

## Public Participation Policy

*Policy BEDH - Public Participation at School Committee Meetings*

*Policy KE - Public Concerns and Complaints*

Meetings of the school committee are public in the sense that they *are held in public*. This does not mean they are public meetings in the same sense as a "town meeting." However, comments and concerns related to the matters under consideration by the school committee are welcome within the guidelines set forth in school committee policy "Public Participation At Committee Meetings." These guidelines enable the school committee to conduct its business as charged by law.

The following guidelines will be used for Public Comment:

- Only residents of Kittery and persons the school committee feels have a direct interest in the proceedings (such as staff members, non-resident property owners, tuition students from outlying towns and their parents, etc.) shall be allowed to speak.
- No complaints or allegations will be allowed in public concerning staff or persons connected to the school district.
- Audience members may address the school committee on a matter of concern, or may request to be recognized during consideration of a particular agenda item.
- Audience members must be recognized by the chair, and address their comments to the chair.
- Audience members shall be allowed to comment once on each issue, unless school committee members request clarification through the chair.
- Speakers are asked not to be repetitious of comments already made.
- The chair may declare an "open discussion."
- Public discussion may be closed at any time.

The following guidelines will be used for Comment on agenda items:

- The chair may recognize any member of the audience at any time.
- The school committee may, by a majority vote, direct the chair to recognize, or deny recognition, to any audience member.

The following guidelines will be used for Public Presentations:

- Members of the public who wish to make a presentation on a subject that is not already on the agenda must make the request to the superintendent at least seven (7) days prior to the next regular meeting.
- The superintendent will determine whether the matter requested should be included on the next school committee agenda, or be resolved at another level.
- Personnel matters or complaints concerning student or staff issues will not be considered in a public meeting but will be referred through established policies and procedures.

*Thank you for your participation and cooperation.*

# Kittery School Committee

## Welcome to the School Committee Meeting

200 Rogers Road  
Kittery, Maine 03904  
Telephone: (207) 475-1334  
Fax: (207) 439-5407  
Website: [www.kitteryschools.com](http://www.kitteryschools.com)

### School Committee Members (term expiration date & email address)

Julie Dow, Chair (11/2019)	<a href="mailto:jdow@kitteryschools.com">jdow@kitteryschools.com</a>
Kim Bedard, Vice Chair (11/2019)	<a href="mailto:kbedard@kitteryschools.com">kbedard@kitteryschools.com</a>
Nicholas Chalupa (11/2020)	<a href="mailto:nchalupa@kitteryschools.com">nchalupa@kitteryschools.com</a>
Annie Cicero (11/2021)	<a href="mailto:acicero@kitteryschools.com">acicero@kitteryschools.com</a>
Anne Gilbert (11/2021)	<a href="mailto:agilbert@kitteryschools.com">agilbert@kitteryschools.com</a>
Danielle Hoffman (11/2020)	<a href="mailto:dhoffman@kitteryschools.com">dhoffman@kitteryschools.com</a>
Rhonda Pomerleau (11/2019)	<a href="mailto:rpomerleau@kitteryschools.com">rpomerleau@kitteryschools.com</a>

### Administrators

Eric Waddell, Superintendent	<a href="mailto:ewaddell@kitteryschools.com">ewaddell@kitteryschools.com</a>
Marilyn Woodside, Curriculum/Tech.	<a href="mailto:mwoodside@kitteryschools.com">mwoodside@kitteryschools.com</a>
Jane Durgin, Director of Special Services	<a href="mailto:jdurgin@kitteryschools.com">jdurgin@kitteryschools.com</a>
Allison Gamache, Mitchell Primary School Principal	<a href="mailto:agamache@kitteryschools.com">agamache@kitteryschools.com</a>
Marcelle Durost, Mitchell Primary School Assistant Principal	<a href="mailto:mdurost@kitteryschools.com">mdurost@kitteryschools.com</a>
Anne Ellis, Shapleigh School Principal	<a href="mailto:aellis@kitteryschools.com">aellis@kitteryschools.com</a>
Katelyn Beach, Shapleigh School Assistant Principal	<a href="mailto:kbeach@kitteryschools.com">kbeach@kitteryschools.com</a>
John Drisko, Traip Academy Principal	<a href="mailto:jdrisko@kitteryschools.com">jdrisko@kitteryschools.com</a>
Michael Roberge, Traip Academy Assistant Principal/Activities Dir.	<a href="mailto:mroberge@kitteryschools.com">mroberge@kitteryschools.com</a>

# Welcome

On behalf of the Kittery School Committee, we want 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 policy and rules established by the Kittery School Committee.

## School Committee Duties and Responsibilities

Maine state law charges school committees 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 school committee to operate the schools but to see that they are well operated.

The school committee 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 school committee have authority only when acting as a school committee legally in session. The school committee 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 school committee.

## Superintendent Duties and Responsibilities

The position of Superintendent of Schools is created by state law to provide each school committee 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 committees.

## 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, gender, sexual orientation, 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, and the Americans with Disabilities Act of 1990.

Policy AC - Nondiscrimination/Equal Opportunities is on file in the Superintendent's Office. The Affirmative Action/Investigations Officer is Lauren Lawson, Human Resource Manager (207) 475-1338.

## School Committee Concerns/Complaints Policy

The School Committee, administrators, and staff take complaints seriously. All complaints will be handled respectfully, confidentially and in a timely fashion. Please refer to the School Committee Policy: Public Concerns – KE which can be found on the district website, or obtained at the Superintendent's Office.

## School Committee Meeting

The Kittery School Committee generally meets at 6:00 p.m. on the first and third Tuesday of each month in the Town Hall Chambers. Agendas are prepared by the superintendent and school committee chair. They are published at least four days in advance of each meeting and are available at the Superintendent's Office, in each school, in the Kittery town hall, and on the Kittery district web site ([www.kitteryschools.com](http://www.kitteryschools.com)).

## Standard School Committee Agenda

1. Assembly of School Committee Members
2. Student Member Report
3. Public Comment
4. Correspondence
5. Staff Reports/Presentations
6. Unfinished Business
7. Superintendent's Report
8. New Business
9. Committees and Reports
10. Questions/Comments/Concerns
11. Executive Session
12. Action on Executive Session
13. Adjournment

## Executive Session

In accordance with the Freedom of Access (“Right-to-Know”) law, school committee meetings are held in public. The school committee 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, consultation with an attorney concerning legal rights, pending litigation, and settlement offers). No final action may be taken in executive session.