

Kittery School Committee Meeting
December 16, 2008
Town Hall – Council Chambers
6:30 p.m.
REGULAR BUSINESS MEETING

I. ASSEMBLY OF SCHOOL COMMITTEE MEMBERS:

A & B. The meeting was called to order by Chair Pelletier at 6:30 p.m. Superintendent Larry Littlefield called the roll: Glennis Wright, Bill Furbush, David Batchelder, and Patti Ayer were present. Absent excused were School Committee members Kim Bedard and Ken Lemont, as well as Student Advisory Member Lauren Kennison. Also present were administrators and the press. Town Council Chair Jeffrey Thomson and councilors Judy Spiller and Ann Grinnell were present.

C. Adjustments to the Agenda: Addendum to VI. New Business, Take action on a request to use time from the custodial sick leave bank.

D. Approval of the minutes of the meeting held on December 2, 2008: The Chair accepted the minutes as amended.

E. Student Advisory Member Report: Chair Pelletier noted that student member Lauren Kennison submitted her written report. Highlights included:

Frisbee: the 4th grade trips to the Boston Museum and the Nutcracker at the Music Hall were cancelled due to weather. After the holiday break, the Kids' Club will begin.

Shapleigh: The students are participating in several charity events that include adopting several families and having a "change challenge" for Ghana.

R.W.Traip Academy: The Student Council has adopted a family for the holidays and just completed their holiday food drive. 20 coats have been donated to the Prudential Realty Annual Coat Drive. The Key Club continues to volunteer on Saturdays at the Kittery Trading Post to wrap gifts for donations that will go to college scholarships and Camp Sunshine.

II. PUBLIC COMMENT: None

III. CORRESPONDENCE: Supt. Littlefield noted that the Traip Academy newsletter and information on the Maine Energy Investment Corp. grant application for "Cool Schools for Maine" were included in the FYI packets. Kittery has been chosen as the first site in Maine to receive this grant. Chair Pelletier inquired about the installation and maintenance of the solar powered system. Supt. Littlefield noted the press release regarding Maine's participation next fall in the New England Regional Testing program that includes New Hampshire, Vermont and Rhode Island. The new assessments will replace Maine's current MEA assessments for grades 3-8.

IV. STAFF REPORTS: Presentation on student assessments

Marilyn Woodside, Curriculum Coordinator, gave an overview of the various assessments used in the schools and how they are used to provide information about student progress. She explained the difference between formative and summative assessments. Information in the Board packets provided a summary of each of the assessments administered at Mitchell, Frisbee, Shapleigh and Traip.

David Foster, Mitchell principal, explained the assessments administered throughout the year which are focused primarily on literacy.

Faye McDonough, literacy specialist, spoke about the use of the literacy assessment called DIBELS (Dynamic Intervals of Basic Early Literacy Skills).

Patricia Garnis, Frisbee principal, explained the NWEA tests that are administered to the 3rd, 4th and 5th grade students. She explained that all grades also complete a Writing Prompt in the Fall and Spring.

Misty McBrierty, Shapleigh assistant principal, explained the math and literacy assessments administered throughout the year at Shapleigh.

Wanda Avery, principal for Traip and Shapleigh, explained that reading inventories are given throughout the year at Traip. She also noted that the Acu-Placer assessment is being used with students to help identify their readiness for college level work.

David Batchelder noted that he was impressed with the information. He thanked the administrators for explaining each of the assessments and how they are used.

Chair Pelletier expressed his appreciation for the hard work staff is doing with the students and thanked the administrators for their presentations.

V. UNFINISHED BUSINESS: None

VI. NEW BUSINESS:

A. Take action to approve the following co-curricular positions:

1. Ellen Robinson – Shapleigh Fitness Group Coach
2. Marc Scardina – 7th Grade Boys Basketball Coach
3. Kendra Kuehl – Traip Girls Basketball Volunteer Assistant Coach
4. Jon Roth (split position) – Band Advisor
5. Lawrence Wescott (split position) - Band Advisor

It was MOVED by Glennis Wright, SECONDED by Patti Ayer to approve the co-curricular positions as presented. Roll call VOTE – 5-0, Motion carries.

B. Take action on first reading of policies:

1. AC – Non-discrimination /Equal Opportunity and Affirmative Action
2. DI – Fiscal Accounting and Reporting
3. IHBAL – Grievance Procedures for Persons with Disabilities

1. It was MOVED by Chair Pelletier, SECONDED by David Batchelder to approve Policy AC for first reading. Roll call VOTE 5-0, motion carries.

2. It was MOVED by Glennis Wright, SECONDED by Patti Ayer, to approve Policy DI for first reading. Roll call VOTE 5-0, motion carries.

3. It was MOVED by David Batchelder, SECONDED Patti Ayer to approve Policy DI for first reading. Roll call VOTE 5-0, motion carries.

C. Take action to authorize signs for the “no idling” initiative:

It was MOVED by David Batchelder, SECONDED by Bill Furbush and VOTED 5-0 to approve the posting of “no idling” signs at the schools. Motion carries.

D. Take action to discuss progress on implementation of the three (3) school plan:

Chair Pelletier noted that the Board met last night in workshop session with Town Council. The consensus was to move to the next step in the planning process. He said there was much discussion about re-configuration, how best to use the space in the schools, and minimizing construction costs. Chairman Pelletier felt the discussion was positive.

Council plans to set January 12th for the public hearing to authorize up to \$50,000 to hire WBRC Architects / Engineers for Phase II of implementation of the 3 school plan.

There was also discussion about the possibility of leasing portable classrooms on a temporary basis. Supt. Littlefield noted that an application would need to be submitted to the State in order to qualify for reimbursement of the lease cost of the portables estimated at \$30,000 a year per unit. Kittery would have to budget for the first year lease costs and installations. In response to the question about how many portable classrooms would be needed, Supt. Littlefield responded that as few as 2 or as many as 6 may be needed on a temporary basis. It would depend on what spaces within the schools could be used and what types of programs could be moved into the portables.

Regarding the upcoming budget, as it pertains to implementation of the 3 school plan, Chair Pelletier noted that the School Committee’s responsibility is to go through the process and try to comply with Council’s request for a zero percent increase on the tax rate.

E. Take action on request to use time from the custodial sick leave bank. It was MOVED by Glennis Wright, SECONDED by Bill Furbush and VOTED 5-0 to approve the request. Motion carries.

VII. SUPERINTENDENT'S REPORT

Supt. Littlefield noted that the full 18 page budget document is now on-line for the Board, thanks to Sheri Rockburn, Business Manager. If Board members prefer to receive a hard copy of the budget, please let him know.

Supt. Littlefield discussed the recent meeting that was held with all the town department heads, school administrators, Jon Carter and himself. This was a facilitated session that focused on next year's budget scenario – cutting back on the current fiscal year budget by \$1.3 million in order to meet the target of a zero increase on the tax rate. The outcome was the creation of 3 sub-committees to meet and report back to the full group at the next meeting in mid January. These three sub-committees are: 1) Facilities, Grounds, Maintenance; 2) Recreation and School Athletics; and 3) Library, Town and School Operations. By its nature, the session generated in depth discussions and resulted in these work groups to focus on the town as a whole. This was the first time that all of the town department heads and school administrators have worked together on town-wide issues.

Supt. Littlefield reported on the recent meeting with Siemen's, Jim L'Heureux, Sherry Knowles and himself to discuss the district's mechanical systems and energy usage. The meeting was very productive and resulted in several changes that should help conserve energy.

Supt. Littlefield noted that, several months ago, we locked in our oil prices at \$3.46/ gallon for 75,000 gallons. The remaining allocation of the 75,000 gallons is now locked in at \$1.95/gallon. Prices for next year are locked in at \$2.15/gallon.

A. Resignation/Retirement:

It was MOVED by Chair Pelletier, SECONDED by Bill Furbush and VOTED 5-0 to accept the resignation of Shannon Blake, Ed Tech III at Mitchell with thanks and best wishes. Motion carries.

VIII. COMMITTEES AND REPORTS

- A. Design Team – No report was given.
- B. Town Council Information Report - This item was previously discussed.
- C. Health Coordinating Team –Glennis Wright reported that Doris Demers, Food Services Director, made a presentation to explain the finances of the food program. She discussed the financial details and challenges of the breakfast, lunch and ala carte programs.
- D. Policy Committee – Minutes were distributed.
- E. MSBA Executive Committee: No report was given.
- F. Advisory Committee for Information Literacy: No report was given.
- G. Legislative Committee: Supt. Littlefield noted that he is working with attorney Richard Spencer (Drummond Woodsum) to develop language for a bill that will provide relief to Kittery under the school consolidation law.
- H. Finance Committee: No report was given.
- I. Energy Committee: No report was given.
- J. Shared Services Committee: Work of this committee was discussed earlier.

IX. QUESTIONS/COMMENTS/ CONCERNS:

David Batchelder noted the President-elect's proposed stimulus package for public works infrastructure, including schools. Energy efficiency is one of the areas being considered. He felt the Board should be proactive about this as we move to implement the 3 school plan. He inquired about the communications process during situations like the last ice storm.

Glennis Wright said she would like to see newsletters from Shapleigh and Frisbee similar to those from Traip and Mitchell. She inquired about follow-up information on students who have been expelled.

Patti Ayer thanked Donna Schoff for the great job on the district website. She appreciated the administrator's presentation on the assessment program, and inquired about the staff evaluation process.

Bill Furbush thanked the administrators for their presentation on student assessments, and noted that it was great to see the joint work with the town department heads and school administrators.

Jeffrey Pelletier thanked Glennis for the holiday "goodies". He noted the high level of professionalism of the Board and thanked them for all their hard work. Regarding the upcoming budget process, he said it will be difficult, but by working together we will get through it.

X. EXECUTIVE SESSION: It was MOVED by Chairman Pelletier, SECONDED by Glennis Wright, and VOTED 5-0 to go into Executive Session to discuss negotiations in accordance with 1 MRS §405 (6) (D) at 8:45 p.m. Motion carries.

It was MOVED by Chairman Pelletier, SECONDED by Glennis Wright and VOTED 5-0 to come out of Executive Session at 8:49 p.m. Motion carries.

XI. ACTION ON EXECUTIVE SESSION: There was no action taken.

XII. ADJOURNMENT:

It was MOVED by Chairman Pelletier, SECONDED Glennis Wright, and VOTED unanimously on a voice vote to adjourn the meeting at 8:50 p.m.

Respectfully submitted,
Barbara Boggiano, Substitute Recording Secretary

Approved by:

Larry Littlefield, Superintendent of Schools

Date: _____