

## **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 will be limited to items on the agenda. Public participation may be permitted just prior to Board discussion of agenda items requiring Board action.
- ✓ 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.
- ✓ 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 sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.
- ✓ All speakers are to address the Chair and direct questions or comments to particular Board members or the Superintendent only with the 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**

**VINALHAVEN SCHOOL SAD #8**

**VINALHAVEN, MAINE**



**22 Arcola Lane  
Vinalhaven, ME 04863  
(207) 863-4800  
[www.vinalhavenschool.org](http://www.vinalhavenschool.org)**

## WELCOME!

On behalf of the MSAD#8 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.  
*–Renee Jones, Chair*

## BOARD MEMBERS

Renee Jones, Chair  
Rachel Noyes, Vice Chair  
Laura Lazarro

Alexandra McCarthy  
Caitlin Chapham

Elected and appointed Region 8 Representative: Yvonne Thomas

## ADMINISTRATION

Superintendent of Schools  
Principal  
Business Office Manager  
Bookkeeper

Tonya Arnold  
Tonya Arnold  
Tina Davidson  
Hillary Bunker

## 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, national origin, religion, sex, age, or handicapping conditions 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, and the Americans with Disabilities Act of 1990.

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 Robb Warren.

## 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 Vinalhaven School Board generally meets at 6:00 p.m. on the third Wednesday of each month in the Middle School Science Room. Agendas are prepared by the Superintendent and Board Chair. They are published seven days in advance of each meeting and are available at the Superintendent's Office, in the school and in the town hall.

## STANDARD BOARD AGENDA

- 1) Call to Order
- 2) Consideration of previous minutes
- 3) Communications
- 4) Adjustments to the Agenda
- 5) Public comment period on agenda items
- 6) School Leaders Report
- 7) New Business
- 8) Old Business
- 9) Superintendent Report
- 10) 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.