



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #7
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, July 13, 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, July 13, 2015 at 7:08 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, DHS Principal Peter Driscoll, CTC Director Louise Paradis, DMS Principal Kim Lyndes, DALC Executive Director Deanna Strand, GES Principal Beth Dunton, City Councilors Catherine Cheney, Jason Gagnon, and John O'Connor, Mayor Karen Weston, Deputy Mayor Bob Carrier, JBC member Matt Severson, DTU President Lisa Dillingham, representatives from HMFH Architects, Citizens, Fosters.

C. PLEDGE OF ALLEGIANCE: Doris Grady led the Pledge of Allegiance.

D. CITIZENS' FORUM:

Catherine Cheney, 9 Snow's Court, expressed concerns regarding the DHS/CTC building project. She reminded that the \$1.44 million to be spent on education is being used to offset that figure so the District budget will be "in the hole".

David Scott, 220 Back Rd, questioned why the DHS/CTC building project cost is \$220/square foot when the RS Means is \$155/square foot. He commented that this had been asked, but no one had answered it. He added that the city does not have money for a "luxurious" school. He feels that with the large amount of debt expected for the project, there will be a higher increase in taxes that what is being communicated. He proposed that the city should get money now at the low interest rate rather than wait. He also noted that unfunded liabilities are more than the annual budget of the city. Mr. Scott commented that architects work at a percentage of the gross so they would prefer a larger scale project.

Fran Meffen, 16 Benjamin Way, spoke in support of the DHS/CTC building project. She feels that it is a match of the vision goals of the district and is worth the increase in taxes.

Lisa Dillingham, DTU President, introduced herself to the Board as the new DTU President.

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Sarah Greenshields seconded to make the following change to the agenda: Item M.1. Update and Discussion of Next Steps for DHS/CTC Building Project to directly after Resolutions. An oral vote to approve the agenda as amended **PASSED 7/0.**

F. APPROVAL OF MINUTES:

1. Regular Session #6, June 8, 2015
2. Special Session #2, June 22, 2015

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of the minutes with the following amendment to the June 22 Special Session minutes, page 7, paragraph 5, "Mr.



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Flockerzi's skill was primarily with security, but struggled with support of curriculum" to "Much of Mr. Flockerzi's time was spent on fixing network infrastructure and dealing with network security." An oral **VOTE PASSED 7/0.**

G. CONSENT AGENDA

1. Correspondence:

- a. Feline Fanciers

2. Resignations/Retirements: None

2. Leaves of Absence: None

3. Nominations:

- a. Sheet 1: Nomination and Election of Teachers

4. Extended Travel (Student Trips):

- a. Belize Trip-April 22-28, 2016, Preliminary Approval

5. Donations: None

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the Consent Agenda with the amended Nomination and Election of Teachers presented at the meeting. An oral **VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT: None

I. POLICY-CHANGES-PROPOSALS:

a. GBCD—Background Investigation and Criminal Records Check

b. GBCD-R—Technical Advisory for Policy GBCD

c. IJOA—Field Trips and Excursions

d. IJOC—School Volunteers

e. IJOC-E—Volunteer Service Statement & Agreement

f. JLIE—Student Parking at Dover High School

Ms. Andrews Parker recommended that citizens read the policies online since they are dealing with fingerprinting policies that had been reviewed at the last meeting. They will be discussed more in depth at the next regular meeting. She also summarized the change in the parking policy and commented that the policy change is what is currently happening at Dover High School.

Ms. Russell reminded Board members to send change recommendations to Robin LaFleur on any of the policies that will be brought to the Board for approval in August.



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Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to postpone approval of policies until August 10 meeting with the exception of JLIE, Student Parking at Dover High School. An oral **VOTE PASSED 7/0.**

Ms. Greenshields asked for the process of making administrative assistants notary publics so that parents would not need to go to the SAU Office. Ms. Russell added that SAU staff members would also be going to schools during open houses to try and make the process more convenient for parents.

Betsey Andrews Parker moved, Sarah Greenshields moved to approve JLIE, DHS Student Parking at Dover High School in its first reading since it is in operation already. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTION: None

K. RESOLUTIONS: None

M. 1. Update and Discussion of Next Steps for DHS/CTC Building Project-moved up

JBC Chairperson Bob Carrier read state mandates of the JBC and a statement regarding the process to date. He stated that the JBC is not purchasing anything. They are hiring HMFH to create plans and schematics and will come back to the School Board for approval after they are completed which would be late spring or early summer in 2016 which is consistent with requirements in RSA 199. The JBC has enough of a firm estimate in this phase of the process in order to ask HMFH to begin to design drawings on option 3 which is the recommendation of the six members of the JBC.

The RSA 199:1 public hearing is in regards to the district investigating the feasibility options in the course of deciding to renovate or replace an existing school building. In considering such options the District shall hold at least one public hearing and shall seek input from the municipal boards and departments. Mr. Carrier stated that it is important that he review the state mandates so that the public understands everything that is being done is totally transparent and reviewed by administration and city attorneys. They are moving forward in a slow and delicate way to make sure that every step of the way is being done correctly and there is great input from the administration and JBC. The school district has a public hearing scheduled regarding feasibility options in the course of deciding whether to renovate or replace.

The School District has sent a letter to City Manager Mike Joyal seeking input from Municipal Boards and departments. Next steps include the recommendation of the JBC to the School Board that the city pursue the replace option and based on that recommendation the School Board will hold a public hearing regarding the feasibility options in the course of deciding to renovate or replace an existing school building consistent with RSA 199:1. School Board expresses support or not for the proposal site and School Board approves or disapproves the JBC's recommendation and if approved, the JBC asks the City Council to put aside funds in order that HMFH (architectural firm) can begin design drawings for option 3 which is a



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recommendation from JBC and move the conceptual plans and finalize detailed plans. The JBC is not beginning construction yet. Mr. Carrier continued to say that it is important for the public to know that everything is done within the state statute.

City Councilor and JBC member Jason Gagnon presented a PowerPoint presentation on the DHS/CTC Construction Project. The presentation is archived with meeting minutes.

Mr. Carrier stated that the CTC is still being funded with \$13.5 million from the state. This will happen regardless of the high school project, although he is unsure as to how it would be completed. He added that Facilities Director Jeff White has said that if nothing is done, \$6-\$10 million would need to be put into the school and the district would get nothing in return for the investment.

Mrs. Grady stated that she has been involved with 4 JBC Committees and stated that she does not object to the progress of the JBC or the final decision to build a new school that is being brought to the City Council. She cautioned them not to be disappointed with the end product if it is not what has been envisioned.

Mrs. Grady asked the acreage of the DHS property to which it was responded that there is 44 acres of land. She commented that clay has been a problem and still may be, but may be solved by digging deeper. She noted that a large part of the cost of this project is in the foundation. She stated disappointment with the middle school project. There was clay, shale, ledge and water found on the land. The original plan called for a one floor building which had to be amended due to what was found on the land. Ultimately, a three floor school was built. She quoted JBC member Matt Severson who had said that the goal would be for a two floor building. Mr. Severson clarified the comment he made and state that the number of floors he recommended was more for circulation and flow. He added that he would have no problem with a three floor building. He had wished that a geotechnical investigation was completed on the middle school when it was built.

Mrs. Grady noted that what is envisioned now, will not be the end product.

Mr. Gagnon stated that the JBC has tried to be aware of mistakes made in the past and the feasibility study has allowed the JBC to try to know everything before design. A full geotechnical investigation has already been completed.

Mrs. Grady asked if the cart was put before the horse. Normally, she believes there would have been a committee first who made a decision on what would happen and then a JBC would be formed, although she feels that this has turned out better.

Mrs. Grady noted that 199:1 states that all plans, specifications and the site need to be approved by the School Board. She hasn't seen the plan for the new school and can't tell what it will look like. Everything now is all conceptual. She noted that \$12 million has been put into the current high school since 2002. She agrees with the new school at a cost of \$90 million,

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but doesn't know what the school or cost will include at this point so has difficulty with that since the Board represents taxpayers and children.

Mrs. Grady clarified the location of the proposed new school, to which Mr. Carrier confirmed her statement.

She referred to RSA 199:4 which states that when a school is no longer used for a public school, the School Board should transfer the care and control back to the city. If the school is torn down and fields will replace the building, 199:4 will be changed and she believes that more legal advice is needed.

Mr. Carrier commented that everything has been investigated thoroughly and checked out legally. Eventually, more detailed plans will replace the conceptual plans. The more detailed plans have a very high cost. The locations will almost be a swap since schools and fields will be reversed.

Mrs. Grady stated again that the old building would need to be transferred to the city. The city will need to determine if the old building is torn down or sold, etc.

Ms. Soule McCammon stated that when a new building is built and an old building comes down, it is part of "phasing". The school is still necessary, but a part of the building is no longer necessary. She asked for clarification on how a school is defined. Students are just being transferred from one place to the next.

Mrs. Grady stated that City Manager Joyal distributed a chart which shows minor tax decrease over the majority of the financing time. Other operating budget adjustments which may be made by the city council will still have impacts from year to year. She asked if City Manager Joyal included the current increase in his chart. The new money (educational aid) that the legislature will increase in 2017 is going to be used to reduce debt. This will be a reduction of approximately \$34 million that would normally be placed in the school budget over 24 years. She wants to ensure that the students are not deprived because of this.

Mr. Carrier responded to Mrs. Grady saying that she had some very good questions and he assured her that they would all be addressed and sent to appropriate sources for the proper answers. He added that they are all major concerns of everyone.

Mrs. Grady noted that an accurate figure and the true impact will not be seen until October.

Mrs. Grady commented that she just received the NHSBA magazine that had an article on the future of school buildings. There will be much individualization of education and everything will be very different in public education. Public education will not resemble what it is today.

Mr. Carrier stated that flexibility is the key element for students along with community involvement.



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Mrs. Grady stated that she would support the project if she had more specifics, but is unable to do so at this point without plans.

Ms. Muffett-Lipinski commented that there cannot be speculation. The JBC is doing their due diligence and the process cannot be slowed down. There needs to be a starting point. She added her appreciation of Mrs. Grady's experience.

Mrs. Grady added that there was state aid with all other JBC projects which made it easier to do work. This project is millions more than any other project.

Ms. Morrison commented that she has attended two JBC meetings is impressed with the work of the committee and architects. She also expressed her excitement about the new school.

Ms. Russell commented that at this point, it needs to be referred to a public hearing, after which the Board will move it forward to the City Council. She clarified that HMFH will not have a complete design plan by next week. The approval will be of the recommendation to build a new school and the site on which to build it. The Council will be able to secure rates while they are still favorable. Ms. Russell added that 80-90% of the public comments to her and others have been in support of a new school.

Mrs. Grady asked for clarification on the public hearing to which Ms. Russell responded that it would be to discuss the recommendation of a new school on the site recommended.

Mrs. Grady asked if there should be a delay in the date of the hearing since there isn't much to discuss since there are no plans and no cost established at this point.

Ms. Russell responded that public input is required to move forward to request funding from the City Council.

Laura Wernick of HMFH, summarized the process to date, stating that a feasibility study has just been completed. This determines the best site and the nature of the building to build. Preliminary cost estimates were determined for three different options.

She continued to say that the schematic phase is next. Systems will be defined more precisely and they will be working with the JBC to determine what most energy systems are most efficient. They will also be working with educators to make sure that they will get what they need. At the end of this phase, they will be doing more cost estimating within boundaries that were established. Design development and construction documents will come after. With each phase they will be getting more specific. This process takes about a year to complete to make sure it is done completely and correctly. After this process, it will go out to bid for construction.

Mrs. Grady stated that the cost will not be known for a year. Ms. Wernick clarified that they have a good idea of the cost due to preliminary work.



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Ms. Gagnon added that the actual cost wouldn't be known until after construction is complete. He noted that these companies have a great deal of experience and a better understanding than anyone else. There have been some assumptions made, but they have to start somewhere. The JBC was basing the budget on the needs of the City of Dover and not just a dollar amount.

Mr. Carrier stated that he is Chairman of the Parking Garage JBC and he summarized the process stating that the budget was \$20 million. The cost increased to \$23 million after the wish list was included. At this point, they are under budget and they know that they will only get the money that was appropriated. It will be a similar system for the DHS/CTC project. After the number is determined, they will need to stay within those boundaries and amend the project as needed.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to hold a public hearing regarding feasible options including a schematic design, including site selection for renovation or replacement of DHS/CTC to be held Monday, July 20, 2015 at 7:00 PM in Room 306 (Media Center) of the McConnell Center pursuant of 199:1. An oral **VOTE PASSED 7/0**.

L. OLD BUSINESS:

1. Start/Stop Discussion

Ms. Russell introduced the subject with Dr. Arbour commenting that it would be helpful if a vote was taken at this meeting since schedules need to be finalized.

Betsey Andrews Parker moved, Sarah Greenshields seconded to approve option 2 of start-stop hours.

Ms. Andrews Parker stated that she has great interest in amending school hours and based on hits on her webpage, she believes others also have a similar interest.

She is in favor of a later start for elementary students stating that students can sleep more, traffic issues will be less, and it will be lighter making it safer for students.

Ms. Muffett-Lipinski agreed, but would like input from the public. Ms. Russell stated that she has received some positive comments on her School Board Facebook page. She has been receiving requests for several years to delay start times for elementary students.

Ms. Russell doesn't know the true impact but believes that it will greatly improve the traffic flow. She drove the bus routes and feels that this would be better for middle school students and that entire area of the city. She supports the change in hours and had met with the bus company to see if the change in hours would help.



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Ms. Soule McCammon stated her concern for families who would have a difficult time with a change in start and stop time. She thought that the YMCA may increase their prices due to extra childcare. She agreed with a survey being sent to families for their input.

Dr. Arbour confirmed that a survey could be done and the data could be shared at the July 20th Special Session.

Mrs. Grady stated her concern for kindergarten and elementary students starting later. Dismissal will be latest for the youngest students. They will be getting home when it is dark in the winter. Ms. Russell felt that with the new times, all students should be home by 4:00 pm.

Ms. Greenshields stated that traffic is heavy at the end of the day and busses cannot get to the elementary schools in time for release. This causes students and teachers to remain at school later than necessary. This means that some students are not getting home until after 4:15.

She commented that even if this change is made, she would still like to continue to find a way to address the high school start and stop times. High school students need more sleep. She understands that this could take years to accomplish, but would like the investigation continued.

Ms. Russell agreed that those discussions should happen and will continue to look into it. She stated that Rochester and Somersworth would like to be included in the conversation and she would also like to include Barrington, Nottingham and Portsmouth.

Dr. Arbour stated that a bus survey is being finalized on Tuesday and questions regarding start-stop times will be added to the survey.

Ms. Andrews Parker and Ms. Greenshields withdrew their motion.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to move the start-stop time discussion to Monday, July 20. An oral **VOTE PASSED 7/0**.

M. NEW BUSINESS

1. Update and Discussion of Next Steps for DHS/CTC Building Project-moved up

2. June Condition of Accounts

Ms. Taylor reviewed the preliminary end of the year condition of accounts. She is estimating that revenue will likely exceed the budget by about \$154,000. One factor was additional Medicaid money that was received.

She is estimating that expense budget savings of approximately \$20,000. There are still some invoices that will need to be paid.

Debt services payments saved approximately \$112,000.

There will be a more in depth summary provided next month.



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N. SUBMISSION AND PAYMENT OF BILLS:

Sarah Greenshields moved, Carole Soule McCammon seconded to direct the Superintendent to pay manifest #16-A in the amount of \$428,089.13 for FY16 and \$3,386,254.02 for FY15 for a total of \$3,814,343.15 for the period of June 9-July 13. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Arbour comments provided the following comments:

1. We had a successful end to the 2014-2015 school year with a variety of celebrations of learning throughout the district.
2. The DHS Equestrian Team attended the New Hampshire High School Equestrian Team Competition on May 31st and the State Awards Banquet on June 9th. The Dover Equestrian Team received Reserve High Point Team out of the entire state of over 20 teams! It also received an award for High Point District at the State Competition. This means that as an entire district (all 5 Seacoast Teams) they had the highest number of points at the State Show. Congratulations to the DHS Equestrian Team!
3. We are actively interviewing for vacant positions. School teams select the candidates they want to interview, they conduct the interview with writing prompt, check references, and move a name forward to me for a final interview before I nominate to the Board. As of today, we have filled 27 of 35 open positions.
4. IT work is happening in all schools under the direction of Louise Paradis and Beth Dunton. They are currently working on cleaning and moving equipment in coordination with the DTZ crew.
5. Summer programming is occurring. Most of it is held at WPS this year to allow for a school nurse to be onsite for both the elementary and middle school programs.
6. Paula Glynn, Christine Boston and I attend the NHSAA Summer Conference. We were able to hear presentations by Kim Marshall and Tom Guskey. Both are authors and presenters whose work heavily informs the work we do in Dover around supervision and evaluation and standards-based instruction.
7. The Evaluation Task Force, comprised of teachers and administrators from all levels, spent approximately 1 ½ years investigating different models for evaluating instructional staff. The ETF chose Kim Marshall's model and is working on a plan for training and implementation.
8. The full Leadership Team will have a Retreat in August. The Retreat is designed to be a time for the team to engage in some extended learning and work together. The agenda is being developed and will include work with the ISLLC (Interstate Leadership Licensure



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Consortium) standards. These standards govern our work as school leaders and will guide the work we do throughout the school year. We will also spend time learning about the Marshall model.

9. The Business Office is developing several RFP/Qs.
 - a. One is for various office solutions to ensure greater productivity and cost efficiency. The RFP is seeking services for multi-function print solutions (copiers, printers, scanners, etc.), document archiving, shredding, postage, etc. The goal is to replace the malfunctioning copiers and to standardize our printing options for greater efficiencies and reliability.
 - b. Another is for a utility broker. We were advised to go out to bid during the summer to lock in better pricing, so that RFQ is under development.
10. The SAU office has had conversations about work flow throughout the 2014-2015 school year. We are now ready to begin some shifting of job responsibilities for those within the office to be more efficient and effective with our work. This will allow us to cross train people, too, so that we can always fulfill functions in the SAU office. No final decisions have been made at this time, but the SAU staff is helping to develop the plan. We will eventually be bringing some job description changes forward to the Board as part of this effort.
11. GES roof work has begun. They are currently working on asbestos abatement and will continue construction into the coming weeks.

P. COMMITTEE REPORTS: Ms. Soule McCammon stated that DALC graduation took place at DHS on Friday, June 19. 155 individuals graduated with 60 attending the ceremony. Felicia LaBranch was recognized as graduate of the year and spoke at the ceremony. Summer school began last week. Academic skills and ESL classes are full and registration is closed. Please call for fall information. Catalogues will be mailed at the end of August.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Mrs. Grady reminded that Garrison School will need renovation in 2-3 years which would be another major cost in addition to the high school. There will be no state aid for this project.

Carole Soule McCammon commented that WPS is runner up in Best Elementary School in the 2015 Readers' Choice award. She thanked Patrick Boodey and his staff for a great job.

R. ADJOURNMENT: Sarah Greenshields moved, Carole Soule McCammon seconded adjourning the meeting at 9:24 pm. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary