

**Kittery School Committee Meeting**  
**15 July 2008 - 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 Chair Pelletier at 6:30 p.m. Supt. Littlefield, Glennis Wright, Kim Bedard, Patti Ayer, and Bill Furbush were present. David Batchelder arrived at 6:55 p.m. Ken Lemont was excused absent. Lauren Kennison, Student Board Member, was present. Also present were administrators, members of the public and press. .

**C. Adjustments to the Agenda:**

Adjustment to the Agenda was an addendum VI.E.3, New Business.

Adjustment to the Agenda was an addendum VI.H., New Business.

**D. Minutes:**

The Minutes of June 24, 2008 were approved as amended.

The Minutes of July 25, 2008 were approved as presented.

**E. Student Advisory Member Report:**

The students appreciated the bicycle ride fundraiser that was held to help raise funds for the climbing wall. Laura went to the Rotary Youth Leadership Academy and found it very informative. The students are enjoying the rest of their summer vacation.

**II. PUBLIC COMMENT:**

Dr. Hoop addressed the Board and commented that he is a new resident to the town of Kittery and feels connected to the community already. He appreciates the positive and proactive connection that the School Committee and Town Council have to make town government work at its best. He thanked Supt. Littlefield, David Foster, Principal of Mitchell, and the staff at Mitchell for making him feel part of the school district during his volunteer time at Mitchell.

Chair Pelletier thanked Dr. Hoop for his comments.

**III. CORRESPONDENCE: None.**

**IV. STAFF REPORTS:**

**A. 2007-2008 School Food Service Program - Doris Demers.**

Doris Demers, Food Service Director, addressed the Board and presented the 2007-08 School Food Service Program report. She is very pleased to be part of the Kittery School district. The Food Service staff is very well trained and has been adaptable to the changes that have been put in place. In March 2008, the Breakfast Program was put in place and has been very successful. It has served 738 meals since March and that number will surely

increase in the next school year. Mitchell serves approximately 50-60 breakfast meals a day. She has had great feedback from the parents regarding the program.

Doris reported that the NutraKids computer program has worked very well this past year. She noted that when she came to the school district, she looked at our food program in its entirety and has made changes including allocation of labor needs in each of the schools. Based on her assessments, she has cut back on labor in some areas and re-distributed labor on other areas. Some menu changes will be taking place next year to help improve student participation and well as offer a different variety especially with the a la carte offerings as well as offer a lunch email service for staff. She also plans to have more staff training..

Due to the rising costs of food, Doris asked the Board to authorize an increase in the lunch price for K-5 for a total of \$2.00.and for the breakfast price to also increase by \$0.25 For a total of \$1.25. This is still below the meal costs of many other districts and the state maximum.

She thanked the Board, school administrators, and staff for working with her. She is happy to be part of the Kittery School district.

Chair Pelletier thanked her for her presentation.

V. UNFINISHED BUSSINESS: None.

VI. NEW BUSINESS:

- A. Action on recommendation for student meal prices for the 2008-09 school year. It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to increase the K-5 lunch price by \$0.25 to \$2.00 and the K-12 breakfast price by \$0.25 to #1.25.
- B. Action to approve transfer of funds from the Special Education Dedicated Account to the FY08 budget. It was MOVED by Kim Bedard, SECONDED by Glennis Wright and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to approve the transfer of funds from the Special Education Dedicated Account to the FY08 operating budget in the amount of \$135,000.
- C. Action on first reading of Policy JRA - Student Education Records and Information. It was MOVED by David Batchelder, SECONDED by Glennis Wright and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to approve first reading of Policy JRA - Student Education Records and Information with suggested changes.
- D. Action on second reading of Policy IHBGB - Supplemental Statement of Rights for Private/Home Schooling Students with Disabilities. It was MOVED by Chair Pelletier, SECONDED by Glennis Wright and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to approve second reading of

Policy IHBGB - Supplemental Statement of Rights for Private/Home Schooling Students with Disabilities.

- E. Action on Superintendent's nomination for the following positions:
  - 1. Samantha Ryan, Traip Academy Science Teacher.  
It was MOVED by David Batchelder, SECONDED by Bill Furbish and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to approve the Superintendent's nomination of Samantha Ryan as Traip Academy Science Teacher for the 2008-09 school year.
  - 2. Courtney Edwards, Special Education/Ed Tech III, Traip Academy Career Prep.  
It was MOVED by Glennis Wright, SECONDED by Kim Bedard and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to approve the Superintendent's nomination of Courtney Edwards as Special Education/Ed Tech III, Traip Academy Career Prep for the 2008-09 school year.
  - 3. Valerie Conley, Behavior Strategist.  
It was MOVED by Glennis Wright, SECONDED by Patti Ayer and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to approve the Superintendent's nomination of Valerie Conley as Behavior Strategist for the 2008-09 school year.
- F. Action to create the position of School Business Manager/Town Fiscal Agent, a joint position with the School Department and Town Office.  
It was MOVED by Bill Furbish, SECONDED by David Batchelder and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to approve the creation of the position of School Business Manager/Town Fiscal Agent, a joint position with the School Department and Town Office.
- G. Action to discuss procedures and timelines for implementation of the 3 school reorganization plan (Mitchell, Shapleigh, Traip).  
It was the consensus of the Board to discuss procedures and timeline with Town Council on July 21, 2008. Following the discussion, no decisions were made. The Board will meet with Town Council on Monday to discuss the closing of Frisbee and its re-use by the town.
- H. Action on request from Tara Hamer for a one year of absence without pay.  
It was MOVED by Chair Pelletier, SECONDED by Patti Ayer and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to grant the request from Tara Hamer for a one year leave of absence without pay.

## VII. SUPERINTENDENT'S REPORT:

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- A. Supt. Littlefield reported that EMC started on the lighting efficiency project last week and crews have been working at Frisbee and Traip. As these schools are completed, they will move to Shapleigh and Mitchell.
  - B. Included in the FYI packet is a copy of the power point presentation that Charlie Case representing the town energy committee (KEAC) made at the Town Council meeting on Monday, July 14, 2008.
  - C. Supt. Littlefield reported that the re-roofing project at Traip will begin next week and will be completed by the opening of school.
  - D. Supt. Littlefield reported that we have several vacancies, and anticipated vacancies, that remain open at this time. He has received a letter from Heather Kennedy, the person approved as the Traip 3/5 time health teacher, declining the position due to serious personal issues that prevented her from taking the position. Wanda and Mike are working to fill this position and the Ed Tech I office aide. He also reported that he and Wanda Avery are setting up interviews for the assistant principal position at Shapleigh Middle School.

## VIII. COMMITTEES AND REPORTS:

- A. Design Team: The Design Team has not met.
- B. Town Council Information Report: None.
- C. Health Coordinating Team: The Health Coordinating Team has not met.
- D. Policy Committee: The Policy Committee met and reviewed policies. They are scheduled to meet on Tuesday, July 22, 2008. has not met.
- E. MSBA Executive Committee: The MSBA Resolution Committee is scheduled to meet on Wednesday, July 23, 2008.
- F. Advisory Committee for Information Literacy: The Advisory Committee for Information Literacy has not met.
- G. Legislative Committee: The Legislative Committee has not met.
- H. Finance Committee: The Finance Committee met today, July 14, 2008.
- I. Energy Committee: The Energy Committee has not met.

