



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #5
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, May 12, 2014**
Meeting Time: **7:00 pm**

Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, April 14, 2014 at 7:04 p.m. in the McConnell Center Media Center.

A. CALL TO ORDER: Chairperson Amanda Russell called the meeting to order.

B. 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: Business Administrator 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, HSS Principal Mike McKenney, DALC Executive Director Deanna Strand, DTU and DPA Union representatives, citizens, Fosters

C. PLEDGE OF ALLEGIANCE: Michelle Muffett-Lipinski led the Pledge of Allegiance.

D. CITIZENS' FORUM: Mary Heberd, 97 Spruce Lane, spoke against Common Core, stating that government cannot be involved in curriculum at the state level. She also spoke against the superintendent candidate.

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Sarah Greenshields seconded to approve the agenda with the following changes: Moving up in the agenda Items M. 3. to directly follow approval of minutes. An oral **VOTE PASSED 7/0.**

F. APPROVAL OF MINUTES

1. Regular Session #4, April 14, 2014
2. Public Meeting to Enter Non-Public Meeting #6, April 29, 2014
3. Nonpublic Meeting, April 29, 2014

Sarah Greenshields moved, Doris Grady seconded approval of the minutes. An oral **VOTE PASSED 7/0.**

M. 3. STEAM ACADEMY—moved up in agenda

Betsey Andrews Parker moved, Doris Grady seconded to approve the STEAM Academy Summer Program. An oral **VOTE PASSED 7/0.**

Ms. Andrews Parker spoke in support of this program.

G. CONSENT AGENDA



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- 1. Correspondence:**
- 2. Resignations/Retirements:**
 - a. Katherine Doherty, DMS Librarian
 - b. Sheryl Horton, HSS Kindergarten Teacher
- 3. Leaves of Absence: None**
- 4. Nominations:**
 - a. Sheet 1: Nomination and Election of Non-Union Personnel
 - b. Sheet 2: Nomination and Election of Teachers (Cote)
 - c. Sheet 3: Nomination and Election of Staff (Cozzone-Sturgeon)
- 5. Extended Travel (Student Trips):**
 - a. DHS Marketing Education Summit and Students Sports Marketing Boot Camp-- Final Approval
 - b. DHS Unified Volleyball Team Trip to Phoenix, AZ—Final Approval

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

H. STUDENT REPRESENTATIVE REPORT:

Student representative Preston Massingham reported on issues and activities at Dover High School. He stated that Advanced Placement tests had been completed. Fundraiser Empty Bowls would be held on May 14. Other upcoming activities include Poetry Night, NECAP testing for juniors, and the spring recital. The Drama Club would be performing "Our Town" and the end of May. The last day for seniors is June 5 and graduation is scheduled for June 17.

I. POLICY -- CHANGES – PROPOSALS: None

J. POLICY ADOPTION:

- a. GCBD Rules and Regulations in the Application of Administrative Personnel Polices and Salary Schedules
- b. BBAA—School Board Member Authority
- c. BDEA—Discipline Committee Suspension and Expulsion of Students
- d. CBA—Duties of School Principals—delete-duplicate
- e. CBI—Evaluation of a Superintendent
- f. DJE Bidding Requirements
- g. EB—Safety Program
- h. EBBC—Emergency Care and First Aid
- i. EEAE—School Bus Safety Program
- j. GBCD—Background Investigation and Criminal Records Check
- k. GBEA—Staff Conflict of Interest
- l. GCO—Evaluation of Professional Staff
- m. IHBG-R Home Education/Dual Enrollment
- n. IHCA Attachment—DHS Summer School Memo—Delete
- o. IIB-Class Size



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- p. IJO—Community Resources
- q. IJOC—School Volunteers
- r. JCAA—DHS Enrollment--delete
- s. JEC—Manifest Educational Hardship
- t. JECB-R—Technical Assistance Advisory on Residency—Delete
- u. JEDA—Truancy—Delete—Combine with JH
- v. JFA—Assignment of Students to Classes
- w. JH—Student Absences and Excuses
- x. JICDD—Student Discipline—Out of School Actions
- y. JICI—Dangerous Items and Weapons on School Property
- z. JICK—Pupil Safety and Violence Prevention Policy/Bullying and Cyberbullying
- aa. JLC—Student Health Services
- bb. JRA—Student Records
- cc. JRA-R—Student Records and Access—Delete
- dd. KE—Public Complaints
- ee. KEB—Public Complaints About School Personnel
- ff. Job Description—Director of Alternative School

Doris Grady moved, Sarah Greenshields seconded to pull items J. a., e., h., m., o., p., r., t. from Policy Adoption for discussion. An oral **VOTE PASSED 7/0**.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the remaining items under J. Policy Adoption. An oral **VOTE PASSED 7/0**.

a. GCBD Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules: Mrs. Grady questioned whether policy GBCD could be approved as a policy or as contract since it is multi-year. She noted that it would need to go to the City Council for approval if it is a 3-year binding contract. Mrs. Grady stated that if it is a 1-year binding contract, the School Board can approve as a policy. She added that if there are not funds to cover the increase in the second and third year, the policy may need to be re-visited.

Ms. Boston responded that the DAA believes this is a policy and understands that it can be re-visited at any time. The administrators also agree that it is not a binding contract.

Mrs. Grady requested that the language at the bottom of the last page stating that salaries can be re-visited, remain in the policy in case salaries need to be renegotiated in the second and third years. Mrs. Grady added that the Board has an intention to honor the percentages stated in the policy.

The DAA agreed to keep that language in the policy and remove the strike-outs.

Doris Grady moved, Michelle Muffett-Lipinski seconded to un-strike “Salaries in Year 2 and Year 3 will be opened for discussion as mutually agreed upon by the DAA and the Dover School District” and approve the policy as amended. A roll call **VOTE PASSED 7/0**.



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e. CBI Evaluation of a Superintendent: Mrs. Grady asked if the revisions come from recommended NHSBA changes and it was confirmed that they did. Discussion ensued regarding different language options. Mrs. Grady commented that the items listed should all be included and the Board should annually evaluate the Superintendent on all of the listed items. Ms. Soule McCammon agreed, but noted that she believes the intent was to leave the door open if certain items were not evaluated.

Doris Grady moved, Michelle Muffett-Lipinski seconded to delete “not” from the sentence, “The board may choose not to annually evaluate and review every area listed above.” An oral **VOTE FAILED 3/4 (Soule McCammon, Greenshields, Andrews Parker, Morrison opposed)**.

Betsey Andrews Parker moved, Sarah Greenshields seconded approving policy CBI as presented. An oral **VOTE PASSED 5/2 (Grady, Russell opposed)**.

h. EBBC-Emergency Care and First Aid: Carole Soule McCammon moved, Michelle Muffett-Lipinski seconded to add the term “guardian” wherever the term “parent” is located. An oral **VOTE PASSED 7/0**.

m. IHBG-R Home Education/Dual Enrollment: Mrs. Grady asked if the revisions to the policy meet requirements of new legislature laws. She asked if homeschooled students would be able to receive special education services. Ms. Boston confirmed that homeschool students do not have a right to services, although homebound students are eligible to receive services.

Doris Grady moved, Carole Soule McCammon seconded approving IHBG-R as presented. An oral **VOTE PASSED 7/0**.

o. IIB Class Size: Mrs. Grady asked if Dover numbers are within the state standard limit. Ms. Russell confirmed that they are lower than the state standards.

Doris Grady moved, Michelle Muffett-Lipinski seconded to approve policy IIB. An oral **VOTE PASSED 7/0**.

p. IJO Community Resources

r. JCAA DHS Enrollment

t JECB-R Technical Assistance Advisory on Residency

Doris Grady moved, Michelle Muffett-Lipinski seconded to approve IJO, JCAA, and JECB-R as presented. An oral **VOTE PASSED 7/0**.

K. RESOLUTIONS:

a. Dover Adult Learning Center of Strafford County Education Funding 2014-2015.



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Ms. Russell read the resolution into record.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the Dover Adult Learning Center funding resolution with a change to replace FY14 with FY15. A roll call **VOTE PASSED 7/0.**

L. OLD BUSINESS:

1. Superintendent Search Update

Ms. Andrews Parker updated the Board on the search and reviewed the entire process that began in August. She recapped all parts of the search including the survey, public forums, media information, job posting, and number of applicants. She stated that in the most recent search, three people were selected to interview. One candidate did not respond to the request and two were interviewed. She read references on candidate Elaine Arbour that were completed by NHSBA representative Bob Lister. She also discussed the site visit that had occurred the prior week where 4 members of the Dover School District visited Claremont.

Ms. Russell provided an overview of the site visit to Claremont. She commented that the positive references that Ms. Andrews Parker read were confirmed with comments from SAU 6 staff members and School Board. The site committee met with approximately 50 people including at least five administrators and school board members and received many positive comments.

Ms. Andrews Parker added that Dr. Arbour resigned her position in Claremont and is leaving prior to the end of the year because she has a great deal of vacation time available to her that she will lose. Dr. Arbour added that she was leaving SAU 6 also because she felt her vision for moving forward was different from the vision of the district.

Mrs. Grady asked if Mr. Lister was looking for skills that Dover needed such as budget experience and experience as a superintendent. Ms. Andrews Parker responded that he didn't specifically reference budget, but asked about items that had been brought up by citizens in an earlier forum and in surveys.

Ms. Russell added that it had been noted that she was good in using available funds in a creative way. She was also helpful in prioritizing budget needs.

Mrs. Grady commented that more information could be discussed on Tuesday during the public interview. Mrs. Russell read the schedule for Dr. Arbour's visit on Tuesday, May 13. A nonpublic meeting on May 13 will conclude the day and there will be a public meeting after the nonpublic meeting to announce the decision, assuming Dr. Arbour was able to be notified.

Mrs. Grady recapped the meeting process and Ms. Russell added that a vote can be taken in nonpublic. Ms. Russell stated that the vote would be to move Dr. Arbour forward in the process to negotiate a contract and not to hire her. She clarified again that a public announcement would be made if Dr. Arbour is available to hear the information first.



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2. FY 15 Budget Update

Ms. Taylor reminded the Board and public that the City Council would be holding a public hearing on Wednesday, May 14 for input on the School District budget.

N. NEW BUSINESS

1. Dover Paraprofessionals Association Bargaining Agreement

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the DPA bargaining agreement. A roll call **VOTE PASSED 7/0.**

2. Approve Elementary, DMS, DHS, and DALC Handbook Changes

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to approve the handbooks listed above. An oral **VOTE PASSED 7/0.**

3. STEAM Academy Proposal—moved up in agenda

4. Elementary Enrollment Update

Ms. Russell summarized an updated enrollment table and stated that there is a potential need to hire two additional elementary teachers. Ms. Taylor agreed that there may be funding available for this purpose due to Schoolcare Premium Holiday funds. There is already one additional K-4 teacher budgeted and two additional DMS teachers. With these additional teachers, class size would remain under 25 students per class.

Mrs. Grady commented that students who move out of Dover need to be considered also and that there will be more accurate information in July and August.

Ms. Andrews Parker commented that for the first time, class size may be where the District would like it to be.

She added that it would be helpful if these potential positions are approved now. Ms. Russell and Ms. Muffett-Lipinski both noted that the administrative team would need to meet with the superintendent to review enrollment before making any firm decisions.

Mr. Boodey commented that in the past, this decision has waited until the City Council approves the budget in June. He added that enrollment is reviewed on a continual basis by administrators and the hiring process begins early, but sometimes a decision isn't made until all information is received and budgets are secured.

Mrs. Grady recommended that the superintendent receive the authorization to hire after investigating the needs of the District.



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Betsey Andrews Parker moved, Sarah Greenshields seconded authorizing the superintendent, to hire up to two more elementary positions for 2014-2015. A roll call **VOTE PASSED 7/0.**

5. Policy IBC Minimum Enrollment Numbers/Waiver

Mr. Driscoll discussed the courses that are being offered that are under the minimum. Ms. Russell commented that most classes have been merged with others. Mrs. Grady noted that waivers are not as large as in the past.

Mr. Driscoll stated that they tried to consolidate classes so that they are above the minimum.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded approval of the Minimum Enrollment Numbers waiver. An oral **VOTE PASSED 7/0.**

6. Bus Contract Update

Ms. Taylor stated that she researched and found that the idling issue has been going on for the past 6-10 years. She has been trying to analyze time frames regarding which students arrive and at what time. The new software should be able to help with the issue, but Ms. Taylor will need to work with the bus company to find different paths. It is not just a DMS issue, but more complex. There is not a quick fix and other solutions will be researched. She added that is a solvable issue.

Ms. Andrews Parker commented that she appreciates the work and added that students are waiting on the bus for long periods of time which is unacceptable. This also creates traffic problems and needs to be addressed so there will be increased bus usage in the district.

Ms. Soule McCammon asked what the timeline is for solving the issue. Ms. Taylor responded that there will be some changes in the fall and the software will need to be implemented also. It will be a multi-step approach, but if there is a problem in the fall, it will be addressed quickly and will not drag on throughout the year.

7. Food Service Contract Approval

Ms. Taylor sent the contract to the state for review and it was returned to the District for School Board approval. There was one change made to the nondiscrimination language

Sarah Greenshields moved, Doris Grady seconded approval of the Food Service Contract. A roll call **VOTE PASSED 7/0.**

8. Month of April Condition of Accounts

Ms. Taylor reviewed the condition of accounts and stated that there is approximately 2.8% of the budget remaining. Purchase Orders will need to be created for items for the remainder of



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the year. The City requested the approximate amount of a possible surplus. Capital reserves will be discussed with the Superintendent when he returns.

Ms. Andrews Parker asked if capital reserve recommendations will be provided at the June 9th meeting to which Ms. Taylor confirmed they would.

Ms. Taylor added that there are other funds with large fund balances which may also be used for capital reserve funds.

Ms. Andrews Parker commented that she would also like to increase technology capital reserve funds.

N. SUBMISSION AND PAYMENT OF BILLS: Sarah Greenshields moved, Doris Grady seconded to direct the payment of manifest 14-J from 4/15/14-5/12/14 for FY14 for \$3,158,715.95. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT: The superintendent was not in attendance.

P. COMMITTEE REPORTS:

Carole Soule McCammon reported on Dover Adult Learning Center:

DALC Graduation will take place on June 16 at 6:30 at DHS auditorium. Anyone who completed GED test, HiSet, or Adult HiSet test may participate in the graduation. The last HiSet test will be on June 6 and all 5 must be completed passed in order to participate in graduation. Summer School classes will run from 7/8-8/13 and meet mornings two times per week. There is an ESL class and an academic Skill builder class. For more information, go to www.doveradultlearning.org.

Registration will be June 3 and June 16. Childcare is available if there is adequate enrollment and the cost is \$10 per session. A full HiSet test will occur on 8/14 and 8/15. Counseling services are available by appointment.

Karen Taylor and Carole Soule McCammon reported on the Wellness Committee:

Frank Gillespie resigned as chair of the committee. Ms. Taylor will be Chair and Ms. Soule McCammon will be Vice-chair. The meeting was beneficial and the committee worked on the Wellness policy. Food items are on the next agenda. Members of Brownie troop 22741 attended the meeting and stated their concern for the lack of recess at the middle school level. They were encouraged to continue to work on the issue and learn more.

Kathy Morrison reported on the Technology Committee:

Ms. Morrison reported that she did not attend the meeting, but it was reported to her that the committee is continuing to work on the 5-year technology plan.



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Amanda Russell reported on the Joint Building Committee Meeting:

The committee had their first meeting and the second meeting will be Tuesday, May 13th. There will be a citizen's forum at the end of the meeting if anyone would like to attend and speak.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Mrs. Grady wore a special hat to the meeting and explained her reason for wearing it. The hat is part of Operation Hat Trick. OHT is a non-profit organization founded at UNH that is raising awareness for veterans. 61 NH high schools are participating in this initiative and have added their logos to the hats. This is an extremely important initiative and athletic directors have been the leaders of this initiative. It is dedicated to the memory of two Navy Seals who fought together and died together in 2008 in Iraq. Both men were decorated highly. During the week of May 12-May 16, students and others will wear hats to baseball and softball games and will raise money for veterans. Schools may also find local sponsors. Each hat is \$15 and Peter Wotton is the contact person. She thanked everyone for their participations

Ms. Russell commented that she, Mike Joyal and Dot Hooper met with DHS Government students recently. The students shared concerns including cost of parking and school start time. Ms. Russell explained to them the start time is a complex issue and many factors need to be considered before making a time change. It is an issue that may be added to an agenda in the future.

R. ADJOURNMENT: Doris Grady moved, Carole Soule McCammon seconded to adjourn at 8:55 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