

**Kittery School Committee Meeting**  
**16 June 2009 - 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, Kim Bedard, Glennis Wright, Ken Lemont, Patti Ayer, and David Batchelder were present. Student Board Member, Lauren Kennison, was present. Bill Furbush was excused absent. Also present were school administrators, staff, SAD # 35 Superintendent, Jeff Bearden, SAD #35 Board of Director Members, Town Council Member, George Dow, members of the public, and press.

**C.** Adjustments to the Agenda:

An Adjustment to the Agenda was to move Item I.F. to after Item I.C., New Business.

**F.** Workshop with M.S.A.D. #35 Board of Directors - discussion for collaboration.

Supt. Littlefield, Kittery School Committee members, Jeff Bearden, SAD #35 Superintendent, the SAD #35 Board of Director members met in workshop format.

Chair Pelletier welcomed the SAD #35 Board of Directors. He recapped the challenges that Kittery faces with budgets cuts from the state. He noted that our goal this evening is to discuss possible ways our districts could collaborate on some of our programs and help each other with the budget cuts that we are both facing. He explained how we have merged our financial dept. with the Town of Kittery and our food service with York School District.

Supt. Littlefield reported that our municipal school budget had passed along with the bond request and explained where our district is going with the 3 school plan. He reviewed our projected state subsidy noting that we are a minimal state receiver. He reviewed the profiles of our district noting that, due to the financial cuts we have had to face, it had recently been decided by the public vote to have our district become a 3 school district instead of 4 schools. By going to a three school district, this will allow us not to have to cut programs that are vital to our students.

Supt. Jeff Bearden reviewed SAD# 35 budget and state subsidy. Their enrollment is stable with 2,250 students currently. Teacher salaries are competitive with surrounding districts. Schools, however, do not have a lot of extras. Student to teacher ratio is 20-1. The district does have a fulltime pre-school program, which has been very successful.

Programs and areas were discussed that could lend themselves to collaboration between the two districts which included Adult Education, professional development, central office, busing, health insurance. etc..

It was the consensus of both Boards to create a sub-committee and discuss possibilities for collaboration.

## D. Minutes:

The Minutes of June 2, 2009 were approved as presented.

## E. Student Advisory Member Report:

Shapleigh 7<sup>th</sup> Grade visited MIT/Harvard on Monday, June 15<sup>th</sup>. Grade 6 will be visiting Fort Foster on Tuesday, June 16<sup>th</sup>. Grade 8 will be going to Funtown on Friday, June 19 and will hold their Promotion Ceremony on Friday, June 19<sup>th</sup> at 6:00 p.m. Friday, June 19<sup>th</sup> is the last day of school for Grade 8. Field Day will be on Thursday, June 18 with a recognition assembly at 7:45 a.m. Grade 4 and 5 will be visiting Shapleigh on Friday, June 19<sup>th</sup>. Teachers are packing and preparing to move and are looking forward to being a grade 4-8 school next year.

Traip held the Senior Banquet, Senior Assembly, and Graduation last week and it went very well. The Project Graduation trip was white water rafting and it went very well. Student Council Officers and Class Officers have been elected for next year. Underclassmen Awards assembly will be held on Wednesday, June 17. Finals will start on Wednesday, June 17<sup>th</sup>. Spring Sports Awards will be held on Thursday, June 18 at 6:00 p.m.

Mitchell held a Reception on Tuesday, June 16 for the Mitchell Mates Mentor Program. They honored 21 mentors this year. The Frisbee staff has been invited to an end of the year/Welcome to Mitchell School Barbeque at Fort Foster Pavilion on Friday, June 19<sup>th</sup>. They are in the process of transitioning the three Grade 3 staff members into Mitchell along with 7 SPED professionals and Ed Techs. They are working hard to create a plan for a smooth and easy transition.

## II. PUBLIC COMMENT:

Gil Roberts, parent, commented that he met with Supt. Littlefield and recently discussed several areas of concern. The workshop we had with SAD #35 should have been televised so members of the community can see the work the Board is doing. He thanked the Board for their concerns they have expressed regarding the bomb threats at Shapleigh and the work they have done and are in the process of doing to prevent this in the future. He questioned if we had a definitive date when the bus route plan for next year would be available. He also strongly encouraged the Board to keep control of the bond money for the construction. The taxpayers put this bond into the hands of the School Committee and trust them to use it in the best interest of our students..

George Dow, Town Council member/parent, appreciated the workshop with SAD #35. This is a great start to look at collaboration on some of our programs. He commented that when we start our construction/renovation phase to our 3 school plan, he would like the Board to do the research, parents to attend and be involved. He thanked the Board for all their hard work this past year.

Christi Mattheson, parent, commented that the busing survey was very hard to understand. She did not like the choices that were on the survey and would like to see other options made available.

Edward Weatherhead, Frisbee staff member, commented that he would like the Board to maintain the same school schedule for all of Shapleigh. He expressed his concerns should the schedule be split. The Frisbee staff needs to build a relationship with the Shapleigh staff so the same schedule is important for this to happen.

Jane Durgin, Special Education Director, thanked the Board for all their work this year. She also would like to thank her staff. They are amazing people and she personally feels very lucky to work with everyone in the Department and all the schools. It's been a great year!

Sally Sullivan, support staff member at Frisbee, expressed the concerns of the Frisbee staff regarding the future bus schedules. They know the Board has a lot of work to do regarding the bus routes, but they do not want to see 2 schools in one building. They want one school in one building. If they were to be on a split schedule at Shapleigh, they would feel "dis-jointed" from the rest of the school with their schedules. They want to be one school.

III. CORRESPONDENCE:

Correspondence was included in the FYI packet.

IV. STAFF REPORTS: None.

V. UNFINISHED BUSINESS:

A. Action to discuss student transportation for the 2009-10 school year.

Supt. Littlefield reported that now the voters have decided to close Frisbee, he asked Ledgemere Transportation to revisit the bus route options and possibly look into alternative routes. He reviewed the 2 options that were discussed at the last meeting.

Option I: Grade K-3 Mitchell students would ride together. Mitchell students would start later in the morning and end later in the afternoon.

Grades 4- 12 (Shapleigh & Traip) students would ride together. Traip would have an earlier start and end earlier in the afternoon.

Option II: Grade K-8 (Mitchell & Shapleigh) students would ride together. Both schools would start later in the morning and end later in the afternoon.

Grades 9-12 (Traip) students would ride together. Traip would start earlier in the morning and end earlier in the afternoon.

Brian Trafton and Deb Coleman from Ledgemere reviewed the possible routes. They also reviewed how the decision made by the Board could also add more buses to the routes at additional cost.

It was the consensus of the Board to create a sub-committee comprised of Supt. Littlefield, administrators, and 2 Board members to review time schedules, configuration of grades and report back to the Board. A decision on next year's bus routing should be made by the end of June. Ken Lemont and Patti Ayer will represent the Board.

VI. NEW BUSINESS:

- A. Action on concept approval for a trip to Germany, Switzerland, Austria (April 16-23, 2010) Traip Academy Heritage Club.

It was MOVED by Chair Pelletier, SECONDED by Kim Bedard, and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to grant concept approval for a trip to Germany, Switzerland, Austria (April 16-23, 2010) by the Traip Academy Heritage Club.

- B. Action on second reading of policies:

1. FB - Facilities Planning.

It was MOVED by Chair Pelletier, SECONDED by Patti Ayer and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to approve second reading of policy FB - Facilities Planning.

2. ILD - Student Submission to Surveys, Analyses, or Evaluations.

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 second reading of policy ILD - Student Submission to Surveys, Analyses, or Evaluations.

- C. Action on a request to use six (6) days from the Unit C Sick Leave Bank.

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 six (6) days from the Unit C Sick Bank Leave for Judith Marston, teacher.

VII. SUPERINTENDENT'S REPORT:

- A. Resignation/Retirement.

1. Rachel Maloney Hawkins, Shapleigh Middle School Teacher.

It was MOVED by Chair Pelletier, SECONDED by Kim Bedard and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to acknowledge the resignation of Rachel Maloney Hawkins, Shapleigh Middle School Teacher with best wishes.

- B. Supt. Littlefield reported that Mr. Gary Fjeld, Rollinsford School Board Chair, called him this week. He indicated that his Board is working hard to comply with the NH statute on the review process when there are working agreements between school

districts. He will be sending us a request for information in the near future regarding the Kittery School District.

- C. Supt. Littlefield reported that Lauren Kennison has been re-elected to the School Committee next year as Traip Academy's student representative. Congratulations!
- D. Supt. Littlefield updated the Board on transition planning to 3 schools.
  - 1. Step Up Day for next year's students in Shapleigh in grades 4, 5, & 6 is planned for Friday, June 19<sup>th</sup>.
  - 2. We have met with the staffs, principals, and Maintenance Director to plan for the move out of Frisbee into Mitchell and Shapleigh. Parents have been notified. The last day of school for Frisbee and Shapleigh students is Friday, June 19<sup>th</sup>. Last day for Traip and Mitchell students is half day on Tuesday, June 23<sup>rd</sup>.
  - 3. The Shared Services Committee will be holding it's first meeting since the election on Wednesday, June 17 and discussing the construction /renovation project.
  - 4. Supt. Littlefield reported that since the voters decided to approve the budget, authorize closure of Frisbee, and approve the bond, he wanted to resolve the issue of administrative leadership at Shapleigh and Traip. He has had discussions with Misty McBrierty and Wanda Avery and has decided to retain Wanda Avery as the Traip and Shapleigh Principal during next year's transitional year, and retain Misty McBrierty as Assistant Principal for Shapleigh. It was the consensus of the Board to maintain these positions due to the transition to a 3 school district. This will maintain consistency and stability in the administrative leadership. By mid year next year, the Board will assess the administrative configuration to determine what changes may need to be done.
- E. Date to Note:
  - Wednesday, June 17: Adult Ed Graduation at Traip Academy @ 7:00 p.m.
  - Friday, June 19: Grade 8 Promotion exercises at Shapleigh @ 6:00 p.m.
  - Monday - Tuesday, June 22-23: Transition/moving days for Frisbee and Shapleigh. No students grades 3-8.
  - Tuesday, June 23: Last day of school for grades K-2 and 9-11.
  - Tuesday, June 23: Policy Committee @ 3:30 p.m.
  - Thursday, June 25: Summer curriculum academics begin.

#### VIII. COMMITTEES AND REPORTS:

- A. Design Team: The Design Team has not met.
- B. Town Council Information Report: No Report.

- C. Health Coordinating Team: The Minutes were emailed to members.
- D. Policy Committee: The Policy Committee is scheduled to meet on Tuesday, June 23, 2009.
- E. MSBA Executive Committee: The MSBA Executive Committee met with the Chair of the Legislature's Education Committee and discussed all the changes. It was very productive and informative.
- F. Advisory Committee for Information Literacy: The Advisory Committee for Information Literacy met last week. They discussed having a technician in each building next year. The committee is planning to meet four times next year and review their 3 year plan. It was very productive.
- G. Legislative Committee: The Legislative Committee has not met.
- H. Finance Committee: The Finance Committee met and the Minutes are included in the FYI packet.
- I. Energy Committee: The Energy Committee is scheduled to meet this evening and Ken Lemont will have a more detailed report at the next Board meeting.
- J. Shared Services Committee: The Shared Services Committee is scheduled to meet on Wednesday, June 17, 2009.
- K. Kittery/SAD # 35 Sub-committee: It was the consensus of the Board to have Glennis Wright and Chair Pelletier to serve on the Committee. Kim Bedard will be the alternate.

IX. QUESTIONS/COMMENTS/CONCERNS:

Kim Bedard commented that she appreciates all the work the administrators and staff has done this past year.

Patti Ayer thanked the administrators and staff for all their hard work this year. This has been a great year for our students. A lot of them have excelled in awards, sports, and education. She would like to have a workshop on curriculum development in the future.

David Batchelder thanked the students and staff for all their hard work. He is proud of the positive comments that have been received from Camp Kieve and is proud of our administrators.

Glennis Wright thanked the administrators, staff, and fellow Board members for all their hard work this year.

Ken Lemont commented that he attended Traip Graduation on Sunday, June 14<sup>th</sup>. Everything went well. Special thanks to Wanda Avery and Mike Roberge for making Graduation Day “special” for the students.

Chair Pelletier thanked the administrators and staff for all their hard work this year. He thanked the Board for all their work. He also thanked the community for supporting the Kittery School Committee on their decision to pass the school budget and bond. He is proud to be part of a great community and committee.

It was MOVED by David Batchelder, SECONDED by Glennis Wright and VOTED 5-0-1 (Ken Lemont) on a VOICE VOTE with Student Board Member, Lauren Kennison in favor to extend the meeting past 10:00 p.m.

X. EXECUTIVE SESSION:

It was MOVED by Chair Pelletier, SECONDED by Glennis Wright and VOTED 6-0-0 with Student Board Member, Lauren Kennison, in favor to enter into Executive Session in accordance with 1 MRSA ss 405(6)(D) to discuss negotiations at 10:01 p.m.

It was MOVED by David Batchelder, SECONDED by Kim Bedard and VOTED 6-0-0 in favor to come out of Executive Session at 10:18 p.m.

XI. ACTION ON EXECUTIVE SESSION:

It was MOVED by Chair Pelletier, SECONDED by David Batchelder and VOTED 6-0-0 to approve Central Office support staff adjustments for the 2009-10 year as presented.

XII. ADJOURNMENT:

It was MOVED by Chair Pelletier, SECONDED by David Batchelder and VOTED 6-0-0 unanimously on a VOICE VOTE to adjourn at 10:19 p.m.

Respectfully submitted by Janis Marshall-Colby Date: June 16, 2009  
Janis Marshall-Colby, Recorder

Larry Littlefield Date: June 16, 2009  
Larry Littlefield, Superintendent of Schools