



DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #5
Meeting Location: McConnell Center, Room 306
Meeting Date: Monday, May 13, 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, May 13, 2024, at 7:01 p.m.
- B. ROLL CALL:** Present were Robin Trefethen, Carolyn Mebert, Michelle Clancy, Micaela Demeter, Elizabeth Goldman, and Craig Flynn. Maggie Fogarty joined via telephone.

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

- C. PLEDGE OF ALLEGIANCE:** Micaela Demeter led the Board in the Pledge of Allegiance.

D. AGENDA APPROVAL:

Dr. Harbron requested the agenda be amended to include the retirement request made by Terese Nicolella.

Micaela Demeter moved; Michelle Clancy seconded to approve the amended 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:

George Lisette, 23 Lexington Street – Former educator in the Dover School District spoke in support of paraeducators, particularly in the lower grade levels.

Connie Myers, 26 Rosanna Drive – Current paraeducator in the Dover School District spoke in support of the district's paraeducators and against the new job description for the MTSS Building Coordinator.

Kristin Bonny, 862 Franklin Pierce Highway, Barrington – Current paraeducator in the Dover School District spoke in support of the district's paraeducators and against the new job description for the MTSS Building Coordinator.

Jocelyn Gross, 3 Wilbrod Avenue – Current teacher in the Dover School District spoke in support of the district's paraeducators and against the new job description for the MTSS Building Coordinator.

The Board tabled Citizen's Forum to follow Committee Reports.

F. APPROVAL OF MINUTES:

- 1. Regular Meeting, April 8, 2024**
- 2. Special Session, April 15, 2024**



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Craig Flynn moved; Carolyn Mebert 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:

The Superintendent submitted his report to the Board.

H. CONSENT AGENDA:

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Alycia Andolina – Grade One Teacher – Frances G. Hopkins School at Horne Street - Resignation
 - b. Kristie Downer - Literacy Interventionist - Frances G. Hopkins School at Horne Street - Resignation
 - c. Patty Driscoll - McKinney/Vento Liaison – Dover School District - Resignation
 - d. Meredith Jacques - Social Worker/Family Outreach Coordinator - Woodman Park School - Resignation
 - e. Shanon Lowery - Literacy Interventionist - Frances G. Hopkins School at Horne Street - Resignation
 - f. Kathi Lupi – School Nurse - Garrison Elementary School - Retirement
 - g. Christina Pannone - School Counselor - Dover Middle School - Resignation
 - h. Shimana Sharif - Paraprofessional - Woodman Park School – Resignation
 - i. Libby Simmons – Operations and Accounting Manager – Dover School District - Resignation
3. **Leaves of Absence:**
 - a. Samantha Royalty – Art Teacher – Dover High School
4. **Job Shares:** None
5. **Nominations:**
 - a. 2024-2025 Annual Administrator Re-Nominations
 - b. 2024-2025 Annual DEOP Re-Nominations
 - c. 2024-2025 Annual DTU Re-Nominations
 - d. 2024-2025 Annual Non-Union Re-Nominations
 - e. 2024-2025 Administrator Nomination
 - f. 2024-2025 DTU Nominations
6. **Extended Travel (Student Trips):**
 - a. Preliminary and Final Approval for Dover High School Regional Career Technical Center – National Leadership & Skills Conference – Atlanta, GA – June 24-29, 2024
7. **Donations:** None

Carolyn Mebert moved; Micaela Demeter seconded to approve the amended Consent Agenda to include the additional retirement request. **A Roll Call Vote PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye
Michelle Clancy - Aye



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Elizabeth Goldman - Aye
Micaela Demeter - Aye
Craig Flynn - Aye

I. STUDENT REPRESENTATIVE REPORT: None

J. FINANCIAL REPORT:

1. Financial Report and Proposed End of Year Projects

Mr. Limanni reviewed his Financial Report and the proposed End of Year Projects List.

Carolyn Mebert moved; Elizabeth Goldman seconded to approve the End of Year Project List totaling \$407,130. **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

K. POLICIES – CHANGES - PROPOSALS: None

L. POLICY ADOPTION:

- 1. JKAA - Physical Restraint Policy - Revisions - Second Reading**
- 2. JKAA-R - Procedures for the Use of Physical Restraint in the Dover School District - Revisions - Second Reading**

Michelle Clancy moved; Craig Flynn seconded to approve the policies 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

M. RESOLUTIONS: None

N. OLD BUSINESS: None

O. NEW BUSINESS:



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1. Dover School District Capital Improvement Plan – Technology (2025-2030)

Tom Rup provided an overview of the Dover School District Capital Improvement Plan for Technology.

Micaela Demeter moved; Elizabeth Goldman seconded to approve the Dover School District Capital Improvement Plan for Technology. **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. Spanish Curriculum Bid Waiver Request and Adoption

Jennifer Krans provided an overview of the curriculum.

Michelle Clancy moved; Micaela Demeter seconded to amend her original motion and moved to adopt the Spanish curriculum and approve the bid waiver request and award \$60,890.05 to Carnegie Institute. **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

3. Award of RFB #DSD24016 Open Air Merchandiser

Craig Flynn moved; Elizabeth Goldman seconded to award \$8,842.25 to Douglas Equipment. **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. Transportation Contracts: Request to Waive Bidding and Approve to Move Forward with Contract Extensions

Michael Limanni provided an overview of the transportation contracts.



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a. In-District Main Transportation Contract - First Student

Michelle Clancy moved; Micaela Demeter seconded to approve the contract extension for First Student Transportation. **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

b. In-District Specialized Transportation Contract - Seacoast Learning Collaborative

Carolyn Mebert moved; Elizabeth Goldman seconded to approve the contract extension for Seacoast Learning Collaborative. **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 FY25 Adopted Budget – MS26C

Michael Limanni provided an overview of the FY25 adopted budget.

Carolyn Mebert moved; Elizabeth Goldman seconded to approve the MS26C for Fiscal Year 2025. **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:

Micaela Demeter moved; Elizabeth Goldman seconded to direct the Superintendent to pay Manifest 24-K in the amount of \$7,153,649.94 for FY24 for the period of April 9, 2024, through May 13, 2024. **A Roll Call Vote PASSED 7/0.**

Robin Trefethen - Aye
Carolyn Mebert - Aye



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

Q. COMMITTEE REPORTS:

Craig Flynn announced the Dover High School Athletic Complex Joint Building Committee has met multiple times since his last update. He announced the committee chose Tighe & Bond as the design engineering firm. The next meeting will be held Wednesday, May 15th at 7:30 p.m. in room 306 of the McConnell Center.

Elizabeth Goldman announced the Curriculum Committee recently met and reviewed the research and findings for the new curriculum adoptions.

Michelle Clancy acknowledged the work Tom Rup invested in preparing the 5-year Capital Improvement Plan for Technology.

R. SCHOOL BOARD MATTERS OF INTEREST:

Robin Trefethen thanked those who came to speak during Citizen's Forum regarding the MTSS Building Coordinator position. Both she and Dr. Harbron discussed the position and its impact to the district.

Other Board members discussed the job description as well.

Re-opening of Citizen's Forum: 8:31 p.m. No citizens spoke.

Micaela Demeter moved; Michelle Clancy 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:

Michelle Clancy moved; Micaela Demeter seconded adjourning the meeting at 8:32 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