



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #7  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, July 14, 2014**  
Meeting Time: **7:00 pm**

Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, July 14, 2014 at 7:01 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, Kathy Morrison, Doris Grady, Sarah Greenshields, and Michelle Muffett-Lipinski. Carole Soule McCammon and Betsey Andrews Parker were excused.

Also present were: Business Administrator Karen Taylor, WPS Principal Patrick Boodey, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, HSS Principal Mike McKenney, DMS School Counselor and STEAM Academy Leader Fran Meffen, Fosters, Alternative School Dean Joan Breault, DTZ Manager Jeff White, World Language AC Ann Marie Staples, Senator David Watters, citizens.

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

**D. CITIZENS' FORUM:** None

**E. AGENDA APPROVAL:** Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the agenda. An oral **VOTE PASSED 5/0.**

### **F. APPROVAL OF MINUTES**

1. Regular Session #6, June 9, 2014
2. Special Session #7, June 23, 2014

Sarah Greenshields moved, Doris Grady seconded approval of the minutes. An oral **VOTE PASSED 5/0.**

### **G. CONSENT AGENDA**

- 1. Correspondence: None**
- 2. Resignations/Retirements:**
  - a. David Latchaw, DMS Grade 6 Teacher
  - b. Lisa Hallbach, DHS Math Teacher
- 3. Leaves of Absence: None**
- 4. Nominations:**
  - a. Sheet 1: Nomination of Administrative Personnel (Breault)
  - b. Sheet 2: Nomination and Election of Teachers (Fallon-Powers)
  - c. Sheet 3: Nomination and Election of Staff (Casey-White)
  - d. Sheet 4: Nomination and Election of Summer School Staff (Kent-Wentworth)
- 5. Extended Travel (Student Trips): none**



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- a. Preliminary Approval for World Language Trip to Quebec-April 29-May 1, 2015
- b. Preliminary Approval for DMS 8<sup>th</sup> Grade Trip to Washington, DC—May 26<sup>th</sup>-May 30, 2015

A resignation for DMS Science teacher Emily Blazek was added to the consent agenda as well as an additional three teachers. The revised teacher nomination list is archived with these minutes.

Michelle Muffett-Lipinski moved, Doris Grady seconded approval of the amended consent agenda. An oral **VOTE PASSED 5/0**.

Dr. Arbour introduced newly approved Alternative School Dean Joan Breault, who stated her excitement for her new position and thanked the Board for approval.

**H. STUDENT REPRESENTATIVE REPORT:** None

**I. POLICY -- CHANGES – PROPOSALS:** None

**J. POLICY ADOPTION:** None

**K. RESOLUTIONS:** None

**L. OLD BUSINESS:**

**1. CIP Update**

Business Administrator Karen Taylor discussed the Capital Improvement Plan. She stated that the Board had received the tentative list at the previous meeting and she is looking for input as to whether there are additional items that should also be included. Ms. Taylor added that she will be meeting with Planning Director Chris Parker to review the draft and the draft will be included on the August School Board agenda meeting for approval.

Ms. Russell summarized the list which included GES, DHS/CTC renovation, improving IT, athletics, paving and other items.

Ms. Russell asked if curriculum and technology would be included, to which Ms. Taylor confirmed in the affirmative.

**2. Capital Reserve Update**

Mrs. Grady inquired about the \$200,000 decrease in Facilities. Ms. Taylor responded that impact fees were added to capital reserves, but \$200,000 in revenue to the general fund taken out to cover debt for WPS and HSS. The other three funds did not have much activity with the exception of the original addition of funds.



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Ms. Russell stated that these funds will continue to be watched so that the \$105,400 in tax levy funds could still possibly be added to the capital reserves.

### 3. Garrison Roof Update

Ms. Taylor stated that delaying the Garrison Roof project will not affect the funding, which in fact, is good for three years. Ms. Taylor also received clarification that other items needed in order to finalize the Garrison roof project may also be funded from the account. She will be meeting with experts within the next week to continue discussion on the project.

Ms. Muffett-Lipinski asked if the school infrastructure will be secure until next spring when the project is scheduled to be completed. Ms. Taylor responded that she through conversations with experts, she believes that the roof will be watertight if it is patched before the winter.

## N. NEW BUSINESS

### 1. Design Laboratory School in Dover (STEAM)-Fran Meffen

DMS School Counselor Fran Meffen introduced herself and others involved in the Design Laboratory School project. She summarized the project and stated that it will be a K-8 public school in Dover. People involved in the project to date include Jane Bard (Children's Museum of NH), Stacy Woodley (PNSY-Engineer), David Mattingly (parent/UNH Physics Professor), Ron LaMarre (Architect, Certified Educational Facility Planner, Tina Obemeir (Art Teacher in Hooksett) and Senator David Watters.

Information that Ms. Meffen shared with the School Board is summarized in the School Board Agenda Materials and can be found online with these minutes.

She compared the process of establishing this new school to a puzzle, stating that the work so far has provided the outer boarder, but more work is needed to fill in the middle pieces.

Visionary meetings are the next step in the process which will include all parties and will help bring the middle pieces together.

Ms. Meffen added that she is requesting funding of \$20,000-\$25,000 to hire Mr. LaMarre for additional work on the project. He has volunteered his services up to this point and if hired, will develop a comprehensive document, after meeting with all parties involved, for the School Board to review and use as a basis for a decision to move the project forward.

She has been meeting on a daily basis about this project and believes that this school will help to meet the needs of all students in Dover. It will help to make students career and college-ready and able to compete in a global economy in the 21<sup>st</sup> century.

Mrs. Grady commented that new projects, such as this, are typically added to School Board agendas prior to progressing to other levels. She stated her support of the program and



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believes it could be a good thing for Dover, but it should have been discussed at a School Board workshop prior to any meeting with other outside parties.

Individual school board members asked Ms. Meffen several questions that were representative of questions from the entire Board.

### Questions

- ***Will this be a magnet school?*** It is just another school in the District. The School Board will need to decide the title.
- ***How does it differ from Charter Schools?*** This school would be under the purview of the School Board.
- ***With the establishment of an additional school in the city, another administrator and staff will need to be hired. Will this be under the School Board leadership?*** Yes, the School Board will be leading the school. There will be a great deal of discussion on the use of other resources to try and minimize costs.
- ***How would students be separated from community members since there is no parking and a very busy road?*** Fosters will consider renovating their Central Ave building to meet requirements or possibly new construction. Parking, etc. is being considered when making a decision.
- ***Is some of this type of instruction currently happening at DMS? Can a project like this be started in a small way and at one of the current schools rather than as a separate school?*** Ms. Meffen agreed that it is a bigger discussion.
- ***Have you communicated with Department of Education?*** Yes, Ms. Meffen has talked with representatives and has been given suggestions on how to proceed.
- ***Which students would be included in the schools taking into account different learning styles? How would the lottery work? Would special needs students be included in lottery?*** Criteria for lottery have not been determined at this time.
- ***How many learning styles would be incorporated in the STEAM school?*** Ms. Meffen responded that many of the same questions will be answered at future meetings. They are focusing on Hands-on and Inquiry-Based project learning.
- ***Who will be included in the exploratory group?*** People who have been involved in the group to date.
- ***Are there similar schools in New Hampshire?*** Some charter schools have similar mission statements and are STEM-based. Sanborn school district has a similar mission due to their growth. Massachusetts has some similar type schools that may be visited.
- ***Would the Director of CIA be involved?*** Definitely, although there may be additional people involved as different resources.
- ***Is there a possibility to limit the school to grades 5-8 and work within the system?*** This could be a possibility and will be included in discussion. The options are wide-open at this time.
- ***Is UNH developing a training program in inquiry-based training for students so that they will be prepared to teach?*** Ms. Meffen is waiting to hear back from UNH department chair to discuss this.



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Ms. Muffett-Lipinski commented that although she believes this is a great project and strongly supports it, budget is the most important item at this point.

Ms. Meffen agreed that budget is an important part of the discussion and added that her intent was not to circumvent policy or the school board and she apologized if it appeared to be that way. Her goal for meeting with the School Board is to determine if the Board would like her to proceed with her plan

Mrs. Grady noted that the CIP is already large with many projects on schedule to be completed in the District and many recently completed. These projects have created a high bond debt and there may be limited additional debt that is allowable.

Mrs. Grady added that there is a good possibility that St. Charles Church will be renovated into affordable housing which could cause high enrollments in elementary schools, possibly necessitating an additional elementary school in the north end at some point. She commented that she is not sure the District can handle the extra expense.

Mrs. Grady sees the school as a “good goal” and the possibility of something coming from this exploration in the future, but there needs to be a great deal of work done, including a workshop meeting for discussion. There are many questions that need to be answered and has difficulty that the School Board was not on the list of initial meetings.

Ms. Meffen commented that Foster’s would be paying for the renovation of the building and leasing to the Dover School District. They have stated that they will offer the school district the lowest square foot rate possible in order to make it affordable.

Mrs. Grady responded that lease agreements make her nervous and she would be concerned if the lease was not extended.

Ms. Meffen added that the goal would be for the new school would be the “Professional Development Hub” for the District. It could be a starting point where knowledge could grow.

Ms. Morrison stated her excitement and agreed that the budget is the largest concern. She also added her concern for safety of students at the Foster’s location.

Ms. Greenshields believes this program is similar to an older student version of a Montessori school and the program can be done throughout all schools. She added that Ms. Meffen has only provided preliminary research with many questions left to answer. She added that public and private sector needs to come together for funding options. Ms. Greenshields added that Ms. Meffen has done the research and a STEAM program would be well-received in Dover.

Ms. Muffett-Lipinski commented that Ms. Meffen has done a phenomenal job and would like to be a part of the process. She agreed with Ms. Greenshields about making this a community project and not just school.



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Ms. Meffen responded that there is a great deal of community interest in this program. She added that by taking approximately 50 students from each grade, flexibility could be provided for other options, including possibly returning 5<sup>th</sup> grade students to elementary schools.

Mrs. Grady cautioned Ms. Meffen to check with the city on traffic patterns and construction in the city. This could cause major transportation problems for the school district.

Mrs. Grady recommended that Ms. Meffen meet with administrators and then request a workshop session with the School Board, to which other School Board members agreed.

Ms. Russell commented that she has some of the same concerns and believes that it is advisable for some School Board to be part of the exploratory committee. She believes that an inquiry-based program of instruction should be started on a small scale and teachers can gain professional development and learn from each other.

Ms. Russell added that Ms. Meffen should be included in the Administrator Meeting to discuss this topic prior to the School Board workshop.

Dr. Arbour recommended that she and Ms. Meffen speak with a representative of the Department of Education for specific requirements also before both meetings so that they have other key elements.

### **2. Initial Discussion of Strategic Plan**

Dr. Arbour discussed ways to enhance the existing strategic plan and asked for recommendations from the Board on the process. It was unsure as to what is included in the existing plan.

Ms. Muffett-Lipinski commented that districts, including Londonderry, have very comprehensive strategic plans and she recommended reviewing some of these plans prior to working on the plan for Dover.

Ms. Greenshields recommended meeting with administrators for information also.

Dr. Arbour will begin the plan based on conversations she has had with administrators and others. She will also include required plans (curriculum, technology, professional development, CIP) in the conversation regarding strategic plan. This should also help with long range budget plans. She agrees that other school district plans can be reviewed to determine a format. Dr. Arbour recommended considering having a facilitator help with the process to ensure that critical items are not missed.

Ms. Russell agreed with hiring a facilitator, but would first need to know the cost. Dr. Arbour realizes that this is not a budgeted expense, but believes there may be funds available and will know more when all hiring has been completed for the year.



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Ms. Greenshields is also curious about the cost, as well as the districts where they have worked and their accomplishments. She added that they need to be living documents and should not be overdone. It should be a platform for swift reaction to ever-changing conditions.

Dr. Arbour agreed that the plan should also include resources that need to be obtained to accomplish the goals and a way to know that this is happening. The plan should also allow the district to be proactive as well as reactive when needed.

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

Ms. Taylor reviewed the June condition of accounts and acknowledged that there was approximately \$424,000 in uncommitted funds for FY14 when the report was generated on July 10<sup>th</sup>. At this time, the number is less due to the timing of the report. Ms. Taylor commented that all of the items on the list reviewed by the School Board at the June meeting have been purchased.

### **4. School Board and Superintendent Training Discussion**

Dr. Arbour asked the Board members if there are any areas where they would like additional training. She commented that this will help to develop skills and knowledge, as well as the relationship between the School Board and superintendent.

Ms. Muffett-Lipinski recommended waiting until all Board members are available to discuss options to which all Board members in attendance agreed. This item will be placed on the August School Board agenda.

### **5. Superintendent Goal Setting Discussion/Re: Process**

Ms. Russell stated that Dr. Arbour's contract reads that the School Board Chair or designee will work with Dr. Arbour to set goals. Dr. Arbour requested that goals would be set up as Smart Goals. Ms. Muffett-Lipinski agreed that this would be the best format and would like to be included in the process since she is knowledgeable about the process.

Mrs. Grady added that it would be best if goals are not drawn-out and they should be measurable.

Ms. Muffett-Lipinski explained the concept of "Smart Goals", stating that there is a rubric to back-up the goal. An action plan is written to attain the goal and the goal is also time sensitive, attainable and measurable, and cannot be random or variable.

Dr. Arbour suggested a limit of one or two of these goals so that they are manageable for her. She added that NH has recently revamped the administrator evaluation process so that could potentially be a starting point also.



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Discussion of the timeline ensued without a final determination of the dates listed in Dr. Arbour's employment contract. The discussion will continue in August.

**Record Note:** Dr. Arbour's contract states that she will have a written evaluation prior to April 15<sup>th</sup> with an annual review and contract renewal prior to May 15. Goals require approval prior to April 1 and no later than September 1.

Mrs. Grady inquired about a past goal concerning Math in Focus and she requested data on the success of Math in Focus. Ms. Russell commented that there was a presentation from a year ago and that it will be added to the agenda of a future meeting.

### **6. Elementary Enrollment and Related Arts Update**

Dr. Arbour reviewed projected enrollments for FY15 and discussed changes in classes due to changes in enrollment during the past few weeks. A grade two teacher at Garrison school will be changed to Kindergarten at Garrison. There is a need for an additional kindergarten paraprofessional to assist the new kindergarten teacher, but this has been previously budgeted so there is no need for additional funding for this position. Dr. Arbour added that she is not recommending the increase in FTE from .8 to 1.0 for the Garrison art teacher at this time until more is known about enrollment at all of the elementary schools throughout the course of the summer.

Mrs. Grady noted that there will most likely be more kindergarten students enrolling since some of the numbers are a little lower than in past year. Dr. Arbour agreed and said that the numbers are being watched very closely.

Ms. Russell stated her concern for the Woodman Park kindergarten enrollment numbers. It seems like a large decrease from the past years and she would almost consider hiring an additional kindergarten teacher at this time rather than waiting until the day before school starts. She commented that there may be a need for a Special Session on July 28<sup>th</sup> to add an additional teacher if enrollment numbers increase steadily over the next few weeks.

Dr. Arbour agreed and has been in contact with Mr. Boodey about the possibility of adding an additional position. He assured the Board that there would be a location available for a new classroom if needed.

**N. SUBMISSION AND PAYMENT OF BILLS:** Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to direct the payment of manifest 15-A in the amount of \$2,259,312.58 for FY14 and \$382,101.51 for FY15 for a total of \$2,641,414.09 for the period 6/10/14-7/14/14. A roll call **VOTE PASSED 5/0.**

**O. SUPERINTENDENT'S REPORT:** Dr. Arbour reported on her first few weeks as superintendent of schools. She discussed her entry plan and updated the Board on her progress of the plan. She met with former interim superintendent Fernandes and Ms. Taylor regarding budgeting and on the status of pending items in the district. She has secured an



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informal mentor and has connected with southeast regional superintendents. In addition, she has been focused on meeting people and getting to know the city, meeting with people including Chris Parker, Dan Barufaldi, BizEd Connect representatives, building principals and SAU administrators, some members of School Board, DTU Mediator Allan McCausland, NH-NEA Uniserv Director Peter Miller, City Manager, Attorney Matt Upton and others. Dr. Arbour continued to say that she has attended meetings including JBC, City Council, Rotary Club, Mayoral BizEd Connect Summit, and DTU/SB wage study. There are many more meetings scheduled and she has also interviewed some personnel for 2014-2015 school year. Dr. Arbour has toured each building and is in the process of reviewing policies.

Dr. Arbour expressed her appreciation to all staff and Board members and is enjoying her time in Dover.

Ms. Greenshields asked if she would be selecting a formal mentor, to which Dr. Arbour responded that she is still in the process of getting to know people and would like to make a more informed decision regarding selection of a mentor if she still chooses to do so. She has already reached out to neighboring superintendents and will be meeting with them also for guidance.

Dr. Arbour reminded citizens to register their children as soon as possible so that classes can be determined.

She commented that she is happy to say that all three collective bargaining agreements were approved recently by the City Council and added that contracts have been re-generated and teachers can sign their new contracts at the SAU office.

Dr. Arbour continued her report updating the School Board on hiring for the year and stating that there have been 2 administrators and 26 teachers hired so far for the next school year. She has met some of them and feels that they have all been high level educators and commends the administrators for their selections. There are 6 full time teaching positions that are still open, but will most likely be filled and placed on the consent agenda of the next School Board meeting.

Dr. Arbour ended her report with recognition of the Horne Street School project that donates garden vegetables to the community. Foster's Daily Democrat did an article and placed it on the front page of their newspaper last week. She appreciates the efforts of the students and staff and is pleased that they are learning to give back to the community at such a young age.

### **P. COMMITTEE REPORTS:**

Amanda Russell reported on the Joint Building Committee: The RFQ was released last week and there will be JBC meetings scheduled every other Tuesday at 4:30 pm, with the exception of August 5. She added that there is a citizen's forum at every meeting if citizens would like to provide comments. There will most likely be a School Board Special Session on September 22 so that a firm can be selected.



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

Ms. Morrison commented on the email sent to the School Board by DTU President Greg Brown and she agreed with him that the District has exceptional teachers and would like the public to know as well. Ms. Russell agreed and believes the message will be delivered through various educational initiatives throughout the district.

Ms. Russell commented that Sarah DePorter, new music teacher at Woodman Park School is the NH Band Director's Young Band Director. She offered her congratulations to her.

Ms. Russell also thanked the City Council for their support of the District's three Collective Bargaining Agreements.

**R. ADJOURNMENT:** Sarah Greenshields moved, Doris Grady seconded to adjourn at 8:50 P.M. An oral **VOTE PASSED 5/0.**

Dr. Arbour's and other's handouts have been archived with these Minutes.

Respectfully Submitted,  
Robin LaFleur, Recording Secretary