



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, October 7, 2013**
Meeting Time: **7:00 pm**

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, October 7, 2013 at 7:08 p.m. in the McConnell Center Media Center.

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

Also present were: Interim Superintendent Antonio Fernandes; Karen Taylor, WPS Principal Patrick Boodey, CTC Director Louise Paradis, HSS Principal Mike McKenney, GES Principal Beth Dunton, DMS Principal Kim Lyndes, CIA Director Paula Glynn, Fosters

B. PLEDGE OF ALLEGIANCE: Amanda Russell led the Pledge of Allegiance.

Amanda Russell moved, Kathy Baker seconded to move up item N. 2. DALC Memorandum of Understanding Addendum in the agenda to follow Citizen's Forum. An oral **VOTE PASSED 7/0.**

C. CITIZENS' FORUM: None

N. 2. DALC Memorandum of Understanding Addendum-moved up in agenda

Betsey Andrews Parker moved, Kathy Baker seconded to vote to Authorize the Superintendent to Execute Addendum to the Dover Adult Learning Center Memorandum of Agreement and Take Such Measures as Are Necessary and Appropriate to Cause the Dismissal of the Administrative Proceeding Entitled *Matter of Dover School District - DALC, HUB* pending before the New Hampshire Retirement System, be approved in form presented to this meeting and that an attested copy of said Vote be included with the minutes of this meeting. An oral **VOTE PASSED 7/0.**

D. APPROVAL OF MINUTES

1. Regular Session #9, September 9, 2013

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

E. CONSENT AGENDA

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1. **Correspondence:** NONE
2. **Resignations/Retirements:** NONE
3. **Leaves of Absence:** NONE
4. **Nominations:**

Sheet 1: Nomination and Election of Aide Positions (Devalk-Merrow)
Sheet 2: Nomination and Election of Teachers (Welliver-Williams)



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Sheet 3: Nomination and Election of Co-curricular Staff (Bascom-Stewart)

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

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

F. SUPERINTENDENT’S REPORT: Interim Superintendent Tony Fernandes acknowledged the efforts of new Business Administrator Karen Taylor in her first few weeks of work in Dover. Mr. Fernandes also discussed issues relating to bussing and stated that they would be resolved soon. He agreed it was later in the school year than he would like to still be having bussing issues.

Principals from each elementary school spoke on different topics pertinent to their school:

Mike McKenney, Horne Street School spoke about the Horne Street School garden that was started in 2011 at the end of the renovation of the school. He stated that over 300 students participated in the harvest of our 1000 pounds of vegetables from the garden. He added that this garden has been a community project and the school has received help from local businesses and parents. The garden project has tied in to STEM and the wellness program. The vegetables are served to students at snack and lunch time and leftovers are donated to food pantries.

Mr. McKenney also discussed the teacher-driven responsive classroom. There have been 11 teachers trained so far and the program uses positive phrases instead of negative. Referrals to the behavior room have decreased and students are kept actively engaged.

He also noted that Horne Street School has established that the hawk will be the new mascot of the school. Mr. McKenney reminded Board members and the public that the HSS annual 5K/2 mile fitness walk will be held on October 20th. There is a \$15 fee before the race and a \$20 fee on race day. Elementary students are free. This fundraiser was chosen to replace the typical door-to-door sales type of fundraisers.

Beth Dunton, Garrison School spoke about events at GES since the beginning of the school year. She specifically spoke about the 50th anniversary of the school that was held at the beginning of the year when a 25 year time capsule was opened. She discussed a positive behavior program that recognizes students for good behavior. She stated that she is impressed with the creativity of teachers in the building. GES celebrated, “talk like a pirate day” and this was the topic for many subjects for the day, making a fun day for students and teachers. There was a school wide treasure hunt held on September 19th. Fall into a Good Book Night was a success, highlighting literacy and giving a free book to each student. Members of the community helped to make this event a huge success.

Patrick Boodey, Woodman Park School, talked about an issue at WPS that will affect the budget next year. WPS has been out of compliance for the past 2 years due to lack of an additional guidance counselor and principal. The school cannot be out of compliance for a third year.



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There needs to be one principal and one guidance counselor for every 500 students. If they are out of compliance for another year, the state can remove WPS' status as a public school which could have severe financial implications. Mr. Boodey highlighted the options which could include hiring another principal and guidance counselor. One that might be a viable option for Dover would be to hire a person who would work as a part time guidance counselor and part time associate principal. This would allow for only the hire of a guidance counselor rather than a guidance counselor and an assistant principal. Mr. Boodey continued to say that he believed that Horne Street and Garrison would most likely be in a similar situation in the near future. Redistricting may need to be a consideration to help with this situation also.

Mr. Boodey commented that the state would not allow a district administrator to be housed at WPS and consider this person as the administrator. He would like to start thinking of a plan now, so last minute decisions don't need to be made and also recommended that October 1 enrollment numbers be used for budgeting purposes.

Ms. Russell stated that this has significant budget implications and the public should hear about this issue.

Amanda Russell moved, Doris Grady seconded approval of the Superintendent's Report. An oral **VOTE PASSED 7/0.**

G. STUDENT REPRESENTATIVE REPORT:

Student representative Preston Massingham reported on issues and activities at Dover High School. He stated that Spirit Week was successful and everyone had fun. The student council would like spirit week and homecoming to be separate events though in the future so that the football game can be held before the dance instead of the next day. The Student Council is also having a mini Spirit Day on the day that Spaulding plays Dover in Football. After the game, there will be a dance and there will be tailgating prior to the game. A fun activity will be sponsored by the Student Council each month in addition to doing something similar to "Random Acts of Kindness". Preston continued the tradition of ending his statement with a quote.

H. COMMITTEE REPORTS:

Dr. Butler reported on the Curriculum Committee meeting held on October 3. The focus of the meeting was on Social Studies, specifically US History and World History. The Common Core views 5th grade as an elementary grade and the district views 5th grade as a middle school grade. This needs to be reconciled. The 5th grade teachers at times have not had a clear view of what incoming 5th grade students have studied in 4th grade. A process was established to determine what common core standards had been met for each objective, condense subjectives, determine which NH social studies frameworks are being addressed, review content objects and lastly to revise as needed. There is an emphasis on having students understand how geography influences the development of civilizations. The River Valley



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development model is being taught. There is a strong emphasis on integrating social studies with critical thinking as well as literacy.

Ms. Russell reported on Barrington Negotiations that occurred on September 24th. She stated that the committee feels that they are close to a contract with Barrington that will be mutually beneficial for both parties. There is another meeting on October 9 to finalize details of the contract.

I. POLICY -- CHANGES – PROPOSALS:

- a. DFA Investment
- b. EEAEA Mandatory Drug and Alcohol Testing—School Bus Drivers
- c. EFA Availability and Distribution of Healthy Foods
- d. IHAM Health Education and Exemption from Instruction
- e. IHAM-R Health and Sex Education Exemption: Opt Out Form
- f. IKAA Interdisciplinary Credit
- g. IL Evaluation of Curricular Programs
- h. IMAH Daily Physical Activity
- i. IMBC Alternative Credit Options
- j. IMGGA Service Animals
- k. JLCJ Concussions and Head Injuries
- l. JLDBA Behavior Management and Intervention
- m. EEAECS School Transportation Policy
- n. EB Safety Program (previously tabled)
- o. EEAA Video and Audio Surveillance on School Property (previously tabled)

Amanda Russell moved, Paul Butler seconded to table all of the above policies until the second reading at the November School Board meeting. An oral **VOTE PASSED 7/0**.

J. POLICY ADOPTION:

- a. BHC Board/Staff Communications (previously tabled)
- b. KHB Advertising in Schools (previously tabled)

Amanda Russell moved, Kathy Baker seconded to accept both of the above policies.

Mrs. Grady read a summary of policy BHC and the changes as well as the statement regarding her objection to policy BHC. "I am making a motion that the policy be taken off the table for discussion. The first reading of this policy was the evening of March 11, 2013 at which time I objected to the rewording and motioned to have it tabled as my reasoning can be verified by checking the video tape on the City Web. This evening, I am asking that this Board vote down this policy, eliminate the new wording and refer to the original writing.

My question of the evening is whether or not this is a legal policy when the Board considers the process used to arrive at the policy presently on the agenda. With this information (packet) I



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have in hand, the Board's concern should be as to whether protocol was **even** followed to bring this policy to the table this evening.

I have four documented agendas and minutes of this document that this Board voted to accept in regular meeting and each one is DIFFERENT. Remember, I said Different.

E-mails exchanged between the then Superintendent, the Chair, the administrative Assistant to the Superintendent and the City Attorney and myself with my concerns about the process used in non-public sessions dating from January 28, 2013 through to April 29, 2013 (a period of 3 months) indicate a problem with the finalization of this Policy

Agendas were placed on the City Web **stating Personnel** as the subject but the agendas and discussion at the meetings of Feb. 4, Feb 11 and April 29 involved varying subjects during discussion.

Attempts by e-mail to determine who wrote the changes to this policy were fruitless as no one was able to give me the same answer. Each one differed from the other.

How could we, as a Board, accept 4 different sets of minutes with the unsealed ones being minutes that NO BOARD MEMBER had ever seen and entirely different from the previously issued ones.

I have the information here in detail, should anyone desire it, inclusive of all e-mails times and dates between the Supt., the chair, the administrative assistant and the City attorney and me as well as minutes passed at regular meetings to defend my recommendation that this policy come off the table and return to its original form.”

Mrs. Grady reiterated that she would not be supporting the policy with the changes.

Ms. Baker stated that she is unsure of the process, but is only looking at the text of the policy. She added that she assumes that all dialogue between the Superintendent and the school Board would be public. For this reason, she does not have a problem with the language change. She can understand why language may need to be added limiting requests from the School Board to the administration and staff because individual contacts to staff may be time-consuming. She thinks that it is reasonable for the Superintendent to have knowledge of requests of the Board and concerns regarding School Board or the Superintendent generally go to the School Board Chair.

Ms. Andrews Parker added that the board is responsible for the District and staff members have a right to have a discussion in non-public about performance or issues that may arise. This would be in order to preserve a reputation. She added that the Superintendent is the only employee of the School Board and should be aware of requests made by the School Board and this is part of the reason for the added language in this policy.

Mrs. Grady commented that the point she was trying to make was missed. Her issue with the policy was with the process in which it was written. She added that state law requires the Board to follow certain processes when policies are created or amended.

Mrs. Grady noted that she missed the February 4 meeting for various reasons and when asked for a recap of the meeting, was told by the City Attorney that she would not be allowed to receive information.



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Mrs. Grady provided a summary:

Draft minutes of February 4 were voted on by the Board where Personnel were discussed in non-public.

After the vote, a final copy of the minutes was sent to the Board which also said Personnel.

On April 19, the City Attorney attended a meeting with the School Board and recommended that a Recording Secretary be present at non-public meetings. He also distributed a packet of minutes that included minutes from February 4. This was the first time that Mrs. Grady was able to view the minutes from February 4. The City Attorney stated that from then on, the Recording Secretary would read the minutes before the end of a meeting and a two-thirds vote would be needed to accept them. After being accepted, the Board could vote to seal the minutes. This process didn't happen on any of the other occasions.

Because of the change in process, Mrs. Grady recommended that the policy changes be eliminated until a later date.

Mr. D'Andrea responded that the "Personnel" non-public meetings did not have to do with writing a policy, although the results of the meeting may have had something to do with the new policy language.

Mr. D'Andrea provided background on the language changes of policy BHC. He stated that during the most recent budget season, the staff was inundated with many requests, many of which were duplications. He also stated that the policy was originally tabled until the policy review with Barrett Christina and feels the process was not violated.

Mrs. Grady stated that she didn't believe that the draft policies were not part of the policy review by Barrett Christina to which Mr. D'Andrea confirmed that all of the policies were reviewed.

Mrs. Grady summarized her communications regarding the BHC policy

1. The original meeting was scheduled for "Personnel" on January 29, but postponed until February 4 due to a snowstorm.
2. She asked the Superintendent's assistant for specific information regarding the meeting. She was told that the agenda listed on the City web site would only list Personnel as the item for discussion. Mrs. Grady added that the agenda that was received at the meeting included other items such as the policy. This was a different agenda that was posted on the website of the City.

Ms. Russell commented that the addition to the policy was important because so many questions had been asked during the budget season and streamlining the requests would be more efficient. She added that this was the only change to the policy and that if staff feels that their time is not being used effectively, this would be categorized as a personnel issue.



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Dr. Butler stated that there is potential for abuse of power for some people and this new language weakens the ability of the School Board to obtain information that they need to make sound decisions and for this reason, he will be voting against the policy.

Ms. Russell and Ms. Baker withdrew their previous motion and second.

Amanda Russell moved, Sarah Greenshields seconded to approve Policy BHC.

Mrs. Grady stated that she thought that an error was made and showed the agenda for the February 4. She then showed a draft of meeting minutes that were used for approval and the unsealed version of the meeting. Mrs. Grady added that there were three policies discussed at the meeting and the Board would be suggesting changes at the meeting on February 11. Also discussed were legal bills and the Special Education Director position. Mrs. Grady said that no one had seen those minutes and when she asked who wrote them, she was told that Donna Ashman (Supt Admin Asst) had written them.

Ms. Andrews Parker commented that, as Recording Secretary, her minutes are legal (per opinion of City Attorney Allan Krans). She wrote in the minutes that the policies were reviewed it was because of a possible violation and there was a personnel issue with the Superintendent. As a clarification, Ms. Andrews Parkers stated that communication and relationship in relation to the policies was discussed and not the specific policies that were discussed at the meeting.

Ms. Andrews Parker called the question.

An oral **VOTE PASSED 4/2/1 (Grady, Butler against, D'Andrea abstained)**

KHB Advertising in Schools (previously tabled)

Ms. Andrews Parker stated that she requested that this policy be added to the agenda so that advertising can be allowed in schools. She added that all other schools in New Hampshire allow this and is needed for the revenue committee to proceed with plans to increase revenue as added to the budget.

Dr. Butler asked why this policy is limited to non-profits only. Ms. Andrews Parker responded that they are looking for ways to enhance the community and take into consideration policies as well. Ms. Andrews Parker stated that profit companies will also be participating per this policy.

Ms. Greenshields stated that she agreed that the direction of communication should be streamlined and that the content of the policy is the important piece. She stressed that polices are not permanent and can be amended at any time if necessary.

Amanda Russell moved, Betsey Andrews Parker seconded approval of policy KHB. An oral **VOTE PASSED 7/0.**



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K. SUBMISSION AND PAYMENT OF BILLS: Amanda Russell moved, Sarah Greenshields seconded to direct the payment of manifest 14-D from 9/10/13-10/7/13 for FY13 for \$51,836.10 and from 9/10/13-10/7/13 for FY14 for \$2,234,486.58 for a total of \$2,286,322.68. A roll call **VOTE PASSED 7/0.**

L. RESOLUTIONS: None

Amanda Russell moved, Betsey Andrews Parker seconded to move up item N.1 STEAM Academy Update in the agenda. An oral **VOTE PASSED 7/0.**

N.1. STEAM Academy Update—Fran Meffen-moved up in agenda
DMS Guidance Counselor/Director Fran Meffen presented information about the STEAM Academy at DMS. This is an extended learning program at DMS and has been in existence for 6 years with approximately 293 students participating last year. This program does not cost the district money and most of the 29 classes are taught by parent volunteers and teachers. There are a variety of classes for students to choose from (see agenda materials) and no student is denied if they are unable to pay for a class.

Students from UNH serve as volunteers and are a big part of the program. Ms. Meffen also stated that there is an extensive network including UNH, DOE, Great Bay Community College, and DHS CTC. She invited School Board members to visit the academy and stated that the program has grown tremendously in the past 6 years.

She added that there is a waiting list for the Outdoor Pursuits program and is encouraged by the interest of the students.

The Board thanked Ms. Meffen for her efforts.

M. OLD BUSINESS:

1. Redistricting Committee Update

Ms. Russell asked if the committee would be reformed and asked Mr. Boodey who chaired the last committee for his thoughts. Mr. Boodey recommended waiting for the elections as well as demographic information from a study that will be completed within the next few weeks.

He agreed that a committee will be necessary and that there will be some tough decisions. Mr. D'Andrea asked that this item be added to each agenda until the demographic numbers are received.

2. RFP—Superintendent Search Update

Ms. Andrews Parker summarized the distribution of the RFP, stating that the ad was placed in Foster's Sunday paper, placed online and sent to various vendors. The bid opening will be October 24th at 1:00 pm with a decision made at a School Board Special Session to be held on Monday, October 28th at 6:30 pm.



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NESDEC responded to the RFP stating they will not be bidding since there could be a conflict of interest since their administrator owns property in Dover and is a past Dover administrator.

N. NEW BUSINESS

- 1. STEAM Academy Update—Fran Meffen—moved up in agenda**
- 2. DALC Memorandum of Understanding Addendum—Moved up in agenda**
- 3. Approve FY15 Budget Preparation Adoption Schedule**

Amanda Russell moved, Doris Grady seconded to approve the FY15 Budget preparation Adoption Schedule. A roll call **VOTE PASSED 7/0**.

4. Approve Barrington/Nottingham Tuition Rates for FY14

Dr. Butler asked how the rates compare to the rates of Oyster River. Board members responded that Dover's rate is lower. Dr. Butler asked why the elementary tuition figures are higher than the rate for the middle school. Mr. D'Andrea responded that he believes it's due to larger class sizes at the middle school which lowers the cost per pupil.

Amanda Russell moved, Kathy Baker seconded to approve the Barrington and Nottingham tuition rates for FY14. A roll call **VOTE PASSED 7/0**.

5. Approve Tuition Rates for FY14

Amanda Russell moved, Kathy Baker seconded to approve the student tuition rates for FY14. A roll call **VOTE PASSED 6/1 (Grady opposed)**.

6. Condition of Accounts for FY14

Business Administrator Karen Taylor presented the condition of accounts to date. She asked the Board if they liked the current format or if they would prefer to see something different. Ms. Greenshields stated that she would like to see summaries or other information that Ms. Taylor may feel is important to the Board.

Ms. Russell agreed that the detail is sometimes beneficial but a summary is better in most cases. She also added that an electronic version would be preferred.

Ms. Baker asked if the bottom line total is similar to what it is in the past. Ms. Taylor responded that the number is accurate and low due to a large number of encumbrances and she is trying to use the software effectively. Ms. Taylor commended and thanked staff and administrators for their support.



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Ms. Greenshields asked if the Chart of Accounts could be simplified. Ms. Taylor responded that this may be a possibility and she may also be able to create some additional reports with the software that may be more available to the administrators.

O. SCHOOL BOARD MATTERS OF INTEREST:

Mrs. Grady made the following additional comments regarding policy BHC. She commented that she missed one meeting in 19 years and was not given an answer as to who the “personnel” in question was for the subject of the February 4th non-public meeting. She sought legal advice on four separate occasions in the past two years with a cost of approximately \$4,000 and was afraid to attend the February 4th meeting. The purpose of the meeting was what she was afraid of and she expressed her desire to include her information included in the meeting minutes (additional documents archived with the minutes).

Ms. Russell stated that she has met with City Councilor Karen Weston twice as well as one time with the City Manager in order to ask questions and clarify language on the capital reserve funds resolutions. Additional language is in the process of being drafted and she is waiting for it to appear on the City Council agenda. The city issues are different than the school issues and negotiations are needed to learn the different process.

Dr. Butler informed the public that there will be a TV show on concussions on Tuesday, October 8 on PBS. It could be interesting and information and was originally scheduled to be shown on ESPN, but they withdrew for financial reasons.

Mr. D’Andrea introduced Kim Haas as the new Foster’s reporting covering the School Board.

P. ADJOURNMENT: Kathy Baker moved, Amanda Russell seconded to adjourn at 9:01 P.M. An oral **VOTE PASSED 7/0.**

Interim Superintendent Fernandes and other’s handouts have been archived with these Minutes.

Respectfully Submitted,
Betsey Andrews Parker, Secretary
BAP/ral