

### **School Committee Meetings**

Maine State law charges school committees with the responsibility to "manage the schools." This is done essentially by selecting a superintendent and providing him with authority and direction. It is not the duty of the school committee to operate the school but to see that it is well operated.

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

### **Superintendent Duties and Responsibilities**

The position of Superintendent of Schools is created by state law to run the schools, 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 by the school committee.

### **Lisbon School Committee Meetings**

The Lisbon School Committee usually meets at 7:00 pm on the second and fourth Monday of each month in the Lisbon Town Office Conference Room. Agendas are prepared by the Superintendent and Committee Chair. Any member of the public may request an item be considered for the agenda by contacting either in a timely manner. Agendas are typically published at least 3 days in advance of each meeting and are posted in the Superintendent's Office, Lisbon Schools, Town Office and local newspapers.

### **Standard Meeting Agenda**

Call to Order	Public Comments
Pledge of Allegiance	Unfinished Business

Roll Call	New Business
Approval of Minutes	Financial Reports
Adjustments to Agenda	Committee Comments
Good News & Recognition	Personnel
Report from Administration	Policy Review
Report from Superintendent	Executive Session
	Adjournment

### **Executive Sessions**

In accordance with the 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, for consideration of certain matters specified in law (such as personnel, student suspension/expulsion, contracts to be negotiated, collective bargaining, and legal advice or pending litigation). No final action may be taken in executive session.

### **Public Participation Policy**

Meetings of the School Committee are public in the sense that they are held in public. This does not mean that they are public meetings in the same sense as a "town meeting." Although there is no statutory requirement in Maine that the public be permitted to speak at Committee meetings, this Committee has chosen to include a public comment section to our agenda. Comments and concerns related to the matters under consideration by the Committee within the guidelines set forth in Committee policy "PUBLIC PARTICIPATION AT BOARD MEETINGS".

The chairperson may provide an opportunity for public comment during the consideration of each major agenda items. Please be aware of these "ground rules" from our policy.

- The number of speakers and the length of time each speaks may be limited.
- Speakers must address all comments and questions to the Chair.
- All speakers are asked to identify themselves. To be eligible to address the Committee, speakers must live within Lisbon, or be an employee of the school, or be invited by the Committee or the Superintendent to speak.

- 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.
- Speakers are asked not to be repetitious of comments already made to the Committee, in the interest of the most efficient use to time.
- Except in an emergency, the Committee will not attempt to decide any question before full examination and an opportunity for the Superintendent to research the matter and make his recommendation to the Committee.
- No complaints or allegations will be allowed in public concerning any staff member or any person connected to the school system.

THANK YOU FOR YOUR COOPERATION

**Affirmative Action/Nondiscrimination**

It is the policy of this school system not to discriminate in education programs, activities, or employment practices on the basis of race, national origin, religion, sex, age or handicapping conditions under the provisions of Titles VI of the 1972 conditions 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 Committee and submitted to the Commission of Education, is on file in the Superintendent’s Office. The Affirmative Action Officer rests with the position of Curriculum Coordinator.

**School Board Complaint Policy**

All parents, students or other citizens initiating complaints or concerns regarding any aspect of the school department or a school employee shall be encouraged to seek a resolution at the lowest possible level. If the complaint cannot be resolved at any lower level, it may be appealed to the superintendent's level. It shall be considered for placement on the agenda of the next regular meeting for the School Committee's consideration if requested by the person making the complaint.

**Welcome to the  
Lisbon School Committee Meeting**

**School Committee Members**

Prudence Grant, Chair	Exp. 2008
Traci Austin, Vice Chair	Exp. 2010
Deb Danuski	Exp. 2009
Janice Comber	Exp. 2009
Fay Ingersoll	Exp. 2010

**Superintendent of Schools**

Shannon L. Welsh, Ed.D.



Welcome to the Lisbon School Committee meeting. You have elected us to be your representatives to make certain that we have the best possible school system and learning opportunities for your children. They are the future, so their education is critical. While we are not the first stop if there are problems, we do value your opinions and in accordance with School Committee Policy, we invite you to share your thoughts and concerns with us during the Public Comments section of the Agenda. Again, thanks for joining us. We hope this visit has been enlightening and helpful.

Sincerely,

Prudence Grant, Chairperson