



DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #2
Meeting Location:	Media Center, McConnell Center
Meeting Date:	Monday, June 22, 2015
Meeting Time:	6:30 P.M.

- A. A special session of the Dover School Board was called to order by Chair Amanda Russell on Monday, June 22, 2015 at 6:35 P.M. in the Media Center of the McConnell Center.
- B. **ROLL CALL:** Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Doris Grady, Sarah Greenshields and Carole Soule McCammon. Michelle Muffett-Lipinski was excused.

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, CTC Director Louise Paradis, new administrators Greg Brown and Katherine Moaratty, IT vendors, citizens, staff.

- C. **PLEDGE OF ALLEGIANCE:** Sarah Greenshields led the Pledge of Allegiance.
- D. **CITIZEN'S FORUM:** No one addressed the Board.
- E. **AGENDA APPROVAL:** Doris Grady moved, Carole Soule McCammon seconded to pull F. 2.a. and 2.b. An oral **VOTE PASSED 6/0.**

Carole Soule McCammon moved, Sarah Greenshields seconded to approve the agenda. An oral **VOTE PASSED 6/0.**

F. **CONSENT AGENDA**

1. **Resignations/Retirements:**

- Amanda Isabelle, DMS Dean of Students
- Amanda Starck, GES Music Teacher

2. **Nominations:**

- Sheet 1: Nomination and Election of Non Union Staff
- Sheet 2: Nomination and Election of Administrators-Tentative

3. **Donations**

- Donation Approval—Hannaford Corp--\$1,000 to DHS

Betsey Andrews Parker moved, Sarah Greenshields seconded to approve F. 1. and F. 3. including resignation of Elizabeth Birnam. An oral **VOTE PASSED 6/0.**

Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve coaching positions with an explanation of how they are being evaluated.

Ms. Andrews Parker is concerned with the decrease in number of students participating in sports. She is hopeful that a new process will help participation by students.



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Dr. Arbour stated that she would be meeting with Mr. Driscoll and Mr. Wotton this summer to discuss the coaching hiring process, orientation, training, supervision and final evaluation of coaching staff.

Mr. Driscoll elaborated stating that evaluation process will be discussed this summer and there is currently a committee who hires new coaches. There is a 31 point checklist that is reviewed with each coach and Mr. Wotton prior to each season. Coaches are required to carry multiple certifications and new coaches are required to attend officials meetings.

Dr. Arbour added that there would be follow-up, including a follow up evaluation at the end of the season.

Ms. Andrews Parker stated her concern is that positions are not posted on a regular basis.

Mr. Driscoll responded that posting of positions would probably be determined by the evaluation process and compared it to the process of non-renewal of teacher.

Mr. Driscoll commented that people could go to Mr. Wotton first and then himself if they have concerns.

Ms. Soule McCammon asked for the years of service for coaches to which Mr. Driscoll responded that many are long time coaches and have up to 20 years of coaching service.

An oral **VOTE PASSED 4/2 (Andrews Parker, Soule McCammon opposed)**.

Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve the nomination of non-union staff. An oral **VOTE PASSED 6/0**.

Mrs. Grady asked for the salary for the Contract Coordinator to which Dr. Arbour responded \$55,000. This was based on her education, background and past service in Dover.

Sarah Greenshields moved, Carole Soule McCammon seconded to approve nominations for administrative personnel as presented.

Mrs. Grady stated her preference for a nonpublic meeting to discuss personnel since she did not want to discuss in public. She received an email stating the deans were accepted by the Superintendent and Director of the Pupil Personnel Services. She commented that in the job description, it states that the superintendent nominates alone and not with another person.

She stated her disappointed that one of the other candidates was not selected. She asked who is involved in the screening committees for these positions. It was determined that the schools formed their own committees which included grade level representatives, guidance personnel, behavior specialists and special educators. Principals administered the writing prompt.



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Mrs. Grady noted her dissatisfaction for receiving minimal information and added that the process is different that it has been in the past. She commented that the principal has selected the candidate in the past.

Ms. Russell stated that she had been a member of the Garrison School Principal Search Committee and they had forwarded names to the Superintendent so that she could make a decision.

Mrs. Grady commented that the Superintendent nominates but the School Board is responsible for who is placed in the position. She does not have issues with Greg Brown. She added that it would have helped if the Board was updated on the process and she feels that the School Board should be working with the Superintendent and she doesn't think that has been happening for the past 9 months.

Mrs. Grady asked at the last Board meeting, that the superintendent goals include one educational goal where the superintendent, administration and full Board and staff discuss a method for working collaboratively in a congenial manner making decisions as a group. She feels that this has not been happening and is making the same request so that the Board can move forward and not backward. She believes there is turmoil with the administrators and they are not speaking with her or with each other.

Ms. Russell redirected the conversation to the nomination and motion.

Ms. Greenshields asked for a clarification of the dean of student selection process and explain why two people were involved in the final selection process.

Dr. Arbour explained the process stating a hiring process had been established by the administrators a few months ago. Feedback was collected from administrators and a version was finalized. It was clear that schools could form their own committees but they were required to have fair hiring practices and consistent interviewing questions. She asked that one name be submitted to her for teaching positions which is the same process as in prior years. For administrators, she requested that two names be submitted to her. She added that the process included final interviews being conducted by either the superintendent alone or the superintendent and another SAU level administrator. In this case, Ms. Boston conducted the finalist interviews with her and they were told by principals that the committees would be happy if either applicant was selected.

Ms. Soule McCammon stated her hope was that decisions were made with confidence on what was best for the building to which Dr. Arbour responded that she believes they were.

Ms. Andrews Parker views Deans as someone who reports to the principal and therefore she asked why the principal didn't select the candidate.



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Dr. Arbour responded that superintendents doing the final interview for an administrator are a common hiring practice. Ms. Russell added that superintendents, in most cases, interview teaching candidates also.

Ms. Andrews Parker requested a nonpublic meeting to discuss personnel since there are more questions regarding this process and some unanswered questions.

Ms. Soule McCammon stated her understanding that for the most part, teacher interviews conducted by superintendents are a formality.

Dr. Arbour disagreed with this assumption and believes it to be an irresponsible hiring practice. She stated her obligation to interview and has typically been supportive of candidates but has not always hired the candidate sent to her.

Ms. Greenshields asked why there was more than one candidate sent to her and was the principal allowed to send his preference. Dr. Arbour stated that it is common practice to send two candidates and was told by principals that they would be happy with either candidate.

Mrs. Grady made a statement to which Ms. Russell referred her to Matters of Interest.

An oral **VOTE FAILED 3/3 (Soule McCammon, Greenshields, Grady opposed).**

Record Note: Originally it has been recorded as a **VOTE PASSED** but was corrected later in the meeting by the School Board Chairperson after receiving confirmation from the School Attorney.

G. POLICY ADOPTION: GCBD—Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules

Ms. Russell summarized the changes in policy which included deleting Director or Pupil Personnel Services and Director of Curriculum, Instruction, and Assessment.

At 7:20 pm, Betsey Andrews Parker moved, Sarah Greenshields seconded to take a 5 minute recess. An oral **VOTE PASSED 6/0.**

The meeting returned to order at 7:25 pm.

Record Note: Discussion on GCBD resumed after the discussion on IT bids and Update.

Ms. Russell stated that she was trying to get clarification on tie votes within Roberts Rules. Ms. Greenshields added that the Board had adopted a policy stating the Roberts Rules would be used as a guide only.



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Kathy Morrison moved, Sarah Greenshields seconded to moved I.4 and I. 5 up in the agenda..
An oral **VOTE PASSED 6/0.**

I. 4. Approval of Bid for IT Audit—moved up in agenda

Ms. Taylor provided background on the IT bid. She stated that 5 groups responded and 2 were interviewed for each. Two candidates are being brought forward to split the duties of the audit. Sun Associates will provide the educational portion and Neoscope will complete the technical portion.

Sun Associates will establish focus groups and interview different groups in order to provide recommendations. Neoscope will develop a full inventory of equipment and access servers and other network pieces to determine next steps. A strategic plan will be established after the information has been received and accessed.

Ms. Morrison asked if this is a budgeted item to which Ms. Taylor responded in the affirmative.

Ms. Greenshields asked if former IT Manager Joe Flockerzi was being replaced. Ms. Taylor responded that the second bid would be for a group that is going to replace network management for the short term. The position has not been posted. The district is hoping to have a better of idea of the position after the audits are completed.

Ms. Soule McCammon stated that it looks like IT management will be mostly offsite and use a ticketing process.

Mrs. Grady stated that there was no vote taken at the November 19, 2014 when this topic was discussed. She added that the packet she received on Friday was 150 pages and has not had time to review the entire document.

She asked who has been the temporary IT management to which Ms. Russell stated that Ms. Paradis and Ms. Dunton have been taking some of the responsibility of the position.

Mrs. Grady commented that this change in management should have come to the Board for approval. Ms. Dunton stated that the administrative team met to determine the best course of action and there have been minimal problems in the past month. They didn't want to make a rushed decision.

Mrs. Grady asked if there is funding in the FY16 budget for IT Management to which Dr. Arbour replied in the affirmative. She added that this position will not be filled until the IT audit is completed so that the District has a better sense of staffing that is needed.

Mrs. Grady asked the process for evaluations of the present IT staff. She reviewed the typical evaluation process added that she has received phone calls on the process.



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Ms. Andrews Parker asked for Point of Order since the IT Audit is the subject of discussion.

Mrs. Grady stated the Board was not involved in the decision. Ms. Andrews Parker did not disagree with the points she was making, but only with the topic. The discussion should be on the IT Audit and not the IT managed services.

Mrs. Grady stated her dissatisfaction with the IT personnel evaluation process.

Betsey Andrews Parker moved, Kathy Morrison seconded to approve the bid for the IT Audit. A roll call **VOTE PASSED 5/1 (Soule McCammon opposed)**.

Ms. Andrews Parker commented that the Board has been looking for this audit for several months and believes it is a good use of services. She is in support of the local company.

Ms. Greenshields agrees that it is a lot of material to review in a short period of time.

Jeff Sun, Sun Associates and Lisa Foster, Neoscope discussed their part in the audit.

Mr. Sun stated that he deals with how technology supports teacher and learning. Ms. Foster commented that she is here to help work with staff and evaluate before making future investments. They will discuss the environment collaboratively.

The firms have not worked together before, but do not foresee issues. It would be difficult to do this audit separately.

Ms. Soule McCammon asked for examples on initiatives that have helped teachers. Mr. Sun responded that greater support of student learning and project based learning. Staff needs to have technology at their fingertips.

Ms. Grady added a comment to her vote stating that she wishes she would have been updated.

Ms. Soule McCammon added a comment to her vote that she wished the services were not bundled.

Sarah Greenshields moved Carole Soule McCammon seconded to move the IT Update before discussing the IT Management Services Bid. An oral **VOTE PASSED 6/0**.

3. IT Department Update—moved up in agenda

Ms. Paradis addressed the Board stating that she was originally asked by the Board to help move the District forward with IT. When Mr. Flockerzi resigned, she approached Dr. Arbour and suggested that a few of the administrators guide the District into moving in a positive direction. She, and others did not want to see the District go backwards. She and Ms. Dunton stepped up to assist and their first course of action was to suggest moving forward with the IT audit.



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She agreed that the combination of the two companies was the best result. After the information is provided, the right decision should be able to be made.

5. Approval of Bid for Interim IT Management Services—moved up in agenda

Carole Soule McCammon moved, Sarah Greenshields seconded to not approve the bid for Interim IT Management Services.

Ms. Soule McCammon commended Ms. Paradis for stepping up to this task. She stated that this is a big change from what is done currently. A big change would be the remote offsite support and a ticketing system.

Ms. Taylor responded that it is not as big a shift as some would perceive. The District currently has a ticketing system that is not used effectively. There is not a level of expertise in the schools. She continued to say that staff members call her directly instead of the Help Desk which is a symptom of a problem.

Much of Mr. Flockerzi's time was spent on fixing network infrastructure and dealing with network security. Taylor continued to say that it is not in the best interest of the school district to advertise for a technology manager at this time.

Ms. Andrews Parker stated that her concern is with timely response when remotely managed. She also asked for a summary of technology personnel in the District and if they are still employed and their status during this transition.

Ms. Taylor responded that there of 12 positions that are focused on technology, including paras, and Building Tech Coordinators. They are building specific positions and there will be 3 people hired this summer to work in IT, as well as Building Technology Coordinators.

She elaborated on the roles of the current technology personnel.

Ms. Andrews Parker added her concern for Ms. Dunton and Ms. Paradis. They will have added stress from this additional responsibility. Ms. Taylor responded that Neoscope has resources and they will be able to increase efficiency and receive data more quickly. Responsibilities are going to be divided also so that one person isn't responsible for everything.

Ms. Dunton stated that the management service will be a big help. They will also want to look at end of life replacements. She commended Mr. Flockerzi for his work, thus making it easier at this time. Ms. Paradis added that there is less stress in the summer and this is the perfect time for this.

Ms. Greenshields asked if someone can be in place by the start of the school year. There are 12 people who do not have a supervisor which creates stress and confusion.



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Ms. Paradis will handle the high and middle schools and Ms. Dunton will deal with elementary schools. Ms. Paradis stated that they are committed to making sure that the computers are ready to go when school begins.

Mrs. Grady reminded that when changes are made, they should go to the School Board. She also cautioned that labor laws should be reviewed since some employees could have a case.

Ms. Russell asked if an audit is done to access personnel and hardware, would it be wise to hire someone at this time. Ms. Paradis responded that the departure of Mr. Flockerzi provided an opportunity to review the goals of the district.

Ms. Russell reminded the Board of the motion which was to NOT approve the IT Management Services Bid. A roll call **VOTE FAILED 1/5 (Russell, Andrews Parker, Morrison, Greenshields, Grady opposed).**

Betsey Andrews Parker moved, Sarah Greenshields seconded to reconsider that the bid is approved for Interim IT Management Services. A roll call **VOTE PASSED 5/1 (Soule McCammon opposed).**

Ms. Greenshields asked for clarification on who would be supervising the current technical employees. Ms. Taylor responded that if they are elementary staff, they will report to Ms. Dunton and if they are high school or middle school employees, they will report to Ms. Paradis.

Ms. Greenshields asked if they are protected so that there are no labor violations. Dr. Arbour stated that Ms. Dunton and Ms. Paradis are already administrators so they are able to supervise any of these employees.

Betsey Andrews Parker moved, Carole Soule McCammon seconded to re-open nomination of administrators. An oral **VOTE PASSED 6/0.**

Ms. Andrews Parker stated that she contacted Attorney Matt Upton who clarified that a tie vote fails. Ms. Russell apologized for the previous interpretation of a tie vote.

Ms. Greenshields asked how schools will be affected if the vote is postponed until after July 13 to which Dr. Arbour responded the District could lose the candidates and the schools would be without elementary deans for an additional two weeks. Dr. Arbour continued to say that that a hiring had been established and she has followed it. She stated that she was hiring to make decisions by the School Board and some of the decisions may not be popular, but she feels are the right ones for the District.

Mrs. Grady asked why the Board did not receive information on the candidates until late in the day today. Dr. Arbour explained the events and informed the Board that interviews had taken place the Friday prior to the meeting and candidates hadn't been contacted until earlier in the



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day today. Mrs. Grady commented that the information came in late for the two candidates which didn't allow enough time for review.

Ms. Andrews Parker stated that she did not request a nonpublic meeting to discuss candidates, but to discuss personnel and superintendent responsibilities. She was surprised by the nominations for the Deans, but not opposed to them.

Mrs. Grady stated that it was known in May that the two positions were approved, so when were the principals able to start the interviewing process. Dr. Arbour stated she gave the approval on Ellis Island Day and the principals set their own schedule after that.

The positions were posted after the School District budget was approved by the City Council and interviews were held on May 27 and May 28 by the committees established by the schools.

Ms. Russell summarized the process and noted that it is the superintendent makes the final selection and this has been consistent with in pass searches. The Board does not interview for positions within the District. Her assumption is that qualified candidates are brought to Board for approval and they must rely on the Superintendent's judgement.

Betsey Andrews Parker moved, Carole Soule McCammon seconded to reconsider nominations of administrative staff. An oral **VOTE PASSED 6/0**.

Ms. Greenshields noted that the process could be easier if more information was given to Board members.

Ms. Taylor suggested an executive summary instead of lengthy documents to which Ms. Greenshields agreed. She viewed this as an opportunity to learn.

Mrs. Grady stated her belief that the motion must be made by someone who voted against the original motion. Ms. Andrews Parker and Ms. Soule McCammon withdrew their motions.

Carole Soule McCammon moved, Sarah Greenshields seconded to reconsider nominations of administrative staff. An oral **VOTE PASSED 5/1 (Grady Opposed)**.

Betsey Andrews Parker moved, Sarah Greenshields seconded to approve nominations for the WPS and HSS Deans of Students Greg Brown and Katherine Moaratty. An oral **VOTE PASSED 4/1/1 (Grady opposed, Soule McCammon abstained)**.

G. POLICY ADOPTION: GCBD—Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules (Continued)

Ms. Russell noted that the only change was the deletion of two titles.



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Sarah Greenshields moved, Betsey Andrews Parker seconded to approve GCBD.

Mrs. Grady stated that salaries in years 2 and 3 would be open for discussion as mutually agreed upon. This would normally be an addendum signed by both parties.

DAA President Ms. Paradis stated that the DAA had a meeting on May 12 and approved this change unanimously. They also discussed bringing the policy back to the School Board to open for negotiation which they would like to do as soon as possible.

An oral **VOTE PASSED 4/2 (Soule McCammon, Grady opposed).**

H. OLD BUSINESS

a. Approval of Request to Close Schools for July 4th Holiday Week

Mrs. Grady stated that all employees have vacation time and doesn't see the point with closing the schools since it is already there. There is no point in discussing it since employees who do not want to may work may take vacation and others may take other time off if they would like. There is already too much work in the offices so why should the schools close.

Sarah Greenshields moved, Carole Soule McCammon seconded to approve closing schools for July 4 holiday week.

Ms. Greenshields clarified that this would be from 6/29-7/3. Employees would be paid for July 3 since it is an observed holiday.

Dr. Arbour stated that this is a very quiet time of year and if the building is required to be open there must be staff working which could prohibit some people from taking vacation time.

The schools would only be closed to the public, although the SAU would be open.

Ms. Andrews Parker feels that the reasonable thing to do would be to add to the calendar when it is approved earlier in the year to which Dr. Arbour agreed.

An oral **VOTE PASSED 5/1 (Grady Opposed).**

I. NEW BUSINESS

1. First Student Discussion

Representatives from First Student were not available to attend the meeting so discussion was limited.



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Ms. Taylor provided copies of the transportation contract and stated that it has been 8 years since a bid had gone out for services. She has been accumulating data about issues and concerns and will be putting out a survey. She is hoping to make the language more specific in the next contract.

Ms. Taylor continued to say that First Student is a national corporation and provides services in 38 states and 9 Canadian provinces.

There will be an appropriate number of busses required in the next bid for regular and co-curricular activities.

There is not a lot of support for the Dover office which makes it difficult when requesting videos, etc.

The last survey that was completed was not complementary and customer service did not receive high marks.

In the next two weeks, data will be reviewed so that decisions can be made relating to this data. Route schedules will be reviewed and volunteers will be driving the routes for feedback. Data will be pulled together after July 4th holiday. The District is going to strive to provide better service. Timing issues will try to be resolved as well.

The bid will go out this summer and can take a year if a company needs to obtain new busses, video monitors, etc. The bid will come back in early fall.

Bus drivers will attend a meeting on August 25 for updates, etc. which will be held at WPS. This meeting will be run by First Student and Dover School District is only providing the location.

2. Start/Stop Time Discussion

Ms. Russell stated that 7 other communities are involved in this discussion.

Dr. Arbour commented that there are 2 possible options with option one slightly moving Dover Middle School to 5 minutes earlier, but this has been removed from consideration.

Another option would make the elementary start and stop times 10-15 minutes later which would lengthen time between elementary and middle school runs. This would help traffic when exiting DMS and DHS. Dr. Arbour is trying to obtain more information from First Student. She is also waiting to hear from area daycares for before and after school care information regarding a possible time change.

Ms. Andrews Parker stated that many people are interested in this subject. She would like to see an option where DMS starts after the DHS and the elementary schools start after DMS,



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This would allow elementary students to not be waiting outside in the dark and they would be able to get up at a reasonable time.

She added that students are not riding the bus because it comes too early. She stressed an option where elementary students get out of school at 3:25 or in that area. She understands the impact on daycares.

Mrs. Grady reminded to check with the DTU CBA to make sure it follows the guidelines.

Ms. Andrews Parker noted that times would just shift and not be extended.

Dr. Arbour stated that she sent options to unions for their input. She also clarified that changes could not be made for this year since others have already completed schedules.

Ms. Greenshields added that high school students typically need more sleep than younger students. She suggested an option that may extend some days while shortening others when there are more activities for high school students. She believes it could take years to determine the best schedule.

Dr. Arbour stated that she was contacted by someone at UNH who has helped other communities with this discussion and thought that someone like this may be able to help navigate this issue since there is a great deal involved with this decision.

Ms. Greenshields asked if enrollment information for daycares needs to be completed twice. She feels that it would be easier if they could enroll at the school and try not to have work duplicated since the paperwork is redundant.

Ms. Soule McCammon commented that they are separate organizations and it may be a liability issues. There also could be a privacy issue to which Dr. Arbour agreed,

Ms. Russell stated that other districts have reached out to the Board regarding start and stop times and it seems that many are ready to make a change. There is potential for a change in the 2016-2017 school year.

J. SCHOOL BOARD MATTERS OF INTEREST

Mrs. Grady continued her thoughts from earlier in the meeting.

She is asking that the School District moves forward and not backward. She feels there is turmoil in the administration which she can see in the atmosphere in the last four meetings. They are not talking to each other or Board members. She feels the staff is uneasy and upset and no one wants to speak up for fear of punishment of some kind. This cannot happen for kids to flourish in the classroom. She stated that information is not getting to them until the last



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minute and results fall on their shoulders as a School Board. A recent letter sent by the Superintendent to the entire staff expressed her same frustration. She would like to sit down as a group to discuss and try to make the system move forward. It cannot be done by one person making all decisions. She would like Dr. Arbour to schedule a nonpublic meeting so that the School Board can discuss issues and all can learn from it and improve their relationship.

Ms. Russell stated that she has not been contacted by anyone about the issues on tonight's agenda. She is not sure as to how some Board members received information and others did not. If there is a problem, it should be shared with a supervisor or with the entire Board. If not, no one benefits. Ms. Russell commented that second or third hand comments cannot be used in order to make a decision,.

Information should flow through proper channels so that 91-A is not violated. Ms. Russell stressed again that if an employee has an issue, they should go to their supervisor or union. If either of those doesn't work, the employee should file a grievance or contact the entire School Board.

Ms. Russell hopes that all can make some changes and she apologized for earlier missteps during the meeting.

Ms. Soule McCammon stated her agreement with Ms. Russell regarding sharing of information and the Board needs to have the same information and be on the same page.

Ms. Andrews Parker agreed that policy changes and other things should be brought to the Board and discussed. She feels like she's only receiving part of the agenda and would request a nonpublic meeting also that could help with Board communication.

Ms. Russell stated that last week was delightful and enjoyed ceremonies including awards, DHS graduation and DALC graduation.

K. ADJOURNMENT

Doris Grady moved, Sarah Greenshields seconded to adjourn the special session at 9:30 pm. An oral **VOTE PASSED 6/0.**

Respectfully submitted,
Robin LaFleur, Recording Secretary