



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #10
Meeting Location:	Media Center, McConnell Center
Meeting Date:	Wednesday, November 19, 2014
Meeting Time:	7:00 P.M.

A. CALL TO ORDER:

A special session of the Dover School Board was called to order by Chair Amanda Russell on Wednesday, November 19, 2014 at 7:00 P.M. in the Media Center of the McConnell Center.

B. ROLL CALL

Also present were: Superintendent Elaine Arbour, WPS Principal Patrick Boodey, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, HSS Principal Mike McKenney, PPS Director Christine Boston, DMS Principal Kim Lyndes, Mayor Karen Weston, Deputy Mayor Bob Carrier, City Councilors Catherine Cheney and Dot Hooper, Fosters, teachers, citizens.

C. PLEDGE OF ALLEGIANCE: Sarah Greenshields led the Pledge of Allegiance.

Sarah Greenshields moved, Doris Grady seconded to suspend the rules and move the Student Representative report to the beginning of the agenda. An oral **VOTE PASSED 7/0**.

H. STUDENT REPRESENTATIVE REPORT: Michael Hoeing reported that DHS fall sports finished last week and winter sports have either started or are starting soon. Interact Club and NHS and Anatomy and Physiology students volunteered for the “Yes, I Can” 5K race which is a fundraiser for the Unified programs. Student Council will be sponsoring a dance and a canned food drive. Congratulations to the Band and Colorguard for earning gold medals at their recent competitions. Mr. Hoeing congratulated Strafford County Community Action Partnership on the success of their Lip Sync Contest night. Everyone had a great time.

D. CITIZEN’S FORUM: Mary Hebbard, 97 Spruce Lane, spoke against the amended physical restraint policy. She noted that the policy had been changed since the previous meeting and additional language was added to the policy. Ms. Hebbard stated that she now has more concerns about the policy and would like to hear rationale for the changes in the policy. She asked for a definition of a “contractor” which is referred to in the physical restraint policy. She feels that it is critical that training is discussed more in the policy since it is currently unclear. Ms. Hebbard asked how many incidents of restraint have been engaged in since 2011, along with other questions on the restraints and training and requested a thorough vetting on the policy and its development.

Peter Schmidt, 53 4th St, spoke in support of the School Board. He reviewed the video of the last School Board and City Council meetings and found the comments made by the Hebbard’s regarding elder abuse outrageous. He would like to see clarification on the alleged parking lot incident. He added that the School Board has been functioning well and has made an excellent choice in the hiring of a new Superintendent.

Maybeth Anderson, 15 Monroe St, thanked the School Board, Superintendent, BA and others for their service in a sometimes thankless job.

Dorothea Hooper, 84 Katie Lane, School Board liaison for City Council, spoke in support of School Board and administration and thanked them for doing the job in the midst of controversy.



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Catherine Cheney, 9 Snow’s Court, spoke in support of the School Board and Mrs. Grady’s request for an anti-bullying bill. She also spoke in support of greater parental notification mirroring the type of notification when an emergency occurs.

E. AGENDA APPROVAL: Sarah Greenshields moved, Doris Grady seconded to approve the agenda with the change of moving M.1 to immediately follow the Consent Agenda. An oral **VOTE PASSED 7/0.**

F. APPROVAL OF MINUTES:

1. Regular Session #9, September 8, 2014 (tabled from previous meeting)
2. Special Session #9, September 22, 2014 (tabled from previous meeting)
3. Regular Session #10. October 6, 2014
4. Joint Barrington/Nottingham/Dover Workshop, October 28, 2014

Doris Grady asked to pull F. 1, F. 2, and F. 3.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the remaining minutes of 10/28/2014. An oral **VOTE PASSED 7/0.**

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve amended minutes F. 1, F. 2 and F. 3.

Mrs. Grady stated that at the October 6 meeting, her main objective was not to destroy STEM or STEAM, but to discuss her reasoning for tabling the minutes. The purpose was to make the minutes of the meetings legal since the three sets of minutes were misunderstood and votes were incorrect. Under Discussion, she was trying to explain that she just wanted to make the minutes legal. With the changes, the minutes are legal and show legal votes while following the Rules and Regulations of the School District. She reviewed the three meeting videos and tried to make the minutes as accurate as possible. Mrs. Grady thanked the Board for their patience and requested that the amended minutes be approved.

Ms. Muffett-Lipinski thanked Mrs. Grady for her attention to the minutes.

An oral **VOTE PASSED 7/0.**

G. CONSENT AGENDA

- 1. Correspondence:**
 - a. UNH Survey Request
 - b. UNO Fundraiser
 - c. Moms on the Run
- 2. Resignations/Retirements: None**
- 3. Leaves of Absence: None**
- 4. Nominations:**
 - a. Sheet 1: Nomination and Election of Staff (Couture to Troy)
 - b. Sheet 2: Nomination and Election of Coaches (Casey to Young)
- 5. Extended Travel (Student Trips):**
 - a. Westminster Weekend Feb 14-16, 2015
 - b. NYC International Beauty Show March 9-11, 2015



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- c. Going Global Trip to NYC April 17-19, 2015
- d. Latin Trip to Italy April 22-30, 2016

Ms. Andrews Parker and Ms. Soule McCammon stated that they would be abstaining in the approval of the Consent Agenda because they both have children participating in one of the items.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of the consent agenda items. An oral **VOTE PASSED 5/0 (Andrews Parker and Soule McCammon abstained)**.

H. STUDENT REPRESENTATIVE REPORT: see above

M. 1. Photovoltaic System—RFP Discussion—moved up in agenda

Dover Assistant City Planner Tim Corwin introduced the School Board to the possibility of exploring solar energy for city facilities. His office has drafted a RFP which will be sent to solar companies to see what is best for Dover. School sites will be included in the RFP and he is hoping that the RFP will be sent out in early December with responses due in January. Dr. Arbour and the School Board will be included in the process and will have final approval if school sites are recommended.

Ms. Greenshields commented that this is her business area and will recuse herself from any vote that occurs in this area. She will support Tim and answer any questions that she can.

Mrs. Grady asked if this has been presented to the City yet. Mr. Corwin stated that the City Manager is aware of the intent and goals. Ultimately, the City Council would need final approval if the plan was to move forward with this and the Planning department would act as an advisor only.

Mrs. Grady asked what the cost savings would be with this plan. Mr. Corwin responded that a Power purchase agreement arrangement would save money over a long period of time. The developer would install it and there would be no immediate outlay of funds. At the end of 20 years or whatever time frame is proposed, Dover would buy the equipment for \$1. After that time, it would need to be maintained by the City.

Mr. Corwin stated that the City Council had not received a presentation on this yet, but would be made aware. Mrs. Grady asked if he is looking for approval at this meeting or just for information. She added that it would be a joint project and the city and school district would be working together.

Dr. Arbour stated that this presentation was to make the School Board aware of the RFP so that it can be released. The School Board can ask for information on this at any time.

Mrs. Grady commented that it seems that if an RFP is ready to be released, it has gone way beyond the discussion stage.

Ms. Greenshields summarized the program stating that the goal of the RFP is so that developers can look at all city properties. Developers may not find viable locations and those would not be included. The Board would only see sites that provide the greatest opportunity.



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The goal is for the city and school to see savings from the inception of the program. The hope would be for the cost to be equal to or less than the cost of the current electric rate.

Ms. Russell added that the plan is still in the infancy stage and there is no commitment on the School District at this time. The School Board and Dr. Arbour would be involved if it proceeds further. Ms. Russell commented that Ms. Greenshields should also be involved due to her knowledge on the subject.

Mrs. Grady investigated this earlier today and feels that the Board can only say that they are interested. Her opinion is that it started in the City and the Board needs to cooperate with them and just state interest in pursuing this.

Ms. Greenshields asked if it would be one or two RFPs. Ms. Taylor responded that it could be one joint RFP with the City and School District.

Mr. Corwin believed that the school district would only need to approve if they were proceeding after the RFP. Dr. Arbour verified that the purpose of this presentation is to determine if the Board is interested in pursuing this. There is no commitment on any proposals that come forward.

Ms. Greenshields commented that solar within education offers many learning opportunities. The CTC offers electrical program, engineering, and other hands on learning programs. There are many teaching tools that can be found if this program is approved.

I. POLICY-CHANGES-PROPOSALS:

a. GCBD-- Rules and Regulations in the Application of Administrator Personnel Policies and Salary Schedules

Dr. Arbour explained that the only change is under Holidays and is the striking of the language that follows "Christmas". The intent is that the schools are closed to the public on the day after Christmas. People can choose to work if they would like rather than use vacation or personal time.

Mrs. Grady commented that every administrator, teacher and anyone else in the educational system should have the day after Christmas off. They need to spend time with their family and she is supporting this policy change.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the policy change presented. An oral **VOTE PASSED 7/0**.

The second reading was waived by the School Board.

b. JKAA—Physical Restraint Policy

c. JKAA-R—Procedures on Use of Child Restraint Seclusion

Michelle Muffett-Lipinski moved, Doris Grady seconded to table policies JKAA and JKAA-R until the December 8 School Board meeting. An oral **VOTE PASSED 7/0**.



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Mrs. Grady stated that the Board members received a letter from the NHSBA stating that this new policy was coming out and they were working with the DOE and there are some complicated parts of this policy due to extended training for staff. .

Dr. Arbour explained that the policy is different than the version from the previous meeting because the previous version came from Drummond Woodsum and was needed because the District policy was out of compliance and the law had already been changed. In the meantime, Dr. Arbour just received the NHSBA policy and made changes on the original policy so that it would be clearer. Each version of the policy (NHSBA and Drummond Woodsum) had parts that were clearer, so she married the two policies to make the current version. Dr. Arbour will forward the policy to the School Board.

J. POLICY ADOPTION: None

K. RESOLUTIONS: None

L. OLD BUSINESS:

1. Energy Conservation Update and Discussion:

Dr. Arbour stated that there are various small appliances in classrooms and the Dover Fire Department has cited the School District for these violations. In the Energy Conservation policy that she will be bringing to the Board, she would like the endorsement of the School Board to designate these appliances be used only in designated areas. She is concerned with safety as well with energy conservation.

Ms. Andrews Parker doesn't disagree with the safety issues, but is not sure that the School Board can make decisions about what is in a teacher's classroom. She added that she feels that the School Board should be looking at larger issues. She added that there are most likely reasons that the appliances are in their rooms.

Mrs. Grady commented that there was a policy regarding appliances previously. Ms. Taylor stated that the only policy is about purchasing energy savings appliances.

Ms. Andrews Parker added that the administration should enforce the placement of small appliances.

Ms. Russell commented that the District needs to look at logistics also and what is reasonable and accessible.

Dr. Arbour stated that this is a big topic and complaints would rise to the School Board if this happens. She wanted them to be aware of this.

Ms. Muffett-Lipinski added that decisions should be made by principals since there are sometimes other issues at risk. She doesn't want a student to lose a connection with a teacher due to a lunch time change.

M. NEW BUSINESS



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1. Photovoltaic System—RFP Discussion—moved up

2. IT Discussion

Dr. Arbour discussed IT, stating that the District has the opportunity to look at infrastructure, staffing, networking, city relationship, hardware, tech integration. She would like to put together and RFP for an IT audit. There were significant challenges this summer and this would help the District use resources rather than just buying equipment. This audit would also help to enhance the technology plan which is very minimal at this point. The audit would give a better idea of what is needed.

Ms. Greenshields asked how the District would pay for an audit. Ms. Taylor responded that the District estimated \$48,000 in Erate funds when budgeting and the District will actually receive about \$58,000. The difference can be used for funding the audit.

Ms. Greenshields also asked how many companies do these types of audits, to which Ms. Taylor responded that not many local companies, but there are several that are a few states away.

Ms. Greenshields asked how neighboring districts have dealt with similar issues. Ms. Taylor responded that she would look into it with the DOE and other agencies.

Mrs. Grady asked to look for someone who would be able to provide some realistic possibilities that could be implemented in Dover.

Ms. Taylor stated that companies that specifically deal with schools understand the needs of the schools and at the end of the study; there would be a plan in place for moving forward. There would be a more tangible outcome.

Ms. Taylor added that this could help to bridge the gap between technology and the classroom.

Ms. Greenshields asked how this would work with the building of a new high school. Would this be “putting the cart before the horse”?

Dr. Arbour stated that the current facility would probably not be included in the audit. The company would need to be aware of the project and would recommend how to proceed.

Ms. Greenshields stated her concern for the gap of students who would be at the high school before a new one is built or renovations occur. Ms. Taylor stated that we would try to focus on equipment that can be used now, but will move forward with the construction.

Mrs. Grady stated that the building project is in the hands of the JBC until the project is turned over to the District at the end of the project. The Board has no control in the spending of the money for the project. JBC Chairperson Bob Carrier agreed that the decision is the JBC’s, but input to the JBC by experts will give them important information on how to proceed.

Ms. Andrews Parker asked if the people who did the work originally would be excluded from the JBC. Their work was not quality level and should not be able to bid.



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Dr. Arbour stated that the bids would be well vetted so that this would not happen.

3. Superintendent Goal Update

Ms. Muffett-Lipinski stated that she met with Dr. Arbour to discuss action items and confirmed that she had met her 90 day plan with the exception of one area which is Formal Communication with the School Board.

Ms. Muffett-Lipinski added that Dr. Arbour would continue to collect evidence and wondered if a 360 evaluation would be something to look at. This would use information from administrators and staff.

Dr. Arbour highlighted her goals that she had achieved to this point (archived with meeting agenda materials)

Mrs. Grady asked if the Board members should communicate with Ms. Muffett-Lipinski if there are questions related to the goals to which it was confirmed that they should. She also asked the name of the mentor is that Dr. Arbour is using. Dr. Arbour responded that she hired her personally and would rather keep her name and relationship confidential. They do off-site face to face meeting as well as phone meetings. The mentor is not advisory and does not make decisions regarding the Dover School District.

Mrs. Grady asked about Dr. Arbour's use of the Carsey Institute. She noted that Dr. Arbour had met with them about additional plan and evaluation models. Mrs. Grady added that before that happens, it should be investigated. She mentioned that the Dover Listens summary report that was presented at the Joint Fiscal Committee last spring was checked by the Project team from UNH but the front page says Dover Listens. The website has major questions due to being Sharia compliant and should be looked at before becoming too involved.

Ms. Russell confirmed with Dr. Arbour that this was not part of the discussion with the Carsey Institute.

At the request of Ms. Greenshields, Dr. Arbour explained a little about the Carsey School of Public Policy, formerly the Carsey Institute. Dr. Arbour explained that it is a resource for research, leadership development and engaged scholarship relevant to public policy throughout the country and world.

Dr. Arbour stated that the Dover Listens was supported and hosted by the Carsey Institute. They seemed to be a logical connection to pursue. The course in question had to do with their policy work in all parts of the world and providing support so that people who live in countries with laws that prohibit making money on interest have an alternate way of getting a funding mechanism for economic development and has nothing to do with supporting Sharia law and nothing to do with Dr. Arbour's conversation to them

Mrs. Grady stated again that she believes it should be investigated.

Ms. Muffett-Lipinski stated that a 360 evaluation tool would be beneficial for additional feedback. Ms. Andrews Parker added that this tool was used for the evaluation for the previous superintendent.

Ms. Muffett-Lipinski will send examples to the Board this week.



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4. Preliminary Budget Discussion

Dr. Arbour provided budget driver information to the Board in preparation of the budget presentation at the December 8 meeting.

She noted that the New Hampshire Retirement employer portion for teachers has increased from 14.16% to 15.67%. This would equate to an increase of approximately \$246,000 to the District. She added that there could be continued increases for the years to come with NHRS.

Dr. Arbour added that the health insurance rates have also increased significantly.

In addition, step and COLA increases for staff would increase the budget by approximately \$900,000 using comparable personnel.

Dr. Arbour stated that the perception is that providing resources for Special Education takes away from typical learners and would like the Board to flip their thinking because if they are not being provided for, a greater draw from others is needed. When the need is funded on the front end, the whole system is raised, because you are not taking away from the program that you intended to have in order to fund a need that has to be funded anyway.

Mrs. Grady stated the objective for the Alternative School is to bring in more out of district students and asked how many students from outside of Dover attend the Alternative School at this point.

Ms. Boston responded that there are 5 out of district students, but will be losing one this week. There are 14 Dover students with another 4 referrals who will be attending soon. Otherwise, these students would be placed out of district. She confirmed that out of district placements are declining in Dover and in other districts. Schools are opting to keep their students.

On a daily basis, there are 10-13 students in attendance at the Alternative School with a total cost of approximately \$600,000. The expense has been lowered due to a reduced staff.

5. Schools/SAU Christmas Hours

Dr. Arbour requested that the SAU office be closed for the holiday break. Employees would be allowed to work if they choose and there will be employees there to answer the phone if anyone needs to contact the SAU.

Ms. Greenshields asked if this would give additional time off. Dr. Arbour confirmed that they would need to take personal or vacation time if they choose to take it off.

Ms. Soule McCammon asked why the offices have been open during this week until now. HR Coordinator Robin LaFleur responded that it has been a practice for many years, but there is very little public activity during this week during the year.

Mrs. Grady added that the City Hall is closed every Friday and she would support that the SAU offices be closed during the holiday period.



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6. October Condition of Accounts

Ms. Taylor summarized the October condition of accounts. There will be more state aid over the next few months which will boost revenue. There is currently 5.79% in unencumbered funds.

Ms. Morrison noticed that a grant still hasn't come in. Ms. Taylor responded that it did come in, but there have been other areas that have fluctuated so there will continue to be ups and downs in that area.

Ms. Andrews Parker asked that this format be used for the budget, with the addition of school information. Ms. Taylor and Dr. Arbour confirmed that they would use a similar format.

N. SUBMISSION AND PAYMENT OF BILLS:

Betsey Andrews Parker moved, Sarah Greenshields seconded to direct the payment of manifest 15-E in the amount of \$14,092.48 for FY14 and \$4,102,968.86 for FY15 for a total of \$4,117,061.34 for the period 10/7/14-11/10/14. A roll call **VOTE PASSED 7/0**.

O. SUPERINTENDENT'S REPORT:

Dr. Arbour made the following remarks:

1. Transportation

- We have developed some transportation procedures for requesting busses for field trips and extracurricular activities, as well as for addressing discipline issues that occur on the bus.
- A couple of drivers are going to reroute their runs on Friday due to the new bridge transfer on Route 4 going to the highway. Some busses may be late or going the wrong way to get to their stops. Things should go back to normal by Monday.
- Winter weather is upon us and we are getting many calls with concerns about road and sidewalk conditions and their impact on busses. We are working with First Student to ensure that student safety is maintained at all times. We have given permission for drivers to make some additional stops if they deem it necessary to maintain safety based on road conditions.

2. Communication

- Paula Glynn is sending out a committee newsletter to staff to give updates of committee happenings.
- I am sending out regular Dover School District Notes and posting them on the website to keep school and community members apprised of current happenings in the district.
- I have added sections for JBC and Health to the website links for easy access to information. We will be updating it periodically as new information is available.

3. School Building Aid



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- The NHDOE will likely resume school building aid in July 2015. Approximately \$48 million is committed to previously approved projects, leaving approximately \$6 million for new projects.
- This will be a competitive application process with an emphasis on life safety issues.
- Aid will not be applicable to the DHS/CTE Center project, but can be applicable to future projects, such as GES.

4. Donations of Supplies

- I have been asked many times recently why I am no longer “allowing” parents to donate supplies to the schools. I would like to take this opportunity to correct that misinformation.
- I am happy to allow families to continue to donate to schools. I understand that this is one way families are able to participate in their child’s education, even if they cannot attend events. The Dover School District appreciates the generosity and support of families and will gratefully accept continued donations.
- The change I have made is that I am no longer allowing lists of requested school supplies to go home in the spring or fall to supply our schools with items that should be purchased by the School District as part of the general school program. For example, some teachers ask for glue sticks, dry erase markers, facial tissue, etc. for general classroom use. These are items the schools should and will supply out of the general budget.
- I am not asking or expecting teachers to purchase supplies from their personal funds. I am not asking for teachers to go without needed materials. I am not asking teachers to buy the cheapest product, even when it does not meet their needs for a project or lesson.
- Instead, I am asking teachers to be frugal. This means I would like them to buy using our purchasing cooperative whenever the materials are appropriate to the lesson and less expensive than we can get through other vendors. If the item is not appropriate for the lesson, I am asking teachers to place an order for the materials they need, even if they are a bit more expensive and/or through a different vendor. We currently have teachers doing this and it is working well.
- I am making this change in practice to reduce hidden fees for families and to ensure that the District is meeting its obligation to pay for the materials needed for a quality instructional program.

P. COMMITTEE REPORTS:

Ms. Greenshields reported on the JBC meeting of 10/22/14. She stated that a Cambridge firm was selected for the feasibility study and a contract is currently being negotiated. She shared a timeline for JBC and stated that it has been a great experience. She added there will be 4 visioning days for DHS (12/17, 12/18, 1/12 and 1/16). 40 people would attend all four days and would be comprised of staff, students, and citizens. There will be snow days schedule as well. Educational consultants will put a recommendation forward for that team.

Kathy Morrison reported on the Technology meeting. Chromebook rollout is still being discussed as well as Google Apps vs Office 365. The committee created a survey for staff and students on how teachers are using technology in classrooms.



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Sarah Greenshields reported on the Curriculum Planning Committee that met on November 13. She stated that math was presented and used a new format that was very impressive. It was a great deal of work, but will be easier to maintain. Ms. Greenshields read the mission statement.

Dr. Arbour asked to re-address Moms on the Run, an item on the Consent agenda. She asked the Board to consider approving the use of the facilities only and not waiving the rental fee. This is from the recommendation of the Dover Police Dept. who recommended that other events not be held at DMS or DHS before 11 am on that day. The recreation department and a local church who rents DMS will be affected. She would like them to pay the rental fee of \$100 and the custodial fee of \$40 per hour. This is due to items including large amount of trash generated from this event and the cost of its removal, along with potential loss of revenue.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to reconsider the vote on the consent agenda. An oral **VOTE PASSED 5/0 (Andrews Parker, Soule McCammon abstained)**.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the consent agenda with G.1. c. pulled. An oral **VOTE PASSED 5/0 (Andrews Parker, Soule McCammon abstained)**.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve G. 1.c (Mom's on the Run Race) with \$100 fee included. An oral **VOTE PASSED 7/0**.

Ms. Andrews Parker asked to have the facility form updated to show the cost and fee waiver.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Greenshields commented that she loves working with the Board and the community, but feels communication has deteriorated. She would like to invite someone from the NHSBA to speak with the School Board on importance of Board culture. She added that the Board has become distracted which has been a barrier to productivity.

Ms. Russell commented that she and Dr. Arbour had discussed this. Dr. Arbour added that she has found a mediator that may be able to help. Ms. Greenshields commented that mediators have certain roles, but another presentation on roles and responsibilities may be better at this time

Ms. Greenshields added that NHSBA Attorney Barrett Christina clearly defined roles and responsibilities during his last visit and his message is that the Board cannot function as an individual person. She recommended that Board members review materials that he provided.

Mrs. Grady suggested that the School Board work on a Code of Conduct. The City Council has one that could work as a guide.

Ms. Russell commended DHS cosmetology students for their services. She recently had a manicure and recommended that citizens contact the cosmetology department for more information on how to schedule their services. They service the public ages 3 and older.



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Ms. Andrews Parker acknowledged challenges that occurred during the week and thanked everyone for their support. She would like to have issues resolved and will continue to offer the opportunity for a conversation.

As the week continued, she reflected on positive events including the Lip Sync contest and the generosity of students and others. She stated that she will continue to serve on the School Board and is honored to do so because of the students and community and other positives in the City of Dover.

Ms. Muffett-Lipinski added that the donation of time by officials needs to be acknowledged. She commented that Board members are role models for students and all need to follow roles and responsibilities.

R. ADJOURNMENT: Kathy Morrison moved, Michelle Muffett-Lipinski seconded adjourning the meeting at 9:10 pm. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary