

**Kittery School Committee Meeting**  
**07 November 2006 - 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 6:34 p.m. Chair Pelletier, Laura Pasqualoni, Tess Schneier, and Julie Dow were present to approve warrants. Supt. Littlefield, Maria Barth, Glennis Wright and Kim Bedard were also present. Student Board Member, Stephen Webber, arrived at 7:02 p.m. Also present were administrators, staff, students, parents and members of the public. Ms. Barth excused herself and left the meeting at 7:45 p.m.

The Regular meeting was called to order at 7:06 p.m.

**D. Adjustments to the Agenda:**

An adjustment to the Agenda was an addendum VI.G., New Business.

**E. Minutes:**

The Minutes of October 17, 2006 were approved as amended.

**F. Student Member Advisory Report:**

The Traip Boys Soccer team won the Class C State Championship. The student body was very excited. Fall sports awards night is Wednesday, Nov. 8, 2006 at 7:00 p.m. Traip Academy held a mock election and students were given copies of the same ballots that are being used at the voting stations. Steve read the election results for both Traip students and Grade 8.

**G. Staff Recognition - Frisbee Elementary School.**

Greg Knight, Principal of Frisbee Elementary School, recognized Ed Callahan, custodian. Each day, Ed arrives at the school early and makes sure everything is order. He checks the school grounds and makes sure the building is ready for students and staff. Ed is always focused on what is best for the students, staff and our school. He is very conscientious about his work, as well as our school. He has a "can do" attitude. If a problem should occur during the day, you can always count on Ed to be there being positive and doing whatever he can to make things right. Ed is respected amongst students, staff, and peers. Thank you Ed for being a true team player.

Chair Pelletier presented Ed with a plaque on behalf of the Board.

**Special Recognition:**

Chair Pelletier recognized outgoing School Board Member, Julie Dow, for serving on the Board for the past three years. He noted that the Board will miss her participation as well as her educational insight as a teacher and parent. He wished her the very best and presented her with an engraved plaque on behalf of the Board. Chair Pelletier also presented Julie with her name plate.

**II. CORRESPONDENCE:**

Included in the FYI packet was a copy of a letter from Ann E. H .Bowden, a parent and staff member expressing her concerns about a situation last year involving her son. Supt. Littlefield will follow up with the letter.

**III. PUBLIC COMMENT:**

The Board congratulated the Traip Boys Soccer Team on winning the Class C Maine State Championship. Michael Roberge, Traip Asst. Principal, addressed the team and expressed how proud he was of their achievement. Their leadership, attitudes, and teamwork made Kittery proud. They were all great representatives of Kittery. Coach Marquis spoke at length about the team's accomplishments and how they focused their energy and efforts throughout the season. A 10 minute DVD was shown of some of the highlights of the seasons. Chair Pelletier presented each Soccer Team member with a certificate of achievement on behalf of the Board. CONGRATULATIONS!

Chair Pelletier gave a surprise Special Recognition to Superintendent Littlefield. He has Recently been named 2007 Superintendent of Year. He will represent the State of Maine at the National Conference in March. This is truly an honor that is well deserved. All that Supt. Littlefield has brought to our district, as well as many other committees he is involved with, is exceptional. For this we are ever grateful. We are proud to have him not only in our district but to have him represent the State of Maine at the national level. CONGRATULATIONS and GOOD LUCK! This is quite an honor. We are proud. Chair Pelletier read a letter from Ron Barker, Executive Director for the Maine's School Superintendents Association, notifying the Board of Mr. Littlefield's award.

Chair Pelletier presented Supt. Littlefield with balloons and a plant on behalf of the Board. Mrs. Littlefield and several other family members were present for the announcement.

**IV. STAFF REPORTS:** None.

**V. UNFINISHED BUSINESS:** None.

**VI. NEW BUSINESS:**

**A. Action to approve School Committee pamphlet.**

It was **MOVED** by Chair Pelletier, **SECONDED** by Tess Schneier and **VOTED** 6-0-0 with Student Board Member, Stephen Webber, in favor to approve the School Committee pamphlet.

**B. Action to approve Article IV of the FY07 Budget Warrant articles.**

It was **MOVED** by Chair Pelletier, **SECONDED** by Laura Pasqualoni and **VOTED** 6-0-0 with Student Board Member, Stephen Webber, in favor to approve Article IV of the FY07 Budget Warrant articles.

**C. Action to approve Mitchell Primary School Assessment data for the District**

**Portfolio.**

It was **MOVED** by Kim Bedard, **SECONDED** by Glennis Wright and **VOTED** 6-0-0 with Student Board Member, Stephen Webber in favor to add Mitchell Primary School Assessment data to the District Portfolio and on the website.

**D. Action to expend funds from the Special Education Dedicated Account.**

It was **MOVED** by Kim Bedard, **SECONDED** by Glennis Wright and **VOTED** 6-0-0 with Student Board Member, Stephen Webber, in favor to expend funds from the Special Education Dedicated Account in the amount of \$ 29,340.00.

**E. Action to approve the following co-curricular positions:**

It was **MOVED** by Glennis Wright, **SECONDED** by Kim Bedard and **VOTED** 6-0-0 with Student Board Member, Stephen Webber, to approve the following co-curricular positions for the 2006-07 school year.

1. Jessica Collins as Shapleigh Winter Cheering Coach for the 2006-07 school year.
2. Kate Sheldon as Shapleigh 7<sup>th</sup> grade Girls Basketball Coach for the 2006-07 school year.
3. Kristen Gentile as Shapleigh 8<sup>th</sup> Grade Girls Basketball Coach for the 2006-07 school year.
4. John Manning as Shapleigh 7<sup>th</sup> Grade Boys Basketball Coach for the 2006-07 school year.
5. Mark Gunter as Shapleigh Rock Band Director (split position) for the 2006-07 school year.
6. Jennifer Thayer as Shapleigh Rock Band Director (split position) for the 2006-07 school year.
7. Rachel Maloney Hawkins as Shapleigh Math Team Advisor for the 2006-07 school year.
8. Steven Frost as Shapleigh Winter Games Director for the 2006-07 school year.
9. Jonathan Roth as Shapleigh/Traip Band Advisor (split position) for the 2006-07 school year.
10. Lawrence Wescott as Shapleigh/Traip Band Advisor (split position) for the 2006-07 school year.
11. Larry Dennis as Traip Wrestling Coach for the 2006-07 school year.
12. Michael Robinson as Traip JV Girls Basketball Coach for the 2006-07 school year.
13. Paul Marquis as Traip Varsity Girls Basketball Coach for the 2006-07 school year.
14. Jessica Estes as Traip Freshman/Varsity Assistant Girls Basketball Coach for the 2006-07 school year.
15. Brian Jordan as Traip JV Boys Basketball Coach for the 2006-07 school year.
16. Jeremy Paul as Traip Varsity Boys Basketball Coach for the 2006-07 school year.
17. Shane Hutchings as Traip Volunteer Boys Basketball Coach for the 2006-07 school year.
18. Kyle Cook as Traip Volunteer Boys Basketball Coach for the 2006-07 school year.

19. Patrick Wales-Dinan as Traip Track Coach for the 2006-07 school year.

20. Danielle Durgin as Traip Competition Cheering Coach for the 2006-07 school year.
21. Nate Duclos as Traip Competition Winter Drama Director for the 2006-07 school year.
22. Carla Landers as Traip Winter Drama Assistant for the 2006-07 school year.
23. Josh Gagnon as Traip Student Council Advisor (split position) for the 2006-07 school year.
24. Loren Bowley as Traip Student Council Advisor (split position) for the 2006-07 school year.
25. Melinda Shofner as Traip National Honor Society Advisor for the 2006-07 school year.

**F. Action to discuss the budget process for FY08.**

The Board discussed the budget process for FY08. Since the last discussion, they have met with representatives from the Falmouth School Department. Programs need to be identified

and assigned priority for the zero based budgeting process. Everyone needs to work toward the same goals. It was the consensus of the Board to review RTI, LEAP, and NWEA using the Falmouth evaluation template.

**G. Action to expend funds from the Maintenance Dedicated Account to repair and secure two exit doors at Mitchell Primary School.**

It was **MOVED** by Chair Pelletier, **SECONDED** by Kim Bedard and **VOTED** 6-0-0 with Student Board Member, Stephen Webber in favor to approve to expenditure of funds from the Maintenance Dedicated Account to repair and secure two exit doors at Mitchell Primary School in the amount of \$5,600.00 (\$2,800 each exit door).

**VII. SUPERINTENDENT'S REPORT:**

**A. Resignation/Retirement**

**1. Sally Oxford, Traip Academy teacher.**

It was **MOVED** by Kim Bedard, **SECONDED** by Glennis Wright and **VOTED** 6-0-0 with Student Board Member, Stephen Webber, in favor to acknowledge the resignation of Sally Oxford, Traip Academy teacher.

**B.** Supt. Littlefield reported that he attended the two day Maine School Board Association Conference in Augusta. It was well attended by nearly 1000 board members and superintendents. Kim Bedard, Glennis Wright, and Tess Schneier also attended. Copies of handouts from many different clinics are available if anyone would like a copy.

**C.** Included in the FYI packet is a copy of the booklet, "School Board Members - Reflect...Inspire...Make a Difference," which was distributed at this year's MSBA conference for the Board to review.

**D.** Included in the FYI packet are committee minutes that should be informative.

**E.** Supt. Littlefield updated the Board on recent discussions regarding school security

measures. Walkthroughs of Traip and Frisbee have been conducted by Supt. Littlefield, Jeff Pelletier, Jim L'Heureux and principals. Supt. Littlefield reported that he also has met with the Health Coordinating Team, including parents and students, to discuss security measures.

- F. Supt. Littlefield reported that he has scheduled "courtesy visits" to all 4 schools by our insurance carrier - MMA. This has been requested to obtain a comprehensive list of critical areas that need to be addressed in classrooms and throughout the schools. When this is complete, he will provide the Board with a copy of the report and take appropriate action to implement corrective actions.
- G. Supt. Littlefield reported on the Traip roof issue (Cook Wing). The engineer consultant that was hired has completed his work. Supt. Littlefield and Jim L'Heureux met with the engineer and reviewed his report, findings, and recommendations. He also has been in contact with the Bureau of General Services in Augusta to discuss the damaged roof, and the engineer's report.

#### **VIII. COMMITTEES AND REPORTS:**

- A. **Design Team:** The Design Team is scheduled to meet on December 6, 2006. They continue to work on curricular mapping.
  - B. **Mitchell Building Committee:** The work is completed. They are waiting for the request for final payment from the general contractor.
  - C. **Town Council Information Report:** A meeting of the Sustainable Futures Committee is planned for November 17, 2006 at 7:30 a.m.
  - D. **Health Coordinating Team:** The Health Coordinating Team is scheduled to meet on December 6, 2006.
  - E. **Policy Committee:** The Policy Committee met with a rep from the Traip Trustees and discussed the process for submitting Traip Trustee grants and how valuable they have been for the our staff and students.
  - F. **Other: MSBA Executive Committee:** The MSBA Executive Committee met last week prior to the State School Board Conference. A lot of positive progress is being made. The conference had record attendance. They are scheduled to meet in January 2007.
- Technology Committee:** The Technology Committee is scheduled to meet on December 13, 2006. The Technology Committee has been renamed the Advisory Committee for Information Literacy.

**IX. QUESTIONS/COMMENTS/CONCERNS:**

Tess Schneier congratulated Supt. Littlefield on being named 2007 Superintendent of Year. She also thanked Julie Dow for her participation on the School Committee. She wished her well. She commented that she was appreciative that Wanda Avery, Principal of Shapleigh Middle School, made changes to increase the lunch time to 25 minutes from 20 minutes. She also noted that Wanda is very interested in working in developing a Civil Rights Team.

Kim Bedard congratulated Supt. Littlefield on being named 2007 Superintendent of the Year. She thanked Julie Dow for all she brought to the Board and wished her the best of luck. She commented that she met with the Commissioner of Education. The Commissioner noted that three reports are being discussed at the state level, and all 3 focus on school district regulations.

Glennis Wright commented that she found the MSBA Conference very helpful and useful. She commented that at the Shapleigh cottage meeting, a concern was raised about the after school programs. She also commented that she would like to see the School Committee meetings listed on the Kittery Quarterly Report like the Town Council meetings.

Laura Pasqualoni thanked Julie for her participation and her insight that she brought to the Board. She commented that she recently visited Shapleigh Middle School and left her visit feeling very positive and happy as to her findings. Teachers were very positive about their classrooms and everyone had a positive attitude.

Chair Pelletier thanked Julie Dow for her positive contributions and unique perspectives that she brought to the Board. He congratulated the Soccer Team for their State Championship. Congratulations to Supt. Littlefield for being named 2007 Superintendent of the Year. He thanked Jenifer VanDeusen for helping him put the surprise together tonight for the Superintendent.

Julie Dow thanked the Board for “being there” for her over the past three years on the Board. She is very, very proud to be part of this school district not only as a parent but as a School Committee member. She is very proud to know that the Kittery School District has its priorities where they should be --- our students education.

**X. EXECUTIVE SESSION:** None.

**XI. ACTION ON EXECUTIVE SESSION:** None.

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**XII. ADJOURNMENT:**

It was **MOVED** by Glennis Wright, **SECONDED** by Kim Bedard and **VOTED** 6-0-0 on a

**VOICE VOTE** with Student Board Member, Stephen Webber, in favor to adjourn at 9:43 p.m.

Respectfully submitted by \_\_\_\_\_ Dated: November 7, 2006  
Janis Marshall-Colby, Recorder

\_\_\_\_\_ Dated: November 7, 2006  
Larry Littlefield, Superintendent of Schools

**APPROVED BY SCHOOL COMMITTEE:** November 21, 2006