

## SCHOOL BOARD DUTIES AND RESPONSIBILITIES

Maine state 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 direction. 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.

## BOARD MEETINGS

The Five Town CSD School Board generally meets at 7:00 p.m. on the first Wednesday of each month at Camden Hills Regional High School. Agendas are prepared by the superintendent, the board chair and vice-chair. They are published at least four days in advance of each meeting and are available at the Superintendent’s Office, in each school and in the town offices in each community.

## 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 suspension/expulsion, contracts to be negotiated, collective bargaining, legal advice or pending litigation). No final action may be taken in executive sessions.

## ADMINISTRATION

Superintendent of Schools: **Maria Libby**  
Assistant Superintendent: **Debra McIntyre**  
Business Manager: **Scott Pons**  
Director of Special Services: **Valerie Mattes**  
CHRHS Principal: **Shawn Carlson**  
Director of Counseling: **Jeremy Marks**  
Athletic Director: **Jeff Hart**  
Adult Ed Director: **David Watts**

## 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 him/her in relation to the role assigned to school boards.

# WELCOME!



## TO YOUR FIVE TOWN CSD SCHOOL BOARD MEETING

APPLETON – CAMDEN – HOPE – LINCOLNVILLE – ROCKPORT

On behalf of the board, we 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 policy and rules established by this board.

Sincerely,  
**Rebecca Flanagan**, Chair  
**Marcia Dietrich**, Vice Chair

## FIVE TOWN CSD SCHOOL BOARD MEMBERS

<b>Jessica Alberti</b> , Appleton 2022	<b>Sam Maltese</b> , Student Representative, 2020
<b>Brooks Crane</b> , Hope 2022	<b>Patrick McCafferty</b> , Camden, 2021
<b>Matthew Dailey</b> , Camden, 2020	<b>Peter Orne</b> , Camden, 2022
<b>Julianna Day</b> , Student Representative, 2021	<b>Andrea Palise</b> , Lincolnville, 2021
<b>Marcia Dietrich</b> , Vice-Chair, Rockport, 2021	<b>Sarah Bradley Prindiville</b> , Rockport, 2020
<b>Rebecca Flanagan</b> , Chair, Camden, 2022	<b>Elizabeth Noble</b> , Alternate, Camden, 2020
<b>Brianna Gutierrez</b> , Rockport 2022	
<b>Deborah Harbaugh</b> , Lincolnville 2022	

## 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, color, national origin, religion, sex, age, ancestry, disability or sexual orientation 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. The Affirmative Action Plan, has been approved by the board and submitted to the Commissioner of Education, is on file in the Superintendent’s Office. The Affirmative Action Officer is the Assistant Superintendent at 207-236-3358.

Five Town CSD  
7 Lions Lane  
Camden, ME 04843  
207-236-3358  
[www.fivetowns.net](http://www.fivetowns.net)

## **PUBLIC PARTICIPATION**

Meetings of the board 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.” There is no statutory requirement in Maine that the public be permitted to speak; however, we wish to include the public whenever possible. Please be aware of the following “ground rules.”

- To be eligible to address the board, an individual should reside within the school unit, be a parent of a current student, be an employee of the school unit, or be invited by the board or superintendent to speak. The individual shall identify him or herself in each case.
- The chair has the discretion to limit public comment at any time, in terms of number of speakers, length of comment, and nature of comments.
- Except in an emergency, the board will not attempt to decide upon any question before full examination and an opportunity for the superintendent to research the matter and make his/her recommendation to the board.
- Speakers must address all comments and questions to the chair.
- Speakers are asked not to be repetitious of comments already made to the board in the interests of most efficient use of time.
- The primary purpose of the meeting is for the board to conduct its business as charged by law. Spontaneous discussion, as well as disorder and disruption, prevent the board from doing its work and will not be permitted.

## **PUBLIC COMMENT STRUCTURES**

### **1. Public Comment – Items not on the Agenda**

- The public may comment on any school-related issue during the time set aside at the beginning of an agenda.
- Comments will be limited to 3 minutes per speaker.
- In general, the board will not discuss or act on matters not already on the agenda as they had no time to prepare but will receive comments for consideration at a later date.
- We ask that you consider the implications of your statements, not only with regard to whom they are directed, but also with regard to the general audience of listeners.

### **2. Public Comments – Items on the Agenda**

- Comments to items on the agenda will be allowed prior to board discussion of the agenda item.
- Members of the public will be afforded 3 minutes each to express their views. Comments should be limited to the specific agenda item.
- Questions specifically addressed to the chair or superintendent will be noted and they may respond after the speaker has finished addressing the board.
- The board will not engage in a discussion with members of the public during the meeting.

### **3. Public Input During Board Workshops**

- Public input is not a part of regular school board workshops; however, the board can call community meetings where no official action is taken but public comments are solicited.

### **4. Public Participation During Special Meetings**

- Boards can make exceptions to public participation during special board meetings.
- Input will be limited to 3 minutes per speaker as others may wish to have their turn.

### **5. Public Comments About Personnel**

- Due to confidentiality laws, the board does not allow complaints or accusations to be stated in public against any personnel. Should such matters begin to come up, the chair will stop the speaker and describe the appropriate procedure to share a personnel complaint.

*THANK YOU FOR YOUR PARTICIPATION!*



*- Your Five Town CSD School Board*