

Kittery School Committee Meeting
01 May 2007 – Town Hall Chambers – 6:30 p.m.
REGULAR BUSINESS MEETING

- I. ASSEMBLY OF SCHOOL COMMITTEE MEMBERS:**
- A, B, & C.** The meeting was called to order by Chair Pelletier at 6:39 p.m. Chair Pelletier, Kim Bedard, Patti Ayer, and Tess Schneier were present to approve warrants. Supt. Littlefield and Glennis Wright were also present. Student Board Member, Stephen Webber, was excused absent. Also present were school administrators, Town Council members, members of the public, and press.
- D. Adjustments to the Agenda:** None.
- E. Minutes:**
The Minutes of April 3, 2007 were approved as presented.
The Minutes of April 13, 2007 were approved as presented.
- F. Student Advisory Member Report:** None
- II. CORRESPONDENCE:** None.
- III. PUBLIC COMMENT:** None.
- IV. STAFF REPORTS:** None.
- V. UNFINISHED BUSINESS:** None.
- VI. NEW BUSINESS:**
- A. Action to approve Student Handbooks for the 2007-2008 school year.**
This item has been rescheduled until the meeting of May 15, 2007.
- B. Action to approve Coaches Handbook for the 2007-2008 school year.**
It was **MOVED** by Chair Pelletier, **SECONDED** by Glennis Wright and **VOTED** 5-0-0 in favor to approve Coaches Handbook with corrections for the 2007-2008 school year.
- C. Action to approve the 2007-2008 school calendar.**
It was **MOVED** by Kim Bedard, **SECONDED** by Glennis Wright and **VOTED** 5-0-0 in favor to approve the 2007-2008 school calendar.
- D. Action to approve request for maternity leave.**
It was **MOVED** by Chair Pelletier, **SECONDED** by Glennis Wright and **VOTED** 5-0-0 to approve request for maternity leave for Terri Hartley.
- E. Action to approve funds from the Maintenance Dedicated Account.**
This item was rescheduled until the meeting of May 15, 2007.

F. Action to discuss creating a Finance Committee.

It was **MOVED** by Chair Pelletier, **SECONDED** by Patti Ayer and **VOTED** 5-0-0 in favor to create a Finance Committee and to refer to the Policy Committee to create the appropriate language.

G. Action to discuss Legislative Proposal for School District Regionalization.

Kim Bedard explained the proposals for school district regionalization. She noted that one plan is known as a “blended plan.” She reviewed the position and views of the MSBA Executive Committee.

The consensus was to have Supt. Littlefield contact SAD 35 and York School district and see if it would be possible for all 3 Boards to meet and discuss the regionalization.

H. Action to discuss Frisbee Feasibility Study.

Supt. Littlefield reviewed the draft of Frisbee Feasibility Study, as requested by the Board.

Supt. Littlefield outlined the concept of a “first class” learning environment. To help assess the current status of Frisbee School facility he asked Jim L’Heureux to prepare a Facility Upgrade report. This report details the current and future issues to bring the facility to a “first class” learning facility. In preparing the report, estimates were obtained for much of the work, and are conservatively low. If all the items that were listed on the report were to be done, the total estimated cost, as listed, is \$3,271,300.00

In 2005, there was a VFA Facility Assessment done on all four schools conducted by Mel Cole from Northeast Building Consultants. The assessment for Frisbee specifically identified numerous internal and external deficiencies that should be addressed. There were numerous high priority items that should be addressed and resolved.

At the request of the school department this year for insurance purposes, MMA- Risk Management Services conducted an inspection of all four schools to assess hazards that might exist in the buildings. This inspection identified numerous safety and housekeeping issues specific to insurance coverage such as electrical hazards, chemical exposure, potential mold issues and storage.

Supt. Littlefield reviewed the process and questions that would arise should there be a decision be to close Frisbee School. He reviewed the impact it would also have on the Frisbee staff as well as other administration needs should it be decided Mitchell becomes a K-3 school and Shapleigh a 4-8 school.

VII. SUPERINTENDENT’S REPORT:

- A.** Supt. Littlefield reported that he attended a second work session of the Education Committee meeting as they discussed Kittery’s Bill, LD1254. He noted that the bill was

voted not to pass. However, the Dept. of Education was directed to create a committee to study the issue, and report back to the next session of the Legislature.

- B. Supt. Littlefield reported that there are 2 candidates running on the June ballot for a School Committee Member's 2 vacancies.
- C. Supt. Littlefield reviewed the Financials. He noted that he is very concerned about the state of our current operating budget. Special Education, Electricity, Fuel Oil, and Substitutes are at or over the present budget. He issued a memo to all administrators that several areas of the budget were being frozen. Special Education is an area that is significantly over expended due to an increasing need for high cost out of district placements which we have little or no control of and must fund. He noted that he has scheduled Don Johnson, Special Services Director to meet with the Board at the May 15th meeting.
- D. Supt. Littlefield reported that he surveyed the 5 oil companies who bid last year for our fuel. Each company advised us that they expect rising prices and recommended locking in the lowest possible price at this time. Based on this, he committed to lock in the \$2.20/gallon price with Hanscom's for next year.
- E. Included in the FYI packet is the survey that Don Johnson conducted for special education summer school and consultant costs.
- F. Supt. Littlefield reported that the Department of Education is sending a visiting team to Kittery in response to Kittery's selection as a finalist for a coordinated School Health Program statewide award. The application was submitted under the category of School Climate and the award includes a \$2,000 grant.
- G. Cottage meeting schedules are:
 - Frisbee: Tuesday, May 1 @ 7:15 a.m.
 - Mitchell: Wednesday, May 2 @ 3:00 p.m.
 - Traip: Tuesday, May 8 @ 2:15 p.m.
 - Shapleigh: Tuesday, May 15 @ 2:00 p.m.
- H. Supt. Littlefield reported that the last day of school is set for Tuesday, June 19. This will be a half day for students and a full day for staff.

VIII. COMMITTEES AND REPORTS:

- A. **Design Team:** The Design Team is scheduled to meet on Wednesday, May 9, 2007.
- B. **Mitchell Building Committee:** The Mitchell Building Committee has completed its work.
- C. **Town Council Information Report:** It was noted that we need to meet with Town

Council to discuss the budget. The consensus was to meet have Supt. Littlefield check to see if they would be available to meet with our Board next week on Friday, May 11, 2007.

- D. Health Coordinating Team:** The Health Coordinating Team is scheduled to meet on Wednesday, May 1, 2007 at the Cottage Meeting at Mitchell..
- E. Policy Committee:** The Policy Committee met and is working on Special Education policies.
- F. MSBA Executive Committee:** The next MSBA Executive Committee is scheduled to meet in June.
- G. Advisory Committee for Informational Literacy:** Included in the FYI packet are the minutes from the last meeting.
- H. Legislative Committee:** The Legislative Committee is scheduled to meet on May 15, 2007.

IX. QUESTIONS/COMMENTS/CONCERNS:

Glennis Wright commented that our SRO officer will be at our next meeting. She commented that the Kittery outlets will be celebrating Teacher of Year. She commented that the Autistic Child report in "Across the River" in the Portsmouth Herald newspaper was excellent.

Patti Ayer noted that with all the recent news reports involving violence at some schools, she questioned if we had a safety and crisis plan in place in Kittery.

Kim Bedard commented that she attended the Project Graduation Fashion Show and it went very well. She also noted that she just returned from San Francisco where she attended the National School Board conference. She questioned if issues were resolved with the Gifted/Talented program. She also asked if any Board members are attending the meeting at Village Elementary School in York on Monday, May 7th. She commented that we need to get the word out to the public regarding the budget. She is excited about creating a Finance Committee.

Tess Schneier commented that she is concerned that parents are unaware that we have the Gifted/Talented program and would like to get the word out. She visited Traip for a day and it went very well.

Chair Pelletier commented that he attended the Sustainable Futures Committee meeting on April 27, 2007. They are very frustrated with the proposal of the consolidation of schools. The committee would like to be more involved with our decisions. Chair Pelletier suggested that we share our Minutes with them.

X. EXECUTIVE SESSION: None.

XI. ACTION ON EXECUTIVE SESSION: None.

XII. ADJOURNMENT:

It was **MOVED** by Chair Pelletier, **SECONDED** by Glennis Wright and **VOTED** 5-0-0 on a **VOICE VOTE** to adjourn at 10:30 p.m.

Respectfully submitted by _____ Dated: May 1, 2007
Janis Marshall-Colby, Recorder

_____ Dated May 1, 2007
Larry Littlefield, Superintendent of Schools

APPROVED BY SCHOOL COMMITTEE: May 15, 2007