



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #1
Meeting Location:	Media Ctr( Rm 306) McConnell Center
Meeting Date:	<b>Monday, March 3, 2014</b>
Meeting Time:	<b>7:00 P.M.</b>

A special session of the Dover School Board was called to order by Chair Amanda Russell on Monday, March 3, 2014 at 7:20 P.M. in Room 306 McConnell 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: DHS Principal Peter Driscoll, DHS CTC Director Louise Paradis, WPS Principal Patrick Boodey, HSS Principal Mike McKenney, DMS Principal Kim Lyndes, GES Principal Beth Dunton, CIA Director Paula Glynn, PPS Director Christine Boston, Technology Support Services Manager Joe Flockerzi, Athletic Director Peter Wotton, Fosters.

Ms. Russell apologized for the delay which was due to the late ending of a previous meeting.

**B. PLEDGE OF ALLEGIANCE:** Betsey Andrews Parker led the Pledge of Allegiance.

**C. CITIZEN'S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board.

**D. SUPERINTENDENT SEARCH COMMITTEE UPDATE:**

Ms. Andrews Parker summarized the search process to date and stated that there is 1 interview scheduled for 3/5, 2 interviews on 3/7, and 3 interviews on 3/8. She discussed the process and the need for transparency. A sub-committee met to create interview questions and at the last committee meeting, 8 people were selected to interview. Two candidates withdrew due to offers from other school districts. The committee would like to bring 2-3 finalists to the School Board who will make a final decision. On 3/17, 3/18 and possibly 3/20, there will be day-long events where the employees, citizens and parents can meet the candidates. There will be one candidate scheduled for each day.

Mrs. Grady asked if the Board will be provided with copies of resumes before the final interviews. Ms. Andrews Parker responded that Board members will be provided with resumes and other application documents prior to March 17. Mrs. Grady also asked if the entire search committee will be able to review questions created by the sub-committee before the interviews. Ms. Andrews Parker responded that there will be 30 minutes prior to the first interview where the final version of the questions will be approved. She also stated that the Board would have final decision on the superintendent selection.

Mrs. Grady commented that the original timeline was confusing and she thought that the timeline stated that the committee would contact the final selection. Ms. Andrews Parker and Ms. Russell responded that the Board would be making the final selection and contacting the successful candidate.

Ms. Andrews Parker summarized the contracted use of Bob Lister from NHSBA who helped to schedule the interviews, completed preliminary background checks and who will also be involved in preparation for the negotiation of the superintendent's contract.

Mrs. Grady verified that the salary and benefit offer would be coming directly from the Board.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #1
Meeting Location:	Media Ctr( Rm 306) McConnell Center
Meeting Date:	<b>Monday, March 3, 2014</b>
Meeting Time:	<b>7:00 P.M.</b>

### **E. FY15 BUDGET PRESENTATION AND DISCUSSION:**

Mr. Fernandes showed a Powerpoint presentation with updated budget information and summarized changes to the Board. He stressed that there would be no layoffs to personnel or cuts to programs and that there would be salary adjustments for staff.

He thanked and commended the administrators for their help with the budget. He has been impressed with their dedication and commitment to Dover.

He noted that the revenue projection has been increased in areas including athletic transportation, adult ed, student tuition and Medicaid.

Mr. Fernandes continued to say that there is a request for 11 new positions in the district and highlighted the positions. There have been a few additional expenses added to the budget including debt for the Garrison roof project and the purchase of a shared server with the City and reparations on an existing server.

Ms. Taylor summarized the projected revenue amounts and the reasons for changes

His proposed budget is an increase of .37% or \$173,503 and his recommendation is that the Board approved this budget.

Mrs. Grady asked for the projected number of Barrington and Nottingham students. Ms. Taylor responded that Barrington is 194 and Nottingham is 95 students. There should be a firmer number by mid-March. Ms. Taylor confirmed that there could be some favorable changes to the District when the final numbers are determined.

Mrs. Grady asked if there could be an increase in these numbers if another town isn't able to accept students. Ms. Russell confirmed that this could be a possibility.

After the presentation, Mrs. Grady commented that she wants parents to know that the positive staff in Dover are allowing the District to move forward.

Ms. Greenshields asked Ms. Boston to explain where the additional special education staff would be used. Ms. Boston responded that there will be an additional case manager at Dover High School, Woodman Park School and Horne Street School since they have the highest case loads.

She added that she had an idea that could help the tier 2 students also before they need more care. Community Partners will provide an hour of mental health consultation for \$77 so that someone could be in the district providing consultations for one day a week all year for every 500 students at a cost of approximately \$20,000 for the year. This could help to reduce the



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #1
Meeting Location:	Media Ctr( Rm 306) McConnell Center
Meeting Date:	<b>Monday, March 3, 2014</b>
Meeting Time:	<b>7:00 P.M.</b>

load for other professionals in the district and may also give priority with Community Partners with moving Dover students up on the list for needed services.

Ms. Muffett-Lipinski appreciated the forward thinking and asked if we could bill insurance companies. Ms. Boston responded that Community Partners does the billing with insurance which is why they can charge Dover a reasonable rate. Ms. Muffett-Lipinski noted that this would be a win-win since we would not have to pay overhead for these services. Ms. Boston added that the OASIS counselor will not be a case manager so will not have a case load, but will be working only with identified students.

Mrs. Grady asked if it would be possible to hire an administrative assistant to help with paperwork, providing more time for special educators, if more money becomes available. Ms. Boston commented that she would love to hire an assistant if this is an option. Her first choice is always to keep the special educators in front of students.

Ms. Muffett-Lipinski asked what type of software is used for special education. Ms. Boston responded that NHSEIS is what is used to input IEP's and special educators have access to it.

Ms. Morrison commended Mr. Fernandes and his staff on their budget presentation and stated that as a new Board member, it was a great help.

Ms. Russell commented that the District is in a good position and it is fortunate that staff is not being eliminated. She thanked the administrators for reducing their initial requests and added that there still may be additional revenue in the budget.

Ms. Russell also stated that she and Ms. Andrews Parker were invited to be guests on WTSN's Open Mike talk show to discuss the budget and superintendent search.

Mrs. Grady commented that the budget has been a transparent and cooperative process between the city and citizens and is happy that the Board is having an opportunity to approve it at this meeting.

Ms. Russell asked if revenue lines would be able to be amended if revenue amounts changed. Ms. Taylor responded that normally the Board would just be voting on the expense side so that it would be possible.

If needed, an amendment can be made at the March 10 meeting.

Ms. Andrews Parker asked for confirmation that there were no funds in the FY15 budget that would be going to capital reserves. Ms. Taylor verified this and stated that uncommitted funds from FY14 would be put into capital reserves. She added that she had spoken with the city finance director who had provided guidance on how the city started the process of adding to capital reserves within the budget. Her plan is to remain status quo for FY15 and to make a plan for FY16 for committing funds to the budget out of the operating budget and out of the



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #1
Meeting Location:	Media Ctr( Rm 306) McConnell Center
Meeting Date:	<b>Monday, March 3, 2014</b>
Meeting Time:	<b>7:00 P.M.</b>

facilities budget (which can be used for capital reserves). With a plan, the capital reserves can be built up over a period of years.

Ms. Andrews Parker stated that it seems that capital reserves have been an afterthought and would like to see included in the budget. She is happy with the budget, but unhappy that capital reserves were not included in the FY15 budget. She wants to make sure that there is a plan for its' inclusion in future budgets.

Ms. Russell stated that she met with City of Dover Finance Director Dan Lynch who said that a plan needs to be written with specific goals. It has also been a challenge since there was a change in school leadership.

Ms. Taylor commented that they also need to review the CIP and there should be long-range technology and curriculum plans. A part of the discussion will be deciding what will jumpstart the plan.

Ms. Greenshields added that it was a huge problem that there are not line items for certain items in the budget. It is fortunate that there are available uncommitted funds available this year, but there may not be funds available next year.

Ms. Taylor responded that this is why the Capital Improvement Plan needs to be reviewed in great detail.

Doris Grady moved, Carole Soule McCammon seconded to approve the budget as presented with amendments made and to forward to the City Council for approval. A roll call **VOTE PASSED 7/0.**

### **F. ADJOURNMENT:**

Doris Grady moved, Kathy Morrison, seconded to adjourn the Special Session at 8:20 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