



DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #3
Meeting Location: McConnell Center, Room 306
Meeting Date: Monday, March 11, 2024
Meeting Time: 7:00 p.m.

A. CALL TO ORDER: Chairperson Robin Trefethen called a meeting of the Dover School Board to order on Monday, March 11, 2024, at 7:01 p.m.

B. ROLL CALL: Present were Robin Trefethen, Carolyn Mebert, Maggie Fogarty, Elizabeth Goldman, Micaela Demeter, and Craig Flynn. Michelle Clancy joined via telephone and announced she was participating remotely due to recent surgery.

Also present were Superintendent William Harbron, Assistant Superintendent Christine Boston, Chief Financial Officer Michael Limanni, District Administrator's Siobhan Mehalek, Jennifer Krans, Travis Bickford, Kiley Hemphill, Abby Small, Peter Driscoll, Patrick Boodey, Beth Dunton, Brittany Granfield, Lindsay Dube, and Valerie West.

C. PLEDGE OF ALLEGIANCE: Craig Flynn led the Board in the Pledge of Allegiance.

D. AGENDA APPROVAL:

Maggie Fogarty moved; Elizabeth Goldman seconded to approve the agenda. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

E. CITIZEN'S FORUM: (7:04 - 7:04 p.m.)

No citizens spoke. The Board tabled Citizen's Forum to follow Committee Reports.

F. APPROVAL OF MINUTES:

- a. Regular Meeting #2, February 12, 2024
- b. Board Workshop, February 19, 2024
- c. Special Session, February 19, 2024

Maggie Fogarty moved; Craig Flynn seconded approval of the minutes as presented. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

G. SUPERINTENDENT'S REPORT:



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The Superintendent submitted his report to the Board. He announced a Board Workshop will be held on March 25 to review the K-8 English Language Arts (ELA) curriculum adoption, and to provide an update on the Multi-Tiered System of Supports (MTSS). He also recommended the Policy Review Committee begin looking at policies pertaining to Artificial Intelligence (AI).

Dr. Harbron requested policy DFGA be removed from the agenda for further review.

H. CONSENT AGENDA:

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. MaryPat Devine – School Psychologist – Woodman Park School - Resignation
 - b. Kimberly Lyndes – Principal – Dover Middle School - Resignation
 - c. Susan Pelletier, Paraeducator – Woodman Park School - Resignation
 - d. Courtney Sparks – Paraeducator - Woodman Park School - Resignation
 - e. Amber Tarr - Paraeducator – Garrison Elementary School – Resignation
 - f. Patrick West – Social Studies Teacher - Dover Middle School - Resignation
3. **Leaves of Absence:** None
4. **Job Shares:**
 - a. Kim Dube/Kayleigh Cassidy-Ketchen – Grade One - Frances G. Hopkins School at Horne Street
 - b. Betsy Breen/Kristen Dunham – Grade Three – Frances G. Hopkins School at Horne Street
 - c. Jillian Cote/Kerry Siebersma – Special Education – Frances G. Hopkins School at Horne Street
5. **Nominations:**
 - a. DTU Nomination
6. **Extended Travel (Student Trips):**
 - a. Final Approval – Dover High School World Languages Department – Italy (Rome, Florence and Sorrento - April 19–27, 2024
 - b. Preliminary and Final Approval – NJROTC to Maine Maritime Academy, Castine, Maine – April 12-14, 2024
7. **Donations:** March Donations

Carolyn Mebert moved; Elizabeth Goldman seconded to approve the amended Consent Agenda to include an additional nomination and resignation. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

I. STUDENT REPRESENTATIVE REPORT:

Student Representative Luisa Pelletier updated the Board on events at Dover High School:

- Spirit Week is occurring this week.
- The Annual Winter Guard and Percussion Show, and Film Festival were both successful.
- Students will soon be taking the SAT's.



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- A group of students met with Tina Kim Philibotte, DEI Director of the Manchester School District regarding diversity with staff and educators. The group also held legislative discussions.

J. FINANCIAL REPORT:

Michael Limanni presented his financial report to the Board.

K. POLICIES – CHANGES - PROPOSALS: None

L. POLICY ADOPTION:

1. DFGA - Crowdfunding – Revised Policy – Second Reading

Dr. Harbron requested policy DFGA be tabled for further review.

Micaela Demeter moved; Craig Flynn seconded to table policy DFGA. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

2. IKL – Academic Integrity and Honesty – Revised Policy – Second Reading

Carolyn Mebert moved; Elizabeth Goldman seconded to approve the policy. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

M. RESOLUTIONS:

1. Acceptance of Funds to the Dover High School Scholarship Trust Fund

Carolyn Mebert moved; Craig Flynn seconded to approve the Resolution. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye



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DISTRICT

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Micaela Demeter - Aye
Craig Flynn - Aye

2. Transfer Funds to the Elementary Schools' HVAC Upgrade CIP Project

Craig Flynn moved; Elizabeth Goldman seconded to approve the Resolution. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

N. OLD BUSINESS: None

O. NEW BUSINESS:

1. UNH Study Request: An Exploration of Teacher Self-Awareness Using SRIS (Self-awareness and Insight Scale) Assessment and Interviews

Cristiane Scott provided an overview of the request.

Maggie Fogarty moved; Elizabeth Goldman seconded to approve the UNH Study Request. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

2. Dover School District Professional Development Master Plan

Jennifer Krans and Valerie West provided an overview of the Dover School District Professional Development Master Plan.

Maggie Fogarty moved; Carolyn Mebert seconded to approve the Dover School District Professional Development Master Plan. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye



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Craig Flynn - Aye

3. Award of RFP #DSD24009 Athletic Equipment Inspections

Carolyn Mebert moved; Craig Flynn seconded to award \$12,500 (Year 1) to Incident A+ Plus Athletic Products, Inc. for a one year one agreement effective July 1, 2024, with the option to renew for two (2) additional one-year terms contingent upon satisfactory vendor performance, funding availability and mutually agreed-upon rates. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

4. Award of RFP #DSD24010 John Deere TE 4x2 Electric Utility Vehicle or Equivalent

Craig Flynn moved; Elizabeth Goldman seconded to award \$15,665 to United Ag & Turf. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

5. Approval of Johnson Controls Fire Protection Contract for Replacement Cameras at DHS – Sourcewell Cooperative Purchasing Contract No. 030421-JHN

Craig Flynn moved; Micaela Demeter seconded to award \$68,646.55 to Johnson Controls Fire Protection using Sourcewell Cooperative Purchasing Contract No. 030421-JHN. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

6. Approval of Trane Contract for Phase 1 HVAC Upgrades at DMS – Omnia Partners Cooperative Purchasing Contract No. 3341

Carolyn Mebert moved; Maggie Fogarty seconded to award \$797,000 to Trane for Phase 1 work using Omnia Partners Purchasing Contract No. 3341. **A Roll Call VOTE PASSED 7/0.**
Robin Trefethen - Aye



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Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn – Aye

7. Protocols Applied to Pandemic Education (PAPE)

Robin Trefethen reviewed the changes made to the Protocols Applied to Pandemic Education (PAPE) which aligns it with new guidance provided by the Centers for Disease Control (CDC).

Craig Flynn moved; Carolyn Mebert seconded to approve the Protocols Applied to Pandemic Education (PAPE). **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

8. Fiscal Year 2025 General Assurances

Dr. Harbron provided an overview of the General Assurances.

Elizabeth Goldman moved; Carolyn Mebert seconded to approve the FY25 General Assurances. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

P. SUBMISSION AND PAYMENT OF BILLS:

Carolyn Mebert moved; Maggie Fogarty seconded to direct the Superintendent to pay Manifest 24-I in the amount of \$4,140,850.59 for FY24 for the period of February 13, 2024, through March 11, 2024. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye



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Craig Flynn - Aye

Q. COMMITTEE REPORTS:

Craig Flynn provided an update on the Dover High School (DHS) Athletic Complex Joint Building Committee (JBC). He announced their meeting this week will include a listening session with stakeholders.

Micaela Demeter informed the Board that the Policy Review Committee will convene soon.

R. SCHOOL BOARD MATTERS OF INTEREST:

Robin Trefethen acknowledged the presence of prior Dover High School Student Representative Griffin Sawyer in the audience.

Micaela Demeter inquired if any member of the Board was interested in participating in the Professional Development Committee, to which Carolyn Mebert volunteered.

Re-opening of Citizen's Forum 8:16 – 8:16 p.m. – No citizens spoke.

Craig Flynn moved; Elizabeth Goldman seconded to adjourn Citizen's Forum. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

S. ADJOURNMENT:

Carolyn Mebert moved; Micaela Demeter seconded adjourning the meeting at 8:17 p.m. **A Roll Call VOTE PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye
Maggie Fogarty - Aye
Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye