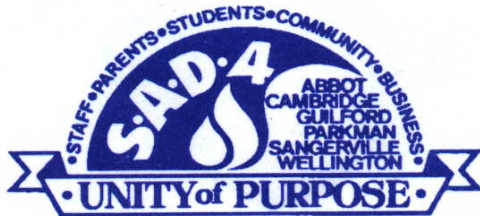


WELCOME

TO OUR
SCHOOL BOARD MEETING

M.S.A.D. #4



25 CAMPUS DRIVE – DROP #2
GUILFORD, MAINE 04443
207-876-3444
<http://www.sad4.com>

WELCOME!

On behalf of the SAD #4 School Board, I 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 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 policies and rules established by this Board.

-George Nuite, Chair

BOARD MEMBERS

<i>Brydie Armstrong</i>	<i>James Bell Jr.</i>	<i>Shelly Bennett</i>	<i>David Bridges</i>
<i>John Cartwright</i>	<i>Adam Cookson</i>	<i>Heidi Dow</i>	<i>Blaire Fagan</i>
<i>Carrie Fellows</i>	<i>Cynthia Hoak</i>	<i>Patricia Izbicki</i>	<i>Anita Kain</i>
<i>Keith Kendall</i>	<i>Donna Littlefield</i>	<i>George Nuite</i>	<i>Amy Tracy</i>
<i>Michelle Ward</i>	<i>Charles Woodmancy</i>		

NON-DISCRIMINATION 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, sex, age or handicapping conditions under the provisions of Titles VI and IX of the 1972 Educational Amendment, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disability Education Act of 1990, and the Americans with Disabilities Act of 1990.

SCHOOL BOARD COMPLAINT POLICY

Parents, students or other citizens with complaints or concerns regarding any aspect of the district or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints that concern School Board actions or operations. Such complaints should be addressed to the Board Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (i.e., Supervisor of Buildings, Grounds & Transportation, Principal, Special Education Director, Assistant Principal).

If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent.

If the complaint involves an action or decision affecting a particular student, the student and/or parent/guardian may appeal to the Student and Personnel Committee of the Board. If dissatisfied at that level, the student and/or parent/guardian may request in writing that the matter be placed on the agenda of the next regular Board meeting. The Superintendent and Board Chair shall determine whether the complaint should be heard by the Board. Appeals of student disciplinary actions are governed by JK, JKB and JKD. Appeals of student disciplinary decisions of up to 10 days suspension are not subject to Board appeal, although appeals to the Superintendent are permitted.

In all other matters, if the complainant is dissatisfied with the Superintendent's decision, he/she may request in writing that the matter be placed on the agenda of the next regular Board meeting. The Superintendent and Board Chair shall determine whether the complaint will be heard by the Board.

At all levels of the complaint process, school employees are required to inform the person making the complaint of his/her right to appeal the decision to the next level.

This policy shall not be utilized by employees for matters or grievances relating to any term or condition of their employment. Such matters shall be addressed through established channels for grievances.

PUBLIC PARTICIPATION AT BOARD MEETINGS

Regular, special and emergency meetings of the Board are open to the public. The Board, the elected representative body of the school unit, will provide appropriate opportunities for citizens to express interests and concerns related to the matters under consideration by the Board. The public is cordially invited to attend and participate in Board meetings as set forth in this policy.

The intent is to allow a fair and adequate opportunity for the public to be heard, to provide adequate time for the Board to obtain necessary information on subjects before it, and to ensure that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

Board meetings are conducted for the purpose of carrying on the official business of the school system. The meetings are not public forum meetings, but are meetings which are held for the Board to do its business in public. The minutes of each public meeting record the actions taken and show how the Board voted on each item presented for action. Minutes are available to the public during normal business hours in the Office of the Superintendent.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience, nor among Board members. Public participation shall be limited to time periods designated on the Board's agenda.

In order that the Board may fairly and adequately discharge its overall responsibilities, citizens or groups wishing to address the Board on a topic not otherwise on the agenda must submit a request in writing to the Superintendent at least ten days in advance of the scheduled meeting. The Superintendent and/or Board Chair may add the item to the agenda at their discretion.

An agenda shall be published in advance of each meeting in accordance with Board policy. Copies will be posted and/or available prior to regular meetings, on the district web site, in school offices, in faculty rooms, in town offices, and in the superintendent's office. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

The following ground rules shall guide public participation at meetings.

- A. Citizens of the school unit, employees and others with a legitimate interest in the Board's business are welcome to participate as provided in this policy. Others may be recognized to speak at the Board's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which other, more appropriate forums 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 sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in the most expedient order.
- D. All speakers must identify themselves as they begin talking. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language. The Chair has the authority to stop any presentation which violates the public participation guidelines or the privacy rights of others. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance if necessary to restore order.
- E. Constructive comments, suggestions and questions are welcomed and given consideration by the Board. All speakers are to address the Chair and direct questions or comments to particular Board members or the Superintendent only with approval of the Chair. The Chair may, at his/her discretion, refer questions to the Superintendent to address at a later time.
- F. Members of the Board and the Superintendent may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.
- G. No complaints of allegations will be allowed at Board meetings concerning any person employed by the school system. Personal matters or complaints concerning student or staff issues will not be considered in a public meeting but will be referred through established resolution procedures.

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

SCHOOL BOARD DUTIES AND RESPONSIBILITIES

Maine law charges school boards with the responsibility to "manage the schools." This is done essentially by selecting a superintendent and providing him/her with authority and directions. It is not the duty of the board to operate the schools but to see that they are well operated.

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

SUPERINTENDENT DUTIES AND RESPONSIBILITIES

The position of Superintendent of Schools is created by state law to provide each school board 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 boards.

BOARD MEETING

The SAD #4 School Board generally meets at 7:00 p.m. on the second Tuesday of each month. Agendas are prepared by the Superintendent and Board Chair. They are published at least five days in advance of each meeting and are available at the Superintendent's Office, in each school, on the SAD #4 website and in the town hall in each community.

2008-2009 BOARD MEETING SCHEDULE

August 12 th – PCMS	September 9 th – PCHS	October 14 th – McKusick
November 11 th – PCMS	December 9 th – GPS	January 13 th – PCMS
February 10 th - McK	March 10 th – GPS	April 14 th – TCTC
May 12 th – PCHS	June 9 th - PCMS	

EXECUTIVE SESSION

In accordance with the Freedom of Access ("Right -to-Know") law, Board meetings are held in public. The Board 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 suspensions/expulsions, contracts to be negotiated, collective bargaining, consultations with an attorney concerning legal rights, pending litigations, and settlement offers). No final action may be taken in executive session.

ADMINISTRATION

Superintendent of Schools	Paul A. Stearns
Business Manager	Jennifer Soper
Special Education Director	Trisha Kurt
Elementary Principal	Julie Orton
Middle School Principal	Virginia Rebar
High School Principal	Jimmy Chasse
Technology Coordinator	Crystal Priest