

**Kittery School Committee**  
**Regular Business Meeting ~ December 18, 2018 - 6:00 PM**  
**Town Hall Chambers**

**I. ASSEMBLY OF SCHOOL COMMITTEE MEMBERS**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Warrants
- E. Adjustment to the Agenda
- F. Approval of the minutes of the meeting held on December 4, 2018

**II. PUBLIC COMMENT**

**III. CORRESPONDENCE**

- A. Acknowledge receipt of correspondence
  - 1. Gina Brodsky, Program Coordinator, Substance Use Prevention
  - 2. Ellen McClure, Mitchell Primary School Holiday Concert

**IV. REPORTS/PRESENTATIONS**

- A. Shapleigh School Brass Ensemble - Mrs. Beach, Conductor
- B. Student Representative Report – Tristan Denholm

**V. UNFINISHED BUSINESS**

**VI. SUPERINTENDENT'S REPORT**

- A. Highlight bi-weekly report to School Committee
- B. 11 Category Report
- C. Resignation/Retirement
  - 1. Steven Frost, Shapleigh School Tech. teacher
  - 2. London Piper, Payroll Specialist/AP Specialist
  - 3. Nancy Berry, Traip Academy Math teacher
  - 4. Michele Sawtelle, Mitchell Primary School Secretary/Bookkeeper
- D. New Appointments:
  - 1. Monica McKeon, Mitchell Primary School First Lego League Jr. Club Advisor
  - 2. Michele Sawtelle, Payroll/Accounts Payable Specialist

**VII. NEW BUSINESS**

- A. Take action on *first* reading of the following policies:
  - 1. BCB - Conflict of Interest
  - 2. KLGA - Relations with School Resource Officer and Law Enforcement Authorities
  - 3. KLGA-R - School Resource Officer/Law Enforcement Administrative Procedure (*only read*)
  - 4. DJ - Bidding/Purchasing Requirements
  - 5. DJ-R – Administrative Procedure: Federal Procurement Manual for Maine School Districts (*only read*)
  - 6. DJH – Purchasing and Contracting: Procurement Staff Code of Conduct
- B. Take action on final approval for a trip to Peru 2019
- C. Take action to approve the 2018 Audit Report
- D. Take action to change February 15<sup>th</sup> student day to a Staff Development Day to make up for the November 20<sup>th</sup> snow day for staff
- E. Take action to assign School Committee members to serve on Kittery School Committee Standing and Ad Hoc Committees for the 2018-19 school year
- F. Take action to acknowledge donation:
  - 1. Rotary Club of Kittery, 3<sup>rd</sup> grade teachers at Mitchell Primary School for classroom library books (\$500)

**VIII. COMMITTEES and REPORTS**

- A. Facilities, Finance, & Safety Committee
- B. Policy Committee
- C. ACIL (Advisory Committee for Informational Literacy)
- D. MSBA Update
- E. Wellness Committee

- F. PBL Parent Advisory Groups
- G. Dropout Prevention Committee
- H. Adult & Community Education Committee
- I. CTE (SRTC)
- J. Kittery Advocates For All (KAFA)
- K. Exploring Later School Start Times (Ad Hoc)

**IX. QUESTIONS/COMMENTS/CONCERNS**

**X. EXECUTIVE SESSION**

- A. School Committee Self-Evaluation

**XI. ACTION ON EXECUTIVE SESSION**

**XII. ADJOURNMENT**