



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #12  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, December 8, 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, December 8, 2014 at 7:03 p.m. in the McConnell Center Media Center.

**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: 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, CTC Director Louise Paradis, DMS Principal Kim Lyndes, DTZ Manager Jeff White, Mayor Karen Weston, Councilor Catherine Cheney, Fosters, Citizens.

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

**D. CITIZENS' FORUM:**

School Board Chairperson Amanda Russell reminded the public of the rules of Citizen's Forum per Dover School Board By-Laws.

Alyson Genovese, 31 Woodland Rd, spoke in support of Dover Family School Alliance (DFSA). She requested that this group would like to be added to the January School Board agenda so that there can be a discussion with the School Board to discuss the collaborative.

Mike Crago, 11 Augusta Way, spoke against bullying and in support of Doris Grady.

David Martin, 10 Linda Ave, spoke in support of Doris Grady.

Kara Barnes, 13 Dover Point Rd, spoke in support of the School Board. She requested that the School Work together and thanked them for their commitment.

David Latchaw, 1 Crescent Ave, thanked the School Board for their efforts and stated that he hadn't heard many facts yet, only opinions.

David Scott, 220 Back Rd, spoke in support of Doris Grady. He referenced the NH constitution and recommended that everyone read it.

Cynthia Johnson, 26 Gladiola Way, spoke in support of the School Board. She watched the meetings on video and did not see bullying. She recommended that there be a policy for School Board bullying. She added that mediation may be helpful for the School Board also.

Mary Hebbard, 97 Spruce Lane, spoke against bullying of Doris Grady. She noted that there were no apologies at the last meeting and requested resignations.



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Pat Wolfson, 5 Rainbow Dr, spoke against the School Board and in support of Doris Grady.

Greg Brown, 6 Arbour Dr., commended MJ Hippert for her nomination of adaptive PE Teacher of the Year. He stated that she does a great job and appreciates her efforts and hard work.

Peter Schmidt, 53 Fourth St, State legislator, spoke in support of the School Board and took offense to previous comments in citizen's forum.

Rick Hebbard, 97 Spruce Lane, spoke in support of Doris Grady. He stated that he has always stood up to people who have been bullied and stated that everyone should be respected even though not always liked.

Chris Hart, 23 Maple St, spoke in support of the School Board. He added that everyone brings differences to the table which can be a great thing. He didn't see that bullying was occurring, but feels the School Board should move forward.

Catherine Cheney, 9 Snow's Court, spoke in support of treating each other with respect and in support of Doris Grady. She feels that cooperation from all sides is the most important thing.

Tim Russell, 20 Cranbrook Lane, spoke in support of School Board and stated that untruths cannot be spread. He thanked the School Board for their service.

Jill Brooks, 60 Cushing St, spoke in support of the School Board and is excited to hear the budget presentation.

Fran Meffen, 16 Benjamin Way, commended Dover Middle School for a great Career Day. She also spoke in support of the School Board.

**E. AGENDA APPROVAL:** Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the agenda as presented. An oral **VOTE PASSED 7/0.**

**F. APPROVAL OF MINUTES: Not Addressed**

1. Regular Session #11, November 10, 2014
2. Special Session #10, November 19, 2014

**G. CONSENT AGENDA**

- 1. Correspondence: none**
- 2. Resignations/Retirements:**
  - a. Elaine DeWolfe, GES Special Educator
- 3. Leaves of Absence: None**
- 4. Nominations:**
  - a. Sheet 1: Nomination and Election of Staff (Albion - Nelson)
  - b. Sheet 2: Nomination and Election of Coaches (Freni - Silverio)



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### **5. Extended Travel (Student Trips): none**

Ms. Andrews Parker recused herself from the vote since she knows someone being nominated for a position.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the Consent Agenda. An oral **VOTE PASSED 6/0 (Andrews Parker abstained)**

### **H. STUDENT REPRESENTATIVE REPORT: No report was given**

Doris Grady moved, Sarah Greenshields seconded to suspend the rules and allow Doris Grady to respond to Citizen's Forum. An oral **VOTE PASSED 7/0.**

Mrs. Grady stated that she had no intention of speaking at this meeting, but it seems that some people think that there are untruths in the current discussion. Four of the members of the current School Board were not on the Board during the altercations. She apologized to them for what is happening now. This is an unusual experience for her since she hasn't had an experience like this in 22 years and her main purpose has always been for the children of this city. She added that when the actions of the School Board turned away from students, her heart did also.

She continued to say that she chose not to share all the issues with the public. Mrs. Grady stated that there is proof of what is being said in the Supreme Court office in Concord and it is available for anyone to review.

The court required non-public meeting minutes to be unsealed and at that point, she found out what was happening. She and City Counselor Crago were referred to as "pigs" and "skunks" by an attorney. She doesn't believe that the public would think she is either one of those and believes she would be seen as a caring person.

She has difficulty with people questioning her ability. She noted that the Loughman Report is an independent report and at no time was there a conversation with her or Counselor Crago. The report included emails between the former Superintendent, personal attorneys, school attorneys and some Board members which Mrs. Grady continued to say, accused her of leaking information from meetings to others. She added that the report is in Concord and is available for another year and a half. She feels these events would have been classified as bullying. Mrs. Grady continued to say that she has done nothing wrong and is not guilty. Emails were made available in September of 2012 by the former superintendent. The superintendent is the person who sent an email to Attorney Loughman implicating Mrs. Grady. Mrs. Grady again stated that reading the emails in the Loughman Report will show the proof.

Mrs. Grady stated that Rick and Mary Hebbard have offered her rides to and from meetings and thanks them for their help. She added that if the result is that the School Board starts communicating for the benefit of the children and making up for lost time, she will be happy. In



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addition, she was approached by people during the week asking her to take the blame. She stated that she would not take the blame and will try to save the City of Dover. Mrs. Grady stressed that she did not know anything about the signs that had been placed in Dover, even though some have accused of knowing. She believes there can be a positive result from this. Mrs. Grady stated her appreciation and thanked everyone who supported her.

The cost to her in legal fees was almost \$6,000. She is not going to resign and hopes to move on and to provide the education that children deserve. Mrs. Grady once again encouraged people to go to the Superior Court in Concord to see the proof.

Mrs. Grady thanked the Board for allowing her the opportunity to speak.

### **I. POLICY-CHANGES-PROPOSALS:**

#### **a. Job Description-CTC IT Specialist**

Dr. Arbour noted that both of these positions are replacing existing positions. They are not additional positions and are part of the DTU.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the CTC IT Specialist job description. An oral **VOTE PASSED 7/0**.

#### **b. Job Description-CTE Liaison**

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded to approve the CTC Liaison job description. An oral **VOTE PASSED 7/0**.

### **J. POLICY ADOPTION:**

#### **a. JKAA—Physical Restraint Policy**

Ms. Greenshields asked for some background on these policy changes. She also asked if there would be professional development associated with these policy changes.

Mrs. Greenshields added that a comment had been made in Citizen's Forum alluding to a citizen who had background with this issue who may be a useful resource.

Ms. Muffett-Lipinski asked if these policies follow a state standard.

Dr. Arbour responded that these policies are a combination of the NHSBA and Drummond Woodsum recommended policies. She said that the District's current policies are both non-compliant since there have been regulations have changes and the draft policies are compliant with new regulations.

Changes include:



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- Seclusion is more fully defined and discussed
- Reporting procedures have changed
- Serious bodily harm changes-Dangerous restraint techniques

Dover School District does not promote some of the practices outlined in the policies and they are not used in Dover however the District needs have language that is compliant with the regulations.

Dr. Arbour added that an attorney from Drummond Woodsum met with administrators on the new policies and explained the changes to them. Staff members who are most likely to be in this situation have also been apprised of the changes.

Dr. Arbour stated her interest in speaking with the citizen who is familiar with this policy.

Ms. Muffett-Lipinski asked how many staff members are trained in CPI.

Ms. Boston responded that there are two in-house trainers and there are paraprofessionals, administrators and special education staff who are trained in CPI to which Ms. Muffett-Lipinski asked if more training is needed. Ms. Boston stated that Dover has a very low incidence of this and she feels the appropriate number is trained at this time.

Ms. Greenshields and Mrs. Grady agreed that more time is needed to review the policy changes.

Ms. Russell reminded the Board that polices may be revised at any time. Dr. Arbour added that even though the policy is in effect now, a lag time before implementation of a new policy is common in districts.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to table policy JKAA until the January School Board meeting.

### **b. JKAA-R—Procedures on Use of Child Restraint Seclusion**

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to table policy JKAA-R until the January School Board meeting.

**K. RESOLUTIONS: None**

**L. OLD BUSINESS: None**

### **N. NEW BUSINESS**

#### **1. Budget Presentation**

Dr. Arbour distributed binders to School Board members with materials for a preliminary budget discussion and presented her first draft of the FY16 Dover School District budget. The



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PowerPoint presentation is archived with these meeting minutes. She stressed that this is an initial discussion of the budget and there will be more meetings in January for in-depth budget discussion and decision-making.

Included in the binders are the PowerPoint presentation, a budget summary, budget by object code, summary by location, athletic information, enrollment information, new staff requests. There are tabs that are empty at this point, but will be filled as the budget process continues.

It was determined that budget questions be emailed to Dr. Arbour and Ms. Taylor on Wednesdays, with responses being emailed to the entire Board on Fridays.

Dr. Arbour stressed that her presented budget is a starting point and she understands that there will be decisions made by the Board and Administrators during the process that will change the budget. Her goal is to submit a budget that is under the tax cap. She added that there is a possibility that some purchases may be made with FY15 funding.

Michelle Muffett-Lipinski was excused at 8:45 pm.

Ms. Andrews Parker asked about the budget timeline and the need for additional meetings. Dr. Arbour agreed that there will be more meetings and asked Board members to reserve all Mondays in January and early February for budget workshops.

Dr. Arbour reviewed the budget timeline stating that the budget needs to be submitted to City Manager Mike Joyal so that the budget can be approved earlier than in past years. She thanked Mr. Joyal for his flexibility and for working with the School Board. She also asked the Board to consider what their priorities will be so that at budget workshops they will have an idea of where to start.

Dr. Arbour also asked the Board to review the list of new staffing requests that are currently included in the budget, along with some that were not included to see if they are in agreement with the administrators. Capital Reserves will also need to be part of a discussion.

### **2. November Condition of Accounts**

Ms. Taylor reviewed the November condition of accounts. There is 5% remaining in unencumbered funds. There will be a more extensive breakout in January.

### **N. SUBMISSION AND PAYMENT OF BILLS:**

Betsey Andrews Parker moved, Sarah Greenshields seconded to direct the Superintendent to pay manifest #15-F in the amount of \$19,557.08 for FY14 and \$2,294,769.16 for FY15 for a total of \$2,314,326.24 for the period of November 11 until December 8. A roll call **VOTE PASSED 6/0.**

### **O. SUPERINTENDENT'S REPORT: There was no Superintendent's Report given.**



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

Sarah Greenshields provided the following report on the Joint Building Committee.

- JBC approved HMFH contract on 12/2/14 (Funds already appropriated and available for expenditure)
- Educational visioning sessions will tentatively be held December 17<sup>th</sup> & 18<sup>th</sup> and January 12<sup>th</sup> & 16<sup>th</sup>. The Visioning Committee will be comprised of approximately 30-50 people, including staff, students, administration, JBC members and community members. The role of the community is to help define the future of educational programming and the facilities needed to support that programming.
- RFP will be posted soon for site survey services. Survey will comply with local Planning Board requirements. We will be surveying the entire DHS/CTE/DMS campus, as well as adjacent City land without crossing the river.
- JBC approved a budget for the feasibility study, including funding for administrative support for the JBC project.

Carole Soule McCammon reported that the Wellness Committee met on November 20 and former School Board member Dr. Paul Butler provided information on concussions and a discussion followed. The committee also collaborated on a draft of the Wellness Committee Statement of Purpose specifically, the job of the committee, the role within the School District and how the committee can foster accountability within the School District.

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

Ms. Greenshields asked the Board to consider adding the DFSA to the January School Board meeting.

Ms. Russell commented that disagreeing on the Board is not uncommon, but it is not disrespectful. She added that the email communications in which Mrs. Grady referred were not from School Board members, but from attorneys and she was upset with them as well. She has made every effort to run effective meetings and keep all on task. There will be a workshop in January on school Board communications and it is her hope that communication will be improved in the future. She believes in public education and thanked the superintendent, Business Administrator and Administrators for the early budget presentation. She is also



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grateful to City Manager Mike Joyal for trying to move the budget process earlier. This will allow us to start the hiring process earlier.

Ms. Russell commended DMS Principal Kim Lyndes for her nomination of Principal of the Year.

Ms. Andrews Parker stated that her intention was never to hurt anyone's feelings. She agreed that a disagreement is not disrespectful. Her offer to have a conversation with anyone on the School Board still stands and she would be happy to do so. She is looking forward to the January 13 School Board Workshop on the topic of communication.

**R. ADJOURNMENT:** Doris Grady moved, Sarah Greenshields seconded adjourning the meeting at 9:46 pm. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,  
Robin LaFleur, Recording Secretary