



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, September 8, 2014**
Meeting Time: **7:00 pm**

Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, September 8, 2014 at 7:05 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, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, DMS School Counselor Fran Meffen, Alternative School Dean Joan Breault, DALC Executive Director Deanna Strand.

C. PLEDGE OF ALLEGIANCE: Carole Soule McCammon led the Pledge of Allegiance.

D. CITIZENS' FORUM: None

E. AGENDA APPROVAL: Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the agenda with the addition of a Student Representative report. An oral **VOTE PASSED 7/0.**

F. APPROVAL OF MINUTES

1. Regular Session #8, August 11, 2014
2. Public Meeting to Enter Non-public Session #9, August 11, 2014
3. Nonpublic Session #9, August 11, 2014
4. Public Meeting to Enter Non-public Discipline Hearing #5, August 19, 2014
5. Special Session #8, August 25, 2014

Sarah Greenshields moved, Carole Soule McCammon seconded approval of the minutes. An oral **VOTE PASSED 7/0.**

G. CONSENT AGENDA

1. Correspondence:

- a. UNH Parent Focus Group, Prevention of Head Impacts in Football Research

2. Resignations/Retirements:

3. Leaves of Absence: None

4. Nominations:

- a. Sheet 1: Nomination and Election of Aides (Albion - Widener)
- b. Sheet 2: Nomination and Election of Staff (Anderson - Wons)
- c. Sheet 3: Nomination and Election of Coaches (McMahon)

5. Extended Travel (Student Trips):



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- a. Dover High Trip to National FFA Convention (October 29-November 1, 2014) Preliminary

Betsey Andrews Parker requested to pull item 1.a. and Doris Grady requested to pull 4.b. from the consent agenda. Sarah Greenshields moved, Carole Soule McCammon seconded approval of the remaining consent agenda items. An oral **VOTE PASSED 7/0.**

Ms. Andrews Parker asked Mr. Wotton to explain the UNH study on head impacts in football. Mr. Wotton explained the study and introduced Mr. Swartz from UNH who provided additional information. Ms. Andrews Parker questioned how this would impact the Dover football program. She wanted to ensure that this is to help the program and wondered if lower school grades would also benefit from this program. Mr. Wotton stated that this would improve safety and they would be in contact with the Dover Little Green program also, but is unsure how their program will be affected. This is just in the beginning stages and the goal is to improve overall safety.

Mr. Swartz explained that the close relationship with Dover High School and proximity to the school is a major reason that they would like to work with Dover on this study.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve item 1.a. An oral **VOTE PASSED 7/0.**

Mrs. Grady asked for a clarification on the elementary band extracurricular position that the three music teachers at the elementary divide. Ms. Russell explained that this is position that involves times outside of the school day. Doris Grady moved, Michelle Muffett-Lipinski seconded to approve item 4.b. An oral **VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT: New student representative Michael Hoeing discussed activities at DHS. He stated that it was a smooth opening at DHS and has heard that the incoming freshman class is very respectful and well behaved. Activities include spirit week and homecoming football game which will be held on September 26. The dance will be held after the game which should help to increase attendance to the dance. Ms. Greenshields asked how the student representative is selected. Michael responded that he received a call from Mr. Driscoll over the summer with the request. Mrs. Grady added that she feels that Mr. Driscoll made a good decision based on his first night as a representative.

I. POLICY -- CHANGES – PROPOSALS: None

J. POLICY ADOPTION: None

K. RESOLUTIONS: None

L. OLD BUSINESS:

1. Enrollment Update



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Dr. Arbour discussed enrollment and stated that there haven't been many changes since the beginning of the year and enrollment seems consistent at this point.

2. Budget Assumptions

Dr. Arbour asked the Board for their assumptions on budgeting so that she could share with administrators before beginning the budgeting process.

The list of budget assumptions from the Board include:

- Lower class size
- Additional adult support is a larger class
- Adequate staffing in all departments
- Elimination of paper
- Equity among elementary schools
- More options for completing credits
- Later start time for DMS/DHS
- CIP Priorities
- Staggered start time (flexible scheduling)
- Putting students first and staff next in regards to scheduling
- Continue to go forward and not going backward
- More reading and math support
- Recess at DMS
- Funding for strategic planning
- Tuition alternatives
- Teacher Pay
- Removal of fees and barriers (reduction at least)
- STEM school and how to incorporate into learning
- Budgeting for HS and GES projects
- Personal devices in school for learning
- Late bus
- Mental Health awareness
- Reduction of redundancies in purchasing

It was also requested that reports be in a snapshot format and perhaps more dashboard summary reports which are easier to digest and less overwhelming.

Ms. Taylor stated that she will be able to provide different reports that may make the budget easier to understand. She will incorporate pie and bar charts into presentations.

Ms. Andrews Parker added that she likes the form that shows all of the different revenue sources and shows expense by location and appreciates the simplified format with more detail in the binder.

She added that she would like "rolled up" accounts with broader categories (Parent categories).



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Mrs. Grady requested that the Board continue to see monthly condition of accounts since she finds them helpful.

Ms. Greenshields would like to make sure that there are no redundancies with purchases and would also like to see comparisons with other projects in the CIP. She wants to be sure the CIP is established on real assumptions.

Ms. Greenshields commented that she agrees with Ms. Andrews Parker that there should be a ratio of one device to one student, but realizes that this may not be possible and at the very least would like to see what other districts are using for technology. She added that the time should be appropriate when asking parents for money for items.

Dr. Arbour commented that many of the items on the budget assumption list have already been discussed by administrators. If Board members have other ideas, they should email them to Dr. Arbour. She added that some of the items may be longer range goals.

N. NEW BUSINESS

1. Donation Approvals

Ms. Russell summarized the donation requests. Walmart is offering 20 gift certificates in the amount of \$50 to WPS teachers. Shaw's is offering a \$400 donation each to Woodman Park School and Horne Street School.

Ms. Andrews Parker appreciates and is grateful for the donations, but feels that it is difficult to accept since Garrison School was excluded from the donation.

Dr. Arbour commented that Garrison has received a recent donation that the other two schools did not receive, but it was not brought to the Board since it did not fall within the guidelines.

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

2. Data Technology Coordinator

Dr. Arbour summarized the reason for the request, stating that there had been a person in this position that was in the Dover Education Office Personnel bargaining unit, but has time went by; it became clear that the position did not belong in this union and was not an administrative assistant position. Since the person in the person resigned, it was determined by DEOP and Dr. Arbour, that the position would be removed from the bargaining unit. Dr. Arbour provided a job description to the Board, along with a statement signed by the DEOP president and stating that the position should be removed from the union. The proposed salary would be \$39,192 and there is funding in the budget for this position since it is not an additional position.

Mrs. Grady asked Dr. Arbour what type of improvements she expected to see with this position. Dr. Arbour responded that there would be operational improvements and this person would be supporting and coordinating all systems.



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Mrs. Grady asked about the funding of this position. She stated her concern since she already has questions on the condition of accounts. She also would have preferred to have information on this position earlier.

Dr. Arbour agreed with Mrs. Grady that she would have liked to present it earlier, but due to the timing of the resignation and the need for re-evaluation on the needs of the system, it was delayed.

The person who had been in the position had recommended that the position be removed from DEOP before she left.

Ms. Taylor stated that this position is included in the current budget since there was a person in the position before her resignation.

Ms. Taylor also added that budget transfers have not been completed yet, which makes the condition of accounts look more concerning. Funds will be transferred when all positions have been filled.

Ms. Muffett-Lipinski asked that clarification be made that this position is a year round position. Dr. Arbour confirmed that this will be added to the job description.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the job description and remove from the DEOP bargaining unit. An oral **VOTE PASSED 6/1 (Grady opposed)**.

3. Steam Academy Update

Dr. Arbour stated that Ms. Meffen has met with the administrative team and the team would prefer that the academy be K-12 instead of K-8. There is also concern about the proposed location of the building and if the curriculum would be appropriate for all learners. There is a concern about “peeling off” of some resources to potentially fund another school. They also want to be sure that there is equity in access to this type of program for all students in Dover. Dr. Arbour added that she would like to see as a first step, a start of this program by building off of the existing Steam already in schools. To open a whole new school is a long way out and if we could capitalize on our resources, we would capitalize on the program.

Dr. Arbour added that she is still trying to schedule a meeting with someone from the DOE to help with this project, but it has been difficult since the DOE has had staffing changes and they currently have a freeze on hiring.

Ms. Andrews Parker asked if an official subcommittee of the School Board should be formed for this project. She is in support of this program because there is a need for more space in the schools and the Board needs to look at this as it has been done before. The Board should be talking about what they can do. Ms. Andrews Parker added that she feels that the Board needs to do something to continue this momentum and needs to do it now since she does not want to lose momentum for the academy.



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Ms. Muffett-Lipinski asked what the time commitment would be for this subcommittee. Dr. Arbour responded that Ms. Meffen has an advisory group in existence already that may be able to include School Board members. Dr. Arbour stated that she believes that the committee meets on the 2nd Wednesday of each month.

Ms. Andrews Parker commented that if the Board wants to make change she recommends that a subcommittee be formalized so that the process can continue. She continued to say that people are already talking about this and it is going to happen. The Board has the momentum and shouldn't lose it since it is not going to go away. If it isn't taken seriously, it will go away,

Mrs. Grady agreed that it could be a good program but reminded that policy states that any new programs should go to the School Board before any action occurs and this didn't happen with this program. The sub-committee should have come to the Board before proceeding and it did not do this. This started before coming to the Board and every organization knew about it before the Board did. Mrs. Grady continued to say that the Board was left out of the entire process. This is her major concern since it breaks the law established in policy BA, By Laws-Power and Duties of the School Board. She added that, "One does not get started, find new buildings, appoint a Director of a committee (program) before discussion with the seven member Board." A committee is an off-shoot of an established program. Mrs. Grady stated, "The committees referred to tonight are part of an established curriculum and they do come and go. There is no program yet, so no established committee."

Ms. Russell commented that School Board members can join the advisory committee and feels that membership of the Board on this committee may be helpful to the program. She commented that committees come and go and believed that some member of this Board would like to be a member of the committee and would suspect that Ms. Meffen would not be opposed to this. Ms. Russell added that she believes it would give more clout to the program if it became an official committee and parties worked together.

Ms. Andrews Parker stated that it would be helpful for Board members to report back to the Board on the progress of the committee. It would show Dover and other communities that the School Board is serious about this endeavor. She feels that a Steam Academy would be a great opportunity to move forward and be more focused for the students. Formalizing this would show the community and UNH that Dover is serious about this. Dover should be known for more than an old high school and CTC.

Ms. Muffett-Lipinski agreed, but wants to make sure that the Board is transparent and minutes would need to be taken, along with all proper process. She added that the committee would need to be aware of the process and make sure there is organization and all the meeting rules are followed.



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Robin LaFleur added that the Board could have members on this committee and not have to provide minutes, etc. if only acting as an advisory member. They would need to report back with committee reports to the Board, but would not have input on the committee.

Ms. Meffen stated that she would support Ms. Andrews Parker's request to have Board membership on the advisory committee. She added that the donors would like to see a commitment from the School Board and would appreciate membership on the committee by School Board members in any capacity. She added that she is very aware of budget constraints.

Ms. Muffett-Lipinski recommended attendance by Board members at the next advisory meeting to see if this is something that they would like to formalize. The decision to make a formal committee or not would be put off until after more discussion. It gives the Board the authority to make the decision.

Dr. Arbour absolutely agreed that this would be a good next step and added that this will be placed on the September 22 Special Session agenda to determine if it should be more formalized. It would give the School Board authority to decide if it would be a formal committee by Board authority. Dr. Arbour added that she has heard from Board members that they are not sure just where things are with this discussion and how they are proceeding and they seem to be pulling in different directions.

4. Alternative School Handbook Changes

Ms. Russell recommended changes to a sentence that seemed awkward. Ms. Breault agreed to review the language and make a change.

One change to be made included, "Be respectful of others" instead of "Be respectful toward others."

Ms. Boston and Ms. Breault stated that they wanted a more positive tone to the handbook, along with a more therapeutic focus.

Ms. Russell appreciated the procedural pieces that were added and clarified. Ms. Breault stated that they students can earn points to buy items including healthy snacks from the school store, etc.

Ms. McCammon asked that the line regarding staff responses be "tweaked" so that the actions are for students.

Sarah Greenshields moved, Carole Soule McCammon seconded approving changes to the Alternative School handbook with the revisions suggested. An oral **VOTE PASSED 7/0**.

5. Month of August Condition of Accounts



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Ms. Taylor summarized the August condition of accounts stating there is a budget balance of approximately \$5 million. She added that she would put September condition of accounts in a dashboard format, hopefully making it easier to read. There will be a better idea of where the district is after transfers have been made.

Mrs. Grady asked if the district would need to be cautious based on the current condition of accounts. Ms. Taylor responded that they are always cautious and are watching very closely, but will know better in November or December. She feels that the numbers are comparable with past years at this point.

6. Special Funds Update

Ms. Taylor summarized the special revenue funds starting with the school cafeteria fund which has a \$400,000 balance. Some of this money will be used for kitchen improvements. The Alternative School fund balance has a \$53,000 balance and there are no immediate plans for the use of those funds. The School Facilities fund has a balance of \$293,000. Some of these funds will be incorporated in the new CIP projects.

7. Scholarship and Trust Update

Ms. Taylor presented the balance of these accounts as of June 30, 2014.

N. SUBMISSION AND PAYMENT OF BILLS: Sarah Greenshields moved, Carole Soule McCammon seconded to direct the payment of manifest 15-C in the amount of \$265,498.71 for FY14 and \$2,355,439.03 for FY15 for a total of \$2,620,937.74 for the period 8/12/14-9/8/14. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT: Dr. Arbour updated the School Board on her entry plan stating she had met with Officer Mal Speidel regarding traffic questions, School Board member Kathy Morrison and UNH Carsey School of Public Policy representatives on possible strategic planning. The Carsey representatives will be submitting a proposal for strategic planning for the November School Board meeting. She also continued to attend JBC meetings and also met with Nottingham Superintendent Bob Gadomski regarding the tuition agreement. She learned that the tuition agreement with Nottingham does not expire until June of 2016 and not 2015, as originally thought. Mr. Gadomski informed Dr. Arbour that the Nottingham School Board may be putting out an RFP for other options for their students. She, Mr. Driscoll, and Ms. Boston also met with the Barrington Superintendent regarding improving communication and support students as they enter Dover High School. In addition, Dr. Arbour also attended a Primex workshop and a regional superintendent's meeting.

Dr. Arbour met with Ms. Taylor on the budget and will begin weekly budget meetings with administrators on September 9. She has also reviewed the Barrington and Nottingham tuition agreements and a traffic study for DMS and DHS. Dr. Arbour commented that she has also attended and enjoyed sporting events including soccer and field hockey games.



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Dr. Arbour feels she is on track for her first 60 days of her entry plan and will begin collecting artifacts for Ms. Muffett-Lipinski. She reported that the opening of schools went very well. Several schools have had hosted open houses and other events for families. Bellamy Fields donated fully stocked backpacks for students in need.

Governor Hassan signed HB 1350 and SB 335 at the DHS CTC on August 29th. These bills will provide funding for the CTC renovation and they ensure that the district will have a 75/25 split with the State for the cost of the project. These bills were sponsored by Senator Watters and Representative Murphy. City officials, students and teachers attended the ceremony.

Math Academic Coordinator Stephanie Dematteo shared a message with Dr. Arbour which included high praise for incoming freshman. Freshman math teachers are very impressed with the students and they've had a great start to the year. She sends her thanks to everyone at DMS and elementary schools for helping to prepare the students.

Dr. Arbour provided dates for all district open houses.

Dr. Arbour reported that the Lunchbox payment system is not working properly at this time, but it is being resolved quickly and students will not be refused lunch. At DHS, the kitchen floor tiles were popping as a result of expansion and contraction and inferior installation of the existing tile. Options are being reviewed for this repair project. Funds for this repair will come from the Food Service Special Funds.

Lastly, Dr. Arbour stated that Horne Street Principal Mike McKenney has had an injury, but should be back soon and in the meantime, CIA Director Paula Glynn will be covering.

P. COMMITTEE REPORTS:

Carole Soule McCammon reported on DALC. Academic Classes begin on Sept 15 including writing, reading, math, ESL and high school equivalency preparation. Childcare is available for morning classes. High school classes begin Sept 22. There are new classes that meet Great Bay Community College developmental education requirements in algebra, reading and math. Community enrichment classes begin on Sept. 29. There are several new mini-courses this year. Adult career pathways advising, classes and support are always available for adults seeking to return to college or career transition. Free and low cost classes are available morning, afternoon and evening. Volunteer tutors are also available. Anyone over 16 may apply. There is more information online or by phone at 742-1030.

Amanda Russell reported on DHS JBC. Feasibility firms will be interviewed on Monday, September 15. After this phase will be design phase and then construction phase. There may be a vote on the September 22 Special Session for a firm recommended by the JBC.

Q. SCHOOL BOARD MATTERS OF INTEREST:



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Betsey Andrews Parker spoke about the passing of Thad Mandsager and the Board and all present honored him with a moment of silence. There was a memorial last Friday at Woodman Park School for him which had a large turnout.

Dr. Arbour stated that the September 22 Special Session will be primarily for School Board training about Roles and Responsibilities with Barrett Christina from the NHSBA. If any Board members have specific questions or outcomes, please send to Dr. Arbour by the end of the week.

R. ADJOURNMENT: Sarah Greenshields moved, Carole Soule McCammon seconded to adjourn at 8:48 P.M. An oral **VOTE PASSED 7/0.**

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

Respectfully Submitted,
Robin LaFleur, Recording Secretary