

1. School Committee Meeting Materials

Documents:

[APRIL 6, 2022 AGENDA WITH FIRST READ POLICIES.PDF](#)

**YORK SCHOOL COMMITTEE MEETING**  
**Wednesday, April 6, 2022**  
**7:00 p.m.**  
**York Public Library**  
**(Masks Optional)**

Agenda

Climate Action Plan Presentation

- A. Call to Order
- B. Pledge of Allegiance
- C. Recognitions
- D. Approval of March 16, 2022 School Committee and Executive Session Meeting Minutes
- E. Communications
  - 1. School Committee
    - a. Upcoming Meetings/Events:
      - April 8 Parent Teacher Conference
      - April 18-22 Spring Recess (No School)
      - April 26 Curriculum Night and Parent Feedback
  - 2. Superintendent's Report
    - a. Acceptance of Donations
    - b. Superintendent's Update of School Operation During COVID-19
    - c. NEASC update
    - d. Projected Last Day of School
  - 3. Director of Curriculum, Instruction and Assessment
    - a. Request for public input for Title I and Title II
    - b. Professional Development feedback from staff
    - c. Curriculum Equity Audit update
  - 4. York Middle School Restructuring Plan 2022-23
- F. Comments From the Public
- G. New Business
  - 1. Vote on Superintendent's Recommendation
  - 2. Consent Agenda

3. First read policies; GCOA Supervision and Evaluation of Professional Staff; [GCOG](#); Evaluation of Administrative Staff; [KI](#) Visitors to the Schools
4. April and May School Committee Meetings

H. Administrators' Reports:

1. Business Administrator Report:
  - a. Approval of Bills and Payrolls

I. Old and Unfinished Business:

Second read policies; [BG](#) School Committee Policy; [BHC](#) School Committee Communications with Staff; [BEDI](#) School Committee Communications with the Media; [JICIA](#) Weapons, Violence and School Safety; [JEA](#) Compulsory School Attendance

J. Executive Session in accordance with 1 MRSA Section 405(6)(A), Evaluation of employees

K. Adjournment

NEPN/NSBA Code: BEDH

### **PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

School Committee meetings are conducted for the purpose of carrying on the official business of the school system. All regular, special and emergency meetings of the School Committee are open to the public. The public is cordially invited to attend and participate in School Committee meetings as provided in this policy. This policy applies only to meetings of the full Committee, not to meetings of Committee subcommittees.

Although School Committee meetings are not public forums, the School Committee will provide appropriate opportunities for citizens to express opinions and concerns related to matters concerning education and the York School Department schools. The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the School Committee to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

The Committee will designate a portion of its agenda as an opportunity for public participation. During the time allotted for public participation, members of the public may speak on any subject directly related to the operations of the schools, except for personal matters or complaints concerning specific employees or students, which shall be addressed through established policies and procedures.

Members of the public may address the School Committee within the guidelines provided in this policy. The Chair shall be responsible for maintaining proper order and compliance with these guidelines.

The following guidelines shall apply to public participation at School Committee meetings.

A. York citizens and employees of the York School Department are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.

B. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.

C. In the event of a sizable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.

D. 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.

E. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.

F. All speakers are to address the Chair and direct questions or comments to particular School Committee members or the Superintendent only with 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.

G. Members of the School Committee and the Superintendent may ask questions of any person who addresses the School Committee but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.

H. No complaints or allegations will be allowed at School Committee meetings concerning any person employed by the school system or against particular students. Personal 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.

I. In order to make efficient use of meeting time, the School Committee discourages duplication or repetition of comments to the School Committee. The School Committee requests that groups or organizations be represented by designated spokespersons.

J. The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.

K. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.

An agenda shall be published in advance of each meeting in accordance with School Committee policy. Copies will be posted and/or available prior to regular meetings, at the Superintendent's Office and on the York School Department website. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

Legal Reference: 1 MRSA § 401 et seq.  
20-A MRSA §1001, sub-§20

Cross Reference: [BEC – Executive Session](#)  
[BEDA – Notification of School Committee Meetings](#)  
[BEDB – School Committee Meeting Agenda](#)  
[BEDD – Rules of Order](#)  
[KE – General Communications and/or Concerns](#)

First Reading: 3/4/2020  
Second Reading: 5/6/2020  
Adopted: 5/6/2020

**NEPN/NSBA Code: GCOC**

**EVALUATION OF ADMINISTRATIVE STAFF**

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the York School Committee annually on the performance of all administrators, with recommendations regarding their employment and/or salary status.

Formal summative evaluations shall be on a three-year cycle, but more often during the first two years in an administrative capacity. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
- B. Evaluations shall be made by the Superintendent or immediate supervisor;
- C. Results of the evaluations shall be put in writing and shall be discussed with the administrator;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's Office. This file may be reviewed by the administrator.

Legal Reference: ME DEPT OF ED RULE CHAP. 125.23, B, 5, n

Adopted by School Committee: 11/20/02

YORK SCHOOL COMMITTEE

## VISITORS TO THE SCHOOLS

The York School Committee encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building administrators shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

- A. The term "visitor" shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors shall report to the main office upon arrival at the school.
- C. All visitors who wish to visit classrooms or observe aspects of the instructional program are expected to schedule such visits in advance.
- D. If a qualified examiner who is not employed by the school requests to observe a student in connection with an independent evaluation, that evaluator shall be permitted to observe the student at school or at a potential educational placement at times and for durations that the school would permit a qualified examiner employed by the school.
- E. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- F. Individual School Committee members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Committee duties.

G. Visitors shall comply with all applicable School Committee policies and school rules when visiting schools and classrooms. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.

H. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.

I. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.

J. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons, violations of the law by visitors to the schools, safety threats or disruptions to the school's staff, students and/or educational programs.

Legal Reference: Maine Unified Special Education Regulations V.6 (F)

Adopted: 11/15/17