



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Budget Workshop
Meeting Location:	McConnell Center Room 305
Meeting Date:	Tuesday, January 21, 2014
Meeting Time:	6:30 pm

A workshop session of the Dover School Board was called to order by Chairperson Amanda Russell on Tuesday, January 21, 2014, at 6:31 p.m. in Room 305 of the McConnell Center for the purpose of discussing the process of budget development for the FY15 year.

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

Also present were Antonio Fernandes, Interim Superintendent; Karen Taylor, Business Administrator; Paula Glynn, CIA Director; Patrick Boodey, Principal WPS; Christine Boston, Pupil Personnel Services Director; Michael McKenney, Horne Street Principal, Kimberly Lyndes, DMS Principal, Peter Driscoll, Principal DHS; Beth Dunton, Principal GES, Louise Paradis, CTC Director, Joe Flockerzi, Technology Support Services Manager, Mayor Karen Weston and Kimberly Haas, *Foster's*.

C. CITIZEN'S FORUM: No one addressed the Board.

D. BUDGET DISCUSSION: Antonio Fernandes welcomed the School Board and administrators and provided a brief overview of the budget process. Since he is new to Dover, he discussed how he has handled budgets in the past and recommended having a meeting similar to this one in the fall prior to the beginning of the budget development. He noted that the budget is based on many assumptions and he and Business Administrator Karen Taylor showed a PowerPoint presentation (archived) on key items in the budget.

Mr. Fernandes stated that factors taken into consideration when generating the budget include operating budget, current condition of accounts, use of capital reserve funds, use of prior year fund balances, capital improvement plan and grants.

Ms. Taylor reviewed the current condition of accounts showing the Board the current balance. These funds can be used to fund projects that haven't been able to be addressed in the past due to lack of funds. Mr. Fernandes added that he will have a more firm number at the end of March.

Ms. Russell explained the concept of capital reserve funds to new Board members. They are created in order to reduce the "peaks and valleys" in a budget. They may be used for curriculum adoption or technology.

Ms. Andrews Parker added that extra funds should be budgeted for capital reserves when possible.

Mrs. Grady noted that a certain amount of reserves for emergency needs to stay in these accounts. The city council had requested a balance of 15% or 20% remain in funds for the first five years. A separate resolution would be needed to spend capital reserve funds.

Ms. Andrews Parker added that there should be another \$50,000 for upkeep and maintenance.



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Mrs. Grady asked if there would still be almost \$500,000 transferred from the general fund into the Alternative School fund.

Ms. Boston responded that \$392,000 covers 12 Dover students and the Alternative School may end of serving only Dover students in the future because out of district students are decreasing.

Ms. Russell asked Mayor Weston if she had a tax cap estimate that she could share with the Board. Ms. Weston responded that the City Manager would send it to the District on Wednesday.

Ms. Taylor highlighted budget development options including a level service budget, level funded budget or a tax-cap budget.

Ms. Taylor stated that assumptions for this budget include tax cap, tuition, grants and state aid on the revenue side and contracts and collective bargaining agreements on the expenditure side.

Budget drivers include building capacity, classroom size, enrollment trends, student/teacher ratio, growth in Dover, Barrington/Nottingham, NESDEC/NHSAA reports and kindergarten. Budget drivers specific to technology include wiring/bandwidth/infrastructure, devices, curriculum, professional development and smarter balanced testing.

Ms. Fernandes noted that he puts a great deal of emphasis on technology, but it cannot be all done in one year. He added that he would like to present a CIP proposal for curriculum and technology.

Ms. Andrews Parker agreed stating that technology needs to be updates so that teachers and staff all have similar updated versions of programs, working printers, etc. She feels that HSS should have added wireless, as opposed to hard-wiring.

Mr. Driscoll added that during certain periods of the day, there is no available bandwidth due to the increased use of cell phones during lunch time.

Ms. Andrews Parker noted that it is difficult and frustrating to negotiate a contract with another district because of these issues. She believes that every student should have access to the internet.

Mr. Fernandes stated that a cart of chrome books could be \$13,000 versus a cart of laptops for \$40,000.

Ms. Dunton distributed a handout on Chrome books used for education.

Mr. Flockerzi commented that technology had been made to work individually and should be replaced with integrated equipment. The network needs to be fixe and the issues are from interior design.



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Ms. Glynn agreed that technology is the largest curriculum need. Technology and curriculum can no longer be separated. Ms. Andrews Parker stated that she would be surprised if there was any disagreement on the importance of technology in the schools.

Ms. Russell noted that technology is typically a causality of the budget.

Other drivers of the budget include benefits, including a health care increase, new CBA's for multiple unions, building-related issues, new technology needs as a result of common core and smarter balanced assessment initiatives, capacity issues in the schools, increased costs for facilities and transportation and replacement of the copier fleet.

Ms. Morrison asked if the District had researched renting equipment.

Ms. Taylor responded that renting could make it easier and may be a direction that the District may be taking. She stated that options are being explored.

Ms. Andrews Parker added that centralized printing may be an option. All employees would have an individual code and costs for paper and toner could decrease with this option.

Ms. Andrews Parker commented that Dover has been lucky with contracts, but would like to see what happens this year. There has been times when there has been limited heat in busses and noted that sometimes you get what you pay for.

Ms. Taylor is still waiting for the cost of Café Services and believes the daily rate for transportation has increased.

Ms. Andrews Parked stated that there needs to be an additional one or two busses budgeted for FY15.

Ms. Boston added that Provider transportation costs will increase due to a need for additional busses due to an increased number of students in wheelchairs. Each bus can only hold 2 students in wheelchairs.

Ms. Taylor reviewed the Capital Improvement Plan and noted the only thing for DHS/CTC in FY15 would be a feasibility study.

Ms. Andrews Parker stated that the Garrison School boiler could be an issue. Ms. Dunton added that there is an older boiler and a new one. Mr. Fernandes will speak with Jeff White about the boiler.

Ms. Taylor asked Food Services Director Frank Gillespie and Facilities Manager Jeff White to do full reviews of the schools.



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Ms. Andrews Parker noted that the Garrison sliding doors/windows are an issue and need to be addressed. They are a safety issue and would like it added to the CIP. Ms. Taylor thought that the cost would be approximately \$1 million.

Ms. Greenshields asked if the figures for the CTC and HS are determined and if they are sufficient.

Ms. Taylor responded that they will review the numbers in more depth to determine if they are adequate. The CTC is in queue for Perkins Funding. They could receive 65-70% of overall figure. The feasibility study will help to determine if there will be a new construction or renovation.

Mrs. Grady asked if any architectural plans for the CTC have begun. She added that if there is not a plan, money could be lost since Dover will be placed at the end of the line. She stressed that this needs to be a priority.

Ms. Taylor agreed and added that there is work that can be done and still needs to determine if CTC and DHS will be split.

Ms. Taylor continued her presentation and highlighted important dates and the budget calendar. She stated there is a possibility that building aid may be available again so the District needs to be prepared by July 2015.

Ms. Russell stated that the Board should receive paper copies of the budget since it is easier to work with when reviewing numbers.

She added that the process for submitting budget questions to the District would remain the same as last year. Board members should submit questions by email and copy Karen Taylor, Tony Fernandes and Robin LaFleur on the email by Wednesday of each week. Answers to any questions received will be emailed to all Board members by Friday afternoon.

Ms. Andrews Parker cautioned Mr. Fernandes about the budget presentation stating that the public will remember certain things about the budget depending on how it was presented.

Mr. Fernandes stated that he would like to provide a realistic budget number that can be supported in Dover. It will show what is important to Dover and stressed that results may take more than one year and the District will need to be committed to the goals. The budget will need to be clear with the goals.

Mrs. Grady added that there will need to be measurable goals and recommends a tax cap budget.

Ms. Greenshields stated that she would like to see "gut" numbers as a starting point and the Board can add or reduce from that point. She would like to take the opportunity to process district priorities.



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Mrs. Grady stated her disappointment with the middle school location. She stated that the district missed an opportunity to purchase the current PCA location.

Mr. Fernandes commented that the district needs to wait for a feasibility report before it can be determined if there will be a renovation or construction.

Mrs. Grady stated that there has already been several million dollars put into the high school in the past 10 years.

Ms. Boston added that money was put into the high school just to keep it going. The auditorium was put on hold last year due to a high debt service.

E. ADJOURNMENT: Sarah Greenshields moved, Betsey Andrews Parker seconded, to adjourn at 8:25 p.m. An oral **VOTE PASSED 7/0.**

Respectfully submitted,

KATHLEEN MORRISON, Secretary
Dover School Board
KM/ral