminded the Public that this a chance to be heard, but it would not follow a Q&A dialogue, but more of a 3-minute opportunity if a community member wanted to voice a comment. If they desire a response, they can make an appointment with the Superintendent to meet one-on-one. Ms. Measelle Hubbs offered a quick reminder that it has to be related to the Agenda.

No comments from the public.

5. Presentations

- Recognition of Girls Varsity Lacrosse Team Championship

1. Allie Lynch
2. Julia Thoreck
3. Karli Chapin
4. Piper Strunk
5. Josie Boeschenstein
6. Abby Doherty
7. Abbey Agrodnia
8. Annie Guimond
9. Cammie Wood
10. Charlotte Graham
11. Greta Frankwicz
12. Hannah Johnson
13. Hanna Liess
14. Katherine Concannon
15. Laura Ryer
16. Tatem Strunk
17. Katie Haines
18. Sami Olsen
19. Claire McDonald
20. Elise Branch
21. Annaliese Rudberg
22. Ellie Gagne
23. Leah Lindenau
24. Mia Ramsden
25. Paige Long
26. Brooke Harvey (graduated senior)
27. Erin Foley (graduated senior)
28. Morgan Stewart (graduated senior)
29. Tory McGrath (graduated senior)

Most of the team members and coaches were not present, but the names were read to recognize. There was a soccer game; the reason for the absence. Both Student Representatives were team members, and were recognized for their participation and success.

- Laura Briggs-Sabbatical Proposal
 - a. Unable to attend, Noel Harroff took her place on the Agenda to speak about the Website and the progress towards the new launch.

Mr. Harroff explained all of the phases that are involved with the website, that Phase I has been completed. The android app, and the IOS app are up. The PowerSchool integration has started. They are in the pre-launch phase, with 2 of the 7 tasks completed. The “SuperAdmins” and the “Admins” trained. These are people who will be in charge of the other people. Over the next couple of months, more training will happen, then marketing will start by telling the parents and students how to get on the Web, apps and pages.

He was asked by the Board if there was an expected launch time, which he replied “not yet”.

Before going into the Administrative Reports, the Board wanted to take a moment. to recognize and speak about the subject that the Student Representatives touched on, and Ms. Measelle Hubbs read a letter that they (SB) had composed:

In light of student concerns and recent articles published in the Portland Press Herald over the weekend, the School Board would like to offer a brief explanation of the facts to the extent we are permitted to do so. While we must protect individuals’ privacy, the School Board seeks to be as transparent as legally possible and most importantly, wants to emphasize its dedication to student safety and wellbeing. All safety concerns are taken with the utmost seriousness and are fastidiously pursued.

During the School Board’s Regular Business Meeting on June 11th, three CEHS students spoke at the Public Comment portion of the meeting to address their concerns with the School Department’s response to reports of sexual harassment and assault of some students. The students stated that the reason for their public comments were to ensure the creation of a comprehensive policy that protects students who have experienced sexual assault or harassment; provide training to all staff on Title IX and mandated reporting; and ensure a concrete protocol for supporting students. Although the protocol of a School Board business meeting does not allow for a verbal exchange or dialogue with the public, the students comments and concerns were heard and taken very seriously by every Board member.

Since that time, members of the School Board met with one of the three students; held multiple conversations with administrators; and initiated the review of the Student Discrimination and Harassment Complaint Procedure (ACAA-R) and Reporting Child Abuse & Neglect Policy (JLF). Neither the Policy it ACAA-R supports (ACAA), in which an updated version was voted

on during that same June 11th meeting, nor the Procedure are new. They are both long-standing and the Procedure was reviewed this summer in response to the students requests and the recently changed laws around Mandated Reporting. The district's Title IX Coordinator composed a subcommittee over the summer to review Procedure ACAA-R and Procedure JLF.

There were lengthy conversations in this subcommittee and not many changes were recommended to the Procedure. However, the School Board plans to continue the conversation with greater stakeholder input for as long as needed.

At the time of the June 11th Board Meeting, the district already had scheduled attorneys from Drummond Woodsum to conduct a training workshop for administrators, counselors, and local enforcement officers on these updated laws regarding mandated reporting. Further workshops and trainings will be provided to faculty and staff.

Our role as a School Board is to uphold policy while doing all we can to keep our students safe and supported. In any situation involving allegations of sexual assault, the administration does its best to respect the rights of both the accuser and the accused, to investigate the allegations as thoroughly as possible, and to take prompt remedial action where warranted. Sometimes, it is impossible to come to a definitive conclusion about what did or did not happen, particularly when the event took place off school grounds and outside of school hours. However, in all cases, we expect that the administration will take whatever steps are necessary to ensure that any students who feel violated are supported.

Although, as these students have pointed out, sexual assault is a critical issue in our society and in our schools, so too is bullying. Our Policy and Procedures on Bullying and Cyberbullying Prevention in Schools (JICK and JICK-R) prohibit bullying and require that our administration act quickly to investigate and address all complaints of bullying brought (to the administration) by students and/or their families.

Through multiple conversations and review of available facts, the School Board has been satisfied that the administration has adhered to policy with great sensitivity. Clearly, not all students agree and, therefore, we have work to do. We are committed to working together so that all students feel heard, safe and respected.

Thank you.

6. Administrative Reports

a) Principals' Updates

Jason Manjourides had one highlight for the night, the PCES playground is open and in use. He states it is absolutely phenomenal. The design is brilliant, and there is so much to do for the kids. They are very pleased. He wanted to publicly thank the School Board, the citizens of Cape Elizabeth, the many generous donors that filled the gap to complete the project, all the members of the Playground Committee, and the volunteers who continue watering the new plants.

Ms. Measelle Hubbs added her thanks to his, and agreed with his sentiments.

Mr. Eastman spoke of the Yellow Tulip Project, for the upcoming National Mental Health Awareness day, and extended an open invitation for the community to help and participate. Thanked CEEF and the Thompson family. It will take place on Thursday, between 10:30 and noon. He invited the public to come purchase a tulip bulb and plant it.

Mr. Shedd spoke of numbers, that his projections were lower than we are at, but about the same as last year. He's confident that next year, working through the budget, he'll be able to be more in line. He then went on to discuss the topic that has caught national news, and the student body. In the spring of 2014, a student from his advisory came to him with a social worker to tell him that she was a survivor of sexual assault. The social worker's idea was to focus her energy and grief to organize a school-wide event to educate students about sexual assault and consent and the importance of that. Over the next year, there was a group of staff and students who worked together to organize the event. Towards the end of the School Year the event took place and every single junior and senior had the full day to experience workshops and lots of different experiences. It was a really positive experience. They repeated the event in 2018. Every single junior and senior had the experience again. He took a moment to say that the student and social worker came to him 2 years before the "MeToo" movement really "hit". They've started planning the same event for 2020. Their hope is that every student will have the experience before graduating. In addition, when the "MeToo" movement was at its peak in 2016, they held a student-led assembly on the topic for 1.5 hours for the entire student body. He plans to hold more events upcoming because he agrees with School Board that more information needs to get out, more education needs to happen, clarify roles and responsibilities, continue to learn through experiences. He looks forward to working with students to organize those events to address their needs, clarify questions and get answers.

b) Director of Special Services

Del Peavey,

During last week's early release, Staff assembled to work on fulfilling the professional development requirements of our corrective action plan from last year's special education audit by DOE. The focus on was on timelines as well as calibration exercises with regard to writing IEPs.

Currently we are currently servicing 163 students in special education.

Pond Cove – 49

CEMS – 64

CEHS – 50

In Referral – 20 students

Out of District – 2

c) Director of Teaching and Learning

Cathy Stankard

- Tonight, I would like to speak to you in my role as the Cape Elizabeth School Department Affirmative Action Officer and Title IX Coordinator.
- For the past couple of years, there has been, appropriately, heightened awareness of, and sensitivity to, gender-based discrimination and sexual harassment. The Me Too movement has drawn attention to the prevalence of sexual violence, and just today two cases concerning gay rights and transgender protections were argued before the Supreme Court.
- As a community, we have been working hard to respond to these changes. We've also sought to be proactive in ensuring the physical, social, and emotional safety of our students and staff while they are in our schools.
- One way we do so is through policy. For example, last spring the Policy Committee made several revisions to Policy ACAA - Harassment and Sexual Harassment of Students, including expanding the investigative responsibilities of the Title IX Coordinator to help keep our students safe. These changes were adopted at the June School Board meeting. And tonight, this policy is again before you, this time to ensure that harassment on the basis of a student's gender identity or expression is strictly prohibited.
- The Policy Committee is also recommending updates to Policy AC - Nondiscrimination/ Equal Opportunity and Affirmative Action and in the coming months will be considering revisions to Policy JLF - Reporting Child Abuse and Neglect and the development of a new policy, JLFA - Child Sexual Abuse Prevention and Response, (Again) in order to strengthen our capacity to keep our students safe.
- Another way we protect students is through procedures. For the past couple of months, a group of stakeholders have been reviewing and improving the investigative procedures associated with Policies ACAA and JLF. These participants include the superintendent, myself, a CEHS social worker, the CEHS health teacher, a CEMS counselor, a PCES social worker, our chief of police, and a CEHS student. Discussions have been serious, earnest, and thought-provoking. We want to make it as easy as possible for students who believe themselves to have been the victim of discrimination or harassment to get the support they need. For this reason, we're continuing to emphasize that students can bring their concern to any staff member and are further clarifying the steps that school and district administrators must follow.

- As mentioned, our top priority is to ensure the safety and well-being of our students. When there is a possibility that discrimination and harassment have occurred, we provide immediate, interim comprehensive supports to the student who has brought the complaint. We also stop whatever we're doing to investigate the allegation right away. In the past year, we received ten complaints, including an anonymous complaint, regarding possible violations of Policy ACAA in our schools. Nine of the ten complaints concerned sexual harassment and ranged from words, gestures, and photos to unwanted sexual contact. Some of the alleged harassment occurred on campus during school hours; in other cases, it occurred in students' homes or hotels, on weekends or during school breaks. We investigated all of the complaints because regardless of where and when they occurred, it is our duty and desire to make sure our students feel safe at school. In five of the ten cases, we determined that it was "more likely than not" that harassment had occurred and we imposed disciplinary measures, including, in one case, the maximum penalty contained in our policy. Federal and state privacy laws prevent us from sharing any further details.
- As importantly, in all cases, regardless of the finding, we have provided significant supports to the students who brought the complaints, including counseling and limits on where the alleged perpetrators can be while in school.
- A third way we protect students is through training. For example, last June we hosted a training for all of our administrators and therapeutic personnel on federal and state laws pertaining to sexual harassment and sexual abuse. Our police chief and the Cumberland County district attorney also attended this training. The purpose of this training was to seek guidance on the intersection of Title IX, which is a federal law, and Mandated Reporting, which is a state law. Under Title IX, social workers are considered "confidential employees," which means that they do not have to report allegations of harassment to school or district administrators when asked by the student victim not to do so. In fact, social workers might be called before their licensing board for doing so. However, under current interpretations of the Mandated Reporting law, all employees of the Cape Elizabeth School Department are required to report cases of suspected child abuse or neglect. If the alleged perpetrator is a parent or guardian, the report is made to the Department of Health and Human Services. If the alleged perpetrator is not the child's custodian, then the report is made to the District Attorney's office. Having received this additional guidance, all employees, including social workers, are now adhering fully to the Mandated Reporting requirement.
- In addition, all CESD employees, beginning with bus drivers, nutrition services workers, and custodians in August and continuing with teachers and administrators this fall, are receiving training in child sexual abuse awareness and prevention as required by L.D. 1180 - An Act to Require Education in Public Preschool Programs and Elementary Schools Regarding Child Sexual Abuse.

- We are also increasing our educational programming for students. For example, school counselors, social workers, and health teachers in all three schools are collaborating with the Children's Safety Partnership and the Maine Department of Education to expand our child sexual abuse prevention curriculum. The intent of this curriculum, which will be codified in new Policy JLFA, is to:
 - Include age-appropriate education regarding physical and personal boundaries, including biologically accurate body terminology;
 - Help children identify unsafe or uncomfortable situations including a range of feelings, touches, or violations of physical boundaries;
 - Help children identify safe adults with whom they can talk about unsafe or uncomfortable situations; and
 - Help children identify and develop skills to support a friend who may be experiencing safe or uncomfortable situations.

- In addition, the middle school has received a CEEF grant to partner with Hardy Girls Healthy Women and Maine Boys to Men to offer programming on gender stereotypes, gender-based violence prevention, and bystander education to 7th and 8th graders. Middle school counselors are also working with the Sexual Assault Response Services of Southern Maine (SARSSM) and the Young Adult Abuse Prevention Program (YAPP) to provide sexual harassment and violence prevention programming to all students in grades (5)6-8.

- Trauma-informed education on these topics, with a particular focus on what affirmative consent means and how to stay safe online, has long been part of the high school health curriculum. And we are continuing to take advantage of community resources to build student awareness and skills, including (as Mr. Shedd mentioned) by partnering with SARSSM and YAPP to sponsor our third biennial all-day workshop for juniors and seniors. This Sexual Assault Awareness for Everyone Event will take place next spring.

- Finally, as soon as revisions to the various policies and procedures I've mentioned tonight have been completed, we will be collaborating with students and staff to plan additional education and training. We want to make sure that everyone understands their role and responsibilities in preventing gender-based discrimination and sexual harassment as well as all of the constructive actions they can take to maintain the safety and well-being of our students, which has been, and always will be, our highest priority.

Hope Straw thanked Ms. Stankard for the phenomenal work she put forth in her report.

a. ACAA-R REVISED ***supporting documents enclosed**

d) Business Manager

Marcy Weeks

Last Friday, she attended the 6th Annual meeting from Drummond Woodsum for Maine School Business Officers. There were 3 main topics:

- How to be an effective Business Manager
- An overview of the impact of Maine Laws relevant to 3 aspects of Project Financing
- A presentation on how to avoid inadvertently triggering an Affordable Care Act penalty assessment

The next session on December 6th will focus on collective bargaining negotiations.

a. GENERAL FUND EXPENDITURES ***supporting documents enclosed**

Documents of graphs show that the normal spending pattern for this time of year is 25%, and we are currently at 24%, so right on target.

e) Superintendent

a. SCHOOL ENROLLMENT NUMBERS ***supporting documents enclosed**

Enclosed documents had the wrong month on them, so Donna brought new sheets to look over.

b. REVOLVING RENOVATIONS FUND LIST ***supporting documents enclosed**

We submitted the application for the revolving renovations fund, Marcy spent a good portion of time driving the application back and forth to Augusta. The good news is that they might be looking at our buildings as 3 separate buildings, as they asked for applications for PCES and CEMS. She then explained the grant again and how it offers 30% of the funds, with the remaining at 0% interest rate. We submitted applications for 12 projects, and we should hear about our ranking in November.

7. New Business

A. Consideration to approve Job Description for Peer Mentor.

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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B. Consideration to approve Comprehensive Emergency Management Plan.

Donna wanted to explain that the CEMP is a confidential plan here to view, but she'd have to gather them at the end of the meeting because they have pertinent information. The Committee has been working all year on them. Heather Altenburg thanked her and them for all the time and effort put forth.

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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C. Consideration and action to approve the following 2019-2020 Coaching nomination: Donna wanted to clarify the Asst. Tennis position is not a New Position. The candidate went from a Coach to an Asst Coach position.

Coaching Recommendations

Asst Tennis	School Funded	New Hire	New Position	Niamh Colpitts
8 th Boys Basketball	School Funded	Not a New Hire	Not a New position	Joey Doane
7 th Boys Basketball	School Funded	New Hire	Not a New Position	Morgan Kerr

Motion:	Elizabeth Scifres	Second:	Kimberly Carr	Vote:	Unanimous
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D. Consideration and action to approve the following 2019-2020 Co-Curricular Stipends:

Natural Helpers	School Funded	Not a new hire	Not a new position	Nicole Sirois/ Kristin Tevanian (50/50)
Cape Olympians	School Funded	Not a new hire	Not a new position	A.G. Gillis/Karen Johnson (50/50)
CEMS Team Leader-Allied Arts	School Funded	Not a new hire	Not a new position	M. Lawler Rohner/Andy Strout (50/50)

Motion:	Hope Straw	Second:	Elizabeth Scifres	Vote:	Unanimous
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E. Consideration and action to approve the following 2019-2020 Peer Mentors:

Question from the Board: Is Karen Jenkins the new High School Nurse?
 Answer was yes. Another question was why the Math teacher as a mentor for the drama teacher?
 The answer was, we try to match content area, but sometimes it's not possible.

Erin Taylor	Karen Jenkins
Courtney Ferrell	Christine Marshall

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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F. Consideration to authorize \$96,442 for Lease-Purchase Agreement for one (1) school bus, be approved in form presented to this meeting and that a copy of said vote be included in the minutes of this meeting. ***supporting documents enclosed**

Question from the Board: Is this already in our budget and was discussed? Answer was yes.

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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G. Consideration to approve Hope Straw to be certified for the School Board Representative to the Delegate Assembly of the Maine School Board Association. The Board thanked Hope for being the delegate.

Motion:	Laura DeNino	Second:	Kimberly Carr	Vote:	Unanimous
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H. Consideration to support the following MSBA resolutions: ***supporting documents enclosed**

Ha. Staff use of Social Media: School Board develops policy and guidelines drawing clear requirements about who has authorization to create and monitor school-sponsored sites on Facebook and other platforms, and use of Social Media by employees during work hours, and outside of school.

Ms. Measelle Hubbs conveyed her thoughts on the how important it was to have a responsible person taking control of content and interaction as we all are aware with how fast thing can fly on social media.

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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Hb. School Board use of Social Media: The same standard applies to social media as other more traditional means of communication; includes a clear voice as an individual and not on behalf of the full board.

Ms. Scifres pointed out that it's important because as a single member of the Board, you have no real authority but as a collective group brings more power. Posting on social media platform as an individual and not as a Board member, it's important to be aware of the difference.

Motion:	Hope Straw	Second:	Elizabeth Scifres	Vote:	Unanimous
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Hc. Legislative Focus on Students: The Legislature should be presented through the lens of whether or not it is in the best interest of the students we serve.

Motion:	Hope Straw	Second:	Heather Altenburg	Vote:	Unanimous
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Hd. Board-Teacher Relations: Set goals to improve communication around key policies that most directly affect teachers and review and collaborate with staff on policies that need updating.

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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He. CTE Funding Restoration: This resolution calls for the state to restore Career and Technical Education funding to Fiscal year 2019 levels for all CTE regions.

Donna clarified a bit about how CTE Funding works. The funding has been reduced in the past. It used to go to the districts and then the bill would go directly to the CTE's asking to restore the funding. Board Question: our CTE would be PATHS? Answer was yes.

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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I. First reading of Policies ***supporting documents enclosed**

Ms. Straw explained to those who didn't know how the policy reading worked; this was considered a first reading; no vote is required. The Board reviews it and gives comments and feedback. It then goes back to the committee with the feedback. The committee works further on the policies, after it will come back to the SB Meeting. Sometimes a policy will go for 2nd, 3rd, and even 4th readings before it is considered to vote upon. She mentioned several times that the Policy Committee Meetings are open to the public, and they welcome community input and participation including students. AC/ACAA/ACAB, all have been lumped together with an edit to include "gender identity & expression". Expansion of coverage in the policies-ACAA, we've added an administrator as a party who has the ability to investigate complaints. ACAD- Hazing's 2nd paragraph was modified to explain further what hazing might entail. No vote is required at this time. All public comment is welcome, again Ms. Straw encouraged the public to attend the meetings. JLF/JLF-R/JLFA, are all on the radar for the next meetings.

- I. AC- Nondiscrimination/Equal Opportunity and Affirmative Action
- II. ACAA-Harassment and Sexual Harassment of Students
- III. ACAB-Harassment and Sexual Harassment of School Employees
- IV. ACAD-Hazing

J. Approval of District Goals for Strategic Plan ***supporting documents enclosed**

- **Health and Wellbeing:** Our schools will provide a supportive learning environment in which physical, social, and emotional wellbeing are valued and promoted.
- **Global Competency:** Our students will be personally responsible, aware, empathetic, and engaged local and global citizens.
- **Multiple Pathways and Definitions of Success:** Our schools will value, promote, and celebrate multiple pathways and definitions of success
- **Safe, Sustainable, and Effective Facilities:** Our schools will be safe and effective facilities. They will be updated and maintained to meet the needs of students and staff in accordance with long-term financial planning.
- **Environmental Responsibility:** The school department will prioritize environmental responsibility, including stewardship and sustainability.

Motion:	Heather Altenburg	Second:	Hope Straw	Vote:	Unanimous
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K. Formation of School Board Goals for 2019-2020 School Year ***supporting documents enclosed**

L. Consideration to approve School Board Goals for 2019-2020 School Year

1. Support a new strategic plan.

2. Continue the collaborative and proactive budget development process that includes stakeholders such as town Council and community members.

3. Consider the finding of the Facilities study, take into consideration the recommendations of the Building Committee, and make strategic investments which will modernize and repair aging school buildings and grounds as well as maximize students learning and safety.

4. Cultivate and leverage community involvement with the Cape Elizabeth School Department.

Motion:	Kimberly Carr	Second:	Elizabeth Scifres	Vote:	Unanimous
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5. School Board Agenda Requests

6. Announcement of Upcoming Meetings

- October 17, 2019, 8:30 am-PATHS Meeting
- October 22, 2019, 3 pm-Policy Committee-Jordan Conference Room
- October 22, 2019, 6:30 pm-School Board Workshop- CEHS Library
- October 29, 2019, 6:00 pm-Public Meeting, Needs Assessment Report-Town Council Chambers, Town Hall
- November 18, 2019, 3:30 pm, Calendar Meeting, Jordan Conference Room

7. Consideration to Adjourn

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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PUBLIC PARTICIPATION AT BOARD MEETINGS

BEDH

Regular, special and emergency meetings of the Board are open to the public. The Board wishes to provide opportunities for citizens to express their interests, concerns and suggestions related to matters under consideration by the Board. The public is cordially invited to attend and participate in these meetings as set forth in this policy.

In order that the Board may fairly and adequately discharge its overall responsibilities, citizens or groups wishing to address the Board on a topic not otherwise on the agenda must submit a request in writing to the Superintendent at least one full week in advance of the scheduled meeting. The Superintendent and/or Board Chair may add the item to the agenda at their discretion.

As the elected representative body of the school unit, the Board conducts meetings to carry out the official business of the schools. These meetings are not public forums, but are meetings at which the Board does its business in public. An agenda is prepared and published in advance of each meeting in accordance with Board policy. Anyone desiring additional information about any item on the agenda should direct inquiries to the Superintendent's Office.

Generally, opportunities for the public to speak on agenda items will take place prior to the Board's vote on those items.

The Board Chairperson is responsible for ensuring the orderly conduct of Board meetings. The following ground rules shall guide public participation at Board meetings:

- A. Citizens, employees, students and others with a legitimate interest in the Board's business is welcome to participate as provided in this policy.
- B. Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Speakers are to identify themselves by name before they begin speaking and to direct their comments and questions to the Board Chairperson. Board members wishing to address a speaker are asked to direct their comments through the Board Chairperson.
- C. In order to make the most efficient use of meeting time, groups or organizations are asked to designate spokespersons to present their comments. Speakers are also requested to avoid duplication or repetition of remarks made by others. The Board Chairperson has the prerogative to limit the time allotted for comments on a particular topic as well as the time each individual may speak.
- D. Gossip, defamatory comments, and abusive, vulgar, or threatening language are not permitted. The Board Chairperson has the prerogative to stop any presentation which violates this rule or which would violate the privacy interests of any individual
- E. Complaints concerning individual students or employees will not be aired in public at Board meetings, but will be referred to the administration for resolution as appropriate.

- F. Employees and employee groups may not discuss matters at Board meetings for which other, more appropriate forums are provided by law or contract.

Legal Reference: 1 M.R.S.A. Section 401 et seq.
20-A M.R.S.A. Section 1001

Cross Reference: BEDB – Agenda

ADOPTED: March 8, 2005 (Replaced original BEDH)
Revised: June 14, 2011
April 9, 2013