

POLICY BDF
COMMUNITY VOLUNTEERS

All children will become caring, competent, and contented adults. To realize this, school committees, administrators, teachers, support staff, and the communities need to constantly seek better ways to work together.

Children need a school, which stresses collaboration and the sharing of responsibility with the family and other agencies. The school committee recognizes that many individuals, groups, and systems have a major role in the informal educational process. The school committee also recognizes that volunteers from the community must play an active part in the formal educational process.

The school committee accepts its legislated responsibility to manage the formal educational process, K-12. It must utilize all reasonable resources and efforts to provide students with learning opportunities.

Students need a safe, healthy environment. Just as the school committee expects high standards of excellence and adherence to official school philosophy and policies by its employees, so must it expect the same from volunteers?

The principal and/or the superintendent are directed to implement this policy. The administrative procedures should address issues including but not limited to school coordination, community coordination, recruiting, and selection of needed services, screening and selection of volunteers, training, supervision, and evaluation.

ADMINISTRATIVE PROCEDURES

1. Annually, the superintendent shall nominate, and the school committee shall appoint, member(s) of the community who shall serve as the community volunteer coordinator.
2. The librarian's job description will be modified to reflect duties as a resource coordinator, including technology, written and visual materials, and human resources (volunteers).
3. The school administration and the individuals listed above shall form a volunteer program advisory council.
4. The council shall develop specific procedures and steps for processing requests, recruitment, training, assigning, supervising, and evaluating volunteers.

POLICY BE COMMITTEE MEETING STRUCTURE

Committee meetings generally start at 6:00 p.m. the superintendent prepares Agendas. Notification of each meeting shall be made at least 48 hours in advance. Notices shall be posted in the superintendent's office, the school, and the Town Office. Notice shall also be sent to school committee members, administrators, the Bangor Daily News, the Penobscot Times, designated representatives of bargaining agents, and others who provide a stamped self addressed envelope shall be notified by mail, FAX, or internal communication systems. The standard agenda includes:

- I. Call to Order
- II. Approval of Previous Meeting Minutes
- III. Public Comments
- IV. Staff Reports
- V. Principal's Report
- VI. Superintendent's Report
- VII. Financial Report
- VIII. Old Business
- IX. New Business
- X. Other Business
- XI. Discussion for the Good of the Order
- XII. Next Meeting(s)
- XIII. Adjournment

Individuals with an issue, which needs committee discussion, must complete an application, available at the Milford School Department Central Office. If an individual has an urgent matter for the school committee to discuss without prior placement on the agenda, such discussion may occur if the Chair so rules, or if a majority of the school committee so votes.

Special meetings may be called as needed, following procedures outlined above.

In the event of the need for an emergency meeting, local representatives of the Bangor Daily News and Penobscot Times shall be notified, including time and location of the meeting, by the same or faster means used to notify school committee members.

The intent is to have meetings, which allow for comfortable dialogue leading to efficient resolution of the school committee's business. Therefore, Robert's Rules of Order shall be the guideline for school committee meetings. Basic parliamentary procedures and format shall be encouraged, and required if the Chair so decides. Discussion between and among members and visitors can be helpful, yet may hinder the decision making process. The Chair may announce open dialogue, in which participants may engage in a free exchange of viewpoints. However, should the Chair so rule, or any member so request, the meeting shall return to operation under parliamentary procedures.

Executive Sessions

I. In accordance with Freedom of Access ("Right-to-Know" law), committee meetings are held in public. The committee may go into private or executive sessions, upon vote of 3/5 of the members present and voting in open session, for consideration of certain matters specified in law. Only matters specified in the motion may be discussed in executive session. No public record shall be kept on matters discussed in executive session.

II. Items to be discussed in Executive Session

- A. The discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against persons, subject to the following conditions:
1. If public discussion could be reasonably expected to cause damage to reputation or violate the individual's right to privacy.
 2. Any person charged or investigated has right to be present.
 3. Any person charged or investigated may request in writing that the investigation be conducted in open session; such requests must be honored.
 4. Any person bringing charges shall be permitted to be present.
- B. Discussion or consideration of suspension or expulsion of a student, the cost of whose education is paid from public funds. Student, parent/guardian, and legal counsel shall be permitted to be present.
- C. Discussion or consideration of the condition, acquisition, or the use of real or personal property only if premature disclosure would prejudice the competitive or bargaining position of the body or agency.
- D. School committee discussion of labor contracts and proposals and meetings.
- E. Consultations between a body or agency and its attorney concerning legal rights, pending litigation, and settlement offers, when a premature public knowledge would give the committee a substantial disadvantage.
- F. Discussion of records made, maintained or received by the school committee, if access is prohibited by statute.

*Legal reference: Title 1 MRSA ss 401 et seq.
Legal reference: Title I MRSA, ss 405*

POLICY BEDB
SCHOOL COMMITTEE AGENDA

AGENDA

Milford School Committee -Regular Meeting

Date: Time: p.m.

I. Opening

- A. Call To Order @ _____
- B. Declaration of Quorum:
- C. Flag Salute

II. Approval of Minutes: _____

Moved: _____ Seconded: _____ Vote: ____/____/____

III. Recognition

IV. Spotlight on learning

V. Public Participation

VI. Reports by Administrators/Directors

___Finance ___Elem. Ed. ___ Spec. Ed. ___Technology ___Principal

VII. Committee Reports

VIII. Educational Reports

IX. Items Requiring Board Action:

A. Superintendent's Add-ons

- 1. _____
- 2. _____
- 3. _____

B.

Recommendation:

Motion: _____ Second: _____ Vote: ____/____/____

C.

Recommendation:

Motion: _____ Second: _____ Vote: ____/____/____

Recommendation:

Motion:

Second:

Vote: ___I___I___

X. Superintendent's Report(s)

- 1. Resignations
- 2. Retirement
- 3. Meetings
- 4. Other

XI. Chair's Report(s)

XII. Workshop Discussion

XIII. Other: Next Monthly meeting date: _____@ _____ p.m.

XIV. Adjournment:

*Also See: BE –Milford School Department
Adopted: Milford 1/4/07*

POLICY BEDH
MILFORD SCHOOL DEPARTMENT

Public Participation at Board Meetings

The primary purpose of the meeting is for the committee to conduct its business as charged by law. Spontaneous discussion, as well as disorder and disruption, prevent the committee from doing its work, and will not be permitted.

Anyone with a legitimate interest in the committee's business may speak:

- During the Public Comment time when recognized by the Chair;
- On any action to be taken by the school committee;
- At the invitation of the Chair;
- By requesting that an item be placed on the agenda through an application to be filed with the superintendent's office one week prior to any regular meeting;
- When an emergency situation is declared by the Chair, or by a majority vote of the school committee, so that a specific matter can be discussed.

All speakers must identify themselves, and must address all comments and questions to the Chair.

The committee will not discuss or act on an item not on the agenda without full examination and an opportunity for the superintendent to research the matter and make a recommendation to the school committee.

No complaints or allegations will be allowed in public concerning any person connected to the school system. Formal complaint procedures must be followed, and the school committee at a special meeting called for that purpose would generally hear complaints.

Speakers are asked not to be repetitious of comments already made to the committee in the interest of the most efficient use of time.

The number of speakers and the time each speaks may be limited.

In the case of a large audience, speakers may be asked to sign up before the meeting so they may be called on most expediently.

**POLICY BEDH - R
ADMINISTRATION**

**MILFORD SCHOOL DEPARTMENT
SCHOOL COMMITTEE AGENDA
REQUEST FOR FORMAL COMPLAINT HEARING**

Your Name: _____ Telephone: _____

Address: _____

School Committee you wish to address: _____

Person(s) Complained
Against _____

Summary of Complaint:

Steps you have taken to resolve complaint (include date): Date:

Date:

Date:

Date:

Please note the following:

- *Complaints shall be heard in executive session.*
- *To give a fair hearing, hearings will generally occur at Special School Committee Meetings.*
- *Discussions in executive session are confidential and cannot be made public.*
- *No complaints or allegations will be allowed concerning any staff member or any person connected to the school system unless the person(s) complained against have an opportunity to hear the complaint and to respond.*
- *Members of the press cannot be present during the executive session in which the complaint is heard.*
- *The person making the complaint has a right to have legal counsel and to call witnesses. Other persons not officially joining the complaint will not be allowed.*

MILFORD SCHOOL DEPARTMENT
School Committee Agenda
Requests For Appearance

Your Name: _____ Telephone: _____

Address: _____

School Committee you wish to address:

Requested Date:

Topic: _____

What would you like the school committee to do as a result of appearance on the agenda?

- Just listen
- Consider a change in policy
- Discuss the topic
- Take some other action, such as
- Formal Complaint (Please request additional assistance.) Please note the following:

SCHOOL BOARD POLICY PROCESS

The formulation of school policies is one of the most important responsibilities of a school committee as it is the committee that is accountable for the effective operation of the school. School policies, from time to time, will have to be reviewed, evaluated, and possibly revised to ensure that the educational needs of the community are met. It is with this in mind that the following guidelines are suggested for the policy development process.

The superintendent and/or others, including staff, administration, other committee members and public, will, at any time, make the Chairs(s) of local school committees aware of policies they would like to see addressed. The Chairs will then:

- A. Request a meeting of the superintendent and director of elementary education.
- B. Confirm the need for new policy.
- C. Identify overall goals to achieve.
- D. Define the specific objectives that when achieved, will ensure goal attainment.
- E. Schedule activities to reach specified goals.

The above will include relevant state laws, possible costs, and input from those persons who will administer the policy. Report of this study may be placed on committee agendas for discussion. This again, will include those persons administering such policy *, as well as those whom this policy will effect, including members of the teachers' association. It is at this point, that the committee's position should be decided. If more research is required, the appropriate steps will be taken to ensure the committee's direction. At this point, if the committee is in agreement, then the wording of said policy will be drafted by the superintendent (Copy of first draft to be sent out with agenda). The policy shall be placed on the agenda of the next Joint Board or, if the policy applies only to a single school unit, on the local school committee agenda for approval.

*If person(s) cannot be present, it is important to remember that they may share concerns in writing with committee members, or they may send a representative to the slated meeting.

POLICY BIB

POLICY # 608 -MILFORD SCHOOL DEPARTMENT

Board Member Development Opportunities

The mission of Milford School Department is stated in Policy 001 as follows:
"School committees, administrators, teachers, support staff, and the communities need to constantly seek better ways to assure that all children have an opportunity to become caring, competent, and contented adults. These opportunities must reflect high standards of excellence."

To accomplish this mission, the children of the Milford School Department need individuals who are responsible for their education to be well prepared for their duties. This is especially true for the elected school committee members, since there are no formal programs, which regularly prepare individuals specifically for school committee service. Regardless, the community has elected these individuals to represent them, and to be advocates for their children.

To assist school committee members, the school committees will:

- Support and encourage the attendance of members at the Maine School Board Association's annual conference.
- Support and encourage the attendance of members at the Maine School Board Association's special topic workshops offered from time to time at various locations around the state.
- Provide a minimum of three (3) new member orientation or professional development activities locally, to be provided by an experienced school committee member, the superintendent, or other outside consultant.
- Provide each member with free and low cost training materials prepared by the MSBA and/or the National School Board's Association.