



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #5  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, May 11, 2015**  
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, May 11, 2015 at 7:01 p.m. in the McConnell Center Media Center.

**B. 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: Superintendent Elaine Arbour, WPS Principal Patrick Boodey, HSS Principal Mike McKenney, DHS Principal Peter Driscoll, CIA Director Paula Glynn, PPS Director Christine Boston, CTC Director Louise Paradis, DMS Principal Kim Lyndes, DALC Executive Director Deanna Strand, Students, Citizens, Fosters.

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

**D. CITIZENS' FORUM:**

Mary Hebbard, 97 Spruce Lane, spoke against the public not having more information about the superintendent evaluation and goals. She also expressed her concern with the superintendent not identifying her mentor and her concern for the superintendent's collaboration with the Carsey Institute.

**E. AGENDA APPROVAL:** Kathy Morrison moved, Michelle Muffett-Lipinski seconded to make the following changes to the agenda: Item K. a. Resolution of Recognition for DHS Winterguard moved to directly after Agenda Approval. An oral vote to approve the agenda as amended **PASSED 6/0.**

**K. RESOLUTIONS-moved up in agenda**

a. Resolution of Recognition-DHS Winterguard--Ms. Russell read the resolution into record and the Board congratulated the members of the DHS Winterguard team and their coaches on their many competition wins.

**F. APPROVAL OF MINUTES:**

1. Public Meeting to Enter Nonpublic Meeting #3, April 6, 2015
2. Regular Session #4, April 13, 2015

Sarah Greenshields moved, Doris Grady seconded approval of the minutes. An oral **VOTE PASSED 6/0.**

**G. CONSENT AGENDA**

**1. Correspondence: None**

**2. Resignations/Retirements:**

- a. Nora Jones, WPS Special Educator
- b. Evan Hall, DHS Guidance
- c. Joseph Flockerzi, Technical Support Services Manager

**2. Leaves of Absence: None**

**3. Nominations:**



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- a. Sheet 1: Nomination and Election of Business Administrator
  - b. Sheet 2: Nomination and Election of Teachers
- 4. Extended Travel (Student Trips): None**

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

Ms. Greenshields and Mrs. Grady asked how the salary of Ms. Costello was determined. Dr. Arbour responded that she was recalled and her salary was based on her level of experience and education level. She is a continuing teacher in Dover and her salary is consistent with the wage schedule.

**H. STUDENT REPRESENTATIVE REPORT: None**

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

**J. POLICY ADOPTION:**

**a. DALC Hiring and Advancement Policy**

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the DALC Hiring and Advancement Policy. An oral **VOTE PASSED 6/0**.

**K. RESOLUTIONS:**

**a. Resolution of Recognition—DHS Winterguard—moved up**

**b. Dover Adult Learning Center Funding 2015-2016**

Ms. Strand explained that the resolution is a request to apply to the State of NH for grant funds to go to the Dover School District to fund adult education.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the DALC funding for 2015-2016. **An oral VOTE PASSED 6/0**.

**c. Resolution—Additional Special Education Revenue and Expenses**

Mrs. Grady asked for clarification on the resolution. Ms. Taylor explained that \$220,000 was recognized in revenue and \$220,000 was added to expense which would go into out of district tuition and paraprofessionals (billed to other districts).

Mrs. Grady asked if the funds were in the budget, to which Ms. Taylor responded they were not in the budget and would balance out. There would be no property tax implication since the numbers balance out.

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to approve the resolution for additional special education revenue and expenses. **A roll call VOTE PASSED 6/0**.

**d. Resolution—Dover School District Adequacy Grant**



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Ms. Russell explained that the resolution would be sent to Concord with the resolution from the City Council with hopes that this would make the case stronger for increased adequacy aid that the state knows is due to the City of Dover.

Mrs. Grady stated that adequacy changed in 2010 and was the first time that the State of NH cut Dover's adequacy. She feels that the District should have done something earlier in the process. Mrs. Grady provided some background and history on the adequacy situation and stated that she may not be able to support the resolution.

Mrs. Grady noted that the additional funds may not be received until 2017 and she inquired as to what would happen if the money isn't given to Dover.

Ms. Russell responded that the Council would need to address the situation. Ms. Taylor commented that the budget gap is closer to \$22,000 instead of \$55,000. The additional money would not really have impact on the Dover operational budget, but most likely be used to reduce the bond liability for the future. Dr. Arbour agreed with Ms. Taylor and provided further explanation.

Mrs. Grady commented that the money shouldn't be spent until the City hears from the State.

Ms. Russell responded that the City should know the outcome by June 30. Dr. Arbour added that the City increased the \$1.449 million to the School District budget, but the district did not increase expenses. The District will need to go to the Council with a budget adjustment at some point. Ms. Taylor noted that there will ultimately be a zero net effect.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the adequacy grant resolution. **A roll call VOTE PASSED 6/0.**

### **L. OLD BUSINESS:**

#### **1. Budget Update**

Mr. Russell commented that the budget was approved at the May 6 City Council meeting and the Business Office is awaiting final figures from the City.

#### **2. Superintendent Evaluation Summary**

Ms. Russell summarized the evaluation again and the contract offered to Dr. Arbour. There were many positive surveys completed as part of the evaluation process, along with discussion at nonpublic meetings. Ms. Grady stated that the contract is based on Dr. Arbour's first year evaluation and automatically becomes a two year contract. She asked Dr. Arbour why she was unable to finish the strategic plan goal which she felt was the most important, which Dr. Arbour responded that she did not have funding in the FY16 for strategic planning in the budget and the cost is typically \$15,000-\$25,000. Mrs. Grady commented that this should be a priority since it is important.



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Mrs. Grady stressed that the next set of goals should be measurable and include the process that Dr. Arbour plans to take to accomplish them and the accountability of the goal as it pertains to education and the student. In addition, Mrs. Grady asked that a goal of shared communication between Dr. Arbour, administration and the School Board be included so that there will be a consensus based decisions on education input from all bodies working together.

Mrs. Grady commented that since she doesn't believe that 9 months is sufficient time to award a two year contract extension, she would be unable to support a 2-year contract.

Ms. Morrison thanked Ms. Muffett-Lipinski for her work on the evaluation and noted that in the first contract a 2-year contract had been promised with a positive evaluation.

Ms. Muffett-Lipinski stated that it was a pleasure working with Dr. Arbour and noted that the School Board was responsible for Dr. Arbour not completing the strategic plan since they had not funded it. She commented that she did not want to give impossible goals to anyone. She is happy to work with any Board members on new goals for Dr. Arbour and is in agreement with the 2-year contract.

Ms. Greenshields asked Dr. Arbour for her thoughts on her employment in Dover to which Dr. Arbour responded that she loves Dover and is excited to return for two more years. She stated her appreciation for the staff, teachers, administrators and School Board members.

Ms. Greenshields shared her perspective about a mentor in response to a comment made during Citizen's forum. She feels that it is essential to have a confidential sounding board when in a new position. The output of work can be measured and Ms. Greenshields commented that the quality of Dr. Arbour's work has been outstanding. She also commented that the Carsey Institute has presented a positive impact on the JBC. The summary of the evaluation is public information. Ms. Russell noted that all funds for this contract have been included in the budget.

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to approve the Superintendent's contract. **A roll call VOTE PASSED 5/1 (Grady opposed).**

### **M. NEW BUSINESS**

#### **1. Food Service Update**

Ms. Russell thanked Mr. Faro, Mr. Gillespie and Mr. Underwood for the dinner that they provided in the earlier workshop session.

Mr. Gillespie described the action stations that are new to Dover. This includes food made to order and has had outstanding feedback and response. These stations are offered on a monthly basis and have increased in participation each month. There is a pasta, Asian noodle bowl, and stir fry station. They are hopeful that they will add a made to order burrito station at some point.

Café Services has established a relationship with the UNH dietary intern program that has been positive for everyone. The interns also participated on the Wellness Committee. Students have



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been encouraged to complete an online survey to inform Café Services of what they would like to see. One response was for an increased recycling program. They will be working with facilities to have the tools available for students to recycle.

Director of Operations Chris Faro introduced Myles Underwood who will be replacing Mr. Gillespie who will be Manager of Training and Nutrition Services for Café Services. Mr. Underwood provided his extensive culinary background to the Board.

Mr. Underwood will be the District contact person beginning next year. Dover will start to serve as a pilot area where new recipes and items will be tested.

Mr. Faro commented that the contract has been submitted to the Department of Education. Included is a .10 increase in price of meals. Mr. Faro noted that the amount of money received from full paying students and the USDA must equal the amount received for free and reduced meals.

Ms. Taylor clarified the process and will bring the Food Service contract to the Board for approval after the DOE has signed off on it which will most likely be before the June School Board meeting.

### **2. Approve Elementary, ALT, DMS, DHS, and DALC Handbook Changes**

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of the above listed handbooks. An oral **VOTE PASSED 6/0**.

It was recommended that all handbooks use a consistent edit strategy for next year.

### **3. Donation Approval—GES PTA Projector**

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded approval of the GES PTA donation. An oral **VOTE PASSED 6/0**.

### **4. Donation Approval—Private Donation—Jet Skis and Trailer**

Ms. Morrison asked the use of the donated items to which Ms. Paradis responded that they would be used for hands-on work in class and when operational, would be sold and money would be deposited in the student activity account.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of the jet skis and trailer. An oral **VOTE PASSED 6/0**.

### **5. Donation Approval—Liberty Mutual-\$1,000**

Carole Soule McCammon moved, Michelle Muffett-Lipinski seconded approval of the Liberty Mutual donation of \$1,000 to the Drama Club. An oral **VOTE PASSED 6/0**.



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### **6. Donation Approval—DHS Class of 1984 \$750**

Ms. Greenshields recommended that the display case, which is the intended use for the donation, be portable so that it would be able to be transferred to the new or renovated high school.

Carole Soule McCammon moved, Michelle Muffett-Lipinski seconded approval of \$750 by the DHS Class of 1984. An oral **VOTE PASSED 6/0.**

### **7. Biz Ed Connect Discussion**

Mrs. Grady provided a brief history of Biz Ed Connect and asked what is being done now compared to what has been in the past. Dr. Arbour responded that the group recently disbanded, but was originally tasked with promoting internships for students. They facilitated connections between businesses and schools that may otherwise be unavailable. She continued to say that even though Biz Ed Connect has disbanded, internships will still be continuing. This was primarily a Career Tech Education group.

Mrs. Grady stated her concern with many different groups asking for memorandums of understanding and this was her original question regard Biz Ed Connect.

### **8. Current and Future Facilities Needs Due to Enrollment Discussion**

Dr. Arbour asked for direction from the Board with how to proceed around viable options for plans for the future regarding facilities. Mrs. Grady offered to share enrollment data that she has collected since 1999 with the Board for this purpose. She noted that there has only been a net change of 1 student since 2002. She continued to say that city housing will have a great deal to do with this discussion.

Ms. Muffett-Lipinski commented that technology and needs are much different than 15 years ago also.

It was determined that a workshop for this purpose would be scheduled in the summer months.

### **9. Scholarship and Trust Update**

Ms. Russell asked why some figures are in the negative. Ms. Taylor believes that it could be for awards given this year, but will clarify with the city finance department. She will also provide a more user friendly report in the future.

### **10. Policy IIBC Minimum Enrollment Numbers Update**

Ms. Russell asked if some classes are combined to which Mr. Driscoll responded in the affirmative. He added that some classes will be above the minimum as time progresses.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded approving the minimum enrollment numbers. An oral **VOTE PASSED 6/0.**

### **11. April Condition of Accounts**



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Ms. Taylor reviewed the condition of accounts and noted that there is approximately 1% uncommitted at this time. This does not take into account resolutions that are in process. Fire Chief Driscoll has also requested FEMA assistance for costs related to snowstorms as well as roof clean up. Ms. Taylor reiterated that this will be a tight budget for the end of the year.

Ms. Morrison asked the reason why the café is negative. Ms. Taylor responded that some of it is due to the floor issue.

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

Sarah Greenshields moved, Carole Soule McCammon seconded to direct the Superintendent to pay manifest #15-K in the amount of \$2,367,277.08 for FY15 for the period of April 14-May 11. A roll call **VOTE PASSED 6/0.**

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

#### **Dr. Arbour's report in its entirety:**

1. I had the great privilege of giving the opening address to the NH Music Educators Association Middle School Music Festival for the Southeast region on Saturday. Approximately 200 middle school musicians and music educators came together from 10 school districts to learn and perform together. Many of them had never met before that day, and they went from a new group to a final performance by both a band ensemble and a chorus ensemble. The performance was absolutely spectacular!
2. The DHS Grand March was also a wonderful event Saturday. The students were impressive in both their attire and demeanor. It was a pleasure to watch them be announced and proceed during the march.
3. The DHS National Honor Society inducted 52 new members on May 7, 2015. These students were eligible by having a minimum 3.5 GPA and showing evidence of scholarship, service, leadership and character. Students who met these criteria were invited to apply and submit letters of recommendation from a teacher and a community member. It was a pleasure to watch these young leaders join the NHS!
4. Smarter Balanced (SBAC) testing is winding down in our schools soon. Our students were focused and flexible, and the adults provided strong supports to have students ready to show what they know. We will get the results sometime between July and October, and the NH DOE will help us learn to interpret them so we can use them for curriculum evaluation and planning, as well as for broad indicators of strength and need for individual students. Deputy Commissioner Paul Leather has indicated that NH is likely to see lower scores than we saw on New England Common Assessment Program (NECAP), based on some preliminary indications that the SBAC results will mirror National Assessment of Educational Progress (NEAP) testing results for states. Historically, NH's NEAP testing results are lower than our NECAP results. I will keep you informed as I learn more.



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5. The ESOL class at Dover High School spearheaded a campaign to raise money for the devastation in Nepal. There are many Nepalese students in our program. Students made posters and distributed information about their country. Over a period of three days, the class raised \$206.22. The money will be sent to DirectRelief, an organization that provides food, fuel, clean water, shelter and medical assistance to the survivors of natural disasters.
6. We just wrapped up Teacher Appreciation Week last week. If you haven't already, please thank an educator in your life!
7. Here are a few notes from the DHS Guidance Department
  - a. A group of Student Ambassadors initiated a project called "Positivity Sticks" – an effort to promote positive school climate. (The idea was launched at an event in the fall called Stand UP to Bullying.) Ambassadors volunteered to visit study halls over the past few weeks and encourage students to write a positive comment on a yellow sticky note. Comments ranged from the philosophical – "All our dreams can come true if we have the courage to pursue them" to the simple – "Stay cool" and "You are beautiful!" Over 300 notes were collected and posted on a hallway mirror for students and faculty to read as they walk by.
  - b. A Job Fair was held on April 6<sup>th</sup>, a collaborative effort with Career Services. Students were able to visit with representatives of 18 businesses.
  - c. A College Fair was held on April 21<sup>st</sup> with 12 schools represented, from 4 year colleges to local career schools. Students in all grades were encouraged to visit. There was a great turn-out and this will definitely be an annual event.
8. Claire Bloom, the founder of End 68 Hours of Hunger, is the New Hampshire School Administrators Association 2015 Champion for Children. Ms. Bloom is a Seacoast resident and has been instrumental in feeding students outside of school hours.
9. The Restraint Committee has met several times and is working through revising procedures. The State is also in the process of developing official rules to go with the legislation, which may impact our final product. We will have procedures to bring forward to the Board, and we will revisit them once the rules are completed and approved at the State level.
10. If you have a student who will be 5 years old on or before September 30<sup>th</sup>, please be sure to register him/her for kindergarten as soon as possible. This helps us prepare for your child and make the first days of school a positive experience for everyone. We look forward to beginning this important journey with you!
11. Dover High art students are once again partnering with Bedrock Gardens and two other schools (Oyster River Middle School and Somersworth High School) to create an installation of student work in the garden. This year's theme is "Dwellings". There are a variety of sculptures ranging from small houses to animal habitats, even a human heart! The "Dwellings" will be scattered over all the 36 acres the garden covers. The exhibit will be open for three days only: May 15, 16 and 17. There is a reception on Friday, May 15<sup>th</sup> from 4:00 to 6:00pm open to the artists and their families, and all DHS faculty and staff. Please



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come and support the students and enjoy a unique opportunity to visit the garden free of charge.

12. Foster's reported that "Maxx Tanguay, 17, of Dover High School Vocational Center, didn't know it, but he had already won a full scholarship to Central Maine Community College, in Auburn, before the competition even began. Pat Moody, manager of public affairs for AAA Northern New England, said Tanguay received the highest score in the state on the preliminary exam and was awarded the scholarship through the Ford Automotive Student Service Educational Training (ASSET) Program"

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

Ms. Soule McCammon reported on Dover Adult Learning Center. She stated that classes end on June 4 and there will be no new enrollments unless for summer school. Graduation is June 19<sup>th</sup> at 6:30 at DHS. There is an essay contest for graduates with cash awards. There is a 6 week summer session with classes meeting two mornings per week. Call 742-1030 for more information.

Ms. Greenshields reported on the Joint Building Committee. She stated that 8 applications were received for Construction Management. Four will be interviewed on May 18 and on May 19, a finalist will be selected. All JBC meetings are open to the public.

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

Mrs. Grady spoke about the death of John Casey, a longtime French teacher and tennis coach at Dover High School. The School Board sends their thoughts and prayers to his family.

Mrs. Grady made the following statement:

"Whereas the City budget has been passed and the school department has some knowledge of its monetary expectations, I would like to take the time to thank the community for its generosity in increasing our budget every year.

In actuality in the past five years we have had an increase in our budget of \$8,788,251. If one were to check the increases of the past ten years, you will find that the increase in the monies allowed to spend would be \$18,907,849. Adding \$1.5 million this past week would make the 10 year increase at approximately \$20 million. This would note that our budgets have not been decreased but increased. All of this with an enrollment that in 2003/2004 was 4042 and our recent May total enrollment is 4043 an increase of one student in our total population.

There are other issues that are of concern when it pertains to new and replaced personnel. Last year, the additional staffing included an associate principal, a Guidance counselor, 2 classroom teachers at the Middle School, 1 elementary teacher .5 health teacher at DHS. A .4 behavior specialist at Horne, 3 Special Ed case managers, 1 OASIS Counselor at Middle, .77 sped aide and 1 receptionist at DMS. This is in addition to new hires the previous year. At this same time, there were 12 members located in the Central Office plus one part time.



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Whereas it had been explained that we were losing so many employees over the years, I felt it important to make the public aware as these decisions come about because of the needs of students that particular year as we witnessed tonight in small classes.

In closing, I will state three questions forwarded to me by a constituent about the budget. How do these budget increases improve educational delivery?  
What are the goals for improvement if the community invests more in education?  
How will the goals be measured and reported?"

Ms. Muffett-Lipinski stated that she and Ms. Morrison attended History of New Hampshire event at Horne Street School and commended Mr. McKenney on the event. They were also able to witness Principal McKenney in action. Ms. Muffett-Lipinski commented that she was amazed with the interaction and connection between Mr. McKenney and a student.

Ms. Russell thanked Dr. Arbour for attending the NHMEA middle school music concert on Saturday, May 9. She recognized that it was a long way to drive for the event on a Saturday and expressed her appreciation.

Ms. Soule McCammon informed the Board and audience that all district 3 grade students will be participating in an Ellis Island re-enactment at Woodman Park School on Friday, May 15. She expressed her thanks to the principals and teachers for their efforts with this event.

Ms. Greenshields announced the grand opening of the new skateboarding half pipe in downtown Dover on May 24. There will be a competition on that day with registration beginning at 11:00 am and pre-registration at Red Alert Skate Shop. Categories include 12 and under, 13-29, 30+ and professional division.

**R. ADJOURNMENT:** Michelle Muffett-Lipinski moved, Doris Grady seconded adjourning the meeting at 8:55 pm. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,  
Robin LaFleur, Recording Secretary