

PUBLIC PARTICIPATION POLICY

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

- Citizens and employees of the school unit are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair’s discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.
- The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.
- In the event of a sizable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.
- During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves as they begin talking.
- Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.
- 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.
- Members of the Board and the Superintendent may ask questions of any person who addresses the Board, and are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.
- No complaints or allegations will be allowed at Board meetings concerning any person employed by the school system or against particular students. Personal matters or complaints concerning student or staff issues will not be considered in a public meeting. They will be referred through established policies and procedures.
- In order to make efficient use of meeting time, the Board discourages duplication or repetition of comments. The Board requests that groups or organizations be represented by designated spokespersons.
- 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 INTEREST IN THE EDUCATION OF OUR STUDENTS

WELCOME TO THE RSU 16 SCHOOL BOARD MEETING



Mechanic Falls ~ Minot ~ Poland

Our Mission is to prepare and support all students within a culture of excellence to do their best and to be their best, so that each can be a successful contributing citizen, able to adapt to change and to successfully respond to the future.

3 Aggregate Road
Poland, Maine 04274
Phone: 207-998-2727

www.rsu16.org

WELCOME!

On behalf of the RSU 16 School Board, I welcome you to this meeting and appreciate your attendance. The RSU 16 School Board is proud to serve the communities of Poland, Minot, and Mechanic Falls. We take seriously our responsibility to ensure that our schools operate in a manner that reflects local values. We invite you to participate in this meeting and thank you for taking an active part in keeping the link between school and community strong.
—*Mary Martin, Chair*

SCHOOL BOARD MEMBERS

Mary Martin, Chair (MF)	Christine Downs (P)	Melanie Harvey (P)
Joe Parent, Vice Chair (P)	Ed Rabasco (P)	Mike Downing (M)
Alyssa Morrison (MF)	Elizabeth Martin (M)	Laura Hemond (M)
Amber Lyman (MF)	Emily Rinchich (P)	Patrick Irish (MF)
Angela Swenson (M)	Jessica Smith (MF)	Steve Holbrook (M)

ADMINISTRATION

Superintendent of Schools - Kenneth J. Healey
Assistant Superintendent - Amy Hediger
Business Manager - Stacie Field

NONDISCRIMINATION POLICY

In accordance with applicable Federal and/or State laws and regulations, it is the policy of [AC](#) of RSU 16 to prohibit discrimination against and harassment of employees, candidates for employment, students, and others with rights to admission or access to school programs, activities, or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, disability, or genetic information.

RSU 16 has designated and authorized an Affirmative Action Officer and Title IX Coordinator who are responsible for ensuring compliance with all federal and state requirements.

- Stacie Field, Affirmative Action Officer, 998-2727 ext. 102
- Don King, Title IX Coordinator, 998-5400, ext. 109

PUBLIC CONCERNS & COMPLAINTS

Parents, students, or other citizens with complaints or concerns regarding any aspect of the RSU 16 school units or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints that concern school board actions or operations. Such complaints should be addressed to the RSU 16 School Board Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (i.e., Supervisors of Buildings & Transportation, Principal, Special Education Director or Assistant Superintendent).

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 Board Chair shall determine whether the complaint should be placed on the agenda. No personnel issues will be discussed in public.

SCHOOL BOARD DUTIES & RESPONSIBILITIES

Maine law charges School Boards with the responsibility to adopt policies that govern the school; provide for the management of the school property; and operate a school or provide for students to participate in PreK-12 elsewhere as authorized by statute.

The School Board concerns itself primarily with broad questions of policy, rather than with administrative details. This is done essentially by selecting a Superintendent who will then be provided with authority and direction. It is not the duty of the School Board to operate the schools, but to see that they are well operated. The application of policies is an administrative task to be performed by the Superintendent, who shall be held responsible for the effective administration and supervision of the entire school system.

Members of the School Board have authority only when acting as a School Board officially and legally in session; that is, when a quorum of members is present. The School Board shall not be bound in any way by an action or statement of an individual member except when such statement or action has been authorized by an official vote of the School Board.

SUPERINTENDENT DUTIES & RESPONSIBILITIES

The position of Superintendent of Schools is created and required by state law to provide each School Board and district with educational leadership. Authority by statute is given to the Superintendent to carry out the assigned responsibilities in relation to the roles assigned to School Boards.

SCHOOL BOARD MEETING

The RSU 16 School Board generally meets at 6:30 p.m. on the second Monday of each month with the location posted on the agenda. The agenda is posted at least *four* days in advance of each meeting on RSU 16's website and Facebook page. It is also available at the Superintendent's Office, in each school, and in the town hall in each community.

STANDARD SCHOOL BOARD AGENDA

- 1) Call to Order and Pledge of Allegiance
- 2) Public Participation
- 3) Recognitions/Acknowledgements
- 4) Agenda Adjustment/Consent Agenda
- 5) Accept Financials
- 6) Superintendent's Report
- 7) Asst. Superintendent's Report
- 8) New Business
- 9) Old Business
- 10) Adjournment

EXECUTIVE SESSION

In accordance with Maine's Freedom of Access ("Right-to-Know") law, School Board meetings are held in public. The School Board may go into 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.