



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #8
Meeting Location:	Media Center, McConnell Center
Meeting Date:	Monday, August 25, 2014
Meeting Time:	6:30 P.M.

A special session of the Dover School Board was called to order by Chair Amanda Russell on Monday, August 25, 2014 at 6:30 P.M. in the Media Center of the McConnell Center.

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

Also present were: Fosters; Superintendent Elaine Arbour

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

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

D. CONSENT AGENDA:

- 1. Correspondence:** NONE
- 2. Resignations/Retirements:** NONE
- 3. Leaves of Absence:** NONE
- 4. Nominations:**
 - Sheet 1: Nomination and Election of Teachers
 - Sheet 2: Nomination and Election of Staff
 - Sheet 3: Nomination and Election of Coaches
 - Sheet 4: Nomination and Election of Apprenticeship Program
- 5. Extended Travel (Student Trips):** NONE

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the consent agenda. An oral **VOTE PASSED 5/0.**

E. OLD BUSINESS:

1. SUPERINTENDENT GOALS AND EVALUATION

Ms. Muffett-Lipinski explained the process she used for determining goals. She met with Dr. Arbour last week and together they set three Smart Goals for Dr. Arbour for the 2014-2015 year. They reviewed the past two months and determined where Dr. Arbour thought a goal may be helpful. Since it would be difficult to see a data change in her one year as a superintendent, they decided to focus on analyzing systems. Ms. Muffett-Lipinski stated that it didn't make much sense to evaluate Dr. Arbour on her 90-day plan so they decided to focus on Budget, Communication and Facilities. Dr. Arbour will discuss the progress of her 90-day plan at the October School Board meeting.

As Dr. Arbour makes progress or completes a goal, she will send evidence of completion of this goal to Ms. Muffett-Lipinski. This will not be a vague process.



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Dr. Arbour added that in her first two months as superintendent, she has found redundancies in several areas that she would like to correct so that there will be more inconsistency in the District. She added that she would like the hiring process to be more consistent, as well as provide electronic pay stubs and making the District more efficient overall. The purchase order process needs to be re-evaluated and job descriptions are in need of updates. A complete summary of Dr. Arbour's goals and action steps are included with the agenda materials for this meeting.

Ms. Greenshields asked if items that Business Administrator Karen Taylor had noted in the past will also be addressed to which Ms. Muffett-Lipinski responded in the affirmative.

Ms. Muffett-Lipinski stated that she would incorporate ongoing communication and clarification with Ms. Taylor's in the action steps. She also stated that relationships that Dr. Arbour has formed will be able to be quantified for one of her goals.

Ms. Andrews Parker requested that legislators be invited to help to create relationships as has been done in the past. She feels that meetings like this will go a long way to forming a relationship and recommended that a meeting like this be scheduled for after the budget process, but sometime in spring.

Other goals include use of data from Dover Listens and student achievement and the formation of a strategic plan. It was agreed that language from Goal 3, Action Step 1 should be changed from "hire" to "work with the School Board in sending out an RFP" for a facilitator for the strategic planning process.

Ms. Muffett-Lipinski reminded the Board that student achievement is always the final goal.

Ms. Russell commented that she feels that Goal 1, Action Step 3 Budget Timeline should be changed to December 8- no later than March 15, 2015. In addition, Goal 1, "budget" should be changed to "budgeting process".

Ms. Muffett-Lipinski noted that she has spoken with a Board member about the process and there are concerns that things will remain status quo, but she assured the Board that they are trying to create a tool that will show exactly what Dr. Arbour completed during the year.

Ms. Greenshields asked Dr. Arbour if she thinks that the goals outlined are attainable. Dr. Arbour responded that she did feel they are attainable, although some will be ongoing after June 30, 2015.

She will share her progress and priorities during the year and commended Ms. Muffett-Lipinski for making the process so easy, accurate and efficient.

Ms. Muffett-Lipinski reminded the Board that the Dr. Arbour will be responsible for providing evidence of goal completion.



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It was determined that quarterly updates would be provided at School Board meetings on Dr. Arbour’s goals so that clarifications and updates can be made, if necessary.

Summary of changes agreed upon by the School Board:

Goal 1: “budget” changed to “budget process”

Action Step 3: Add “no later than March 15, 2015”

Action Step: Add #7: Will continue ongoing communication and clarification with Business Administrator Karen Taylor

Goal 2:

Action Step: Add #4: Meet with local legislators in early March, 2015 regarding adequacy.

Goal 3:

Action Step 1: add language to say, “Dr. Arbour will work with the School Board in sending out an RFP to begin the process of hiring a facilitator”.

Betsey Andrew moved, Sarah Greenshields seconded approving Dr. Arbour’s goals and evaluations, as amended. An oral **VOTE PASSED 5/0.**

Ms. Muffett-Lipinski commented that she received some great feedback from Mrs. Grady and will continue to work with her during the process to help alleviate some of her concerns.

G. SCHOOL BOARD MATTERS OF INTEREST

Ms. Russell stated that the JBC met last week and will interview 4 architectural firms in September so that they will be ready to go with the project soon.

She wished everyone good luck on the first day of school.

Ms. Muffett-Lipinski congratulated 9 year olds on their baseball regional all-star win.

H. ADJOURNMENT

Sarah Greenshields moved, Betsey Andrews Parker seconded to adjourn the special session at 6:58 pm. An oral **VOTE PASSED 5/0.**

Respectfully submitted,
Robin LaFleur, Recording Secretary