

TO: SCHOOL COMMITTEE  
FROM: ERIC WADDELL  
DATE: JULY 13, 2018  
RE: REPORT FOR JULY 17TH SCHOOL COMMITTEE MEETING

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Summer is a time for all of us to re-group and rejuvenate from the rigors of our busy end-of-the-school-year schedule. I enjoyed a week away last week with my family and did not open even one e-mail message (which resulted in a deluge of e-mails this week, but I did it!). I hope you are all enjoying this beautiful weather. When I get the urge to gripe about the heat and humidity of July and August, I remind myself of those dark winter mornings when I was here in my office at 4:15 AM, conferring with my colleagues nearby and with our public safety officials about school cancelations, so no complaints from me about the heat!

Allow me to walk you through our agenda for the July 17th meeting:

- Under 'Staff Reports' I am sharing with you the 4th Quarterly Reports from School Nursing, School Counseling, Facilities, and Adult Education. I have also shared an end-of-the-year report from Officer Durgin. You can look for similar reports about Mentoring/Volunteering, Expanding Learning Opportunities, and School Nutrition for the August meeting.
- Under 'Unfinished Business' I met with the Unit C co-presidents this week to dot some i's and cross some t's. They have assured me that they will seek a vote from their members on the contract prior to our meeting. This is under 'Unfinished Business' because you first saw it on the June 19th agenda. At that time, we were not ready to take action on the contract, but we are now!
- My report will highlight three items which you'll see in this report:
  - Remaining teacher/support staff vacancies for the fall.
  - Co-curricular/extra-curricular openings for the fall and winter.
  - Noteworthy summer facilities projects.
- In addition, Chairwoman Dow and I will give you an update on the August 20 & 22 retreat (5:00 - 8:00 PM at KCC on both days). The retreat will be facilitated by Michelle Milstein, our Great Schools Partnership coach. You may remember that Michelle co-facilitated our retreat last summer with GSP Executive Director David Ruff.
- Fall elections are coming and we have two Committee members whose terms are ending in November. Nominations forms will be available on July 30th and are due

September 6th. The Student Council-sponsored Candidates' Forum is October 10th, and Election Day is November 6th.

- In your materials, you received a copy of the 2018-19 Program of Studies from Traip Academy. This is an annual course catalog with other important information that is prepared by the faculty and administration annually in late winter in preparation for spring course registration for the next school year. Principal Drisko is putting final touches on the 2018-19 Master Schedule, and I will share that with you when it is finalized. The Program of Studies is also linked to the Traip Academy website under the 'Information' tab.
- As you take action on principal nominations for building-level leadership positions, I thought you would appreciate seeing how each school determines what its leadership needs are, what those jobs entail, and what they pay. The beauty of our building-level leadership structure is that each principal may customize it for the unique needs of the building, and each principal is given an allowance to determine honoraria for this positions based on responsibility and time commitment. Faculty/staff elect to apply for these positions year after year, and from those, principals assemble their building-level leadership team.
- Under VII-D, the Finance Committee would once again like to discuss the process of reviewing the Accounts Payable Warrant every other week. Specifically, they would like to include all School Committee members on a rotating schedule (we created one in December which I've included in your packet).
- Under X. Executive Session, we will enter Executive Session to update the Committee on Unit A negotiations; I do not anticipate Chairwoman Dow calling for any action on the Executive Session.

That takes care of the details involving the business meeting. For this report, I wanted to give you an update in three arenas:

- Remaining teacher/support staff vacancies for the fall.
- Co-curricular/extra-curricular openings for the fall and winter.
- Noteworthy summer facilities projects.
- For the August 21st meeting, you will hopefully take action to fill the following positions:
  - Traip Academy
    - Ed. Tech. II (one year only)
    - Ed. Tech. II
  - Shapleigh School
    - PE/Health Teacher

- Spanish Teacher (half time)
  - District
    - Adult & Comm. Education Office Support (part-time)
- Mr. Roberge continues to seek candidates for the following fall and winter coaching positions:
  - Traip Academy
    - Assistant Football Coach
    - Assistant Girls Soccer Coach
    - Assistant Boys Basketball Coach
    - Assistant Indoor Track Coach
  - Shapleigh School
    - Girls Soccer Coach
    - Boys Soccer Coach
    - Field Hockey Coach
    - 7th Grade Boys Basketball Coach
    - 7th Grade Girls Basketball Coach
    - 8th Grade Boys Basketball Coach
    - 8th Grade Girls Basketball Coach
- Mr. Roberge is also seeking candidates to advise/coach the following non-athletic co-curricular positions at Traip Academy for 2018-19:
  - Student Council
  - Freshmen Class
  - Student-2-Student/Interact Club (2)
  - Robotics Team
  - Math Team
- Mr. Everett, our District Facilities Director, is busy this time of year with major summer projects. Here are some noteworthy projects that the Facilities Committee would like you to be aware of:
  - Traip Academy
    - Student Conference/Collaboration Room (fish bowl) project in the library
    - Intercom/clock/bell system replacement
    - Boiler Room upgrades
    - New cafeteria furniture
    - Various painting projects

- Shapleigh School
  - Roof repair project
  - New sewer line tie-in
  - Playground maintenance
  - Parking area striping
  - New cafeteria furniture
  - Restroom fixture upgrades
  - Installation of a wall in 4th grade wing
  
- Mitchell Primary School
  - Parking area striping and visitor parking paving
  - Playground fence gate installation
  - Security glass/pass-through drawer installation in main office
  
- Central Office
  - Office construction project (Human Resources)
  - Painting project (Accounting Manager)

### Looking Ahead

- July 24 - 27 ~ School Finance Summer Institute
- August 3 - 10 ~ I will be taking my vacation time with my family
- August 13 ~ Finance Committee Meeting 5:30 PM
- August 13 ~ Fall Sports Opening Day
- August 16 ~ Facilities Committee Meeting 4:00 PM
- August 17 ~ PNSY Back To School Bash! 11:00 AM
- August 19 ~ Maine Run For Parkinson's Disease 5K (Kittery Trading Post) 8:00 AM
- August 20 & 22 ~ School Committee Retreat 5:00 - 8:00 PM KCC
- August 21 ~ School Committee Meeting 6:30 PM Council Chambers
- August 22 ~ New Employee Orientation 8:30 AM

Remember! Keep an eye on our District calendar (on our website homepage) for other important event information, and follow me on Twitter (@Kitteryschools) for photos, updates, and announcements.

