

Kittery School Committee Meeting
January 19, 2010 - Town Hall Chambers - 6:30 p.m.
REGULAR BUSINESS MEETING

I. ASSEMBLY OF SCHOOL COMMITTEE MEMBERS:

A & B. The meeting was called to order at 6:30 p.m. by Chair Lemont. Supt. Littlefield, Kim Bedard, Glennis Wright, Patti Ayer, Bill Furbush, and David Batchelder were present. Lisa D'Angelo was excused absent. Student Board Member, Lauren Kennison, was present. Also present were school administrators, staff, and members of the public.

C. Adjustments to the Agenda:

Adjustment to the Agenda was an Addendum VI.E, New Business.

D. Minutes:

The Minutes of January 5, 2010 were approved as presented.

E. Student Advisory Member Report:

Grades 3-5 Holiday Concert will be held on Thursday, January 21, 2010 at 7:00 p.m. at Shapleigh.

Traip's December's Student of the Month was Amber Robinson - English and January's Student of the Month is Evan Leake - Math Department. Mid-terms are taking place this week. Friday, January 22nd, students have a half-day. "Across the River," in the Portsmouth Herald, was written by Emily Clyatt. Staff focused on reading strategies and assessments on Tuesday, January 12th, Traip's half day. Ms. Avery, Mr. Roberge, and three teachers visited Casco Bay High School. Homework Club has started and is going well.

F. Workshop: FY11 Budget:

The Board met with school administrators in workshop format to discuss the FY11 budget. Supt. Littlefield noted that Town Council had requested to meet with the Board and school administrators but was informed from the Town Manager, that Town Council since has withdrawn that request. Therefore, this workshop will be a continuation of our first budget workshop that was held on Wednesday, January 14th.

Sheri Rockburn, Business Manager, reviewed the FY09 Audit Report. She noted that the Fund Balance as of 6/30/09 was \$756,113. \$157,970.00 was used towards the 09-10 Budget. As of 7/1/09, the balance is \$598,143.00.

Supt. Littlefield distributed information on the dedicated accounts and reviewed each account. The Board will review this information and at a later date decide where allocations should be made from the Fund Balance. One possibility that was discussed was to add more funds to the Unemployment Fund and the Unfunded Liability Account.

Doris Demers, Food Director, reviewed her budget noting that less revenue is now received with the a la carte program due to our offering changes. Now that we have changed to more

nutritional drinks such as water, juices, etc, we have a experienced a loss of revenue. This has mainly affected Shapleigh and Traip. We are presently working on this to help increase our revenues.

Chair Lemont thanked everyone for their participation.

II. PUBLIC COMMENT:

George Dow, Town Council member and parent, commented that the FY11 Budget workshop was very informative. The class size information was helpful but would like to see the class size numbers for Traip. In view of the situation facing the economy today, he would like the Board to consider transferring some of the Fund Balance as of 7/1/09 monies into the budget line item, Unemployment Fund. Great workshop!

III. CORRESPONDENCE:

Correspondence was included in the FYI packet.

IV. STAFF REPORTS: None.

V. UNFINISHED BUSINESS: None.

VI. NEW BUSINESS:

A. Action to approve the FY09 Audit Report:

It was MOVED by Glennis Wright, SECONDED by Kim Bedard and VOTED 6-0-0 in favor to approve the FY09 Audit Report.

B. Action to authorize funds for the office program merger and conversion of MUNIS software.

It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 6-0-0 in favor to authorize funds for the office merger and conversion of MUNIS software in the amount of \$15,061 from the Maintenance Dedicated Account.

C. Action on the first reading of the following policy:

1. GCSA - Employer Computer and Internet Use.

It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 6-0-0 in favor to approve first reading of policy GCSA - Employee Computer and Internet Use with changes.

D. Action to appoint a representative to the Kittery Energy Advisory Committee (KEAC).

Chair Lemont appointed David Batchelder as representative to the Kittery Energy Advisory Committee (KEAC).

- E. Action to discuss Superintendent's Search process and timeline.
Consensus was to schedule interviews on February 4th at 4:00 p.m. - 8:00 p.m. with the full Board. Visits to potential candidates will be held on January 27th and February 3rd. Patti Ayer and David Batchelder will give potential candidates a tour of our district on February 4th before the interviews.

Further action on this Item has been moved to be taken after Item X., Executive Session.

VII. SUPERINTENDENT'S REPORT:

- A. Supt. Littlefield reported that Jay Vogt has confirmed Tuesday, April 13 and Thursday, April 15, from 5:00 - 9:00 p.m. for our Board Retreat.
- B. Please note the following dates for school cottage meetings:
Mitchell: Thursday, March 11th at 7:30 a.m.
Traip: Monday, March 15th at 2:15 p.m.
Shapleigh: Tuesday, March 16th at 2:30 p.m.
- C. Include in the FYI packet is the latest report of enrollment as well as the Private School and Home School enrollment data.
- D. Supt. Littlefield reported the Secondary Education Review Committee had it's first meeting on Monday, January 12 at Traip library. Mike Lee was elected Chairman. They discussed their charge from the School Committee and reviewed their overall task and work schedule. The Secondary Education Review Committee is scheduled to meet on Monday, January 25 at 5:00 p.m. at the Traip Library.

VIII. COMMITTEES AND REPORTS:

- A. Design Team: The Design Team has not met.
- B. Health Coordinating Team: The Health Coordinating Team met and minutes are included in the FYI packet.
- C. Policy Committee: The Policy Committee has met and reviewed policies.
- D. MSBA Executive Committee: The MSBA Executive Committee met and discussed Legislative material.
- E. Advisory Committee for Information Literacy: The Advisory Committee for Information Literacy is scheduled to meet on Wednesday, January 27th at 1:00 p.m.
- F. Finance Committee: The Finance Committee met and minutes are included in the FYI packet.

- G. Shared Services Committee: The Shared Services Committee has not met.
- H. Building Committee(Mitchell/Shapleigh): The Building Committee (Mitchell/Shapleigh) met and reviewed the final sketch plans. The meeting with the Planning Board went very well. The Building Committee(Mitchell/Shapleigh) is scheduled to meet on Wednesday, January 20, 2010.
- I. Kittery/SAD#35 Joint Board Committee: This committee has been disbanded.
- J. Superintendent's Search Committee: This Item has been discussed on Agenda Item VI.E., New Business.
- K. Capital Improvement Project Committee: The Capital Improvement Project Committee has met and reviewed proposals.
- L. Dropout Prevention Committee: The Dropout Prevention Committee met.
- M. Secondary Education Review Committee: The Secondary Education Review Committee met and discussed the charge by the School Committee. They are scheduled to meet on Monday, January 25th at 5:00 p.m.

IX. QUESTIONS/COMMENTS AND CONCERNS:
Patti Ayer commented that Traip Indoor Track is doing well.

X. EXECUTIVE SESSION:
It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 6-0-0 to enter into Executive Session in accordance with 1 MRSA ss 405(6)(D) to discuss negotiations at 9:37 p.m.

It was MOVED by Glennis Wright, SECONDED by Kim Bedard and VOTED 6-0-0 in favor to come out of Executive Session at 10:34 p.m.

XI. ACTION ON EXECUTIVE SESSION: No action was taken.

XII. ADJOURNMENT:
It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 6-0-0 unanimously on a VOICE VOTE to adjourn at 10:35 p.m.

Respectfully submitted by Janis Marshall-Colby

Date: January 19, 2010

Date: January 19, 2010

Larry Littlefield, Superintendent of Schools

APPROVED BY SCHOOL COMMITTEE: February 3, 2010