



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

A special session of the Dover School Board was called to order by Chair Amanda Russell on Monday, September 22, 2014 at 6:35 P.M. in the Media Center of the McConnell Center.

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

Also present were: Fosters; Superintendent Elaine Arbour, Fran Meffen, citizens

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

**C. CITIZEN'S FORUM:** Annette Studebaker, Employee of Dover company Cramer Fabrics requested to speak in support of the STEAM Academy. Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to allow Ms., Studebaker to address the Board even though she is not a Dover resident. An oral **VOTE PASSED 6/0**. Ms. Studebaker stated that she feels a STEAM Academy would be positive for Dover and supports a School Board sub-committee for this purpose.

**D. SCHOOL BOARD TRAINING AND Q & A WITH NHSBA STAFF ATTORNEY BARRETT CHRISTINA**

Mr. Christina reviewed handouts (archived) with the School Board and informed the Board that one of the main and most important jobs of a School Board is to set and establish policy. The superintendent and administrators administer policies. In addition, other important jobs of a Board include hiring a superintendent and setting the school district's budget. He answered questions from Dr. Arbour and the School Board including:

- Should the School Board Chairperson sign employment contracts? Yes, that is appropriate and many district SB chairs sign contracts.
- Should the School Board approve all nominations and job descriptions? That is also acceptable, at least for certified positions. The Board does not need to approve non-certified staff.
- How long can an uncertified teacher be on an Alternative Plan? Dr. Arbour explained that a teacher can be on an Alt 4 plan for up to 3 years and can be on an Alt 5 plan for up to 2 years. Mr. Christina added that if the teacher is not certified after that time, there are many things that would need to be reviewed before beginning the non-renewal process, including verifying the status of the plan and number of courses taken.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Mr. Christina cautioned the School Board on their authority relating to issues. If a School Board member receives an issue from a parent or community member, it should be forwarded to the Superintendent.

- If a parent contacts a School Board member, should the SB member refer to the teacher? Yes, and in addition, notify the Superintendent. Dr. Arbour elaborated, stating that administrators usually contact her if there are issues so that she will be aware if she is contacted.
- If the Superintendent is involved in an initial meeting of an issue, would she still be able to be involved in the case at a more progressed level? In this case, the school counsel should be contacted for an opinion.

Mr. Christina reviewed his handout, “Why Board Culture Matters” and highlighted two important parts commenting that School Boards need to resolve to govern as a body and to develop School Board member’s Code of Conduct. He suggested using the system of alternating between pros and cons when a motion is on the table or allowing all members to speak once before multiple comments from individual board members.

Mrs. Grady commented that this handout should be used as a Bible. She noted, “It’s the best paper I’ve read” and encouraged the School Board to study and follow it.

Mr. Christina reviewed “The Hardest Lessons” on page 6 of the 2014 Roles and Responsibilities handout with the Board. One of the main lessons to be learned is that individual Board members do not have power, only the Board as a whole. Also, all students should be represented by the School Board.

Mrs. Grady commented that the Board is in a strange situation regarding Dr. Arbour’s evaluation. The School Board has a short period of time for an evaluation and she would like to see goals that demonstrate accountability and are measurable. She would like there to be a mention of students or education in Dr. Arbour’s goals.

Mr. Christina said that he would send a document on development Goal Setting that may also be helpful to the Board. He noted that the Board and Dr. Arbour can always amend goals if all parties are in agreement. Goal setting needs to be a collaborative process.

Ms. Muffett-Lipinski commented that the goals from student data are unattainable for the April deadline.

Mr. Christina reminded the School Board that the NHSBA has many job descriptions available that can be used in Dover and he will forward to Dr. Arbour.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Mr. Christina added that he believes that benchmarking is a good tool also. Goals can be reviewed every few months.

Ms. Russell noted the timeline for goals and evaluation in Dr. Arbour's contract. Dr. Arbour added that when she and Ms. Muffett-Lipinski met, she had only been employed by Dover for a month and a half and school had not been in session at that point so most of her goals were operational.

Dr. Arbour agreed that student goals should be included and can do that during the next round. Mrs. Grady clarified that she just wants to know what Dr. Arbour has found in the district so far regarding positives and negatives. Dr. Arbour appreciated the clarification and better understands Mrs. Grady's request. She will collect educational impressions and include with her artifacts.

### **E. CONSENT AGENDA:**

**1. Extended Travel (Student Trips):** Preliminary and Final Approval for Volleyball trip to Springfield, MA 10/12-10/13

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the consent agenda. An oral **VOTE PASSED 6/0.**

### **F. OLD BUSINESS:**

#### **1. STEAM COMMITTEE UPDATE AND POSSIBLE VOTE TO ESTABLISH SUB-COMMITTEE**

Ms. Russell stated that the Board received the minutes from the last STEAM meeting that was held and Ms. Meffen stated that she would be willing to answer any questions. At the last Board meeting, it was decided that Board members could attend the STEAM meeting and decide after attending if they felt that it should become a School Board sub-committee. She continued to say that her view from reading minutes of the last meeting is that this was how the School Board would like to proceed. Ms. Russell added that it seemed to her from the minutes of the STEAM committee meeting that they would like to become a formal School Board committee.

Dr. Arbour clarified that at the last School Board meeting there was discussion as to whether or not to make the STEAM exploratory group a School Board sub-committee, but does not recall a motion to approve this group as a School Board sub-committee. The School Board discussed it and could attend the meetings if they wished to do so.

Ms. Russell agreed and noted that it was determined by the Board that the decision would be made at this meeting. She stated that it was her understanding that the decision would be made at tonight's meeting. She asked if any Board members remembered anything differently.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Ms. Russell added that this could be a temporary committee and when it is not needed, it will be disbanded as others have been in the past.

Mrs. Grady asked if someone could tell her when the Board recommended that a full committee be established for the purpose of STEAM. She referenced policy BA Article 6, Section 3 stating that the School Board is legally responsible for establishment of school policy and programs. She continued to say that the Board approved a STEAM summer program and also approved an after-school STEM program. She doesn't believe the School Board approved for anything else regarding STEAM. She asked, the attorney present before the meeting, if she understood the policy correctly and his answer was that she did. Mrs. Grady added that she appreciates the work of the group and the importance of the program, but believes this does not have Board approval or authority. The committee has been called a design lab committee, an exploratory committee, and an advisory committee. She questioned as to which it is. The committee made the leader a Director of Steam Academy. She asked when this was decided by the Board. Committees establish a chair of the committee while a Director is similar to an administrator. The position must be opened to the public for application and the decision is made by the Superintendent. After all of this has happened, it is then brought before the School Board.

Ms. Russell responded that this hadn't been done yet since Ms. Meffen's group has just been for exploration only. Other committees such as the DHS Vision Committee were not approved by the Board.

Ms. Morrison thought that the Board had given this program their blessing to which Ms. Russell responded that information was brought to the Board due to increased interest. The group started to meet on their own, but there is no programming in the buildings at this time and there have not been any decisions made regarding programming at this time. She agreed that the Board should have been included in the process earlier, but noted that nothing has been implemented yet.

Ms. Muffett-Lipinski commented that she and Ms. Meffen spoke casually about 4 years ago about a possible Charter School in Dover or other options. She added that it has morphed into something different and agreed that it should have gone to the School Board earlier.

Ms. Meffen explained that there has never been intent to convey to the community that this is a sub-committee of the School Board. They have had an open forum which is how it started. She summarized the STEAM timeline to date.

Ms. Soule McCammon commented that the article in Foster's may have muddied the waters by stating a potential location for the STEAM Academy. She continued to say that the article may have been confusing to residents.

Ms. Meffen agreed with Ms. Soule McCammon and stated her appreciation for the Board's time.

Mrs. Grady asked Ms. Meffen if there was anything brought up at the meetings about what the District is already doing in the system that is part of the goal that she has for STEAM. Programs for receiving credit, CTC programs, etc. have already been initiated by the School Board. Mrs. Grady recommended that Ms. Meffen review other programs to see what the District is currently doing. She feels that this should be the start of where the District wants to go.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Mrs. Grady added that it will take a minimum of 5 years before it can be considered since there are so many changes in education. There is a great deal of research that still needs to be done.

Ms. Greenshields commented that she has worked with STEM/STEAM in very early education and finds that it is very challenging to see kids go to kindergarten and get away from what they have learned in earlier years. Her advice to Ms. Meffen is to do as much research as possible to determine the need for a committee. She still feels that Ms. Meffen has been “doing homework” to see if a committee is needed. Ms. Greenshields felt that there may be steps that can be taken to start implementation of a program at this time, even though a full program implementation could take years. She added that it would be a disservice to students if a committee wasn’t formed. She is interested in bridging the gap and helping students to decide future goals.

Ms. Russell believed that the intent of this special session was to choose to either make a formal committee or to not make a formal committee.

Superintendent Arbour stated that she was not sure if the Board was going to make a motion this evening but language should be included as to what the Board is charging the committee with so that there is guidance.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to set up a School Board sub-committee to discuss planning of what it would take to include STEAM into existing curriculum and what would be feasible for longer term programming.

Mrs. Grady commented that the high school project could cost a minimum of \$50 million. In addition the cost of a STEAM Academy should be included in CIP. She continued to say that she is not sure if there is still debt left at the high school.

Mrs. Grady continued to say that the Superintendent may need to find an additional \$1.1 million in salaries alone. Eventually, there also may be a need for an elementary school. The police building and parking garage let are in the process of being built, along with a waterfront project and the Dover High School project. Garrison School will be in need of repairs in the near future also. All of these items will cost the City a great deal of money Garrison School has been in the CIP for 7 to 8 years and it is in tough shape. Mrs. Grady continued to say that this sets a financial figure of approximately \$100 million. A Steam school would have 10 to 11 students per class. The prior motion was to discuss the feasibility of a committee at this time.

Mrs. Grady asked if the Board is ready for this step and maybe more research should be done since there is so much going on at this time.

Ms. Greenshields asked to add “equity and access” to the motion amending the motion to include: charge how quality and access can be distributed through the committee along with financial feasibility.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded forming a School Board sub-committee to discuss feasibility of including STEAM into existing curriculum, including equity, access and financial feasibility for longer term programming. An oral **VOTE PASSED 5/1 (Grady opposed)**.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Mrs. Grady explained her opposition stating that she thinks it is too quick and too soon and the Board needs more time to determine the direction of the committee.

Mrs. Grady cautioned against rushing into this. Ms. Morrison added that the reason the committee wasn't determined at the last meeting was so that the Board could think about it and make a decision at this meeting.

Ms. Russell commented that the committee will do much of the research.

As long as there is not a quorum of the school board on the sub-committee, the committee is acceptable.

Mrs. Grady asked who nominates members of the committee. Ms. Russell responded that the Board only nominates School Board members of the committee

Final Motion and vote taken of the evening.

Ms. Russell Anyone else????

"All in favor of forming this committee for STEAM to discuss the feasibility and whatever Robin has so dutifully added for us"

Passes 5 to 1

Ms. Muffett-Lipinski and Ms. Soule McCammon were excused at 8:30 P.M.

### **G. NEW BUSINESS**

#### **1. ENERGY STRATEGY**

Dr. Arbour explained Energy Strategy stating that she will be adding it to the October 6 School Board meeting. She is trying looking at ways to save money through reduced energy consumption. She will have experts in behavior of occupants present to the Board. She will also look at the physical plant and how savings can be achieved which will be an important part of the budget proposal. These savings will allow cost savings can go toward educational programs. Policy and procedure will be addressed as well.

Ms. Greenshields asked how she is getting sourcing experts and requested energy costs per building. Dr. Arbour stated that one of the presenters is Johnson Controls. They currently work with the City of Dover. Synergistic is a company that helps to manage energy consumption and there are other companies available that can help with these issues also. Dover may want to or need to partner with another school district so that there is enough population for these companies to provide expertise.

### **H. SCHOOL BOARD MATTERS OF INTEREST**

Ms. Morrison attended the State of the State meeting and noted that UNH has put a freeze on tuition costs for the next 5 years. She is impressed with the achievements of Governor Hassan.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Ms. Russell stated that she, Dr. Arbour and Ms. Greenshields will be involved in JBC architect interviews on September 25.

### **I. ADJOURNMENT**

Sarah Greenshields moved, Doris Grady seconded to adjourn the special session at 8:40 pm. An oral **VOTE PASSED 5/0.**

Respectfully submitted,  
Robin LaFleur, Recording Secretary