



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, September 10, 2012**  
Meeting Time: **7:00 pm**

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, September 10, at 7:07 p.m. in the McConnell Center Media Center.

**A. ROLL CALL:** Present were Rocky D'Andrea, Amanda Russell, Doris Grady, Kathy Baker, Betsey Andrews Parker, Ken Appel and Paul Butler.

Also present were; Superintendent Jean Briggs Badger; DMS Principal Kim Lyndes, Woodman Park Principal Patrick Boodey, Horne Street Principal Mike McKenney, DHS Principal Christine Boston, Federal Projects/CIA Director Paula Glynn, Sue Vitko, and DTU President Maybeth Anderson.

**B. PLEDGE OF ALLEGIANCE:** Ken Appel led the Pledge of Allegiance.

**C. CITIZENS' FORUM:** No one addressed the Board.

### **D. APPROVAL OF MINUTES**

1. Nonpublic Session #25, August 6, 2012
2. Special Session #11, August 6, 2012
3. Nonpublic Session #26, August 13, 2012
4. Regular Session #8, August 13, 2012

Betsey Andrews Parker moved, Amanda Russell seconded approval of the minutes. An oral **VOTE PASSED 6/0. (Baker abstained)**

### **E. CONSENT AGENDA**

1. **Correspondence:**
  - a. **Moms on the Run** (Request for Waiver of 90 day policy and Rental Fee Waived) C. Faure, Facilities Recommendation attached
  - b. **NH Feline Fanciers, Inc.** (Waiver of Rental Time) C. Faure, Facilities Recommendation attached
2. **Resignations/Retirements:**
  - a. Nancy Kach, DMS Teacher
  - b. Bridgit Valgenti, DMS Librarian
3. **Leaves of Absence:** NONE
4. **Nominations:**

Sheet 1: Nomination and Election of Teachers (Hamilton-Stewart)  
Sheet 2: Nomination and Election of Aides (Cyr-Young)  
Sheet 3: Nomination and Election of Coaching Positions (Allen-Zabkar)  
Sheet 4: Nomination and Election of Staff (Allen-Wons)  
Sheet 5: Nomination and Election of DALC Staff
5. **Extended Travel (Student Trips):**
  - a. Preliminary Request for DHS Art Trip to Europe (April 19 – April 27, 2013)



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**F. SUPERINTENDENT'S REPORT:** Superintendent Briggs Badger spoke on the following items:

- Update on the beginning of the school year, including thank you to all students and staff involved in opening activities
- Deployment of DHS CTC teacher Louise Paradis to Iraq
- Activities, including Open Houses, occurring at each school for September
- New food service company is receiving positive reviews from schools

Amanda Russell moved, Paul Butler seconded acceptance of the Superintendent Report. An oral **VOTE PASSED 7/0.**

**G. STUDENT REPRESENTATIVE REPORT:** New Dover High School student representative Matthew Palczynski reported on the following items:

- Status of DHS sports and activities
- High morale at DHS
- Positive feedback from new food service program
- New schedule seems to be working well at this point, although he will bring to Board complaints as they arise.

Amanda Russell moved, Paul Butler seconded acceptance of the Student Representative Report. An oral **VOTE PASSED 7/0.**

**H. COMMITTEE REPORTS:**

Mrs. Grady provided the following overview on the Dover Adult Learning Center:

- New orientation program for adult learners which will help students prepare to succeed
- Registration is high in all areas
- Record breaking number of enrollments for 2011-2012 with over 4,000 new enrollments (1,000 more than 2010-2011)
- GED and adult high school diplomas-280 students
- Statewide initiative to encourage adult learners to vote and become engaged in topical issues
- Total number of high school credentials awarded since the beginning of DALC is 6,759

Mrs. Grady provided the following report on the JBC Committee:

- The last meeting of the Horne Street School JBC committee will be on September 13 at Horne Street School



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Paul Butler moved, Ken Appel seconded acceptance of the committee reports. An oral **VOTE PASSED 7/0**.

### **I. POLICY -- CHANGES – PROPOSALS:** First Reading

- a. ACAA Harassment and Sexual Harassment of Students**
- b. ACAA-R Student Discrimination and Harassment Complaint Procedure**
- c. ACAB Harassment and Sexual Harassment of School Employees**
- d. ACAB-R Employee Discrimination and Harassment Complaint Procedure**
- e. AC Nondiscrimination/Equal Opportunity**

Ms. Briggs Badger summarized the changes of policies relating to discrimination and harassment of students. She stated that attorneys from Drummond Woodsum recommended updating language and legal references to reflect changes in laws and best practices. These changes include adding policies that deal with harassment of students and adults (employees). The same grievance policies should be followed for students and employees. Ms. Crosson will confirm that language is in the policy stating who reports will be made to in the event the building principal is unavailable.

Betsey Andrews Parked moved, Kathy Baker seconded tabling of all policies listed above (a.-e.) until the October School Board meeting. An oral **VOTE PASSED 7/0**.

### **J. POLICY ADOPTION:** None

**K. SUBMISSION AND PAYMENT OF BILLS:** Amanda Russell moved, Betsey Andrews Parker seconded to direct the payment of manifest #13-C in the amount of \$380,329.40 for FY12 and \$1,636,858.20 for FY13 for a total of \$2,017,187.60. The time period for payments was from 8/14/12 to 9/10/12. A roll call **VOTE PASSED 7/0**.

School Board members discussed the possibility of receiving information on the manifests in advance. It was determined that there is a policy on the payment of bills which authorizes the chairperson to approve the payment on behalf of the Board. Dr. Butler asked if the Board members still need to sign since the bills have already been paid. Ms. Baker believed that Board members still need to sign the manifest summary, but perhaps the policy should be reviewed. Mr. D'Andrea stated that currently he goes to the SAU on Thursday afternoons to sign and review the individual manifests on behalf of the School Board. Any Board member is able to review the individual summaries before Mr. D'Andrea signs the summary on Thursday afternoons at the SAU if they would like. By the time the Board signs the summary, the bills have been paid.

### **RESOLUTIONS:** None

### **M. OLD BUSINESS:** None

### **N. NEW BUSINESS:**



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### 1. New Teacher Induction Program Update—S. Vitko

Ms. Vitko discussed the New Teacher Induction Program and provided an update on this year's program:

- 1 teacher and 1 OT at HSS, 2 teachers at WPS, 8 at DMS, 14 at DHS including ROTC
- Eases transition to Dover schools for new teachers and new to Dover teachers
- 2-day boot camp highlighting culture and climate in classroom, MMS, tools to get set up
- Never seems to be enough time, but teachers are appreciative of the program
- Sue and Shannon will continue to touch base with new teachers throughout the school year
- Non-evaluative observations for 1<sup>st</sup> year teachers will be done
- Monthly workshops for returning teachers who are in their 2<sup>nd</sup> or 3<sup>rd</sup> year in Dover
- Board members expressed support and appreciation for this program

Ms. Russell asked if a survey was completed after the 2 day program. Ms. Vitko responded that it was not, but a formal survey would be conducted at the end of the year. In the past, it had been a paper survey and there was a higher participation rate than this year's electronic survey. Ms. Vitko invited Board members to attend any portion of the program either at the beginning of the year or throughout the year.

### 2. DHS Annual Homecoming Update—S. Vitko

- September 29<sup>th</sup>-3<sup>rd</sup> Annual DHS Homecoming
- Due to a reduction in attendance, the event is being revamped
- The entire day will be outside with historical displays, sporting events, bouncy house, face painting, classic car show, live bands (current and past students)
- More family friendly atmosphere
- Tribute to Owen McKenney
- Events will take place from 10:00 am to the end of the football game which is at 2:00 pm

### 3. FY 2014-2019 School Capital Improvement Plan

Business Administrator Mike Limanni and Superintendent Jean Briggs Badger presented the CIP powerpoint for 2014-2019:

- Minimal plan for FY 14—scaled down from last year
- Plan based on NESDEC projections for enrollments which have been accurate
- \$50,000 set aside each year for district improvements that may be unknown
- State Building Aid is gone which makes it unrealistic to add Garrison to CIP. District will be unable to do a large building project
- DHS is a priority and planning will begin in FY15
- CTC renovation will occur in conjunction with DHS. State will reimburse 75% of CTC renovation. Community and City Council will need to support this large project



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- DHS has had many improvements in the past years—\$5.5M spent over the past 10 years upgrading DHS.
- Total cost of \$35,616,000 to be spent with some being debt financed

Dr. Appel asked if \$50,000 each year would cover costs each year. Ms. Briggs Badger responded that it would be a start. Mr. Limanni added that there other budgeted money for repairs and scheduled maintenance. In addition, the contract with Unicco allows for certain repairs. The Facilities fund can be used, as well. In the past, CIP was only for bonded items. This CIP will allow for more transparency for repairs and renovations. If, and when, capital plans are approved, they will show up on the CIP.

Mrs. Grady asked why Garrison has been dropped from the CIP. Mr. Limanni responded that the District cannot take on that debt in the next two budgets. Garrison will be more of a repair situation. A \$6M debt payment would not be feasible at this time. Garrison may see more funding for renovations toward 2019, but at this point, debt service needs to be reduced. Garrison had a large renovation in 2005.

Mrs. Grady asked if state money would be available for the CTC. Mr. Limanni responded that Dover is in the queue and will be ready if money is available sooner.

Ms. Andrews Parker asked if the City took their 50% for library automation out of CIP funds. Mr. Limanni responded that it was most likely out of local funds. She also asked if the \$50,000 would be available for issues like the HSS playground. Mr. Limanni responded that it would cover items like that, even though the District always as a contingency fund.

Ms. Briggs Badger stated that at this time, there is no plan for Garrison School. The high school is the top priority. Ms. Andrews Parker suggested getting the architectural plan for Garrison so that it will be ready to go.

Ms. Briggs Badger responded that there had been a study by Habib and Associates and they are keeping a close watch on Garrison so that a catastrophe can be prevented.

Mrs. Grady stated that she thought that doing a CIP one year at a time would allow for a good idea of what the district is planning since the plan changes each year. She has difficulty not including Garrison on the proposed CIP.

Kathy Baker moved, Amanda Russell seconded approval of the Capital Improvement Plan. An oral **VOTE PASSED 7/0.**

#### **4. FY 2012 Closing Out—M. Limanni**

Mr. Limanni and Ms. Briggs Badger reviewed end of the year financial documents for the final quarter of the school year.

- Due to frugality and reduced costs, there was additional funds at the end of the year



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- Mr. Limanni proposed distributing the condition of accounts on a monthly basis to the School Board so they would have knowledge of the status of funding
- Going into the 4<sup>th</sup> quarter, Mr. Limanni could see that there may be \$500,000-\$700,000 available
- Unknown costs such as severances were estimated and lost revenue was also included when determining how much funding was available
- In May, administrators worked as a team to prioritize what items should be purchased that had been held back during the year
- Staff and already budgeted items could not be included when determining items to purchase. Items needed for safety were strongly considered
- Earlier spending had been held off in order to determine if capital reserves would be established
- June 11-administrators were authorized to submit Purchase Orders
- Many items needed to go out to bid and came before the Board for approval
- An end of the year priority list was given to Board members with items purchased with the remaining funds
- Some of these items were approved by Board earlier, but they weren't purchased until funding was certain
- Mr. Limanni stated that all items followed School Board policy regarding purchasing

Mrs. Grady asked what date the City Council adopted the budget. Mr. Limanni responded that it was June 6.

Ms. Baker asked if all items on the priority list were purchased or if it was a wish list. Mr. Limanni responded that they were actually purchased. She continued to ask if the guidelines were all followed for purchasing the items and if applicable items were brought to the sitting board. Mr. Limanni stated they were with the exception of the CTC lift. Books also were not included in the bid process.

Ms. Briggs Badger recommended reviewing the bid policy for all Board members. Ms. Baker summarized the policy. She stated she did not have recollection of this number of bids.

Mr. Limanni stated that the process was followed for all items, although the limits were used for single items and not for multiple totals. Some items were purchased a long time after they were approved for purchase.

Mr. D'Andrea stated that some of the Board members feel they were not informed of the spending of these items. He continued to say that he was aware of many items that did go to the Board, but it would be helpful for a review of items that did go out to bid.

Mr. Limanni stated that curriculum items including textbooks were purchased and had all been discussed and approved by the Board. He added that he could find evidence of bids through online School Board packets and minutes. Ms. Baker commented that she believed him if he said that they had followed Board guidelines on all purchases.



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Mr. Limanni continued to say that curriculum and STEM materials had been purchased which had been cut from the budget.

Ms. Briggs Badger commented that these purchases were good news. Without this savings, students would be using textbooks from 1998. She continued to say the district administration is not hiding anything and has been forthright with the School Board.

Ms. Briggs Badger added that the Board needs to trust the Superintendent and Business Administrator to look out for the best interests of the students of Dover everyday and nothing is being hidden.

She continued to say that this administration is “honest, forthright, and frugal”. She added that they are “delighted” to tell them they were able to purchase items for the student’s benefit and the taxpayer is not bearing the burden. The money was in the budget.

Ms. Baker stated she was sorry if the Superintendent felt she was accusing her of not being honest and clarified that it was not her intent.

Mrs. Grady commented that money cannot be spent without the approval of the sitting Board. She stated that the list of purchases totaling almost \$690,000 did not come before the Board. She finds this list difficult because of the rough budget season and all of the cuts. The Board was not told of the overage even though the administration knew of it in April.

Mrs. Grady continued to say that she trusts the administration, but they should trust the Board.

Mr. Limanni responded that they didn’t know the extent of the additional money until the end of May. He added that in the past, the Board never saw budget transfers and this level of transparency.

Mrs. Grady stated that in the past, the Superintendent would take the administrative priorities to the Board so they could determine what they would purchase or return to the budget.

She is concerned because the budget was passed on June 6 and on or around June 11, there were discussions on how to spend the money. The Board had told the community that there was no money available to add items. If they had known about the savings, they could have shared with the public. As a governing body, they should have had input into the spending of the money.

Mr. D’Andrea stated that the Superintendent and Business Administrator had told him about the savings, but he told them to hold off. He reiterated that it was good news. They had to be sure that the money was available and had to wait until the books were closed. He stated that if there is an issue about the process, it was his fault and he was informed of the situation. The administrators should be trusted and empowered to do their jobs. Mr. D’Andrea stated that if



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there is any blame to be placed, it should be with him. He added that the Board should be positive about this. Administrators have done a great job.

Mrs. Grady was concerned with the amount of time and number of emails that it took to get a response from the business office. Mr. D'Andrea responded that there had been vacations during that time, along with the Labor Day weekend. He added that it had only been 10 days. Mrs. Grady commented that the administrators knew five months prior to this. Mr. D'Andrea stated that he would take full responsibility for that situation.

Ms. Baker reiterated that this is a great thing for the District and did not intend to demean anyone, but needed clarification.

Ms. Briggs Badger commented that the office wanted to be sure that the figures were accurate and there were many revisions before the list was complete.

Mr. Limanni added that the business office and administration has learned lessons from this budget. He added that there can be great fluctuations in a \$50+M budget.

Ms. Briggs Badger added that Mr. Limanni inherited the FY12 budget and did not generate it himself. It was uncertain if many of the items were accurately budgeted. This budget is a one year aberration.

Ms. Russell asked if any portion of the list came from the FY13 budget. Ms. Briggs Badger responded that it was not. Ms. Russell, also believed that the list was a wish list and asked that if monthly reports are going to be generated, she would request electronic versions.

Mr. D'Andrea asked that they try monthly reports, but may change to quarterly reports if they find that they do not need a monthly report

Ms. Russell reminded the Board and public that 9.67 teaching positions and many paras positions were eliminated from the budget and we are unsure about the winter weather which may cause higher heating costs. She thanked Mr. Limanni for his frugality.

Mrs. Grady requested a report with every item and the date of its approval by the Board, along with the recorded vote.

Mr. Limanni stated that he could do that, however, there are some items that were purchased that did not need to be approved or go out to bid, based on policy guidelines. He also appreciated the role of the governing body and their need to be critical.

Ms. Andrews Parker commended Mr. D'Andrea for owning up to his role in the closing out and stated that it is a great sign of leadership.

Betsey Andrews Parked moved, Amanda Russell seconded approving the Closing Out report. An oral **VOTE PASSED 6/1 (Grady opposed)**.



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### **O. SCHOOL BOARD MATTERS OF INTEREST:**

Mr. D'Andrea apologized for "losing his cool" and did so out of frustration for bureaucracy, but feels strongly that the administration was doing the right thing for the students.

**P. ADJOURNMENT:** Amanda Russell moved, Kathy Baker seconded, to adjourn the meeting to non-public at 9:07 P.M. An oral **VOTE PASSED 7/0.**

Superintendent Briggs Badger's handouts and PowerPoint Presentations have been archived with these Minutes.

Respectfully Submitted,  
Betsey Andrews Parker, Secretary  
BAP/ral