

KITTERY SCHOOL COMMITTEE
Business Meeting
6:30 p.m. - Town Hall Chambers - Tuesday, December 4, 2012

I. ASSEMBLY OF SCHOOL COMMITTEE MEMBERS

A/B *The meeting was called to order* by Chair Ken Lemont at 6:30 p.m. Superintendent Hutton, Patti Ayer, Gavin Barbour, David Batchelder, Kim Bedard, Julie Dow and Robert Wiles were present. Student Representative Jessica Batchelder was absent excused. Also present were school administrators, members of the public and press.

C. *Warrants:*

It was **MOVED** by Patti Ayer, **SECONDED** by Kim Bedard and **VOTED** 7-0-0 to approve the warrants.

D. *Adjustments to the Agenda* - as presented

E. *Approval of the minutes of the meeting:*

The Minutes of the November 20, 2012 were approved, as amended.

II. PUBLIC COMMENT None

III. CORRESPONDENCE None

IV. STAFF REPORTS/PRESENTATIONS

A. Mike Roberge, Traip Assistant Principal/Athletic Administrator, submitted a written report and reviewed the events/news at Traip Academy.

B. Jane Durgin, Special Services Director, submitted a written report and reviewed the events/news in the Special Services Department.

C. Marilyn Woodside, Director of Curriculum/Instruction & Technology Coordinator, submitted a written report and reviewed events/news in the Curriculum/Instruction & Technology Departments.

V. UNFINISHED BUSINESS None

VI. SUPERINTENDENT'S REPORT

A. Resignation/Retirement

1. It was **MOVED** by Kim Bedard, **SECONDED** by Patti Ayer and **VOTED** 7-0-0 in favor to accept the resignation of Jennifer Foye, Payroll/AP Clerk effective November 26, 2012.

2. It was **MOVED** by Bob Wiles, **SECONDED** by Kim Bedard and **VOTED** 7-0-0 in favor to accept the retirement of Agnes Bowen, Shapleigh School teacher effective at the end of the 2012-13 school year.

VII. NEW BUSINESS

A. Take action to rescind the November 6, 2012 resignation of Jennifer Foye, Educational Technician II at Shapleigh School
It was **MOVED** by Kim Bedard, **SECONDED** by Patti Ayer and **VOTED** 4-0-3 (abstained Gavin Barbour, Bob Wiles, Ken Lemont) in favor to approve to rescind the November 6, 2012 resignation of Jennifer Foye, Educational Technician II at Shapleigh School.

B. Take action to appoint the following co-curricular positions:
It was **MOVED** by Kim Bedard, **SECONDED** by David Batchelder and **VOTED** 7-0-0 in favor to approve the following co-curricular positions.

1. Carla Landers, Traip Drama Co-Director/Musical Coach
2. Lonnie Wescott, Traip Drama Co-Director/Musical Coach
3. Arthur Scott, Traip Volunteer Indoor Track Coach
4. Donald Gagnon, Traip Volunteer Boys Basketball Coach
5. Kerianne Tripp, Shapleigh Homework Club Facilitator
6. Cathy Morse, Shapleigh Homework Club Facilitator

It was **MOVED** by Kim Bedard, **SECONDED** by David Batchelder and **VOTED** 7-0-0 in favor to take off the table the following co-curricular position:

7. Hillary Humiston, Shapleigh Homework Club Advisor (sub)
Then **VOTED** 7-0-0 to approve.

C. Take action on *first* reading of the following policies:
It was **MOVED** by Julie Dow, **SECONDED** by Bob Wiles and **VOTED** 7-0-0 in favor to approve the *first* reading of the following policies.

1. IHBAA - Referral and General Education Interventions
2. IHBAA-R - Referral/Pre-Referral of Students with Disabilities Administrative Procedures
3. IHBEA - Programs for English Language Learners
4. IMGGA - Service Animals in the Schools
5. JRA - Student Education Records and Information

The following policy will go back to the Policy Committee for discussion.

6. JRA-R Student Educational Records and Information – Administrative Procedures

D. Take action to create a full time shared Human Resource position with the Town of Kittery
It was **MOVED** by David Batchelder, **SECONDED** by Julie Dow and **VOTED** 7-0-0 in favor to create a full time shared Human Resource Position with the Town of Kittery.

E. Review and adopt Crisis Plan
It was **MOVED** by Patti Ayer, **SECONDED** Kim Bedard by and **VOTED** 7-0-0 in favor to adopt the Crisis Plan.

F. Discuss formation of committees and take action to assign School Committee members
Chair, Ken Lemont assigned the following:

Advisory Committee for Informational Literacy – Kim Bedard
Capital Improvement Program - Patti Ayer, Gavin Barbour
Finance Committee - Ken Lemont,, Kim Bedard, Patti Ayer
Policy Committee - Julie Dow, Bob Wiles
Shared Services Committee - David Batchelder, Patti Ayer

It was discussed to consider adding a Dropout Prevention Committee and Health/Wellness Committee.

- G. Take action to assign School Committee member to sign payroll warrant
It was **MOVED** by Patti Ayer, **SECONDED** by Bob Wiles and **VOTED** 7-0-0 in favor to assign Ken Lemont with Kim Bedard as alternate.
- H. Take action to appoint Susan Hill as Shapleigh Kitchen Manager for the remainder of the 2012-13 school year
It was **MOVED** by Patti Ayer, **SECONDED** by Julie Dow and **VOTED** 7-0-0 in favor to appoint Susan Hill as Shapleigh Kitchen Manager for the remainder of the 2012-13 school year.
- I. Take action to appoint Jane Martin as Traip Kitchen Helper for the remainder of the 2012-13 school year
It was **MOVED** by Patti Ayer, **SECONDED** by Julie Dow and **VOTED** 7-0-0 in favor to appoint Jane Martin as Traip Kitchen Helper for the remainder of the 2012-13 school year.

VIII. COMMITTEES and REPORTS

- A. Finance Committee: Met with the Auditor on December 4, 2012.
- B. Policy Committee: Meeting Monday, December 10, 2012.
- C. CIP Committee: No report.
- D. Shared Services Committee: Met and discussed HR proposal.
- E. ACIL: Met on November 28, 2012.
- F. MSBA Update: Meeting in January 2013.
- G. Other Committee

IX. QUESTIONS/COMMENTS/CONCERNS

- 1. Bob Wiles: End 68 Hours of Hunger Dinner – Bob asked for support.
- 2. Ken Lemont: The Superintendent and Chair Lemont met with Town Council regarding the FY14 Budget. They stated that a moderate increase (1-2%) would be considered. Professional Development funding and the use of balance forward was discussed.

X. EXECUTIVE SESSION

- A. Personnel: Superintendent Evaluation

It was **MOVED** by Kim Bedard, **SECONDED** by Patti Ayer and **VOTED** 7-0-0 in favor to enter into Executive Session to consider a personnel matter pursuant to 1 M.R.S.A. §1051(2) at 8:25p.m.

It was **MOVED** by Patti Ayer, **SECONDED** by David Batchelder and **VOTED** 7-0-0 in favor to exit the Executive Session at 8:38 p.m.

XI. ACTION ON EXECUTIVE SESSION

It was **MOVED** by Kim Bedard, **SECONDED** by Julie Dow and **VOTED** 7-0-0 in favor to appoint Allyn Hutton as Superintendent of Schools for the 2013-14 school year with contract terms to be negotiated at a later time.

XII. ADJOURNMENT

It was **MOVED** by Julie Dow, **SECONDED** by Bob Wiles and unanimously on a **VOICE VOTE** to adjourn at 8:40 p.m.

Approved by Kittery School Committee: December 18, 2012

Allyn W. Hutton

December 21, 2012

Allyn W. Hutton, Superintendent of Schools

Date