



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #1
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, January 13, 2014**
Meeting Time: **7:00 pm**

Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, January 13, 2014 at 7:00 p.m. in the McConnell Center Media Center.

A. ROLL CALL: Present were Amanda Russell, Kathy Morrison, Doris Grady, Sarah Greenshields, Carole Soule McCammon and Michelle Muffett-Lipinski. Betsey Andrews Parker was excused.

Also present were: Interim Superintendent Antonio Fernandes; Karen Taylor, WPS Principal Patrick Boodey, CTC Director Louise Paradis, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, PPS Director Christine Boston, Facilities Director Jeff White, DTU President Maybeth Anderson, teachers.

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

C. CITIZENS' FORUM: None

D. APPROVAL OF MINUTES

1. Public Meeting to Enter Non-public Discipline Hearing #9, December 4, 2013
2. Regular Session #12, December 9, 2013
3. Organizational Meeting, December 16, 2013

Doris Grady moved, Michelle Muffett-Lipinski seconded approval of the minutes. An oral **VOTE PASSED 6/0.**

E. CONSENT AGENDA

1. **Correspondence:** NONE
2. **Resignations/Retirements:**
 - a. Darcy Cronin, DHS English Teacher
 - b. Paul Harkins, DHS Social Studies Teacher
 - c. Karen Tuttle, DHS MMS Data Coordinator
3. **Leaves of Absence:** NONE
4. **Nominations:**

Sheet 1: Nomination and Election of Aide Positions (Drouin-Nichols)
5. **Extended Travel (Student Trips):**
 - a. DHS France Trip 4/17-4/26

Doris Grady moved, Sarah Greenshields seconded to pull items 2.a., 2.b., 2.c, and 5. a. from the consent agenda, add the DHS Winter Guard Out-Of-State travel to a Massachusetts competition to the agenda and approve Ron Cole as the business representative to the Superintendent Search Committee. An oral **VOTE PASSED 6/0.**

Mrs. Grady gave best wishes to Darcy Cronin and Paul Harkins on their resignations and thanked them for their service to the Dover School District. She also added her best wishes to Karen Tuttle who is retiring after 34 years of service in Dover. She acknowledged her many



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years of service in Dover and thanked her on behalf of the Board. She added that, “it is time to kick off the shoes, sit down and relax” and “live life to the fullest.”

Mrs. Grady commented on 5.a.—Dover High School Trip to France. She stated that she would be in support of the trip, but is concerned that if there is a National Alert to Americans traveling to the specified location, it would be the decision of the Principal and Superintendent to allow the trip to continue as planned. She commented that she has this concern with all trips that travel abroad. She noted that she thought of this when she heard that Americans are being advised not to travel to the area of the Winter Olympics.

Sarah Greenshields moved, Carole Soule McCammon seconded to accept the remainder of the consent agenda with an addendum that the trip to France include consideration of cancellation depending on National Security. An oral **VOTE PASSED 6/0**.

Ms. Russell addressed the public informing them that most agenda items are electronically submitted to the Board, so Board members would be using electronics including laptops, tablets and phones to view the meeting agenda. This is being done to save resources.

F. SUPERINTENDENT’S REPORT:

Mr. Fernandes stated that the Administrators are involved in the development of the budget. The first budget session will be held on January 21, 2014. He added that some parts of the budget may be in a different format since both he and the Business Administrator are new to the district. He reminded the Board that the budget process is fluid and he foresees a few years to reach certain goals.

Mr. Fernandes also informed the Board that the Department of Education approved the Barrington contract. The Barrington citizens will need to approve the contract in March. In addition, the Dover City Council may need to review and approve the contract also. He will be requesting that this item be added to the upcoming Joint Fiscal Committee agenda. Ms. Russell confirmed that this item is on the JFC agenda.

Mr. Fernandes introduced elementary school principals Beth Dunton and Patrick Boodey and stated that they would be presenting information on the new “walk-through” evaluation process. Mr. McKenney was a collaborator on the presentation also, but was unable to attend the meeting.

Ms. Dunton described the process of walk-throughs, stating that these are mini (10-15 minutes) observations and are being done more frequently.

The principals created a form that can be used online and makes it easier to input data. The data from the walk-through can be exported to excel spreadsheets and uses information specific to each teacher’s goals. All rubric items will be addressed during the multiple visits to classrooms. Teachers will receive an email within 1 minute of the walk-through. The system is still being fine-tuned and will continue to grow.



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Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of the Superintendent's Report. An oral **VOTE PASSED 6/0**.

G. STUDENT REPRESENTATIVE REPORT:

Student representative Preston Massingham reported on issues and activities at Dover High School. He welcomed and congratulated School Board members and stated that it was a quiet month due to the extended holiday break. The Granite State Challenge team won their first round and will be televised in late February or early March. Mr. DHS will occur on January 16 at DHS. He described the event stating that it is always interesting. DHS mid-terms and finals will occur the week of January 21.

H. COMMITTEE REPORTS: None

I. POLICY -- CHANGES – PROPOSALS:

a. BA--By-laws of the Dover School Board

Ms. Russell consulted the City Manager and distributed the city rules for Citizen's Forum provided by Mrs. Grady. She also discussed changes that she proposed on the by-laws including change in order of the agenda.

Mrs. Grady noted some of the differences in the Citizen's Forum portion of the City Council by-laws. She noted that their by-laws state that in order to speak in front of the City Council, speakers need to be residents, property owners or designated representatives of recognized civic organizations or businesses of Dover. She recommended that the Board review their By-laws to see if they are similar. Ms. Greenshields noted that there are parents of Dover High School students who live in Barrington and Nottingham who do not live in Dover and she doesn't think that they should be restricted from speaking at Citizen's Forum. Ms. Russell stated that the language could be amended to include this group.

Kathy Morrison moved, Sarah Greenshields seconded to table the policy until the February School Board meeting. An oral **VOTE PASSED 6/0**.

J. POLICY ADOPTION: None

K. SUBMISSION AND PAYMENT OF BILLS: Sarah Greenshields moved, Doris Gray seconded to direct the payment of manifest 14-F from 12/10/13-1/13/14 for FY13 for \$10,790.27 and FY14 for \$3,047,314.43 for a total of \$3,058,104.70. A roll call **VOTE PASSED 6/0**.

L. RESOLUTIONS: None

M. OLD BUSINESS:

1. Superintendent Search Committee Update



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Ron Cole was added to the committee as a representative of the Dover Chamber of Commerce. A member of Dover Biz Ed group requested to be added to the committee. Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to approve the addition of a new member to the Superintendent Search Committee. An oral **VOTE FAILED 0/6**.

The Board chose not to add this person because it was an additional member from an additional body. Ms. Russell felt that this addition may set a precedent for others requesting to be added to the committee and it is too late to add additional members. The addition of Mr. Cole was approved because the position had already been approved and he had recently been appointed.

Mrs. Grady agreed that it was too late in the process to add committee members. She noted that the date to request to be included on the committee had passed.

2. Approval of Superintendent Job Posting

Mrs. Grady congratulated the committee for the brochure advertising the superintendent position. She appreciated that its main focus was on education.

Ms. Muffett-Lipinski noted that the committee had concerns about posting a specific salary for the position on the ad. She noted that Dover is out of range from other comparable districts. Mrs. Grady asked if a range is normally added. HR Coordinator Robin LaFleur responded that there are ranges usually associated with positions that are unionized, however there is no range for the Superintendent position. Mrs. Grady liked the way that the compensation portion of the brochure was written. She felt that it leaves it open for individual applicants.

Mrs. Greenshields noted that it is very easy for applicants to find salaries for districts and asked if the District can ask for salary requirements. It was determined that the district can ask for a salary requirement.

Ms. Soule McCammon noted that many of the comparable school districts also had Assistant Superintendents which was a large consideration of the committee. This might be a reason why Dover may not receive as many applicants as had hoped.

Mrs. Grady distributed a copy of the New Hampshire Retirement System Earnable Compensation document. There are items that are no longer included in the calculation of a pension and because of the loss of these items; there may be some candidates who are looking to negotiate a higher salary to compensate for the loss of these items that would have previously been included in calculating a pension.

Ms. Russell added that the posting be distributed as early as possible. She thanked the committee for their work and thanked citizens for speaking at the citizen's forum and for completing the online survey.



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Michelle Muffett-Lipinski moved, Doris Grady seconded to approve the Superintendent Job posting. An oral **VOTE PASSED 6/0**.

3. Review of School Board Committee Assignments

Ms. Russell stated that School Board representatives are still needed on the Safety Committee and Technology Committee.

Technology Committee—Kathy Morrison
Safety Review Committee—Amanda Russell

N. NEW BUSINESS

1. Approval of Youth Risk Behavior Study—K. Stephens and V. Hebert

Vicky Hebert of the Survey Committee presented results from last years' survey and requested approval to distribute this years' survey.

The survey is funded by two federal grants and is provided at no cost to Dover School District. The PowerPoint presentation is archived with these minutes and available online. Specific results from this survey are in the presentation. The actual survey is included with agenda materials for this Board meeting.

The committee will continue to share data with the community and schools by holding forums and focus groups. The recommendation for 2014 is to use the Dover Home grown survey which allows the survey to be customized.

Mrs. Grady asked if the committee considered included asking students if they feel they matter within the schools. It has been determined that they are more successful if they feel that they matter.

Ms. Hebert responded that community relations are an area that the home-grown survey will be able to focus on more. In last year's survey, there were no options.

Ms. Soule McCammon asked how the survey was given and if students take it seriously. Ms. Hebert responded that it is a pencil and paper anonymous survey and the teacher reads the survey to the class. For the most part, she believes that students take it seriously.

Ms. Russell asked if the results would be presented to the City Council. Ms. Hebert stated that they haven't in the past, but could make the request. Ms. Russell felt that since it is a community survey and not just school related, the council may be interested in the results.

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to approve the Youth Risk Behavior Study with Dover Home-Grown Questions. An oral **VOTE PASSED 6/0**.



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2. Approval of the DHS Program of Studies

Peter Driscoll presented the changes in the 2014-2015 DHS Programs of Studies. These changes, as well as the entire Program of Studies, are in the agenda materials posted online.

Many of the changes made would make it easier to schedule students. In addition, some Honors English classes are added for seniors since there have been limited honors choices in that area in the past.

Honors Algebra I was added since it was previously only offered to grade 8 students.

Mr. Driscoll stated that a few additional unified classes are added for next year and he spoke highly of the unified program.

Mr. Driscoll stated that the social studies credit requirements dropped from 3 credits to 2.5 credits. This reduction was done due to the elimination of 2 social studies teaching positions from budget cuts. One of the classes was changed from a full year requirement to a semester requirement.

Ms. Muffett-Lipinski commended Mr. Driscoll on the Program of Studies and praised the unified program.

Sarah Greenshields moved, Doris Grady seconded the changes proposed in the DHS Program of Studies. An oral **VOTE PASSED 6/0**.

3. Request to Provide Funding to Great Bay Learning Charter School

Mrs. Grady asked if this request was for a one-time payment or if it would be an annual payment. Ms. Russell responded that it is for this year only. Mrs. Grady also asked if this request had come to the School Board in the past. Ms. LaFleur stated that, to her knowledge, they had not requested this in the past. The Cocheco Arts and Technology Academy made a similar request a few years ago and it was not approved by the School Board at that time.

Ms. Greenshields commented that she didn't feel that Great Bay had provided enough information for her to consider the request. Ms. Soule McCammon agreed, stating the website did not provide any additional information.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded approving the request to provide supplemental funding to Great Bay Learning Charter School. An oral **VOTE FAILED 0/6**.

4. Change in HSS Evacuation Site to Seacoast Kettlebell



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Mr. Fernandes stated that this change was requested for safety reasons. The new location is located close to Horne Street School and the former location (Dover Bowl) is on a major road further away from the school.

Ms. Greenshields noted that Seacoast Kettlebell was recently named Business of the Year by the Dover Chamber of Commerce.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the change in HSS Evacuation site from Dover Bowl to Seacoast Kettlebell. An oral **VOTE PASSED 6/0**.

5. Federal and State Funding (Policy DD) Quarterly Update—K. Taylor

Business Administrator Karen Taylor presented the quarterly update and will provide more explanation on all funds when the budget is presented in the next week.

6. Month of December Condition of Accounts—K. Taylor

Ms. Taylor explained the December Condition of Accounts with a detailed and summarized report. Board members will be given a tutorial on reading these reports at the budget meeting.

O. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Russell confirmed that Board members are available for the Wednesday, January 29th Joint Fiscal Meeting at 7:00. Location to be determined.

P. ADJOURNMENT: Sarah Greenshields moved, Doris Grady seconded to adjourn at 8:29 P.M. An oral **VOTE PASSED 6/0**.

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

Respectfully Submitted,
Kathleen Morrison, Secretary
KM/ral