

Kittery School Committee Report
05 January 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 by at 6:30 p.m. by Chair Lemont. Supt. Littlefield, Kim Bedard, Glennis Wright, Bill Furbush, Patti Ayer, Lisa D'Angelo, and 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. Adjustments to the Agenda: None.

D. Minutes:

The Minutes of December 15, 2009 were approved as amended.

E. Student Advisory Member Report:

Mitchell Primary School had a Portable Planetarium there today working with Grade Two students as part of a unit on Black History. Officer French and the Kittery Rotary Club distributed dictionaries to each Grade Three student with the child's name written on the inside. TV Channel will be filming "Kids' Correspondents" on Friday, January 8th featuring two students working as "reporters." They will describe the special elements of Mitchell School from their perspective. Student enrollment at the beginning of the school year was 319 students and now is 335 students. 50% of the new registrations are military families.

Shapleigh students had a restful break and returned to school after the Christmas break refreshed and ready to start the new year. Grades 3-5 concert has been rescheduled to January 21st at 7:00 p.m.

Staff Member of the Month Award for December 2009 was awarded to Laura Getchell by the Golden Apple Committee. Traip Holiday Concert was a great success. Mid-terms will be taking place from January 19 - 22nd. Second quarter ends on January 15th.

F. Workshop: Review of district wide technology, and discussion of hardware, software, curriculum, learning, business operations, and policy.

Sherry Knowles, Technology Coordinator, and Karen Kalmar, Policy Committee Chair, met in workshop format with the Board to discuss our district wide technology program and our draft Website policy.

Sherry distributed folders with information that included a power point presentation, inventories, and survey results. She reviewed moving the hardware out of Frisbee and transferring it into Mitchell and Shapleigh. We purchased 42 macbooks from the state for high school teachers and a new wireless program was installed at Traip and Shapleigh. A lot of work went into setting up Infinite Campus. This manages all our data and replaces the MEDMS program. With this program the state is able to collect consistent data throughout the state. Once the state uploads the information It is backed up and is not accessible to our

for any changes. The program keeps grade notebooks and this eliminates us having to send the information on our own to the state which ultimately saves us some costs. She reviewed the inventory in each of our schools and district. It is positive for the students to be able to use computers and be able to have availability 24/7. We are presently working on a Tech Plan and need to make larger decisions on whether we want to be one on one or multi-faceted. We must have a 3 year tech plan in place by June 2010.

Karen Kalmar discussed our draft website policy. We need a policy in place that clearly outlines the content and use of the district and school websites.

Consensus needs to be developed regarding the presentation and information on each school's website.

Chair Lemont thanked Sherry and Karen for their work and input.

II. PUBLIC COMMENT:

George Dow, Town Council member and parent, commented that the workshop discussing Technology was very informative. In the discussion he heard that 25% - 30% of our people are not using equipment and we need to find out why. Education is fundamental and Technology is a support tool that we should use to get us there. He suggested that the Board needs to decide first where we would like to see out technology in future and start there to develop a plan. He also feels that the Advisory Committee for Information Literacy needs to meet more than four times a year.

III. CORRESPONDENCE:

All correspondence was included in the FYI packet.

IV. STAFF REPORTS: None.

V. UNFINISHED BUSINESS: None.

VI. NEW BUSINESS:

A. Action to approve ARRA funds for the Technology Audit.

Consensus of the Board was not to conduct a Technology Audit at this time.

B. Action to approve membership for the Secondary Education Review Committee.

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 membership for the Secondary Education Review Committee as presented and to add Jess Foye as Alternate Traip Student member.

C. Action on a teacher request for a leave of absence for the 2010-2011 school year.

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 a teacher request for a leave of

absence for the 2010-2011 school year for Mark Gunter, Shapleigh Science teacher.

- D. Action on final approval for an overnight trip to Kieve Leadership Program, Nobleboro, ME (May 10-14, 2010).
This Item was rescheduled.
- E. Action on second reading of policies:
 - 1. DJH - Purchasing and Contracting Procurement Staff Code of Conduct.
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 second 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 second reading of policy IHBAI - Special Education Independent Evaluation.

VII. SUPERINTENDENT'S REPORT:

- A. Resignation/Retirement.
 - 1. Beth Allen, Traip Guidance Counselor.
It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 7-0-0 with Student Board Member, Jess Foye, in favor to acknowledge with thanks and best wishes the retirement of Beth Allen, Traip Guidance Counselor.
- B. Sheri Rockburn, Business Manager, reviewed the School Department's budget.
- C. Supt. Littlefield noted the draft mode WEB SITE policy.
- D. Supt. Littlefield reported that he contacted Jay Vogt about possible dates in April for our Board retreat. It was the consensus of the Board to hold the Board retreat on Tuesday, April 13th and Thursday, April 15th.
- E. Supt. Littlefield reported that he has begun discussions regarding additional administrative support for Shapleigh principal. He believes that by looking at some creative solutions, we can provide the support at a reasonable cost. He plans to advertise the principal's position in mid February and combine any additional necessary ads for the additional support.
- F. Supt. Littlefield reported that he has spoken with the staff at MSMA regarding the comprehensive review of the district manual. He expects their contract for services shortly. The goal is to have the work completed by June 2010.
- G. Supt. Littlefield reported that our first budget workshop for the FY11 budget is scheduled for Wednesday, January 13th at 6:30 p.m. in Chambers.

VIII. COMMITTEES AND REPORTS:

- A. Design Team: The Design Team is scheduled to meet on Wednesday, January 20, 2010.
- B. Health Coordinating Team: The Health Coordinating Team is schedule to meet on Wednesday, January 6, 2010.
- C. Policy Committee: The Policy Committee met on Tuesday, January 5, 1010 and reviewed policies.
- 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 is scheduled to meet on Wednesday, January 27, 2010.
- F. Finance Committee: The Finance Committee met today and the Minutes are included in the FYI packet.
- G. Shared Services Committee: The Shared Services Committee has not met.
- H. Building Committee (Shapleigh/Mitchell): The Building Committee (Shapleigh/Mitchell) is scheduled to meet on Wednesday, January 6th. The design drawings have been finalized and we are moving ahead. The plan is scheduled to go before the Planning Board on January 14, 2010 for initial presentation of the project.
- 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 met and interviews for the Superintendent position are scheduled to be held on Tuesday, January 12th and Thursday, January 14th.
- K. Capital Improvement Project Committee: The Capital Improvement Project Committee met and reviewed capital projects for this year and are working on future capital projects.
- L. Dropout Prevention Committee: The Dropout Prevention Committee is scheduled to meet on Wednesday, January 6th.
- M. Secondary Education Review Committee: A date for first meeting will be scheduled so the work can begin as soon as possible.

It was MOVED by Chair Lemont, SECONDED by Glennis Wright and VOTED 4-3-0 (Kim Bedard, Bill Furbush, Ken Lemont) with Student Board Member, Jess Foye, in favor to extend the meeting past 10:00 p.m.

IX. QUESTIONS/COMMENTS/CONCERNS:

Kim Bedard commented that her parents have generously offered their home for the Board to use for their retreat. She questioned if the DRAFT policies were posted on the website. She would like to have the dates for the spring cottage meetings.

Lisa D'Angelo commented that she will be unable to attend the School Committee on January 19th.

X. EXECUTIVE SESSION: There was no Executive Session.

XI. ACTION ON EXECUTIVE SESSION: None.

XII. ADJOURNMENT:

It was MOVED by Glennis Wright, SECONDED by David Batchelder and VOTED 7-0-0 unanimously on a VOICE VOTE with Student Board Member, Jess Foye, in favor to adjourn at 10:13 p.m.

Respectfully submitted by Janis Marshall-Colby

Date: January 5, 2010

Janis Marshall-Colby, Recorder

Date: January 5, 2010

Larry Littlefield, Superintendent of Schools

APPROVED BY SCHOOL COMMITTEE: January 19, 2010