

**POLICY BBF**

**BANGOR SCHOOL COMMITTEE  
CODE of ETHICS  
(Adapted from Maine School Boards Association)**

Having accepted the challenge of service on the Bangor School Committee, I accept the principles set forth in the following code of ethics to guide me in helping to provide free public education to all the children of the City of Bangor.

1. I will view service on the Committee as an opportunity to serve my community, state and nation because I believe public education is the best means to promote the welfare of our people and to preserve our democratic way of life.
2. I will at all times think of children first and base my decisions on how they will affect the child and the child's education and training.
3. I will make no disparaging remarks, in or out of the Committee meetings, about other members of the Committee or their opinions.
4. I will remember at all times that as an individual I have no legal authority outside the meetings of the Committee, and I will conduct my relationship with the school staff, the local citizenry, and all media of communications on the basis of this fact.
5. I will recognize that my responsibility is not to operate the schools but to see that they are well operated.
6. I will seek to provide education for all children in the community commensurate with their needs and abilities.
7. I will listen to all citizens but will refer all complaints to the proper authorities and will discuss such complaints only at a regular meeting after failure of administrative solution.
8. I will not criticize employees publicly, but will make such criticism to the Superintendent for investigation and action if necessary.

Code of Ethics continued

9. I will make decisions only after all facts bearing on a question have been presented and discussed.
10. I will refuse to make promises as to how I will vote on a matter which should properly come before the Committee as a whole.
11. I will not discuss the confidential business of the Committee in my home, on the street, or in my office; the place for such discussion being the School Committee meeting.
12. I will confine my Committee action to policy making, planning and appraisal, leaving the administration of the schools to the school Superintendent.
13. I will welcome and encourage cooperation and participation by teachers, administrators and other personnel in developing policies which affect their welfare and that of the children they serve.
14. I will endeavor at all times to see that the Bangor schools have adequate financial support within the capabilities of the community and state, in order that every child may receive the best possible education.
15. I will resist every temptation and outside pressure to use my position as a School Committee member to benefit myself or any other individual or agency apart from the total interest of the school department.
16. I will recognize at all times that the School Committee of which I am a member is an agent of the state and as such I will abide by the laws of the state and regulations which are formulated by the State Board of Education which is the body responsible for educational policies as determined by legislative acts.

VOTED: 18 October 1982

REVISED: 3 October 1994

REVIEWED: Sept. 11, 2019

**POLICY BBF**



Bangor School Department  
Bangor City Hall  
73 Harlow Street  
Bangor, ME 04401  
(207-992-4152)

## Welcome to the Bangor School Committee Meeting

### School Committee Members

Marwa Hassanien, Chair (2022)  
Timothy Surette, Vice Chair (2023)  
Sara K. Luciano (2024)  
Clare Mundell (2023)  
Susan Sorg (2023)  
Benjamin A. Sprague (2024)  
Carin Sychterz (2022)

### Central Office Administration

Superintendent of Schools	James R. Tager
Assistant Superintendent	Kathy Harris-Smedberg, Ph.D.
Director of Business Services	Jerry Hayman
Director of Pupil Services	Christina Babin
Asst. Dir. of Pupil Services	Mechelle Ganglfinger

### School Principals and Administrators

More information about Bangor Schools is available at the Bangor School Department website at [www.bangorschools.net](http://www.bangorschools.net).

Paul Butler, BHS Principal	PK-3 School Principals:
Stephen Vanidestine, Athletic Dir.	Brian Bannen, 14th Street
Greg Leavitt, Adult Ed. Dir.	Richard Fournier, Fruit Street
	Sarah Vickers, Downeast
Middle School Principals:	Lynn Silk, Vine Street
Michael Missbrenner, WSCS	Shannon Shaw, Abe Lincoln
Edward Hackett, JFDS	
4-5 School Principals:	Daniel Mayo, Director
Ryan Enman, Fairmount	Bangor Regional Program
Daniel Chadbourne, Mary Snow	Noelle Scott, Food Serv. Dir.

## WELCOME

The School Committee and the Bangor School Department Administration 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 department and for us to be aware of what is important to the citizens of Bangor. You are invited to participate in the meeting in accordance with the policy and rules.

## BANGOR SCHOOL DEPARTMENT MISSION STATEMENT

We provide educational opportunities that inspire students and adults to grow every day, to thrive over time and to aspire continuously for excellence as learners and people.

## NONDISCRIMINATION POLICY

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 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.

## COMPLAINT PROCEDURES

All parents, students, employees, and 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 the lowest level, the person may appeal to the next level. If the complaint cannot be resolved at any lower level, it may be appealed to the superintendent's level.

## 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. The School Committee's responsibility is not to operate the schools, but to see that they are 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 board 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 School Committee.

## SUPERINTENDENT DUTIES AND RESPONSIBILITIES

The position of the 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.

## SCHOOL COMMITTEE MEETING

The Bangor School Committee generally meets at 7 p.m. on the second and fourth Wednesday of each month. Agendas are prepared by the Superintendent and the Committee Chair. They are published at least three days in advance of each meeting and are available at the Superintendent's Office, in each school, and on the Bangor School Department website at [www.bangorschools.net](http://www.bangorschools.net). Click **Welcome** and then **School Committee**.

## STANDARD COMMITTEE AGENDA EXECUTIVE SESSION

In accordance with the Freedom of Access ("Right-to-Know") law,

- |   |  |
|---|--|
| A. Call to order                          | G. Reports                             |
| B. Adjustments to the Agenda              | H. Information Items                   |
| C. Public Comments                        | I. Questions & Comments from Committee |
| D. Superintendent's Proposals and Updates | J. Executive Session                   |
| E. Business Action Items                  | K. Adjournment                         |
| F. Committee Updates                      |  |

committee meetings are held in public. The Committee may go into private or executive session, upon a 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, legal advice or pending litigation). No final action may be taken in executive session.

## PUBLIC PARTICIPATION PROCEDURES

Meetings of the 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, because the Committee desires to hear the viewpoints of citizens, and also needs to conduct its business in an orderly and efficient manner, the agenda provides an opportunity for public comment. Please be aware of the following "ground rules."

- The Committee Chair shall be responsible for recognizing speakers (who shall identify themselves by name and community), for maintaining proper order, and for adherence to any time limits set.
- Speakers must address all comments to the Chair. The number of speakers and the time each speaks may be limited.
- Brief comments from the audience on agenda items are commonly encouraged but may be limited at the discretion of the Chair.
- Policy adoption is through a two-step process including a first reading and a second reading at the next meeting. This process allows an opportunity for analysis and comment by the School Committee and, generally, a two-week comment period before additional action is taken.
- Speakers are asked not to be repetitious of comments already made to the Committee in the interests of most efficient use of time.
- No complaints or allegations will be allowed in public concerning any staff member or any person connected to the school unit.
- Except in an emergency, the Committee will not attempt to decide upon any suggestion before full examination and an opportunity for the superintendent to research the matter and make his/her recommendation to the Committee.
- 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.

*THANK YOU FOR YOUR COOPERATION*

Note: Regular School Committee meetings may be viewed on Government Access Channel 1302 made available through Time Warner Cable for the citizens of Bangor.