



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

**A. CALL TO ORDER:** Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, October 6, 2014 at 7:02 p.m. in the McConnell Center Media Center.

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

Also present were: Business Administrator Karen Taylor, WPS Principal Patrick Boodey, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, DMS School Counselor Fran Meffen, HSS Principal Mike McKenney, PPS Director Christine Boston, CTC Director Louise Paradis, DMS Principal Kim Lyndes, DTZ Manager Jeff White, Fosters, Citizens.

**C. PLEDGE OF ALLEGIANCE:** Doris Grady led the Pledge of Allegiance.

**D. CITIZENS' FORUM:** Fran Meffen, 16 Benjamin Way and DMS School Counselor, invited the School Board to attend any of the sessions of the first session of STEAM Academy (after school program) which starts today. She summarized the offerings for the School Board.

**E. AGENDA APPROVAL:** Sarah Greenshields moved, Carole Soule McCammon seconded to approve the agenda as presented. An oral **VOTE PASSED 6/0**.

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

1. Regular Session #9, September 8, 2014
2. Special Session #9, September 22, 2014
3. Public Meeting to Enter Non-public Discipline Hearing #6, September 30, 2014

Betsey Andrews Parker moved, Sarah Greenshields seconded approval of the minutes.

Doris Grady moved to table F. 1 and F.2 and ask the recording secretary, Robin LaFleur to review the video of the September 8 School Board Meeting and insert information that is missing. She feels that much of the conversation from that evening is missing and would like to have that included as part of the public record.

She continued to say that the motion in the minutes of September 8 did not say that a decision must be made at the September 22 Special Session and should be brought back for discussion. The Board was told that they had to proceed and make a decision on September 22, but there was no indication of this on the video of that meeting. She added that Chairperson Russell had said this would be a temporary committee. Mrs. Grady commented that Policy BA states that the School Board is legally responsible for establishment of new programs. The STEAM Academy is a program and not a committee. The lead person of a committee is a chairperson, whereas the lead person of a program is a director. A director for a program would need to be nominated by the Superintendent. She suggested that the School Board obtain a legal interpretation. Ms. Russell clarified that STEAM Academy is an after-school enrichment



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program but is called an academy. Mrs. Grady agreed that the Board had approved these programs in the summer, but the subject of this discussion is a school since a building; along with 500 students is the subject matter. Legally, the School Board must approve this since it is stated in Policy BA in Powers and Duties of the School Board.

Ms. Russell clarified that there is a difference between the current STEAM Academy and what the future STEAM Academy could be.

Ms. Andrews Parker agreed to amend her motion to state that Mrs. Grady will come back to the School Board at the next meeting with language she would like included in the meeting minutes for Regular Session #9 and Special Session #9. Ms. Greenshields agreed to amend her second to the motion.

Ms. Grady expressed great concern with how the School Board was interacting with each other and stated that she may resign from her position.

Ms. Russell re-read the motion made and seconded by Ms. Andrews Parker and Ms. Greenshields: Table Regular Session #9, September 8 and Special Session #9, September 22 and approve Public to Enter Nonpublic Discipline Hearing Session #6, September 30. An oral **VOTE PASSED 6/0.**

Tabled minutes will be discussed at the November 10 School Board meeting.

### **G. CONSENT AGENDA**

#### **1. Correspondence:**

- a. Cat Fanciers Association Cat Show January 24-25, 2015
- b. Ecosystem Computing Challenge

#### **2. Resignations/Retirements:**

#### **3. Leaves of Absence: None**

#### **4. Nominations:**

- a. Sheet 1: Nomination and Election of Staff (Armstrong-Young)
- b. Sheet 2: Nomination and Election of Co-Curricular Staff (Argiropolis-Stewart)

#### **5. Extended Travel (Student Trips):**

- a. Future Farmers of America Convention, Louisville, KY (October 28) Final Approval

Betsy Andrews Parker moved, Carole Soule McCammon seconded approval of the consent agenda items. An oral **VOTE PASSED 6/0.**

**H. STUDENT REPRESENTATIVE REPORT:** Student representative Michael Hoeing discussed activities at DHS. He stated that Spirit Week and the Homecoming dance went well. Money was raised to purchase canned goods for the canned food drive. There is a Lip Sync contest on November 14 sponsored by the NHS and Student Council with money raised going to Community Actions Partners in which he will be participating.



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

**J. POLICY ADOPTION:** None

**K. RESOLUTIONS:** None

**L. OLD BUSINESS:**

**1. Energy Conservation Discussion and Presentations**

Dr. Arbour introduced the presentations and stated that this is for informational purposes only. There needs to be no decisions at this time.

At 7:20 PM, Sarah Greenshields moved, Betsey Andrews Parker seconded to take a 5 minute recess. An oral **VOTE PASSED 5/0**. Mrs. Grady had exited the room.

The first presentation was by Charles Fasnacht of Cenergistic. A Powerpoint was presented with facts regarding the focus of Cenergistic. Their focus is saving energy dollars from school districts with an average savings of 26% without equipment changes. This is a behavior reducing consumption. This program would include a full time staff person who would be shared between Dover and a neighboring school district. This person will typically do 10-15 building audits per week, mostly when the building is not in use.

There is no charge for the first 4 months and the projected savings for the first 16 months is \$98,750 (after all obligations are paid). The savings is based on behavioral changes. There is no fee after 5 year contract but the school district would still realize savings.

Ms. Greenshields commended the program and asked when the program would be presented to Rochester. Ms. Fasnacht responded that the program is being presented to the Rochester School Board on Thursday night.

Ms. Greenshields asked if money will need to be spent on old buildings before savings are realized. Mr. Fasnacht responded that there will still be a savings no matter what type of buildings and equipment are available.

Mrs. Grady asked if he had visited the buildings. The response was that team members had visited the buildings. She asked if a boiler or any other item needs to be replaced, will savings be reduced. Mr. Fasnacht responded that there is no requirement of purchases of equipment, but if there is a need to replace something, this will be taken out of the equation.

Mrs. Grady asked if the basis of the program is training staff to behave more effectively. Ms. Fasnacht responded in the affirmative stating that experts meet individually with our resident experts to train them.

Mrs. Grady asked if he had met with the Business Administrator to review the District's spending. Mr. Fasnacht stated that he had and he looked at all expenses.



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Mrs. Grady asked if DTZ and Cenergistic would be doing the same types of things. Mr. Fasnacht responded that they serve a different purpose.

Mrs. Grady asked if there were many small electrical appliances found when his company toured the schools. The response was that this is not the main focus and these items account for less than 1% of the cost. He added that most of the savings are from reducing the number of costly decisions without authorization.

The focus on the program is based on 1200 different evaluations related to use of energy. The savings comes from the difference between routine and best practices.

Ms. Russell commented that the program guarantees that the district will at least break even. There is no risk and the district does the measuring to verify.

Mrs. Grady asked what would happen if the district wanted to break the contract. Mr. Fasnacht responded that there is a "get-out" clause in case the district would opt to break the contract. Cenergistic would receive a recovery of cost.

Mrs. Grady asked if a surety bond is required, to which the answer was negative.

Ms. Soule McCammon asked if both Dover and Rochester need to stay in the program. Mr. Fasnacht responded that there are two separate contracts and the reason two districts are requested is for the convenience of sharing of services such as engineering.

Ms. Soule McCammon asked for an example of a major decision that would cost a large amount of money. Mr. Fasnacht responded that an example is of a food service worker turning on the steam table. The routine that is used may not be the most cost and energy efficient process. A one degree change can add up quickly and cost a large amount of money.

Ned Raynolds of Johnson Controls presented information on energy savings with a PowerPoint presentation. Johnson Controls is an energy savings performance contractor which is a method of project delivery and a financing method for getting energy related work done with a single source. They design and install equipment and measure and verify. There is a guarantee that energy cost savings from the new systems will equal or exceed debt service. There is no impact on the tax rate. This would be one tool to address the needs of the district. ESPC would not be used if the decision is to build a new high school, but could be useful with a renovation.

Ms. Morrison asked if there is an ongoing agreement with the City of Dover to which Mr. Raynolds responded in the affirmative. There is a 10-year contract that was signed in 2009. It took two years to install everything and is in year four of the performance period. There is no current work with the Dover School District.

Ms. Greenshields asked if the City of Dover participated in a behavior program. Dr. Arbour responded that they have not yet engaged in the behavioral component. They are interested in discussing the options. Cenergistic does not typically work with municipalities.



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Ms. Greenshields asked for Jeff White's opinion of the presentations. Mr. White commented that the school district is in dire need of infrastructure. Changes are starting to be made in the schools regarding behaviors and he sees benefits to both programs but can't answer at this point if they should both be done at this time.

Ms. Greenshields asked how the greatest needs of the district can be determined. Ms. Taylor responded that Dover High School has the most square footage and some of the older infrastructure, but additional analysis is needed to determine the greatest need.

Dr. Arbour added that an independent energy consultant can help to make decisions and to look at the whole picture and what is best for the district now and in the longer term. The initial process would include an audit of our system.

Mrs. Grady commented that sometime near 2002 there was a policy that all small electrical appliances were required to be out of rooms. Dr. Arbour responded that many of them are still there and though not a focus of these programs, they are important, draw energy and are safety concerns.

These energy policies should be updated and will be placed on a future agenda.

Dr. Arbour has met with city officials and the goal is to try to maximize sharing resources. The energy commission is meeting on October 15 to discuss a solar project that will go out to bid. They offered that the School District participate in this discussion and the meeting is at 5:30 pm in the 2<sup>nd</sup> floor conference room of the City Hall. This may provide more information to the School Board regarding maximizing resources.

### **2. STEAM Committee**

Dr. Arbour explained this agenda item stating that there had been confusion on the intent of the motion and asked the Board to consider rescinding the motion made at the September 22 Special Session for clarity.

Dr. Arbour's recommendation would be re-establishment of discussion and a re-vote on intent.

Mrs. Grady asked if this is legal since Ms. Muffett-Lipinski is excused from this meeting and had made the original motion at the last meeting. Mrs. Grady read the motion that had been previously approved and noted there was nothing in the motion that stated authority was given to form a separate academy called the STEAM Academy.

Dr. Arbour explained that she had discussed the specific charge of the committee with the City Attorney and it became clear that there was more work to be done. She believes the intent of the motion was to form a committee to determine appropriate next steps and for further exploration.

She added that the charge and makeup of the committee should be discussed and if it is a work group only, that would need to be discussed also.



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Dr. Arbour believed that the School Board could make a motion to withdraw the charge of the committee in order to revisit it.

Mrs. Grady added that at least one member of the committee is a non Dover resident and inquired if others were also from other communities. Dr. Arbour commented that she wasn't sure, but the expectations can be set if it is a subcommittee. Mrs. Grady reminded that a non-resident cannot be a voting member of a committee.

Ms. Russell stated that the motion to reconsider must be made by a Board member who voted in favor of the previous motion.

Sarah Greenshields moved, Carole Soule McCammon seconded to reconsider the subcommittee of the School Board for the purpose of STEAM. An oral **VOTE PASSED 5/0 (Grady abstained)**

Dr. Arbour stated that if the work is to be done under the auspice of the school district, the School Board would need to define it as either a Board subcommittee or a work group. If a work group is the choice, the School Board would then task the superintendent to assemble and support it. She would need to have clarity about what the charge is, the duration, and what information is requested to be brought back to the School Board.

Ms. Andrews Parker stated her strong feelings about STEAM and the reasons for it. She feels that there is a great deal of momentum with UNH, CTC and outside businesses. She likes the previous motion because it dealt with how to incorporate STEAM into existing curriculum.

She would like the group to look at what can be done for the students of Dover and wants to keep the momentum going. She feels that something needs to be done to bring it back and is a believer in working within the school district and not outside it.

Ms. Greenshields agreed with Ms. Andrews Parker and believes that all Board members share her feelings, but in the previous motion failed to define the scope, length of committee and outcome. She believes that Ms. Meffen's committee has done a great job, but a true inventory needs to be done by the District of the work of the committee.

Ms. Greenshields would like Dr. Arbour to make this a high priority and would like a true understanding of work that has been completed to date and how it can be implemented in the existing curriculum. A formation of a new STEAM-based school is very far down the line.

Ms. Russell agreed and wants to be sure that STEAM is under the umbrella of the School District and may be more fact-finding and feasibility at this point rather than a committee. The conversation about STEAM should probably have come to the School Board sooner. Dr. Arbour asked if the Board would like a sub-committee or a work group that would work closely with Ms. Meffen and led by the superintendent.



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Ms. Soule McCammon stated her frustration on trying to determine exactly what is trying to be accomplished with a committee. She would like some clarification on the goal.

Ms. Russell responded that the ultimate goal would be part of the charge of the work group or committee.

Dr. Arbour added that a first step would be to determine how to incorporate STEAM into existing curriculum with longer term options. Inventory on work already done as well as work with current staff would all need to be part of the investigation.

Ms. Morrison suggested the possibility of a future workshop on the subject and delaying a decision on a committee or workgroup.

Ms. Greenshields commented that it would be Dr. Arbour's job to obtain information and bring back to the School Board. The workgroup, under the supervision of Dr. Arbour would explore opportunities on how to integrate STEAM into the School District and bring recommendations to the Board for approval.

Mrs. Grady commented that the current discussion is almost exactly what was moved by Ms. Muffett-Lipinski at the last Board meeting. Dr. Arbour agreed that it is similar, but wanted to provide clarity. The overall intent is similar, but need more expectations of the work group or committee.

Mrs. Grady asked about the makeup of the workgroup. Dr. Arbour responded that she feels that since she is tasked by the Board with putting together the workgroup, she could more easily select members who could be accessed easily allowing more options to be explored. It would be more difficult with a sub-committee since it is more of a closed group.

Ms. Russell summarized and stated that instead of a committee with the School Board, a work group put together by Dr. Arbour of school staff and possibly others would investigate options and report back to the Board. This group would have no decision-making authority, but would provide recommendations and Dr. Arbour would report back to the School Board in a pre-determined period of time.

Ms. Andrews Parker stated her agreement with the workgroup. There is community momentum and would like to keep it going.

Ms. Glynn added that the State of NH has added a STEM as part of NH curriculum and there is a science Task force that is working with implementing the standards. This will be integrated with the daily curriculum of students who are K-12. The task force can possibly work with Dr. Arbour on this.

Ms. Russell asked if the workgroup would be beneficial in implementing this new curriculum. Ms. Glynn responded that it is in initial phases, but all parties should work together.



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Ms. Russell stated that although very similar, STEM and STEAM are different and Ms. Greenshields commented that the issue is much larger than any sub-committee.

Sarah Greenshields moved, Carole Soule McCammon seconded to form a workgroup charged by the Superintendent to further investigate implementing STEAM into current curriculum and make recommendations to the Board for the future. The group is tasked to considering equity, access and financial feasibility. The group should be comprised of school district employees, community members, superintendent and other stakeholders and experts. They should be charged for the 2014-2015 school year and report their findings and recommendations to us by July 31, 2015. At the Board's discretion, the group may be extended. An oral **VOTE PASSED 6/0**.

School Board members are not part of the committee but may attend as observers, not participants. Dr. Arbour is tasked with committee formation and administration.

### **3. Amend Budget Preparation and Adoption Schedule**

Dr. Arbour stated that she has met with City Manager Joyal regarding the budget approval date and communicated to him that the School District loses highly qualified teachers each year due to the late date of the budget adoption by the City Council. The late date affects many things including reductions in force. The goal is for a May adoption of the budget by the City Council.

Ms. Andrews Parker asked if the school budget hearing is during April vacation to which Dr. Arbour responded in the negative.

Betsy Andrews Parker moved, Sarah Greenshields seconded to approve the amended budget schedule. An oral **VOTE PASSED 6/0**.

## **N. NEW BUSINESS**

### **1. Approval of 2015-2016 School Calendar**

Dr. Arbour presented the calendar and noted the late date of Labor Day and return of students. She commented that the calendar was completed in collaboration with area schools so that students would not miss time.

Ms. Andrews Parker asked if school vacations are the same as Massachusetts. It was noted that they are different weeks. She also asked why students and staff do not work on the Wednesday prior to Thanksgiving. It was determined that this was because it was bargained in many years ago in exchange for evening teacher conferences.

Ms. Andrews Parker stated her dissatisfaction for a Tuesday teacher workshop during the same week as Veteran's Day. She would prefer that it would be attached to a weekend since middle of the week makes it difficult on families. Dr. Arbour responded that it was the best option when discussing with area superintendents. Dr. Arbour commented that it can be changed, but the Dover calendar will be out of sync with area schools. At least one of the other schools has approved the calendar at this point.



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Ms. Russell commented that the calendar can be amended at a later date.

Sarah Greenshields moved, Betsey Andrews Parker seconded to approve 2015-2016 school calendar. An oral **VOTE PASSED 5/1 (Andrews Parker opposed)**.

Dr. Arbour will bring back information on the calendar as she hears from other Districts.

### **2. Nottingham Contract Negotiations Update**

Dr. Arbour stated that she spoke with Nottingham Superintendent Bob Gadomski and stated that the Nottingham contract expires in 2016. Mr. Gadomski had told her earlier that the Nottingham School Board was considering going out to bid for a new contract, but had reconsidered and would like to open conversation with Dover regarding a new contract. The existing negotiating team of Ms. Greenshields and Ms. Russell will be meeting with Mr. Gadomski and members of the Nottingham School Board regarding a new contract. Dr. Arbour continued to say that Mr. Gadomski and his Board is interested in finding out what the Dover School Board is hoping to accomplish with a new contract.

Ms. Soule McCammon was excused from the meeting at 9:35 PM.

### **3. Approval of DEOP Job Classification Change**

Betsey Andrews Parker moved, Sarah Greenshields seconded to approve the change as presented. An oral **VOTE PASSED 5/0**.

### **4. Approve Student Tuition Rates for 2014-2015**

Betsey Andrews Parker moved, Sarah Greenshields seconded approving student tuition rates as presented. An oral **VOTE PASSED 5/0**.

### **5. Month of September Condition of Accounts and Quarterly Special Funds Report**

Ms. Taylor explained the new format of the report and stated that there is a negative number in the report due to a grant that has not been approved. That will change when the grant is approved.

Ms. Russell asked when tuition payments are received. Ms. Taylor responded that there are three installments for Barrington and ten for Nottingham and invoices should be going out soon.

**N. SUBMISSION AND PAYMENT OF BILLS:** Sarah Greenshields moved, Kathy Morrison seconded to direct the payment of manifest 15-D in the amount of \$199,316.99 for FY14 and \$2,128,386.43 for FY15 for a total of \$2,327,703.42 for the period 9/9/14-10/6/14. A roll call **VOTE PASSED 5/0**.

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



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Dr. Arbour reported on the following topics:

She has completed the first 90 days as superintendent and has developed the budget schedule for Board, finished initial meetings with Board members, met with area school leaders (public and private schools), organized School Board training, begun budget process with administrative team, secured a professional mentor, attended community events (State of the State w/ Governor Hassan, City Council/Planning Board, GBCC fundraiser w/ focus on advanced manufacturing on NH). She will provide a quarterly report of evaluation system at the November Board meeting.

Dr. Arbour noted several challenges regarding transportation this fall including busses very late to elementary schools in the afternoon, calls to First Student office not being answered when local dispatcher is driving, difficulty retrieving video feed in a timely manner, difficulty with computer route software, concerns about bus maintenance and already ongoing minor issues exacerbated by construction and general traffic congestion. She and Ms. Taylor have met with First Student representatives from Dover, Hampton and the regional offices to address these issues. They are looking at cleaning up some of the routes where they overlap for several busses, along with the possibility of combining some middle and high school runs for busses that are well under capacity. These busses freed up can be used to support elementary runs. In the long term, they are looking to address start and stop times (will also possibly help with traffic issues around the DMS/DHS campus) and will have community conversations before making any decisions on final times. They are also addressing training and IT needs at the Dover First Student office and are working with First Student to ensure reliability of all busses.

Dr. Arbour stated that she has been engaging in energy conversations with City Manager Joyal and City Planner Parker to see where the District and the City can collaborate.

She updated the status of the DHS kitchen floor stating floor tiles began popping up in the kitchen work area as a result of expansion and contraction and inferior installation of the existing tile. Repair is underway.

Dr. Arbour continued her report by updating the School Board on My School Bucks. The system failed when Heartland attempted to upgrade it this fall resulting in inability to make online payments to accounts, F/R lists, student status for 5<sup>th</sup> graders not correct, some lost data and POS terminals not working. The kitchen staff was wonderful in ensuring that all students were fed while issues were worked out. The current status is that all POS terminals are working, the online payment system is working, the system is up and running, accounts have been reconciled, F/R lists have been corrected and she and Ms. Taylor are working on gathering information about lost revenue to address the issue with Heartland.

Lastly, Dr. Arbour addressed IT issues. She commented that there have been many challenges with compatibility of web filters and the firewall and District IT personnel are working closely with the City to address the conflicts. They are still working on the summer projects before anything new is undertaken. The District is working on an IT audit of physical infrastructure, hardware, staffing, connection to the City's IT infrastructure in order to determine how best to proceed.



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Despite operational challenges of opening school this past month, teachers and administrators have pulled together to be patient and supportive. Progress is being made toward longer term solutions to these issues.

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

Kathy Morrison reported on Technology committee meeting of September 9. The committee reviewed the technology plan that was submitted to the state in June and reviewed the 5-year action plan and budget proposal. They also previewed the summer work upgrades for DMS and DHS schools to ensure Wi-Fi communication. They also discussed support for teacher training with chrome books, SmarterBalanced testing and logistics and middle and senior high using 365 and Google for Elementary schools. Passwords were also discussed. It was suggested that a committee meet with IT to discuss software issues.

Sarah Greenshields reported on Curriculum committee that met on October 2. This was the first meeting of the year and planning for the year was discussed, along with mission and vision and report cards.

Sarah Greenshields reported on Joint Building Committee. They had met with four firms from the RFQ for feasibility study and this number was reduced to two firms. Reference checks were conducted and the committee is scheduled to meeting on October 7 to make a final decision.

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

Ms. Russell commented that the Joint Fiscal Committee will meet on October 15<sup>th</sup> at 7:00 pm in Room 305 of the McConnell Center and the Joint Schools Boards of Dover, Nottingham and Barrington are scheduled to meet at the DHS Gourmet's Table on October 28<sup>th</sup> at 6:30 pm.

**R. ADJOURNMENT:** Sarah Greenshields moved, Kathy Morrison seconded to adjourn at 9:50 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