

**Kittery School Committee Meeting**  
**15 December 2009 - Town Hall Chambers - 6:30 p.m.**  
**REGULAR BUSINESS MEETING**

**1. ASSEMBLY OF SCHOOL COMMITTEE MEMBERS:**

- A. The meeting was called to order at 6:30 p.m. by Supt. Littlefield.
- B. Supt. Littlefield, Kim Bedard, Glennis Wright, Ken Lemont, Lisa D'Angelo, Patti Ayer, Bill Furbush, David Batchelder were present. Jess Foye, Alternate Student Board Member, was present. Also present were school administrators, staff, press, and members of the public.
- C. It was MOVED by David Batchelder, SECONDED by Patti Ayer and VOTED 7-0-0 with Student Board Member, Jess Foye, in favor to confirm Ken Lemont as the Chairman for the ensuing year.
- D. Adjustments to the Agenda:  
Adjustment to the Agenda was an Addendum, VI.E, New Business.  
Adjustment to the Agenda was to move Item VI.E., New Business to after Item X, Executive Session.
- E. Minutes:  
The Minutes of December 1, 2009 were approved as presented with corrections.
- F. Student Advisory Member Report:  
Mitchell Grades 3-5 will have their Christmas Concert at Shapleigh on Monday, December 21, 2009 at 7:00 p.m.

Shapleigh grades 6-8 will hold their Holiday Concert on Thursday, December 17, 2009 at 7:00 p.m.

Traip's winter ball was a success. Ross Greene met with administrators, staff, students and parents to recreate Traip's School Mission statement. Progress reports went home this week. Traip Holiday Concert will be held on Wednesday, December 16, at 7:00 p.m. The community bonfire was a success. There was a Christmas gathering at Commander Fuller's house for town and school officials. Step Up day went well for the 8<sup>th</sup> grade. Mr. Boudreau, Mrs. Frisbee, Ms. Voisine, Mrs. Avery, and Mr. Roberge visited Alvirne High School.

**II. PUBLIC COMMENT:**

Scott Lincoln, parent, would like the Board to consider adding 2 more public members at large on the Secondary Education Review Committee. The public's views are critical to this committee. He feels this would create a balance and would help avoid a potential conflict of interest.

Liz Hoyt, parent, would like to thank Becky Bridges and the school nurses for their great job with the school flu clinics. All flu clinics were well organized and went very well. She also reported

that she has heard very positive information from staff and parents regarding Misty McBrierty in her role as Shapleigh Assistant Principal.

Chris Perkins, parent, commented that he feels it is great that the Board has created a Secondary Education Review Committee. He is concerned with having Traip staff members on this committee and feels that more residents should be on the committee.

Scott Lincoln, parent, feels that it is important to have Traip staff serve on the Secondary Education Review Committee. They are at Traip everyday and could provide valuable information to the committee.

George Dow, Town Council member and parent, commented that he has attended the last few Board meetings and was glad to see more parents participating. We need to get involved and we are fortunate to have the opportunity to be able to voice our comments and opinions. He also feels that the Board should add 2 more public members at large to the Secondary Education Review Committee. This will help to eliminate the possibility of a conflict of interest.

### III. CORRESPONDENCE:

Correspondence is included in the FYI packet.

### IV. STAFF REPORTS:

#### A. R.W. Traip Academy presentation/overview - Wanda Avery.

Traip Principal, Wanda Avery and Assistant Principal/Activities Director, Mike Roberge, presented a comprehensive overview of Traip Academy. Ms. Avery reviewed and spoke in depth about Traip's goals with an explanation of how they are being met through the PLC (Professional Learning Community) Process.

Mr. Roberge reviewed the PLC cultural shift and the structure of teams. He reviewed the major concepts of a PLC to make it work efficiently. Learning remains the fundamental purpose and is constant.

Student Board Member, Jess Foye, reviewed AP (Advanced Placement) courses. She also reviewed the VHS (Virtual High School) program noting that it is an independent way of learning.

Mariah McKenna, Student, reviewed the systematic response for students who are having learning difficulty in a certain subject and how their needs are met.

Chair Lemont thanked Wanda, Mike, Jess and Mariah for their in depth presentations.

### V. NEW BUSINESS:

#### A. Action on first reading of policies:

1. DJH - Purchasing and Contracting Procurement Staff Code of Conduct.

It was MOVED by Patti Ayer, SECONDED by Glennis Wright and VOTED 7-0-0 with Student Board Member, Jess Foye, in favor to approve first reading of policy DJH - Purchasing and Contracting Procurement Staff Code of Conduct.

2. IHBAI - Special Education Independent Evaluation.

It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 7-0-0 with Student Board Member, Jess Foye, in favor to approve first reading of policy IHBAI - Special Education Independent Evaluation.

B. Action to approve the Teacher Recertification Plan.

It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 7-0-0 with Student Board Member, Jess Foye, in favor to approve the Teacher Recertification Plan.

C. Action to discuss charge to the Secondary Education Review Committee.

It was the consensus of the Board to keep the charge as it was approved at the meeting of December 1, 2009 and to add 2 members at large, plus 1 or 2 student members. Supt. Littlefield will draft up a timeline for the committee's initial report. Patti Ayer and Lisa D'Angelo will serve on the committee.

D. Action to discuss Shapleigh administrative options for 2010-2011.

The Board discussed possible options that included a full time assistant, lead teachers at various grade levels, and combinations of positions.

Following the discussion, it was the consensus of the Board that the administration should discuss this and come back to the Board with their thoughts.

E. Action to ratify the Collective Bargaining Agreement between the Kittery School Committee and the Kittery Education Association, September 1, 2009- August 31, 2012.

This Item has been move to after Agenda Item X., Executive Session.

VII. SUPERINTENDENT'S REPORT:

A. Sheri Rockburn, Business Manager, reviewed the School Department's budget and information about FY11 budget planning.

B. Included in the FYI packet is the summary of the budget that has been adjusted to meet the state curtailment of \$212,600. Note that the out-of-state tuition and vocational transportation lines have sustained the greatest cuts to enable us to meet the curtailment without impacting other programs and personnel.

C. Supt. Littlefield reported that he emailed material regarding the WEB SITE policy for the Board to review. Please email any questions, concerns, or comments you may have

regarding this policy to him.

- D. Included in the FYI packet is material regarding use of the remaining FYI 10 ARRA stimulus finds. To date the Board has authorized expenditure of these funds for the Shapleigh playground (\$16,500) and the Traip climbing wall (\$5,500).

It was MOVED by David Batchelder, SECONDED by Glennis Wright and VOTED 7-0-0 with Student Board Member, Jess Foye, in favor to authorize the expenditure of \$4,500 for MSMA to review and completely update our district policies, as recommended by Supt.. Littlefield.

It was MOVED by David Batchelder, SECONDED by Kim Bedard and VOTED 7-0-0 with Student Board Member, Jess Foye, in favor to authorize the expenditure of \$25,993 for curriculum areas, \$11,000 for professional development, and \$4,000 for a wireless network, as recommended by Mr. Littlefield..

- E. Supt. Littlefield reported that included in the FYI packet was information regarding the Board Retreat. It was the consensus of the Board to postpone the Board Retreat until after the FY11 budget process and hold the retreat later in the spring. Supt. Littlefield will review possible dates in April with the facilitator. .

It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 7-0-0 with student Board Member, Jess Foye, in favor to extend the meeting past 10:00 p.m.

VII. COMMITTEES AND REPORTS:

- A. Design Team: The Design is scheduled to meet on Wednesday, December 16, 2009.
- B. Health Coordinating Team: The Health Coordinating Team has rescheduled their meeting for Wednesday, December 16, 2009 at Beck Bridge's house.
- C. Policy Committee: The Policy Committee has met and minutes are included in the FYI packet.
- D. MSBA Executive Committee: The MSBA Executive Committee is scheduled to meet on January 6, 2010.
- E. Advisory Committee for Information Literacy: The Advisory Committee for Information Literacy met on Monday, December 14, 2009 and worked on the Technology Plan.
- F. Finance Committee: The Finance Committee met and the Minutes are included in the FYI packet.

- G. Shared Services Committee: The Shared Services Committee has not met and plan to meet in January 2010.
- H. Building Committee (Mitchell/Shapleigh): The Building Committee (Mitchell/Shapleigh) is scheduled to meet on Wednesday, December 16, 2009.
- I. Kittery/SAD #35 Joint Board Committee: The Kittery/SAD #35 Joint Board Committee has been suspended for now.
- J. Superintendent's Search Committee: The Superintendent's Search Committee is scheduled to meet in January 2010.
- K. Capital Improvement Project Committee: The Capital Improvement Project Committee is scheduled to meet on Wednesday, December 16, 2009.
- L. Dropout Prevention Committee: The Dropout Prevention Committee met and discussed different ideas to pursue.
- M. Secondary Education Review Committee: The Secondary Education Review Committee has not met.

IX. QUESTIONS/COMMENTS/CONCERNS:

Glennis Wright questioned if "Positively Traip" is on the website. She also commented that Foster's didn't have an article but the Portsmouth Herald did regarding the Christmas parade.

Bill Furbush thanked Traip administrators and students for their presentation.

David Batchelder also thanked Traip for their presentation.

Chair Lemont thanked Traip for their presentation.

X. EXECUTIVE SESSION:

It was MOVED by Bill Furbush, SECONDED by Glennis Wight and VOTED 7-0-0 with Student Board Member, Jess Foye, in favor to enter into Executive Session in accordance with 1 MRSA ss 405(6)(D) to discuss negotiations at 10:06 p.m.

It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 7-0-0 to come out of Executive Session at 10:44 p.m.

XI. ACTION ON EXECUTIVE SESSION: See New Business Item VI.E below.

- VI. E. Action to ratify the Collective Bargaining Agreement between the Kittery School Committee and the Kittery Education Association, September 1, 2009- August 31, 2012.

It was MOVED by Kim Bedard, SECONDED by David Batchelder and VOTED 7-0-0 to authorize Chairman Ken Lemont, acting on behalf of the Kittery School Committee, to enter into a Successor Collective Bargaining Agreement with the teacher's unit of the Kittery Education Association with corrections.

XII. ADJOURNMENT:

It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 7-0-0 unanimously on a VOICE VOTE to adjourn at 10:49 p.m.

Respectfully submitted by Janis Marshall-Colby,      Date: December 15, 2009  
Janis Marshall-Colby, Recorder

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Date: December 15, 2009

Larry Littlefield, Superintendent of Schools

APPROVED BY SCHOOL COMMITTEE: January 5, 2010