



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD MEETING MINUTES

Meeting Type:	2014-2015 Orientation
Meeting Location:	Media Access Center, McConnell Ctr.
Meeting Date:	Monday, December 16, 2013
Meeting Time:	6:30 pm

1. ORIENTATION FOR INCOMING SCHOOL BOARD

Meeting started at 6:40 PM.

In attendance:

Interim Superintendent Antonio Fernandes
NHSBA Staff Attorney Barrett Christina
Business Administrator Karen Taylor
HR/Admin Asst Robin LaFleur
SB Member Doris Grady
SB Member Betsey Andrews Parker
SB Member Sarah Greenshields
SB Member Amanda Russell
Incoming SB Member Kathleen Morrison
Incoming SB Member Carole Soule McCammon
Incoming SB Member Michelle Muffett-Lipinski

Also Present: Kimberly Haas, Fosters

NHSBA Staff Attorney Barrett Christina distributed documents and discussed items including School Board members Roles and Responsibilities, governance, 4 key roles of the Board, the Superintendent's role, and proper procedure of non-public school board sessions. He also provided an overview and synopsis of 91-A (Right to Know Law).

Attorney Christina stated that any committee established by the School Board must post meetings, provide minutes and be open to the public.

Minutes for all meetings should include 1) Names of members of the public body present at the meeting 2) Persons appearing before the School Board 3) Brief description of subject matter 4) record of all decisions (votes)

He continued to say that the purpose of the minutes is to provide a record of Board action for the public. These minutes need to be posted within 5 days. Non-public minutes need to be made public (except if sealed) within 72 hours.



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Attorney Christina suggested the use of “action” words such as “discussed” or “voted” as opposed to editorial content.

Attorney Christina stated that if an email is sent to a quorum of the School Board for the purpose of discussing School Board business, a public record would be created. Emails should be informational only and not for discussion.

He added that a meeting notice for a non-public meeting may be posted as just a “non-public” meeting. Items discussed at the meeting needs to have one of the acceptable reasons for entering non-public in the motion. If another item is going to be discussed, another motion needs to be made.

Mr. Christina commented that the primary role of the School Board is policy making, budget and the administration of the superintendent position.

Mr. Fernandes reviewed the New School Board member binder. He commented that the School Board and Superintendent should work collaboratively, using consistent language.

Also discussed was the budget process and template that explained student learning competencies.

The NHSAA Demographic study was presented and Mr. Fernandes will contact NHSAA due to some possible errors with the enrollment figures. It will be discussed in more detail at a later date.

Mr. Fernandes recommended changing the January 25th Budget Retreat to a Budget Work Session on January 21 from 6:30-9:30 P.M. which was agreed on by all present.

The meeting adjourned at 8:55 P.M.

Respectfully Submitted,

Betsey Andrews Parker/Secretary

BAP/RAL

Attorney Christina’s handouts have been archived with these Minutes.