



DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: McConnell Center, Room 306
Meeting Date: **Monday, September 12, 2022**
Meeting Time: **7:00 p.m.**

A. CALL TO ORDER: Chairperson Carolyn Mebert called a meeting of the Dover School Board to order on Monday, September 12, 2022, at 7:00 p.m.

B. ROLL CALL: Present were Carolyn Mebert, Jessica Rozzo, Kathy Morrison, Robin Trefethen, Maggie Fogarty, Micaela Demeter, and Michelle Clancy.

Also present were Superintendent Bill Harbron, Business Administrator Michael Limanni, and District Administrators Peter Driscoll, Kim Lyndes, Patrick Boodey, Patty Driscoll, Abby Small, Kiley Hemphill, Jennifer Krans, and Travis Bickford.

C. PLEDGE OF ALLEGIANCE: Michelle Clancy led the Board in the Pledge of Allegiance.

D. AGENDA APPROVAL:

Maggie Fogarty moved; Jessica Rozzo seconded to approve the agenda as presented. **An oral VOTE PASSED 7/0**

E. CITIZENS' FORUM:

Citizen's Forum 7:02 – 7:05. (3 minutes)

Lisa Dillingham, DTU President requests to suspend the rules to allow her to speak as a non-resident. She announced the DTU contract was ratified by its membership earlier in the day.

Micaela Demeter moved; Michelle Clancy seconded to allow the non-citizen to speak during Citizen's Forum. **An oral VOTE PASSED 7/0.**

Stephanie DeMatteo, 6 Tennyson Avenue – Thanks the Board and DTU negotiating teams for coming to an agreement on the contract and requests the financials be completed in a timely manner.

Michelle Clancy moved; Micaela Demeter seconded to table the remaining 27 minutes of Citizen's Forum to the end of the meeting. **An oral VOTE PASSED 6/1.**

Continuation of Citizen's Forum 8:36.

No Citizen's spoke.

Michelle Clancy moved; Micaela Demeter seconded to close Citizen's Forum. **An oral VOTE PASSED 7/0.**

F. APPROVAL OF MINUTES:

1. Regular Meeting #8, August 8, 2022
2. Special Session, August 22, 2022

Michelle Clancy moved; Micaela Demeter seconded approval of the minutes as presented. **An oral VOTE PASSED 7/0.**

G. CONSENT AGENDA:

1. **Correspondence:** None



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2. Resignations/Retirements:

- a. Rachel Campbell – Speech-Language Assistant – Dover High School - Resignation
- b. Joshua Drosch – Math Teacher – Dover Middle School - Resignation
- c. Jessica Lachance – Special Education Case Manager – Woodman Park School – Resignation
- d. Kelly Parker – Network Specialist – District - Resignation

3. Leaves of Absence:

- a. Kasey Lewis – Title I Coordinator - Dover Middle School

4. Job Shares: None

5. Nominations:

- a. DTU Nominations
- b. DPA Nominations
- c. Non-Union Nomination

6. Extended Travel (Student Trips): None

7. Donations: None

Michelle Clancy moved; Robin Trefethen seconded to approve the Consent Agenda to include the additional nominations presented. **An oral VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT:

Griffin Sawyer, senior at Dover High School introduced himself to the Board as the new student representative.

I. POLICY-CHANGES-PROPOSALS:

- 1. DFGA – Crowd Funding – First Reading**
- 2. EHB-R – Local Data/Records Retention Schedule – First Reading**
- 3. JLCJ – Concussions and Head Injuries – First Reading**

Micaela Demeter questioned whether policy DFGA limits the ability for teachers to share an Amazon wish list with families, to which Dr. Harbron responded he would investigate the inquiry further.

Michelle Clancy moved; Robin Trefethen seconded to table the policies presented until the next regular meeting. **An oral VOTE PASSED 7/0.**

J. POLICY ADOPTION:

- 1. BEDH - Dover School District Guidelines for Email Submission to Public Forum in Accordance with Board Bylaws Article IV Section 6 – First & Second Reading**

Maggie Fogarty moved; Jessica Rozzo seconded to waive the first reading of policy BEDH. **An oral VOTE PASSED 7/0.**

Dr. Harbron informed the Board of an update he received regarding the mandatory 30-minute requirement for Citizen's Forum. He requests the Board amend the policy presented to include the verbiage "If insufficient speakers remain to fill the 30 minutes, the Board will close public comment."



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Maggie Fogarty moved; Robin Trefethen seconded to approve the amended policy to include the verbiage "If insufficient speakers remain to fill the 30 minutes, the Board will close public comment.". **An oral VOTE PASSED 7/0.**

2. **BIE – Board Member Indemnification**
3. **EBBB – Accident Reports**
4. **GBCD – Background Investigation and Criminal History Records Check**
5. **GBCD-R – Technical Advisory (concerning "School Employee Background Investigations Including a Criminal History Records Check") – Withdraw**
6. **GBEAB – Mandatory Code of Conduct Reporting – All Employees**
7. **GBEB – Staff Conduct**
8. **GCAA – Highly Qualified Teachers – Withdraw**
9. **JFA – Residency**
10. **JFABD – Admission of Homeless Students**
11. **JLCD-R – Procedures for Administering Medication to Students**
12. **JLCD-F1 – Medication Administration Authorization Form**
13. **JLCD-F2 – Epi-Pen Medication Administration Form (Self-Administered)**
14. **JLCD-F3 – Inhaled Medication Administration Form (Self-Administered)**

Jessica Rozzo moved; Michelle Clancy seconded to approve the policies as such: BIE - as presented, EBBB - as presented, GBCD - as presented, GBCD-R - withdraw, GBEAB - as presented, GBED – as presented, GCAA – withdraw, JFA – as presented, JFABD – as presented, JLCD-R – as presented, JLCD-F1 – as presented, JLCD-F2 – as presented, JLCD-F3 – as presented. **An oral VOTE PASSED 7/0.**

K. RESOLUTIONS: None

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **Memorandum of Understanding - The Friends Program, Inc. and Dover School District**

Dr. Harbron requests the Board approve the Memorandum of Understanding.

Maggie Fogarty moved; Jessica Rozzo seconded to approve the Memorandum of Understanding. **An oral VOTE PASSED 7/0**

2. **Fiscal Year 2024 Budget Preparation Adoption Schedule**

Mr. Limanni requests the Board approve the Budget Adoption Schedule with the amendment of changing the listed date of October 3 (Deadline for all remaining budget revisions) to reflect November 3.

Robin Trefethen thanked those who helped to move the budget process forward.

Jessica Rozzo moved; Robin Trefethen seconded to approve the amended Fiscal Year 2024 Budget Preparation Adoption Schedule. **An oral VOTE PASSED 7/0**



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3. 2022 Tech Assessment Bid Recommendation

Mr. Limanni discussed the bids received. The vendor chosen will provide a complete review of the Technology Department.

Micaela Demeter moved; Michelle Clancy seconded to award the amount of \$48,840 to Bulletproof Solutions. **A roll call VOTE PASSED 7/0**

Carolyn Mebert - Aye
Jessica Rozzo - Aye
Kathy Morrison - Aye
Maggie Fogarty - Aye
Robin Trefethen - Aye
Micaela Demeter - Aye
Michelle Clancy – Aye

4. Dover School District Presentations

- a. Dover School District New Teacher Induction Program**
- b. Dover School District 2022-2023 Professional Development Plan**
- c. Statewide Tutoring Programs – ENGAGE New Hampshire / Tutor.com**

Kiley Hemphill and Jennifer Krans provided an overview of the District's Professional Development Plan and New Teacher Induction Program.

Travis Bickford reported on the District's partnership with the New Hampshire Department of Education Tutoring Programs ENGAGE NH and Tutor.com.

5. Superintendent Evaluation

Dr. Mebert provided an overview of the evaluation of Superintendent Dr. Harbron.

6. Condition of Accounts

Mr. Limanni updated the Board on the condition of accounts.

N. SUBMISSION AND PAYMENT OF BILLS:

Maggie Fogarty moved, Michelle Clancy seconded to direct the Superintendent to pay Manifest 23-C in the amount of \$3,066,843.73 for FY23 for the period of August 9, 2022, through September 12, 2022. **A roll call VOTE PASSED 7/0**

Carolyn Mebert - Aye
Jessica Rozzo - Aye
Kathy Morrison - Aye
Maggie Fogarty - Aye
Robin Trefethen - Aye
Micaela Demeter - Aye
Michelle Clancy - Aye



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O. SUPERINTENDENT’S REPORT:

Dr. Harbron presented his report to the Board.

P. COMMITTEE REPORTS:

Dr. Harbron announced committees have been identified and are in the process of being scheduled.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Michelle Clancy reminded people of the Frances G. Hopkins School at Horne Street 5K Fitness Walk taking place this Sunday at 9:00 a.m. Volunteers are still needed.

Maggie Fogarty reminded people that tomorrow is voting day for the State Primary and included polling locations have changed throughout the City of Dover and asked that citizens seek out where their location is.

R. ADJOURNMENT:

Michelle Clancy moved; Micaela Demeter seconded adjourning the meeting at 8:37 PM.
An oral VOTE PASSED 7/0.