

**KITTERY SCHOOL COMMITTEE**  
**05 February 2013 - Town Hall Chambers - 6:00 p.m.**  
**REGULAR BUSINESS MEETING**

*Before the Regular Business meeting School Committee members met with Kittery Town Council and held a Budget Workshop at 6:00 - 6:30 p.m.*

**I. ASSEMBLY OF SCHOOL COMMITTEE MEMBERS:**

**A. & B.** The meeting was called to order by Chair Lemont at 6:00 p.m. Supt. Hutton, David Batchelder, Patti Ayer, Kim Bedard, Julie Dow, and Robert Wiles were present. Gavin Barbour was excused absent. Student Representative, Jessica Batchelder, was excused absent. Also present was a school administrator and press.

**C. Warrants:**

It was **MOVED** by Julie Dow, **SECONDED** by Patti Ayer and **VOTED** 6-0-0 in favor to approve the warrants.

**D Adjustments to the Agenda:**

Adjustment to the Agenda was an addendum I.F., Assembly of School Committee Members.

**E. Minutes:**

The Minutes of January 15, 2013 were approved as amended.

**F. Executive Session - Personnel**

It was **MOVED** by Kim Bedard, **SECONDED** by Robert Wiles and **VOTED** 6-0-0 in favor to enter into Executive Session pursuant to 1M.R.S.A. ss 405 (6)(A) to discuss a personnel matter at 6:32 p.m..

It was **MOVED** by Robert Wiles, **SECONDED** by Patti Ayer and **VOTED** 6-0-0 in favor to come out of Executive Session at 7:28 p.m.

**ACTION ON EXECUTIVE SESSIONS:** None.

**II. PUBLIC COMMENT:** None.

**III. CORRESPONDENCE:** None.

**IV. STAFF REPORTS/PRESENTATIONS:** None.

**V. UNFINISHED BUSINESS:** None.

**VI. SUPERINTENDENT'S REPORT:**

**A. Resignation/Retirement:**

1. It was **MOVED** by Julie Dow, **SECONDED** by Kim Bedard and **VOTED** 6-0-0 to acknowledge with best wishes, the resignation of Joan Emery, Traip Kitchen Manager.
- B. Supt. Hutton reported that the Kittery School, Police and Fire Departments have scheduled school lockdown drills at each of the schools between Feb. 8 and 13<sup>th</sup>. All students and staff will be provided appropriate information before the school lockdowns begin. The Police Dept. has continued a regular presence in the school buildings on a daily basis. They are also planning a complete walk-through of each school building during the February break to familiarize all members of the police force with the building layouts.
- C. Supt. Hutton reported that included in the FYI packet, she has shared information gathered through three staff meetings and four community forums on the FY14 budget.
- D. Supt. Hutton reported that included in the FYI packet is a copy of a letter sent to state legislature representatives, Commissioner Bowen, Governor LePage, Senators Collins and King, Sec. of Education Arne Duncan and President Barack Obama.
- E. Supt. Hutton reported that job descriptions for all personnel will be available for the School Committee in a hard copy packet on Feb. 19<sup>th</sup>.
- F. Supt. Hutton reported that a copy of the staff teacher handbook has been made available to each School Committee member tonight. This document will be available to post on the website as soon as the final policy (Weapons and Violence) has been through the policy adoption process.

## VII. **NEW BUSINESS:**

### A. **Action on Second Reading of the following policies:**

It was **MOVED** by Julie Dow, **SECONDED** by Patti Ayer and **VOTED** 5-1 (Kim Bedard) in favor to approve second reading of the following policies:

It was **MOVED** by Robert Wiles, **SECONDED** by Julie Dow and **VOTED** 6-0-0 in favor to reconsider MAIN MOTION.

It was **MOVED** by Robert Wiles, **SECONDED** by Julie Dow and **VOTED** 5-1-0 (Kim Bedard) in favor to approve the second reading of the following policy:

1. AC- Nondiscrimination/Equal Opportunities and Affirmative Action.

It was **MOVED** by Robert Wiles, **SECONDED** by Julie Dow and **VOTED** 6-0-0 in favor to approve the second reading of the following policy:

2. GCFB - Recruiting and Hiring of Administrative Staff

**B. Action on first reading of the following policies**

It was **MOVED** by Julie Dow, **SECONDED** by Patti Ayer and **VOTED** 6-0-0 in favor to approve first reading of the following policies:

1. IJNDB - Student Computer and Internet Use.
2. IJNDB-R - Student Computer and Internet Use Rules (Regs Only Read)
3. IKE - Progress Through The Grades
4. JFC - Student Withdrawal from School (Dropout Prevention Committee)

**C. Action to appoint the following co-curricular positions:**

It was **MOVED** by Julie Dow, **SECONDED** by Patti Ayer and **VOTED** 6-0-0 in favor to appoint the following co-curricular positions:

1. Carla Landers, Traip One Act Director
2. Lonnie Wescott, Traip One Act Assistant Director
3. Janis Watson, Shapleigh Japan Club Advisor

**D. Action to appoint Karen Sweeney as Kitchen Helper at Mitchell School.**

It was **MOVED** by Robert Wiles, **SECONDED** by Julie Dow and **VOTED** 6-0-0 in favor to appoint Karen Sweeney as Kitchen Helper at Mitchell School for the 2012-13 school year.

**E. Action on final approval for a trip to London (April 11-18) - Traip Heritage Club.**

It was **MOVED** by Kim Bedard, **SECONDED** by Julie Dow and **VOTED** 6-0-0 in favor to approve a trip to London (April 11-18) - Traip Heritage Club

**VIII. COMMITTEES AND REPORTS:**

- A. Finance Committee:** The Finance Committee met and there were no issues. They also discussed the recent bill that has been billed to the School Dept. regarding plowing on public property.
- B. Policy Committee:** The Policy Committee will meet on February 11<sup>th</sup> at 4:30 p.m.
- C. CIP Committee:** The CIP Committee is scheduled to meet on Wed., Feb. 6, 2013 at 4:30 p.m.
- D. Shared Services Committee:** The Shared Services Committee has not met.
- E. ACIL:** ACIL met at Traip Academy and was shown a presentation on iPads.
- F. MSBA Update:** The MSBA has not met.

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

Kim Bedard commented that she had spent a day at Traip and had the opportunity to view a flipped classroom. The day she spent at Traip was a great day and very informative.

Patti Ayer thanked Supt. Hutton for all the work and time she has spent working on our FY14 Budget.

**X. EXECUTIVE SESSION:** None.

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

**XII. ADJOURNMENT:**

It was **MOVED** by Robert Wiles, **SECONDED** by Patti Ayer and **VOTED 6-0-0** unanimously on a **VOICE VOTE** to adjourn at 8:02 p.m.

Submitted by: Janis Marshall-Colby, Recorder

Approved by Kittery School Committee: February 19, 2013

*Allyn W. Hutton*

*February 21, 2013*

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Allyn W. Hutton, Superintendent of Schools

Date