



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #10
Meeting Location:	McConnell Center, Media Center Room Rm. 306
Meeting Date:	<b>Monday, June 24, 2013</b>
Meeting Time:	<b>7:00 P.M.</b>

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

**B. PLEDGE OF ALLEGIANCE:** Sarah Greenshields led the Board in the Pledge of Allegiance.

**C. CITIZEN’S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board.

**D. CONSENT AGENDA:**

**1. Correspondence:** NONE

**2. Resignations/Retirements:**

- a. Mike Perez, DHS Dean
- b. Fred Bloise DMS Tech Ed

**3. Leaves of Absence:** NONE

**4. Nominations:**

Sheet 1: Nomination & Election of Summer School Paraprofessionals & Teachers (Anderson-Zucaro)

Sheet 2: Nomination & Election of Staff Positions (Verran)

Sheet 3: Nomination & Election of Staff Recalled (Connolly)

Sheet 4: Nomination and Election of Teachers (Cote)

Sheet 5: Nomination and Election of Interim Superintendent (Briggs Badger)

**5. Extended Travel (Student Trips):** NONE

Doris Grady moved, Amanda Russell moved to pull items 2.a. and 4. Sheet 5 from the consent agenda. An oral **VOTE PASSED 7/0.**

Amanda Russell moved, Kathy Baker seconded to accept the remaining consent agenda items. An oral **VOTE PASSED 7/0.**

Mrs. Grady made the following comments on the resignation of Mike Perez, DHS Dean of students (2.a.):

“In accepting the resignation of Mike Perez this evening, it is with regrets that we as a board receive this. He has been a strong asset to the system and if the voice of the students means a strong advocate, Mike certainly has many strong advocates in the systems. The students have made many comments as to his strength and the strong benefit he has been to the community. We wish you well in you new endeavor, Mike and I understand that it will be a shorter commute every day. I am sure you will find that a great asset.”

Amanda Russell moved, Kathy Baker seconded to accept item 2.a. of the consent agenda. An oral **VOTE PASSED 7/0.**



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Mr. D'Andrea clarified Sheet 4: Nomination of Interim Superintendent, stating that this position would be for 30-45 days.

Mrs. Grady expressed her concern in the statement below that she read at the School Board meeting.

"I have pulled this sheet to express my major concern for this being such a short hourly position per week. As I have expressed both in a commentary and to the public, I feel that the summer months are the most important of the year. Whereas we have a new Career Tech leader, a new Dover High School Principal, a new Special Education Director, and a new Principal at Garrison School, a new technology director, there is much to be done in planning for the 2013/2014 school year. This is 5 new administrators and an unusual number of new replacements. There are lengthy meetings and follow up that need to be accomplished with this personnel as to their action plan for the students, the building and the students and their goals as to how they are going to accomplish this with a time line.

Meet with the administrators and develop a district plan for the next 45,180,360 days whatever. Plans to be made for the upcoming negotiations with the Union to start in November.

Research, review and apply for all possible state and federal grants with the grant coordinator. Develop the criteria for the new superintendent.

Recommend that a final audit be completed and results reported to the School Board, in cooperation with the Business Manager to ensure that the new Superintendent is given verified and accountable close down of the Fy13 budget in all fairness to Jean and the new employee of the Board.

Review all facilities with the facilities director and principal of each school to give the new Superintendent and school Board concerns of facilities issues

Work with the professional development committee to develop strategic activities and action plans for district wide and building professional development for the 2013-2014 school year. State and Federal plans that have to be completed for both the State and Federal government which are time consuming.

This is the time of year when all educational plans will be set in place for the 2013/2014 school year.

Be available as some staff have last minute resignations, hiring of new personnel, making sure that old and new enrollment is taken care of.

Evaluating the uses of all of the new technology equipment coming in whereas so much money has been spent in replacing and purchasing new equipment

Many decisions on classroom size,, projected and reality, need for the possibility of new staff to cover numbers, curriculum direction for the year, security and any new surprises that might happen and school Board and committee meetings as there will be extras due to the selection of both a permanent interim and finally a new Superintendent to take over for the 2014/2015 school year

Whereas our notice was of only a three week span, and most interims are selected during the Spring vacation and top replacements already been made.it makes an insurmountable amount of more planning and work than usual.



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We are also in an election year where many changes will be made in this present Board, members will be campaigning and in between important decisions need to be made. All of these comments must be taken into consideration as this Board makes the decision as to where the priority is and what best meets the needs of the best education for the children of this City. It is serious educationally and needs the very best of attention of everyone involved. I do strongly believe we need a full time interim employee for the summer for the above reasons and cannot at this time vote for this position as listed.”

Ms. Baker noted that this temporary position would end as soon as an Interim Superintendent is hired. Ms. Briggs Badger will be in place until a search can be completed for the Interim Superintendent. Ms. Baker added that she feels the transition would be the smoothest with Ms. Briggs Badger in the position. She added that many administrators including the superintendent take time off during the summer and that many of the administrative changes that are taking place are with current district employees. Ms. Baker is in support of 3 days a week for this short term position. In addition, money will be saved that can be used for the search.

Ms. Russell echoed Ms. Baker’s thoughts. She added that if someone who is unfamiliar with the District was hired for this temporary position, it may take 5 days per week to do the same work. She is in support of this part time position also.

Mr. D’Andrea clarified that the per diem rate would be \$665.00/day for salary and \$50.00/day for FICA. He added that this is a normal rate for this type of position and the range is typically \$500-\$1200/day with the lower end of the range for smaller districts who may also receive benefits. He added his support for the position, stating that there would be no learning curve for the position with Ms. Briggs Badger. He continued to say that she would not be able to work more than 30 hours per week since she in a “retired” employed. \$8,000-\$9,000 could be saved by having a part time superintendent that can be used for a search.

Amanda Russell moved, Sarah Greenshields seconded approval of Item 4, Sheet 5. A roll call **VOTE PASSED 6/1 (Grady opposed).**

### **E. NEW BUSINESS:**

#### **1. Approval to Modify the 2013-2014 DTU Agreement**

DTU president Maybeth Anderson reviewed the modification to the Preparation Period section of the DTU Master Agreement. She read the Memorandum of Understanding that is currently in the Agreement that states a modification needs to be made to preparation periods for equity.

Ms. Baker asked for clarification which Mr. D’Andrea provided since he was on the negotiation committee. He noted that there needed to be more equity with the planning periods.



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Ms. Anderson stated that the middle school has 60 minute planning, high school has 90 minutes, and elementary has a 40 minute planning period and a 10 minute period added onto their lunch. The contract states that a planning period is equal to the length of a class period.

The amendment states that elementary will now receive 45 minutes for a continuous prep period and a 10 minute separate plan, the middle school will remain the same, there will be a committee formed at the high school who will determine the best way to use planning periods. This committee will have a recommendation by December 16<sup>th</sup>, with a possible implementation for the 2<sup>nd</sup> semester of the 13-14 school year.

Mrs. Grady noted that in prior contracts there was a major discussion regarding who would receive the longer prep periods. The time spent “teaching” was what was given as a prep period. If the teacher wasn’t teaching a class, they would get the typical 50 minutes or whatever it was at that time.

She urged the committee members to pay close attention to discussions from past negotiations.

Mr. D’Andrea was pleased with the work of the committee and appreciates that it will take time to come to a decision.

Ms. Russell added that this may be one of the final hurdles of block scheduling. She stated she is happy that the high school is researching it further for equity. She added that she heard that the related arts teachers are happy they will have an extra 5 minutes in elementary schools to teach students.

Ms. Greenshields echoes Ms. Russell’s thoughts and is happy about the extra 5 minutes.

Betsey Andrews Parker moved, Amanda Russell seconded approval of the modification to the DTU agreement. An oral **VOTE PASSED 7/0.**

### **2. Waiver of the Education Impact Fees**

Chinburg Properties is requesting that education impact fees are waived for an apartment complex that is being built. These fees would cost Chinburg Properties \$77,000. Chinburg Properties are asking for the entire fee to be waived, but in exchange would provide educational signage and artwork that is equal to \$24,500-41,000. Mr. Limanni thought that the CTC students may be able to provide the same type of signage.

Ms. Andrews Parker noted that these apartments are 100% rented at this time. She added that she is not in favor of waiving these impact fees. There are many projects for which the district needs impact money.



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Ms. Greenshields recommended that a representative from Chinburg attend the next School Board meeting to provide more of an explanation on how this could improve education. It was determined that someone from Chinburg would be asked to attend the July 8<sup>th</sup> meeting.

Doris Grady moved, Amanda Russell seconded to table the vote until the next meeting when there will be more information. An oral **VOTE PASSED 6/1 (Baker opposed)**.

### **3. Student Activity Fund Update—M.Limanni**

Mr. Limanni provided an update on student activity funds. The School Business office will be transitioning all student activity funds from Quicken to ERP financial software on July 1. He outlined the steps in the transition. There will be one bank account that will be reconciled by the City Treasurer.

The goal would be improve oversight of these accounts. There will be reports brought to the School Board on a quarterly basis. This will also help parents to understand what is paid for by the district.

Ms. Greenshields agreed that this would be helpful since sometimes she, and other parents provide payment for other students.

Mrs. Grady asked if this would include PTA projects. Mr. Limanni responded that parent groups, such as PTA's, and Boosters clubs would not be included in these accounts.

Ms. Russell added that these are 501c(3) groups and their accounts are reviewed by committees and there is a large amount of oversight overall.

Mr. Limanni added that this is informational and not vote is needed.

### **4. FY13 BID Approvals**

#### **a. Sub Leave and Time Entry Software**

Mr. Limanni presented information on this product and stated why this would be a more efficient process for substitute coordination and time entry in the district. He stated that because the business office is becoming more consolidated, it is necessary to save time and become more efficient. He reviewed the current cumbersome process, showing time cards and leave request forms to the School Board.

He has worked with two of the three companies who provided bids and is recommending Aesop, which can provide sub calling and time entry systems. The committee had demos of all companies and all recommended the same product.



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This product will also integrate with the district's current financial software.

Ms. Baker asked if money could be saved by reducing the cost of the substitute coordinator. Mr. Limanni responded that she would oversee this system and spend more time at the high school, with another administrative assistant spending more time in the Athletics office. Employees will be used more efficiently.

Ms. Greenshields supports this product and added this will save money from human error.

Mr. D'Andrea noted that this was discussed earlier when re-configuration at the SAU was initially discussed.

Mr. Limanni added that this system will provide a great deal of data and reports for the district to use. This will also help with teachers on leave and show patterns for leave. Teachers and substitutes will also be able to leave anonymous feedback.

Ms. Andrews Parker is supportive of the change and feels that employees will be invested in the change because their pay is involved. In her business, use of a similar option reduced payroll time from 4 days to 4 hours.

Amanda Russell moved, Betsey Andrews Parker seconded approval of the bid for sub leave and time entry software to Aesop. A roll call **VOTE PASSED 7/0**.

### **5. FY14 BID Approvals**

#### **a. 19" Wide Screen LCD's**

Amanda Russell moved, Kathy Baker seconded to approve the bid for purchase of replacement monitors. A roll call **VOTE PASSED 6/1 (Butler opposed)**.

#### **b. Cisco Catalyst 2960 Switches**

Mrs. Grady asked if this purchase is in addition to all of the technology that had already been ordered. Ms. Russell commented that none of the bids approved last week were for technology and there hadn't been any in recent meetings.

Mr. Limanni noted that the purchase of the Cisco switch is because there is currently no backup and it is dangerous not to have an additional switch on hand.

Ms. Baker asked why there is such a variable in prices on the bids. Ms. Russell noted that one of the bidders did not meet the specifications.



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Mrs. Grady commented that Higgins Office Products typically receives most of the technology bids and she is happy to see others receiving the bid awards from time to time.

Betsey Andrews Parker moved, Amanda Russell seconded to approve the bid for Cisco Catalyst 2960 Switches. A roll call **VOTE PASSED 7/0.**

### c. Nexlink Small Form Factor Computers

Amanda Russell moved, Kathy Baker seconded to accept the proposed bid. A roll call **VOTE PASSED 6/1 (Butler opposed).**

### d. Acer TravelMate Laptops

It was verified that there is a 3 year warranty on the laptops. Dr. Butler asked who would be using these laptops. Mr. Limanni responded that the English Department and Administrative Assistants would be receiving new machines. He added that they will be on carts and desktops, providing more mobility and will most likely for both staff and students.

Amanda Russell moved, Kathy Baker seconded approval of the bid as proposed. A roll call **VOTE PASSED 5/2 (Butler, Grady opposed).**

## 6. Café Services Contract Renewal—M. Limanni

Mr. Limanni presented information on the request to move forward with the existing contract concerning Café Services. He recommended that the School Board to approve a .25 cent increase in the lunch prices resulting in an increase of \$63,126 to the District. Repairs to the program cost over \$20,000 for the past year and there was a \$10,000 cost for administration of the Free and Reduced lunch program for the past year. Mr. Limanni commended Cindi McKenney for her work on the Free and Reduced lunch program. This increase will just be added to the full price lunches. The reduced lunch prices will remain the same.

Ms. Andrews Parker noted that the increase in lunch prices would be 13%. She had a philosophical issue with this increase considering the tax cap limits an increase in the school budget. It is bothersome to her that this is the way that additional money is brought into the school.

Ms. Baker also expressed concern with the .25 increase versus the .10 increase.

Ms. D'Andrea commented that the district lunch prices are low in the state and the minimum increase is .10 cents. Mr. Limanni continued to say that the price increase is justifiable because of the increased product quality.



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Ms. Greenfields asked if there is certainty that the payment for lunches would be able to be processed online. Mr. Limanni responded that the system has recently been tested and will be ready for the next school year.

Amanda Russell moved, Kathy Baker seconded to approve the recommendation to increase food lunch prices by .25 cents. A roll call **VOTE PASSED 5/2 (Andrews Parker, Baker opposed)**.

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

Ms. Russell commented on the resignation on Fred Bloise, Tech Ed teacher at DMS. She stated that he would be a loss to the district and will be greatly missed.

### **G. ADJOURNMENT:**

Kathy Baker moved, Doris Grady seconded to adjourn the meeting at 8:16 p.m. An oral **VOTE PASSED 7/0**.

Respectfully submitted,  
Betsey Andrews Parker, Secretary  
BAP/ral