



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #2  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, February 10, 2014**  
Meeting Time: **7:00 pm**

Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, February 10, 2014 at 7:00 p.m. in the McConnell Center Media Center.

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

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, Athletic Director Peter Wotton, PPS Director Christine Boston, Technology Manager Joe Flockerzi, HSS Principal Mike McKenney, Facilities Director Jeff White, DTU President Maybeth Anderson, fosters

**B. PLEDGE OF ALLEGIANCE:** Carole Soule McCammon led the Pledge of Allegiance.

**C. CITIZENS' FORUM:** None

**D. APPROVAL OF MINUTES**

1. Organizational Meeting, January 6, 2014
2. Public Meeting to Enter Non-public Discipline Hearing #1, January 13, 2014
3. Regular Session #1, January 13, 2014
4. Public Meeting to Enter Non-public Session #2, January 21, 2014
5. Budget Workshop Session #1, January 21, 2014
6. Budget Workshop Session #2, January 27, 2014

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded approval of the minutes. An oral **VOTE PASSED 7/0.**

**E. CONSENT AGENDA**

1. **Correspondence:** Wolfeboro Recreation Request for Field Use
2. **Resignations/Retirements:** None
3. **Leaves of Absence:**
  - a. Elizabeth Theriault, GES
4. **Nominations:** None
5. **Extended Travel (Student Trips):**
  - a. DHS Field Trip to the Int'l Beauty Show (NYC)-March 10-March 11-Final Approval
  - b. NJROTC Overnight Trip to Maine Maritime Academy-March 21-23

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to pull item E. 1 from the consent agenda. An oral **VOTE PASSED 7/0.**

Betsey Andrews Parker moved, Sarah Greenshields seconded approval of the remaining consent agenda. An oral **VOTE PASSED 7/0.**



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Ms. Andrews Parker stated that she is happy to approve the use of Dover fields for the use of Hershey Track and Field, but wants to be sure they pay for any maintenance work needed on the field after their event and she would like to confirm that they have the appropriate insurances.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded approval of the use of the Dover fields for the Hershey Track program assuming they agree to the above mentioned items. An oral **VOTE PASSED 7/0.**

Ms. LaFleur stated that she would contact the Town of Wolfeboro, who is coordinating the event to confirm that this is the case and would inform the Board after notification.

**Record Note: It was confirmed that they are aware of the requirements for use of the fields.**

### **F. SUPERINTENDENT'S REPORT:**

Mr. Fernandes provided an update on the budget process. He discussed chrome books and training involved. He commented that he and the district administrators had recently attended a workshop where they were given a chrome book. He passed his chrome book around to the School Board members.

Pupil Personnel Services Director Christine Boston updated the Board on Special Education services in Dover. She provided the Board with information including who, where and how students are served and challenges that are faced by the District. She provided enrollment trends and staffing ratios. The population of identified students in Dover has been increasing in recent years and she sees this trend continuing. Ms. Boston noted that the ratio of students to case managers is higher than other communities and the need for additional staff is to reduce the ratio. (PowerPoint presentation is archived with minutes)

Ms. Boston also discussed the Dover Alternative School, including its staff and student population.

Ms. Muffett-Lipinski asked if there is a breakdown of when case managers are in classrooms. Ms. Boston responded that most are in a class room for 4 hours per day and at the high school level, teach 2 core classes. They also have a prep period in order to prepare for direct instruction.

Ms. Muffett-Lipinski asked if the addition of an OASIS counselor would help to transition students back to Dover who are in out of district placements or to keep students from being placed out of district. Ms. Boston responded that there is a possibility that 4 out of district placements could be impacted from the addition of an OASIS counselor. This could save the district \$40,000-\$50,000 per student with transportation.



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Michelle Muffett-Lipinski moved, Sarah Greenshields 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 the DHS Granite State Challenge team defeated Spaulding High School and the show would be televised on March 15. The student council is fundraising on Valentine's Day with Matchmaker. This fundraiser matches compatible students and has been an annual fundraiser. Preston reported that the musical, You're a Good Man Charlie Brown is being presented by the DHS Drama Club this weekend with shows on Thursday, Friday, Saturday and Sunday. There are two casts which is allowing more shows for the public.

DHS Principal Peter Driscoll announced that he was recently notified that Preston was selected as a National Merit Finalist. The Board congratulated Preston for this achievement.

### **H. COMMITTEE REPORTS:**

Doris Grady reported on Dover Adult Learning Committee:

On Saturday, Dover Adult Learning Center conducted the first computer based administration of the New High School Equivalency Test (HiSET) in New Hampshire. Four test takers successfully completed the full battery of tests, including all five subject area subtests. Test takers received unofficial test scores immediately in all areas except writing, which is hand scored, and finished the test much more quickly than they would have on paper, making it a very satisfying experience. One test taker mentioned how comfortable he felt in the testing room. Paper based HiSET testing begins this Wednesday, February 12.

Carole Soule McCammon reported on the Wellness Committee:

Highlights of the meeting include a silverware pilot program at Garrison School. This pilot program was established due to letters sent from students to the Food Service Director requesting environmentally friendly practices. Another topic of discussion involved discussing ways to increase the number of free and reduced meals and, more specifically breakfasts.

Amanda Russell reported on labor negotiations stating that they are ongoing at this time and more information will follow at an appropriate time.

Ms. Russell commented that she would like a meeting of the Safety Review Committee be scheduled in the near future.

### **I. POLICY -- CHANGES – PROPOSALS:**

#### **a. Job Description—Associate Principal**



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Mr. Fernandes discussed the position and stated that this position was created to satisfy state requirements. He added that he would prefer that the position be a full time assistant principal and another guidance counselor, rather than a teacher position with a stipend for additional duties. He added that the District should have the foresight to fix problems on our own and not need a requirement by the state. Mr. Boodey noted that this job description does not have any supervisory duties and will not be performing any official staff evaluations. He added that this is a short term solution and one that may need to be made at Horne Street School as well due to their increasing enrollment.

Ms. Andrews Parker asked why hiring an assistant principal is not an option at this time. Mr. Boodey responded that hiring a full time administrator would cost over \$100,000 and the district would need to give up something in order to do this. Ms. Andrews Parker commented that she would rather make the full requirement of changes now and not band-aid the problem temporarily.

Doris Grady moved, Michelle Muffett-Lipinski seconded to table the job description until the March School Board meeting. An oral **VOTE PASSED 7/0**.

### **J. POLICY ADOPTION:**

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

Ms. Russell noted the changes in the policy which included changes to the agenda order so that the new and old business items are moved earlier in the meeting. The other change was to the Citizen's Forum language. It was amended to mirror the City of Dover language.

Doris Grady moved, Betsey Andrews Parker seconded to adopt the policy BA-by-laws of the Dover School Board. An oral **VOTE PASSED 7/0**.

**K. SUBMISSION AND PAYMENT OF BILLS:** Sarah Greenshields moved, Doris Gray seconded to direct the payment of manifest 14-G from 1/14/14-2/10/14 for FY13 for \$9,995.00 and FY14 for \$2,274,101.08 for a total of \$2,284,096.08. A roll call **VOTE PASSED 7/0**.

**L. RESOLUTIONS:** None

### **M. OLD BUSINESS:**

#### **1. Superintendent Search Update**

Ms. Andrews Parker updated the Board on the search and stated that the closing date for the search is Friday, February 14 and the committee will meet on February 18 to discuss completed rubrics and interview questions. Initial interviews are scheduled to occur the week of March 3-March 8. Ms. Andrews Parker stated that the response has been significant.

#### **2. FY 15 Budget Discussion including CIP/Capital Reserves/Feasibility Study**



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Mr. Fernandes recapped the budget process and noted that he did not remove any items from the budget since the last meeting. He constructed the budget that he believes meets the needs of the students. He reiterated that a level service budget is being present minus one DHS science teaching position. This reduction is not due to economics it is due to the need. Mr. Fernandes presented a PowerPoint presentation to the Board with updates from the last meeting.

He summarized his proposed use for FY14 uncommitted funds. Items that he would like purchase include technology, science resource books and professional development for science at an estimated cost of \$59,000 and professional development and technology and resources for the visual and performing arts at a cost of \$59,067.

Mr. Fernandes added that the infrastructure needs to be updated before the District can move on in technology. He commented that the high school is 3+ years away from changes and some changes upgrades will need to be made in that time, but the elementary and middle schools will be the primary focus. He proposed a cost of \$359,000 for technology upgrades and chrome books. He noted that chrome books would cost about half of what laptops would cost. The total amount requested for uncommitted funds would be \$477,067.

Mr. Fernandes recapped the priority staff requests and discussed capital reserves. He recommended the contribution of \$110,000 from uncommitted funds to athletic, technology, curriculum and facilities. There is currently a balance of \$575,000 in these funds. There is also a balance of \$632,000 in facilities, Alternative HS and cafeteria funds.

Ms. Taylor added that the Garrison roof project debt would be approximately \$54,000 for FY 15 which would include principal and interest. This would not be significant enough to be bonded.

Ms. Taylor asked the City Finance Director how capital reserve funds would be accessed. Mr. Lynch informed her that they can be accessed through the capital plan process or through specific purchases in FY15 budget that related to the original resolution that established those capital reserve funds; the district could build a transfer into revenue to cover some of those items. This could happen for any of the four funds.

She added that a life cycle replacement plan needs to be established for certain items.

Mr. Fernandes commented that the current proposed budget doesn't reflect additional funding that involves capital reserves. He added that he is a proponent of additional technology and it is long overdue. The process is beginning with this proposed budget, but needs to continue. His ultimate goal would be for every child to have a device similar to a chrome book.

Ms. Andrews Parker asked how there can be a level funded budget without the addition of an associate principal and other required additions to legally meet requirements.



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Mr. Fernandes responded that he could have embedded positions in the budget, but the increase would have been much higher and not respected. Increasing staff, technology, and curriculum will enhance educational services and if approved, the budget will no longer be level service.

Ms. Andrews Parker commented that using uncommitted funds from this year for technology and curriculum is a one-time deal. There is minimal funding in the FY15 budget for these items and feels that the District will be behind next year. She added that capital reserves should be in the budget. All items should be included in the budget each year in order for the District to move forward.

Ms. Andrews Parker requested that a “budget calculator” be used at each meeting to show approved changes in the budget.

Ms. Greenshields commented that a 5-year forecast was created for music curriculum and stated that a large amount of the curriculum reserve numbers is for the arts and music. She believes that forecasted funding should be included each year in the budget. If uncommitted funds can help, that is a plus, but can't count of it every year.

Ms. Taylor added that the District needs to be aware of initial curriculum implementations and how these curriculums will be supported in future years. The operating budget needs to be sustainable. There needs to be future planning for curriculums and capital reserves can help with this.

Ms. Greenshields added that what is being added to capital reserves should always be greater than was taken out.

Ms. Greenshields commended that Arts department for their long-range forecast and would like to see this type of projection from other departments. She added that some people may ask why capital reserves aren't being drained when needed.

Mrs. Grady commented that education is going through a major change and text books are more and more online. There may be a reduced need for textbook funding in future years. Projections should be made within a 2-3 year time frame as opposed to 5 years. Changes are happening at a more rapid pace.

Ms. Greenshields asked if there would be continued revenue from bus transportation. Ms. Taylor responded that the bus fee will be in effect for next year and the revenue is still included in the budget.

Ms. Soule McCammon stated concern about the limited number of chrome books in the proposal. She asked if they are compatible with Smarter Balanced and asked for more clarification on technology professional development and what the district vision is for this.



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Ms. Taylor responded that the technology committee will discuss these items, but can confirm that chrome books are compatible with Smarter Balanced. She added that there is increased storage on them and students will be able to access information from home.

Ms. Greenshields asked about the DHS feasibility study and it was determined that it will be bonded by the city and does not need to be included in the operating budget or capital reserves.

Ms. Russell asked if the .77 preschool aide position for a student that is in the preschool now. Ms. Boston responded that this position was eliminated due to the loss of funding from Dover Headstart and still the same number of students attending the preschool.

Ms. Russell asked if there is still a full time behavioral aide at HSS. Mr. McKenney responded that it is a full time position at HSS. He would like to increase the behavior specialist from .6 to a full FTE while still keeping the full time behavior aide.

Ms. Russell also expressed her concern for the lack of a receptionist at DMS. She is not in favor of having volunteers fill in when there should be a school employee in this position. This is a security and privacy issue and while she appreciates the volunteers, she doesn't believe this is a good area for volunteers.

Ms. Russell expressed her concern with the amount of work still left to do on the budget with only 2 meetings remaining in the budget process. She would like additional guidance on District needs.

Ms. Soule McCammon agrees with Ms. Russell about the addition of a DMS receptionist and would request explanations on some of the priorities such as coaches.

Mr. Wotton explained that all coaching positions are important, but the two that he requested as top priorities are the most essential. Volunteers have been used in these positions for many years.

Ms. Andrews Parker commented that she is not in favor of adding the .2 art teacher if the number of classes remain the same. She is in support of providing equal numbers of teachers at all DMS grades and would request that a special education case manager be given up in exchange for a receptionist. Ms. Lyndes feels that they are both dire needs and wants to ensure there is a safe situation at the school. She noted that DMS has only 2 full time administrative assistants for 1200 students and feels the receptionist is a necessary position.

Ms. Russell is looking at additional positions based on student numbers. Teaching children is the main goal of the District. She asked if Horne Street should be doing something similar to Woodman Park due to their high enrollment numbers also. She also commented that a kindergarten aide and .2 art teacher should not be added until kindergarten enrollment numbers are known.

Ms. Muffett-Lipinski suggested reviewing all non-negotiable items first and asked for clarification on the process for other items. She doesn't feel prepared to do a "straw vote" at this meeting.



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Ms. Russell asked for clarification on the goal. She asked if the Board should try to submit a tax cap budget or go a little above, while meeting as many needs as possible.

Ms. Soule McCammon responded that the goal should be to do whatever is possible to move the District forward. What are the needs of the students? Focus must not be lost on the needs of the students. She feels that this is what should be presented.

Ms. Greenshields agreed with Ms. Soule McCammon, but wanted to hear justifications on other positions on the priority list.

Ms. Dunton stated that some positions are contingent on the addition of other positions. Ms. Russell asked about classes taught by related arts teachers. Ms. Dunton replied that they teach 5 blocks and provide other services such as covering classes and reading support. Ms. Russell stated that she believes they should be teaching in their core area and not providing support in other areas. Mr. Boodey added that they are busy all day providing necessary assistance.

Mr. Fernandes added that they can justify need for additional teachers and some of these positions will be added even if remaining at the tax cap.

Mrs. Grady commented that the superintendent can spend the approved budget any way that he or she wants provided that that best education is offered to the children of the city.

Ms. Russell noted that the District can ask for an override or reduce more from the budget. In the past, the Board has presented a budget to the city council that is over the tax cap. With a new city council, she is unsure if they will approve a tax cap override or re-allocate funding from other areas of the city. She feels that they should try and reduce the budget more.

Ms. Andrews Parker commented that the budget is given to city council and the overall city has a tax cap, but different departments can submit budgets that meet the needs of their department. She agreed that more information is needed and they will need to advocate for what is in the budget.

Ms. Russell provided options for meeting again and requested that questions are answered prior to the meeting so that they can process information before meeting.

Ms. Taylor requested clarification asking if they should bring a tax cap budget to the Board. Ms. Russell stated that wasn't absolutely necessary and Board members can ask questions to determine their view on the tax cap

Ms. Soule McCammon would like to meet again only with clear talking points and a defined format. Ms. Andrews Parker summarized the process for new Board members.

Ms. Morrison noted that it has been confusing and wants to do what is right for the students of Dover. She would appreciate more structure.



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Ms. Russell noted that it is a different process this year, since they haven't had money to spend in recent years.

It was determined that March 3 would be the next budget workshop. Budget will also be the only item on the March 10 School Board meeting, other than required agenda items.

Mr. Fernandes confirmed that the Board doesn't need additional information on uncommitted funds. He is happy that the District is moving forward and doesn't need to eliminate positions. He confirmed with the Board that the staffing requests are their main area of interest.

Ms. Muffett-Lipinski asked if the Board is trying to get as close to tax cap as possible. She noted that an override hadn't been given in past years, when requested.

Ms. Russell stated that they Board will approve a budget as low as they feel comfortable and would like to make an effort to go toward the tax cap.

Ms. Greenshields commended the staff on their thoughtfulness on the priority list. She appreciates their hard work.

Ms. Russell added that she feels there should be other items on the priority list including more elementary and related arts teachers and believes that even with all of the priority items, the District won't be "fixed".

### **N. NEW BUSINESS**

#### **1. Discussion of JBC Formation**

Mr. Fernandes recommended identifying School Board members who would like to be on the committee and start to determine what they would like to see at the high school. They should work with the city council to do this since there are members on the city council who have expertise in that area. They will not need to worry about debt service if only a portion of the money is used. Ms. Russell noted that a large portion of this work was done last year in the vision committee. Ms. Boston and Ms. Taylor confirmed that the JBC should make the decision to engage engineers about the stability of the building

Mrs. Grady discussed the make-up of the JBC and recommended asking the City Attorney on a decision about what needs to be done to form a JBC so that it is done correctly. She also recommended having someone knowledgeable on construction be a part of the JBC.

Ms. Russell agreed with Mrs. Grady and she asked interested School Board members to email her or Robin LaFleur no later than March 3 if they would like to be a member of the JBC. She asked them to ask interested community members also to contact her. Membership in the committee will be discussed in a non-public meeting (per RSA 91-A) on March 10.

Mrs. Grady noted that the chairperson of the committee should be selected in a vote by the committee.



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### **2. Scholarship and Trust Fund Balance**

Ms. Taylor summarized the scholarship and trust funds as of December 31, 2013.

### **3. Month of January 2014 Condition of Accounts**

Ms. Taylor summarized the January condition of accounts. She is keeping a close eye on the unencumbered funds throughout the next few months.

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

Poetry Out Loud celebration is occurring at Dover High School on February 14.

Ms. Russell stated that the School Board was notified by the Ethics Committee that the earlier complaint was dismissed.

**P. ADJOURNMENT:** Sarah Greenshields moved, Carole Soule McCammon seconded to adjourn at 9:54 P.M. An oral **VOTE PASSED 7/0.**

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

Respectfully Submitted,  
Kathleen Morrison, Secretary  
KM/ral