

**Kittery School Committee Meeting**  
**September 3, 2013 - 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 Lemont at 6:30 p.m. Members pledged allegiance to the flag. Supt. Hutton, Kim Bedard, Julie Dow, Patti Ayer, Robert Wiles, Gavin Barbour, and David Batchelder were present. Also present was school staff.

**D. Warrants:** There were no warrants.

**E. Adjustments to the Agenda:**

Adjustment to the Agenda was an addendum VII.J.3, New Business.

Adjustment to the Agenda was an addendum VII.M, New Business.

Adjustment to the Agenda was to move Item VII.K., to Before Item VII.A., New Business.

**F. Minutes:**

The Minutes of August 13, 2013 were approved as amended.

The Minutes of August 19, 2013 were approved as presented.

**II. PUBLIC COMMENT:** None.

**III. CORRESPONDENCE:**

A letter was received from the Commissioner of Education in response to a letter sent by Supt. Hutton regarding federal funding.

**IV. STAFF REPORTS/PRESENTATIONS:**

Written reports were submitted from each school regarding the opening of schools.

**V. UNFINISHED BUSINESS:**

**A.** Action to adopt proposed 2013-14 Kittery School Department Goals.

It was **MOVED** by Kim Bedard, **SECONDED** by Julie Dow and **VOTED** 7-0-0 to adopt proposed 2013-14 Kittery School Department Goals as amended.

**VI. SUPERINTENDEN'S REPORT:**

**A. Resignation/Retirement:**

1. It was **MOVED** by Julie Dow, **SECONDED** by Kim Bedard and **VOTED** 7-0-0 in favor to acknowledge the resignation of Sally Leland, Mitchell Kitchen Helper.

2. It was **MOVED** by Julie Dow, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 in favor to acknowledge the resignation of Amy Lemieux, Traip Field Hockey Co-Curricular Coach.

3. It was **MOVED** by Julie Dow, **SECONDED** by Robert Wiles and **VOTED** 7-0-0 in favor to acknowledge the resignation of Michael Sinclair, Traip Educational Technician II.
- B. Supt. Hutton reported that on Aug. 22, 2013, Eric Waddell, Anne Ellis, David Foster, Wendy Collins and her staff, and herself had the pleasure to participate in a wonderful event for military families, Back to School Bash - PNSY. The event consisted of musical groups, fun/games for the children and a wonderful healthy luncheon prepared by the Kittery School Nutrition staff. Tables were set up to meet and greet the students and families and the students were provided with free school supplies from local businesses, Ledgemere Transportation, and our 5-2-1-0 lunch programs. The event was well received and it was nice to meet Commander Greene and over 300 children and family members.
- C. Supt. Hutton reported that an email was sent to all parents and staff on August 26 welcoming the new school year.
- D. Supt. Hutton reported that we will be launching a new on line substitute caller program this fall. The program has great flexibility and has been recommended by other school districts. It will help us with record keeping needed for federal guidelines.

## VII. NEW BUSINESS:

- K. **Action on concept and final approval of Experimental Classroom (Traip Academy and New Heights) to Lake Clear, New York on Sept. 12-15, 2013.**  
It was **MOVED** by Kim Bedard, **SECONDED** by Julie Dow and **VOTED** 7-0-0 in favor to approve concept and final approval of Experimental Classroom (Traip Academy and New Heights) to Lake Clear, New York on Sept. 12-15, 2013 waiving Policy IJOA.
- A. **Action to appoint Betsy Oulton as Affirmative Action Officer for the 2013-14 school year.**  
It was **MOVED** by Kim Bedard, **SECONDED** by Robert Wiles and **VOTED** 7-0-0 unanimously on a **VOICE VOTE** in favor to appoint Betsy Oulton as Affirmative Action Officer for the 2013-14 school year.
- B. **Action to appoint Allyn Hutton as Attendance Officer for the 2013-14 school year.**  
It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 unanimously on a **VOICE VOTE** in favor to appoint Allyn Hutton as Attendance Officer for the 2013-14 school year.
- C. **Action to appoint Mike Roberge as Chemical Hygiene Officer for the 2013-14 school year.**  
It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0

unanimously on a **VOICE VOTE** in favor to appoint Mike Roberge as Chemical Hygiene Officer for the 2013-14 school year.

**D. Action to appoint Marilyn Woodside as York County Certification Committee representative for the 2013-14 school year.**

It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 unanimously on a **VOICE VOTE** in favor to appoint Marilyn Woodside as York County Certification representative for the 2013-14 school year.

**E. Action to appoint Jane Durgin as Dropout Prevention Coordinator for the 2013-14 school year.**

It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 unanimously on a **VOICE VOTE** in favor to appoint Jane Durgin as Dropout prevention Coordinator for the 2013-14 school year.

**F. Action to appoint Jane Durgin as Homeless Liaison for the 2013-14 school year.**

It was **MOVED** by Kim Bedard, **SECONDED** by Robert Wiles and **VOTED** 7-0-0 unanimously on a **VOICE VOTE** in favor to appoint Jane Durgin as Homeless Liaison for the 2013-14 school year.

**G. Action to appoint Dr. Trevor Braden, MD as School Physician (Kittery Family Practice) for the 2013-14 school year.**

It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 unanimously on a **VOICE VOTE** in favor to appoint Dr. Trevor Braden, MD as School Physician (Kittery Family Practice) for the 2013-14 school year.

**H. Action to appoint Marci Martel as Traip Kitchen Helper for the 2013-14 school year.**

It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 in favor to appoint Marci Martel as Traip Kitchen Helper.

**I. Action to appoint Cindy Frisbee as Traip Kitchen Helper for the 2013-14 school year.**

It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 in favor to appoint Cindy Frisbee as Traip Kitchen Helper.

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

1. It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 in favor to appoint Cecilia Gagner as Shapleigh Head Field Hockey Coach for the 2013-14 school year.

2. It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 in favor to appoint Heather Orr as Traip Assistant Field Hockey Coach for the 2013-14 school year.
3. It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 in favor to appoint John Driscoll as Shapleigh Head Boys Soccer Coach for the 2013 -14 school year.

**M. Action to appoint Stephanie Nelson as Educational Technician I at Mitchell School for the 2013-14 school year.**

It was **MOVED** by Kim Bedard, **SECONDED** by Gavin Barbour and **VOTED** 7-0-0 in favor to appoint Stephanie Nelson as Educational Technician I at Mitchell School.

**L Action on first reading of the following policies:**

It was **MOVED** by Robert Wiles, **SECONDED** by Julie Dow and **VOTED** 7-0-0 unanimously on a **VOICE VOTE** to approve first reading of the following policies:

1. EGAD - Copyright Compliance
2. IHBAC - Child Find
3. KHB - Advertising in the schools

**VIII. COMMITTEES AND REPORTS:**

- A. Finance Committee:** The Finance Committee met and discussed to try and assist the laptop protection plan. The school Committee discussed the proposed plan and it was the consensus of the Committee to move forward with the laptop proposed protection plan. It was **MOVED** by David Batchelder, **SECONDED** by Patti Ayer and **VOTED** 7-0-0 in favor to support the laptop protection plan.
- B. Policy Committee:** The Policy Committee will meet next on Monday, September 9<sup>th</sup>.
- C. CIP Committee:** The CIP Committee has not met.
- D. Shared Services Committee:** The Shared Services Committee has not met.
- E. ACIL - ACIL** has not met.
- F. MSBA Update:** MSBA is scheduled to meet on Saturday, September 7, 2013.
- G. Other Committees:** None.

**IX. QUESTIONS/COMMENT/CONCERNS:**

Gavin Barbour thanked the School Committee for excusing him for the last Regular Business meeting and their understanding.

David Batchelder questioned if there are any staff positions not filled for the school year.

Julie Dow commented that she was glad to hear that Kittery's School Opening day went very well.

Patti Ayer commented that she has heard very positive comments from the players and parents regarding the new soccer coach.

Kim Bedard commented that she was glad the Back to School Bash at PNSY went very well and she has heard very positive feedback.

Supt. Hutton reminded School Committee members that if their terms are coming to an end and they are planning on running for re-election, they need to get their papers at Town Hall.

**X. EXECUTIVE SESSION:** None.

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

**XII. ADJOURNMENT:**

It was **MOVED** by Robert Wiles, **SECONDED** by Kim Bedard and **VOTED** 7-0-0 unanimously on a **VOICE VOTE** to adjourn at 8:06 p.m.

School Committee Recorder: Janis Marshall-Colby

School Committee Approval: September 17, 2013

*Allyn W. Hutton*

*September 20, 2013*

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Allyn W. Hutton, Superintendent of Schools

Date