

Cape Elizabeth School Board  
 Tuesday November 10, 2020  
 6:30 p.m. Regular Business Meeting  
 Via Zoom  
 Meeting PW: \*HpPNWU7  
[MINUTES](#)

**Strategic Plan Goals:**

**Health and Well-Being**

*Our schools will provide a supportive learning environment in which physical, social, and emotional well-being 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.*

**Roll Call:**

- |   |   |   |   |
|---|---|---|---|
| <input checked="" type="checkbox"/> Heather Altenburg | <input checked="" type="checkbox"/> Kimberly Carr | <input checked="" type="checkbox"/> Philip Saucier        | <input checked="" type="checkbox"/> Elizabeth Scifres |
| <input type="checkbox"/> M. Nasir Shir (joined late)  | <input checked="" type="checkbox"/> Hope Straw    | <input type="checkbox"/> Laura deNino (Not in attendance) |   |
| <input checked="" type="checkbox"/> Joey Labrie       | <input checked="" type="checkbox"/> Ellie Gagne   |   |   |

**AGENDA**

**Call to Order/Pledge of Allegiance**  
**6:30 p.m.**

- I. Adjustments to Agenda
- II. Approval of Minutes October 13, 2020

|         |               |         |              |       |           |
|---------|---------------|---------|--------------|-------|-----------|
| Motion: | Kimberly Carr | Second: | Phil Saucier | Vote: | Unanimous |
|---------|---------------|---------|--------------|-------|-----------|

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|---|--|---|--|
| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>            | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/> not present for this vote | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>              |  |

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

- A. A member of the public asked why the Middle School had stopped saying the Pledge of Allegiance. Ms. Altenburg reminded attendees that the comment portion was not intended for questions to be answered. She pointed to the building principal as a resource for the community member, who said they would try that avenue.
- IV. Comments from Student Representatives
- A. Joey Labrie started by reporting that the Speech and Debate Team had its first virtual competition. It is a great opportunity for the students to garner skills without being directly impacted by the coronavirus, and they hope that they will continue. Ellie Gagne mentioned that the Junior Student Council had a meeting about Spirit Week, and the best way to go about it. They also had a meeting with the Prom venue, and will be taking a tour there soon. They also discussed having Prom outdoors if need be, and the possibility of moving it to Fort Williams. Senior Student Council is working on Fundraisers. Some sports have been wrapping up. Joey discussed the timeline of Senior grades, and thanked all the staff and board members who have worked so hard to make this academic year possible. Ellie brought up the positive effect that Wednesdays has on the student body and how important it was to keep them and not extend the school days. The transition into the new mini-term was relatively smooth. Joey reported that the student body was concerned about the news that some storm days may be designated as remote days, and the concern was that if students were unable to connect, they may fall behind. He also mentioned that social distancing and safety protocols were paramount in the High School and thanked all who helped maintain a Covid-free building.
- V. Administrative Reports
- A. Principals
    - 1. Jason Manjourides – Wednesdays remain among the busiest day for Pond Cove’s staff. The teachers and support have been working tirelessly to develop new curriculums, learn new technology and teach in ways they never thought possible. Some staff and support staff are providing direct instruction on Wednesdays, there is some student support, and parent/guardian support is happening as well. IEP meetings are scheduled for this day, team and department meetings have also been scheduled for Wednesdays, as other days are filled with instruction and don’t allow the time. District-level and building-level professional development happen on some of the Wednesdays. Guidance has also found this day to give an opportunity for remote, maroon and gold students to interact via Zoom on occasion. The list is long and this is a sampling, but it gives the community a glimpse of the necessity of keeping Wednesday as it stands. He thanks everyone for the support to maintain this schedule.
    - 2. Troy Eastman – First off, agrees with everything Mr. Manjourides says about Wednesdays. He wanted to emphasize that teaching in the schools right now has a different feel, you’re taking the kids outdoors for mask breaks, you’re wiping down desks in between, and even though the class is smaller, it is more intense. The pressure to get through things is greater, when you only see students two days a week. Teachers have office hours in the mornings of Wednesdays. Support staff are utilizing Wednesday for services so that they can preserve the other days for regular instruction and limit the pull-out time for students. Mr. Eastman has been very impressed with staff attendance. When the year started, he was worried about staffing, and how it would work with substitutes, and presently it has all been working smoothly. He echoed what Mr. Manjourides said about the scheduling of IEP, 504, Team, and Department meetings, and

how important Wednesday has been in allowing to allocate for all of these needs. Remote learners have been utilizing the day to also meet at Fort Williams with teachers on occasion. He also addressed the comment from the community member about the pledge, and that it wasn't an intentional omission, they have been off their game with that, and are hoping to get back on track. Ms. Altenburg asked about the remote learners going to Fort Williams, and inquired if all students in the class are able to get there, that the opportunity is equitable. Mr. Eastman said, to his knowledge it was 100% optional, that some were not comfortable in doing it, and that it has not posed a problem. It was not mandatory; it was more of a way to provide these kids an opportunity to gather and see other students and their teachers.

3. Jeff Shedd – He is going to echo much of what Mr. Manjourides and Mr. Eastman said and add a few other thoughts. He started off by thanking the Board for the support of this time; that it is different, and it's important to remind everyone how important the support of the structure of this new model is to the staff. In addition to the support time on Wednesdays, the HS also has allocated the last hour of Monday/Tuesday and Thursday/Friday for similar meetings, mostly student support. He spoke of the importance of these combined times for the Special Services staff to provide the requirements for students' IEPs. The HS teachers and staff said that Wednesdays are their most packed day, full of meetings and student support. Mr. Shedd spoke to many veteran teachers who wanted it mentioned that this way of teaching has required them to come up with new lesson plans, new materials and teach in a way they never have before. All of this requires a lot of time, and grading takes a lot more time as well. Mr. Shedd wanted to mention that the following day was supposed to be the Girls' XC State Championship, the CEHS team was the number one in Western Maine going into this event, and the state and the MPA cancelled the race. The boys' team was second in Western Maine, and were scheduled to compete on Saturday, which will not happen either. Mr. Lupien (coach) is taking the teams out for one last 5k as a bonding experience for the runners. The last thing Mr. Shedd mentioned was that the HS had two Covid cases associated with the building and that the mini-terms were vital in the minimizing the number of individuals who had to quarantine as a result. Mr. Saucier asked if there was a danger of losing Wednesdays, he also wanted to state for the record he supports the schedule as it stands today. Superintendent Wolfrom thought it stemmed from staff and parents knowing that they were reflecting on how the semester has gone so far, and some conclusions were jumped to, but there was no intention of changing the schedule right now. Kimberly Carr wanted to say that she appreciated all that the staff has been doing for the students. Mr. Eastman interjected to wanted to recognize that the Young family, Jill Young in particular found some time to go ahead with the Hope Ceremony for mental health, and planted the tulips on her weekend. Ms. Altenburg noted how important it is to keep the mental health aspect front and center, and she was grateful for the Young family's actions.
- B. Business Manager – Ms. Weeks wanted to talk about the timeline, they are on schedule. They've started the budget process. Work on invoices for the federal grants has begun. At this time, in our timeline, we would normally be at 33% for our expenditures, and we are currently at 30%, the average over the past 5 years is 31%,

so we are right on target with the average. Ms. Weeks pointed out that we are nearing the 6-month mark in the budget year, and so she is watching each line item closely to make certain we remain on target. One category that may jump out, is the “other” category. This category is for school nutrition, she explains the process of the fund transfer around the 50:45 mark of the video. Items are arriving from the money we’ve spent for the CARESAct fund. This has provided some items and relief to our staff and students. The ventilation project is one of the benefits of these funds, the project is on target for completion.

- C. Director of Teaching and Learning – Ms. Stankard started by talking about the PD that the educators engaged in on Election Day. Leah Hough and Erica Johnson partnered to bring a presentation on the interrelation of Covid-19 and trauma, along with racial identity. Their hope was to bring attention to how those 3 factors can impact our students and especially our students of color. Small group debriefing followed the 2-hour presentation to discuss how to navigate these traumas, and specifically race-based trauma. It was outstanding PD, and very well received by the staff. The identification process that was postponed last spring for Gifted and Talented has been completed, the process of notifying families of students who were screened has begun. Curriculum information is being posted to the website, just as a reminder, the assessment information that is on the site is for non-pandemic school years.
- D. Director of Special Services – Mr. Peavey notes that his report may be a bit of redundancy, as his staff is not only his own, but also all three principals. He wanted to give a comprehensive look at what takes place on Wednesday for Special Services staff. Testing for their students is all done in-person, doing it any other way would invalidate the standardized testing. Wednesday allows those tests to take place, even if the student is 100% remote. Some of these parents feel comfortable bringing their student in, knowing that Wednesday is essentially almost an empty building. Mornings are set aside for interventions so that IEPs can be fulfilled in their entirety. The services being provided are not only academic, but also related-services such as Social Work, Speech & Language and Occupational Therapy as examples. Team meetings also happen, they are accessing these days so as to not interrupt students’ instructional time. The other big piece is the IEP meetings, which was already mentioned by all three principals, one of these meetings could have between 6-10 staff members who need to be present for them.
- E. Superintendent – Dr. Wolfrom spoke about the administrative team’s effort to gather information and reflect on the hybrid vs. remote model of learning that has been ongoing this fall semester. Around the 1-hour 3-minute mark of the video, she shares data gathered from the Fall Survey sent to parents. She noted that parents who responded were given the opportunity to share comments, and a number of common reflections was that they wanted students back in the building full-time, which we would also like to see, but unfortunately can’t do at this time. Mr. Shir asked if the survey was sent to both parents and students or just one, and what was the total of responses. Dr. Wolfrom noted that it was just sent to parents, and that she didn’t have the total number in front of her, but could get that information to him. The reflections gave us time to troubleshoot for improvements where needed. Comments were made about why in four-day weeks are we still utilizing Wednesday, and you’ve heard how important those days are to the staff and students. Our goal in this was to remain consistent, allowing parents with small children to plan for

childcare without having to bounce around a schedule that worked around holidays. We are currently working on preparing for snow and emergency days, and we've decided to move into remote learning for those students who usually attend in-person learning. She reassured Student Representative Joey that he could relay back to students that if connectivity is a problem, they will call a storm day and move it to the end of the calendar year. She is hoping that some of these decisions will be able to be made ahead of time, but she encourages students and staff to bring materials home if inclement weather is foreseen. Mr. Esposito has purchased "storm packs" for those who need to bring food home with them. One other comment that has come up quite often at Pond Cove, has been to have morning sessions, and afternoon sessions. Because of the make-up of our bus driving staff, and the cleaning schedules, it wasn't something we were able to support at this time. Ms. Scifres was wondering if parents could increase their support of transportation, if we took the burden off the bus drivers, would it solve the problem on the district side? Dr. Wolfrom stated that she and the Facilities Director talked about that, and he feels even with that, the district can't support the change. Mr. Shir pointed out that we would need to analyze the bus routes, and ask those parents if it was a possibility. Dr. Wolfrom said they talked about it in depth at least twice and couldn't come up with a viable solution that would support two sessions. She also wanted to mention, we are obligated by law to provide transportation. The recommendation is to keep the same schedule in the second semester as it is in the first. The mini-term in the HS saw its benefits as we had Covid cases, and the impact was minimal. We are asking parents if they want to change their students' programming for the upcoming semester, and if they do, please let their building principal know by December 1<sup>st</sup>. She closed by thanking parents, students and staff for all of their efforts. We're entering cold and flu season, so she wanted to remind everyone to be cautious regarding symptoms, wear your masks, wash your hands and remain diligent with social distancing. Ms. Straw asked Dr. Wolfrom to speak of the timeline for those parents wanting to switch programs. Dr. Wolfrom said she didn't have the dates right in front of her, but she believed it to be the third week of January. Ms. Carr wanted to initiate a conversation about the impact of the mini-terms at the HS, and did they have an impact of student learning, or was it too soon to tell? Mr. Shedd said they have a plan to discuss this topic in their mid-December faculty meeting, which will give time for assessing how much effort it takes for teachers to get their students up to speed in a class they haven't taken for several weeks. It's a bit premature at this moment, but believes he can answer the question with a little more experience behind them.

Enrollment Numbers

VI. New Business

A. Consideration and action to approve the following 2020-2021 administrative personnel & extracurricular nominations:

| School | Position        | Nominee       |
|--------|-----------------|---------------|
| CEMS   | Student Council | Alison Caruso |
| CEMS   | 5/6 Math Team   | Alison Caruso |
| CEMS   | Year Book       | Hannah Hyde   |

|      |                               |                                      |
|------|-------------------------------|--------------------------------------|
| CEHS | GSTA Advisor                  | Courtney Ferrell                     |
| CEHS | Special Olympics              | Karen Johnson/AG Gillis (50/50)      |
| CEHS | 9 <sup>th</sup> Grade Advisor | AG Gillis                            |
| CEHS | Assistant Speech Coach        | David Register                       |
| CEHS | Natural Helpers               | Marie Cross/Kristen Tevanian (50/50) |
| CEHS | Coding Club                   | Alex Anesko                          |
| CEHS | Art Club                      | Sarah Collins                        |
| CEMS | Chewonki Leader               | Charlie Carroll                      |
| CEMS | Chorus 7/8                    | Emily LeBorgne                       |
| CEMS | Technical Director Drama      | Stephen Price                        |
| CEMS | Math 7/8                      | Adam Killip                          |
| CEMS | Environmental Club            | Morgan Kerr                          |
| CEMS | Performance Director          | Stephen Price                        |
| CEMS | Talent Show                   | Stephen Price                        |
| CEMS | Yearbook 5-8                  | Alison Caruso                        |
| CEMS | Instrumental Music            | Caitlin Ramsey                       |

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| Motion: | Hope Straw | Second: | Elizabeth Scifres | Vote: | Unanimous |
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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>              |  |

B. Consideration to approve the School Board statement:

The Cape Elizabeth School Board acknowledges that racism exists. We have observed injustice around our country. We have listened to community members and students – we have heard their pain. We are responding to what we have heard and witnessed, and what we are learning.

The Board is dedicated to ensuring that all members of our educational community are treated with dignity and equity. As part of that commitment, we unequivocally affirm that Black Lives Matter and believe that racial discrimination and injustice are intolerable in any form.

While we already have policies regarding anti-harassment, anti-discrimination, and anti-bullying we aspire to go beyond policy. We support the work the teachers and administrators have already begun. The School Board will support efforts to broaden professional development, champion the work of the DEI (Diversity, Equity, and Inclusion) Task Force, and ultimately improve the culture and climate of our school community. This is our ongoing commitment.

Ms. Altenburg stated she was proud of the work they put forth in the meeting while discussing how to come about this statement, and she thanked the Board members.

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| Motion: | Elizabeth Scifres | Second: | Phil Saucier | Vote: | Unanimous |
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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>              |  |

C. Notification of Retirement:

a) Arlene Rochefort, Human Resources Coordinator

Dr. Wolfrom noted that they are very sad to see Arlene retire, she will be here until January. Currently work is being done on the new Job Description.

VII. Second Reading of Policies:

A. Consideration to approve Policy ACAD - Hazing

Updates were made, they were based on mandates, to align the policy with Maine Statutes.

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| Motion: | Hope Straw | Second: | Elizabeth Scifres | Vote: | Unanimous |
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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>              |  |

B. Consideration to approve Policy JICK – Bullying and Cyberbullying Prevention in Schools.

Updates were made for the process for reporting, and how to find the information for someone looking or reporting.

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| Motion: | Hope Straw | Second: | Elizabeth Scifres | Vote: | Unanimous |
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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>              |  |

C. Procedure JICK-R – The Board doesn't vote on the procedure, but it was modified along with the Policy.

D. Consideration to approve Policy IJNDB – Student Computer and Internet Use.

Update to reflect current terminology regarding devices, and requirements that were more aligned with actual practices.

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| Motion: | Hope Straw | Second: | Elizabeth Scifres | Vote: | Unanimous |
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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>              |  |

E. Procedure IJNDB-R- The Board doesn't vote on the procedure, but it was modified along with the Policy.

VIII. First Reading of Policy GCMA – Instructional Staff Planning Time, in the packet is a first proposed draft. The Committee feels it's an appropriate time to discuss this policy. We will invite input at the next meeting.

IX. School Board Agenda Requests

X. Committee Reports:

A. PATHS – Heather/ Nasir – First meeting of the year, talked about the programming and how they are pleased with how it's going so far.

B. Policy – Hope

C. DEI – Heather – Attended the Professional Development, found that the educators are welcoming the opportunity to bring the conversation into the classrooms and field the concerns surrounding the topic. Ms. Stankard spoke further on the how the PD was facilitated, and shared.

D. School Building Committee – Heather – The meeting was a refresher on how the last meeting ended in the Spring. During this meeting, the committee went from 4 Options to 3 Options, and is hoping to bring something to the Board in December.

E. MSBA Resolution Report – Phil – The Assembly voted on the resolutions that were reviewed in the last School Board meeting. All the resolutions passed. Two amendments were inserted, one dealt with age and economic status for students. The other, was that the Maine DOE should provide support for this type of programming.

XI. Announcement of Upcoming Meetings

A. DEI Task Force – November 18, 3:30 pm via Zoom

B. Policy Committee – November 24, 3:00 pm via Zoom

C. Building Committee – November 24, 6:30 pm via Zoom

D. School Board Workshop – November 24, 6:30 pm via Zoom

a. Building Committee and School Board Workshop will be combined this month.

Ms. Altenburg took this moment to recognize that two members of the Board are ending their terms, Nasir Shir and Hope Straw.

Ms. Carr spoke of how Mr. Shir's warmth and inclusivity comes through in all of his statements, and that she will miss having him on the Board. Mr. Saucier feels he has learned a lot from Mr. Shir, that he makes him think of things in a way that he wouldn't otherwise. His only regret is that he won't be able to serve on the Board longer with him. Ms. Scifres felt that he has always been very student-centered, and that his perspective are these little gems throughout his tenure. Ms. Altenburg added her kind words about Mr. Shir around the 1-hour 50-minute mark. Mr. Shir spoke about his tenure, that his perspective comes from different geography based on his religion and culture, and differs from the Western Culture. He spoke briefly about each member.

Ms. Carr spoke of Ms. Straw and how she is the "tree" of the Board. She bends when needed, is very grounded and steady. Ms. Scifres spoke of the incredible gift she has been to the Board. She



handles delicate moments with knowledge, skill and humanity. Ms. Altenburg rounded out the comments with Ms. Straw’s contributions in the 2-hour and 7-minute mark. Ms. Straw started to speak, but Mr. Shir and Mr. Saucier interrupted and spoke for a few minutes of Ms. Straw’s tenure and how she helped form their growth with the Board.

Ms. Straw thanked everyone for the kind words. She has a lot of concern for things in the world, despite her namesake, so her tenure on the Board was her way to serve the community.

XII. Consideration to Adjourn

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| Motion: | Hope Straw | Second: | Nasir Shir | Vote: | Unanimous |
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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>              |  |

## 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