



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, September 14, 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, September 14, 2015 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, DHS Principal Peter Driscoll, CTC Director Louise Paradis, DMS Principal Kim Lyndes, HSS Principal Mike McKenney, DALC Executive Director Deanna Strand, GES Principal Beth Dunton, CIA Director Paula Glynn, PPS Director Christine Boston, DTU President Lisa Dillingham, citizens, fosters.

C. PLEDGE OF ALLEGIANCE: Kathy Morrison led the Pledge of Allegiance.

D. CITIZENS' FORUM: Fred Conroy, 505 Sixth St. spoke against large class sizes at Horne Street School.

Shasheen Conroy, 505 Sixth St., spoke in support of adding a paraprofessional to Horne Street School to alleviate the effects of large class size. She requested enrollment numbers for elementary schools in Dover for comparison purposes.

E. AGENDA APPROVAL: Sarah Greenshields moved, Michelle Muffett-Lipinski seconded make the following change to the agenda: Move M. b. Recognition of Service to after Agenda Approval and L.a. DFSY MOU and L. b. STEAM Update and M.a. IT presentation to after approval of minutes. An oral vote to approve the agenda as amended **PASSED 7/0**.

M. b. Recognition of Service-moved up in agenda

Senator David Watters presented a citation on behalf of Governor Hassan and Executive Council to Doris Grady for her 22 years of service to Dover School Board. Citizens in attendance honored Mrs. Grady with a standing ovation. Mrs. Grady thanked everyone and stated that she is humbled by the citation. She has tried to improve the district for the children and is sorry that it is coming to an end.

F. APPROVAL OF MINUTES:

1. Public Meeting to Enter Nonpublic Discipline Hearing #4, August 10, 2015
2. Regular Session #8, August 10, 2015
3. Special Session #3, August 24, 2015
4. Special Session #4, August 31, 2015

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded approval of the minutes. An oral **VOTE PASSED 7/0**.



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L. a. Dover Family School Alliance Memorandum of Understanding Approval-moved up in agenda

Alyson Genovese, Vice Chair of the DFSA spoke on behalf of the DFSA. She and Ms. Boston provided background to provide clarity on the MOU. Ms. Genovese stated the purpose of the MOU would be to provide continuity for future years. They used the DALC MOU as a guide and amended it for their purposes. Ms. Boston added that the DFSA has been a model for other state groups.

Mrs. Grady asked if there has been any discussion to having a School Board member be part of the DFSA Board of Directors to which Ms. Genovese stated that they would like that, but they know the School Board already has many responsibilities.

Mrs. Grady noted that the Board needs to approve new programs and with a Board member on the Board of the DFSA, a step could be eliminated.

Mrs. Grady asked what type of space the DFSA would be looking for in the Dover schools. Ms. Boston responded that they would have access to certain conference rooms, but would follow District process for requesting space.

Mrs. Grady asked for clarification on funding for the DFSA. Ms. Boston stated that there is minimal grant money and resources will be shared. No local district money would be used. An example is the sharing of the cost for a speaker. Ms. Genovese added that the DFSA fundraises and also has grant opportunities. Mrs. Grady clarified that the money come from Special Education funds, to which Ms. Boston responded that it comes from her IDEA grant.

Mrs. Grady asked if the District is liable if something goes wrong. Ms. Boston stated that neither is held responsible if the other does something and both "held harmless".

Ms. Andrews Parker requested that the DFSA apply for a 501c3 to which the response was that they already had applied and are awaiting a response.

DFSA is paying for liability insurance for events. Ms. Andrews Parker requested that the responsibility for payment of liability language is added to the MOU.

Ms. Andrews Parker asked for clarification on the payment of facilities. She wants to make sure that it is very clear if there is a facility fee paid for appropriate items. Dr. Arbour noted that the facilities fee schedule is being amended to make clearer. Ms. Genovese said that they are paying fees in accordance with the facilities use policy.

Ms. Andrews Parker commented that Dover is the fiscal agent until the 503c3 status is obtained. Ms. Genovese added that the DFSA would not be applying for grants until the status is granted by the state. Ms. Andrews Parker noted that she did not want all groups requesting that the Dover School District be their fiscal agent.



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Ms. Soule McCammon asked what language would be added for facilities use.

Dr. Arbour stated that the problem with the fees is the waivers that are requested and granted which seem to be past practice. When the policy is edited, this should change and the MOU should be consistent with the facilities use policy.

Ms. Andrews Parker asked how the DFSA is paying their liability fee. Ms. Taylor responded that the school district is holding funds on behalf of the DFSA and paying directly from their account.

Ms. Genovese added that they will have general liability insurance as of October 1. Ms. Andrews Parker requested that this language be added to the MOU.

Mrs. Grady asked that the addition of a School Board member to the DFSA Board of Directors be added to the MOU.

Ms. Russell recommended that a School Board member be added in an advisory position.

Ms. Andrews Parker added that School Board members could attend as guests. In her opinion, the presence of Ms. Boston would be sufficient as a School District representative.

Ms. Muffett-Lipinski asked if the MOU for the DFSA is setting a precedent for other groups. Ms. Russell responded that it is not a requirement, but a willingness.

Ms. Soule McCammon added that the drafter of the document is responsible for the misread of the document. Since policy work is part of the MOU, she would agree that a School Board member should be a member of the DFSA Board of Directors.

Ms. Russell commented that her thoughts are that it would work similarly to DALC and the School Board member would only act in an advisory manner.

Dr. Arbour provided an example on how the relationship would work related to policy input.

It was determined that DALC and Dover Children's Home both have Memorandums of Understanding with the Dover School District.

Ms. Genovese stated that she would ask her Board if they are agreeable to a School Board member on the DFSA Board as a non-voting member.

The MOU will not go into effect until DFSA has non-profit status.

Mrs. Grady stated that this is just trying to create communication and sets precedence with the Board.

The DFSA will edit the document with changes requested by the Board and will bring it back for final approval.



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Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to move forward in negotiating the MOU with DFSA with the edits including evidence of insurance, change in policy language and addition of a School Board advisory non-voting DFSA Board member. An oral **VOTE PASSED 7/0**.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to suspend the rules and allow the Student Representative to give his report. An oral **VOTE PASSED 7/0**.

H. STUDENT REPRESENTATIVE REPORT:

New Student Representative Daniel Provencal-Fogarty introduced himself and provided an update on Dover High School activities. He stated that the student council is working on spirit week, DPD Detective Travaglini gave a workshop on social media, and it is the start of club season. There seems to be an increase in participation in clubs that deal with community service. Students and teachers seem to be in agreement that the approval of the building of a new high school is a great thing for Dover. Mr. Provencal-Fogarty gave an update on DHS sports.

L. b. STEAM Presentation-moved up in the agenda

Fran Meffen, Dave Mattingly and Jen MacNeil presented a powerpoint on STEAM academy. The presentation is archived with the minutes to this meeting. The School Board was asked to take a risk and be innovative. Ms. Meffen introduced and thanked STEAM team members in attendance.

Mrs. Grady asked if the program had started at DMS, to which Ms. Meffen responded that there is currently an afterschool program, but the full program has not started.

Ms. Meffen is requesting that the program be approved so that the foundation can be laid this year.

Mrs. Grady asked about funding sources to which Ms. Meffen responded that the funding would come from outside sources. Mrs. Grady also stated that the School Board had not voted to add STEAM yet.

Ms. Russell commended the workgroup stating that they had done everything asked of them and had provided an excellent foundation.

Ms. Muffett-Lipinski stated that the STEAM curriculum had already been adopted in Dover. Ms. Russell clarified that STEM is in place in Dover.

Mrs. Grady made a motion with a second by Ms. Andrews Parker that stated the School Board should accept STEAM as an introductory program within curriculum. It was later withdrawn.

Ms. Muffett-Lipinski moved with Ms. Andrews Parker seconding to adopt the 3 year plan as suggested.



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Ms. Muffett-Lipinski commented that she is having difficulty since the District already has this in the curriculum.

Ms. Meffen stated funding with grants would be a possible way to receive funding. Dover School District would be a partner in funding. Professional Development would be a top priority.

Estimates for costs would be \$40,000 for Professional Development, \$10,000 for consumables and non-consumables, \$40,000 for technology and \$30,000 for reconfigurable furniture for a total of \$120,000. This would not come out of the Dover School District budget.

Ms. Muffett-Lipinski noted that it is difficult to approve a 3 year plan without secured funding.

Ms. Meffen added that it is difficult to receive funding without a commitment from the School Board.

The first goal is to secure funding for professional development and the second goal is for non-consumables and chromebooks.

The initial funding amount is much less since the total amount for funding is for 3 years.

Ms. Meffen stated that the minutes should reflect that the "Charge would need to be extended."

Ms. Andrews Parker agreed with Ms. Russell that the committee did exactly what was asked and is excited about the program. It is an opportunity to create change. She continued to say that she is tired of Dover not leading the way. She is afraid that this will turn into another charter school if it is not approved.

She would support approval of this program in order to get it started and not to lose momentum.

Betsey Andrews Parker moved to approve the 3 year plan concept to go to year 2 and 3.

Mrs. Grady stated that the first step should be to accept the program. It shouldn't be in elementary schools since it was never approved. She would like the STEAM group to report to the School Board halfway through the process.

Dr. Arbour is supportive of the proposal and would ask that STEAM be discussed with the leadership team for their thoughts since it impacts everything. They would need to look at logistics of adding STEAM. She would like to remove barriers before they become barriers.

Ms. Soule McCammon loves the STEAM idea and inquired how other schools integrated STEAM.

Ms. Meffen stated that she has met key players in Manchester and has learned a great deal from them. They have created a partnership with UNH also. Teachers have taken advantage of Professional Development at UNH.



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Ms. Soule McCammon asked if the intent is to create a Memorandum of Understanding. She clarified that she is interested in the relationship between the donor ship and the district. Ms. Meffen commented that they would be looking for an outside fiscal agent.

Ms. Greenshields stated that timing is of the essence and she would hate to see the momentum disappear. Another challenge would be a loss of students moving to the DHS CTE and not being able to service 9th and 10th grade students. Ms. Greenshields asked for the role that Ms. Meffen would play and when would a STEAM coordinator be hired. Ms. Greenshields also cautioned about the duplication of efforts since there is a new DHS/CTE planned.

Ms. Meffen felt that DHS Dean of Instruction Emily Sherman would combine conversations with the JBC and STEAM so that there is limited duplication.

Ms. Russell hoped that the physical structure being created would fit the program.

Ms. Andrews Parker amended her previous motion.

Betsey Andrews Parker moved, Doris Grady seconded to approve the concept and outline presented and support going forward with SAU leadership approval and STEAM workgroup to seek outside, initial funding. An oral **VOTE PASSED 7/0**.

M. a. IT Presentation—Neoscope—moved up in the agenda

Danny Stamp of Neoscope presented an assessment of IT in Dover schools as found by their recent audit.

Mr. Stamp worked with City of Dover IT personnel Annie Dove and Matt Wentworth over the summer. The Active Directory has been a part of the problem. Mr. Stamp noted that the City of Dover controls the Active Directory and he now feels the school district should build a separate Active Directory. There needs to be school ownership and control of the school system.

Mr. Stamp noted that Dover's risk score is 97 which make it a high risk. This would be a reason for recent significant failures. The district and usage has grown but the network has not.

The Active Directory system was significantly broken and no communication between schools.

Technology staff was interviewed and onsite inspections were completed. The staff was all willing to help, but seemed overwhelmed. There has been some inconsistency in processes including the lacking of back up strategy. There is no monitoring across the board.

Mrs. Grady noted that the word "politics" appears multiple times in the report. She asked if they had met with City and School employees for discussion of issues. Mr. Stamp acknowledged that they had and Ms. Dove and Mr. Wentworth agreed with recommendations.



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Mrs. Grady commented that it bothered her that people were talking about IT politics between staff and administrators. It was determined that it has been difficult without a leader.

Ms. Russell stated that this is phase 1 and a more detailed plan will be coming. Mr. Stamp confirmed this and stated that there will be a meeting with the City. The increase in devices has placed a burden on the network also which has caused some problems.

Dr. Arbour agreed with Mr. Stamp that the City IT department also believes that the School District has outgrown sharing of city services. She added that there have been inconsistencies for many years and the issues are becoming more obvious. This is a foundational piece for the School District and is information that is needed in order to move forward.

Mrs. Grady stated that she heard much of this information 8-9 years ago and technology continues to change constantly. She asked Mr. Stamp if outsourcing is a possibility to which Mr. Stamp responded that his company was only asked to evaluate services and fill in for the short term.

Mr. Stamp commended the staff for their willingness to help.

Dr. Arbour stated that Neoscope completed the draft of the IT Manager Job Description. Mrs. Grady commented that she didn't think there would be anyone available who would be qualified to do the position based on the extensive tasks outlined in the job description. Mr. Stamp noted that the description was more for a managerial position.

G. CONSENT AGENDA

- 1. Correspondence:**
 - a. Moms on the Run
- 2. Resignations/Retirements: None**
- 3. Leaves of Absence: None**
- 4. Nominations:**
- 5. Extended Travel (Student Trips):**
- 6. Donations:**
 - a. Donation of HSS PTG-Shed

Sarah Greenshields moved, Carole Soule McCammon seconded to approve the Consent Agenda. An oral **VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT: moved up in agenda

I. POLICY-CHANGES-PROPOSALS:

a. JKAA-R—Procedure for the Use of Physical Restraint in the Dover School District

Ms. Boston stated that additional language would be added to the draft in Section K (Reporting Requirements) that would state that parents would be notified of restraints as soon as



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practicable, but no later than the end of the school day. This will be added for the second reading.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to move policy JKAA-R to the October meeting for a second reading. An oral **VOTE PASSED 7/0**.

b. Job Description—IT Manager

Dr. Arbour asked for approval of this policy so that the search could begin. She noted that this is a director position and would be an administrator.

Mrs. Grady stated she would not support the job description.

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded to approve the IT Manager Job Description. An oral **VOTE PASSED 5/1 (Grady opposed, Greenshields was out of the room during the vote)**

J. POLICY ADOPTION: none

K. RESOLUTIONS: None

L. OLD BUSINESS:

a. Dover Family School Alliance Memorandum of Understanding—moved up in agenda

b. STEAM Update—moved up in agenda

M. NEW BUSINESS

a. IT Presentation—moved up in agenda

b. Recognition of Service—moved up in agenda

c. Budget Schedule

Ms. Andrews Parker requested a budget retreat with an extended period of time with administrators for discussion on budget issues. She added that it is more important this year due to a new Board. Dr. Arbour expressed her (and administrators) desire to present the budget as a team.

Ms. Andrews Parker added that she is concerned with the possibility of snow which could cancel a budget session.

Mrs. Grady added that they may need to wait for the governor or legislature to complete the budget. She cautioned the Board starting the budget process until the decision is made on adequacy. Dr. Arbour agreed, but there are always unknown factors each year in the budget.



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Ms. Andrews Parker asked if the budget could be discussed at a new Board member orientation session.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the amended budget schedule for FY17. **An oral VOTE PASSED 6/1 (Andrews Parker opposed)**

Betsey Andrews Parker moved, Carole Soule McCammon seconded to suspend the rules and extend the meeting up to 11:00 pm. **An oral VOTE PASSED 7/0.**

d. Energy Advisory and Procurement RFQ

Ms. Taylor explained the benefit of obtaining a broker for best electricity pricing. She recommended that the District go with Competitive Energy Services.

Ms. Russell asked how the fee is formulated. Ms. Taylor responded that CES' fee is slightly lower than their competitors. The costs will be known more within a month.

Michelle Muffett-Lipinski moved, Doris Grady seconded to approve the Energy and Procurement RFQ. A roll call **VOTE PASSED 7/0.**

e. Quarterly Scholarships and Trust Update—not addressed

f. Special Funds Update—not addressed

g. August Condition of Accounts—not addressed

h. FY15 Close out Condition of Accounts—not addressed

i. Superintendent Goals—not addressed

j. Annual Report—not addressed

N. SUBMISSION AND PAYMENT OF BILLS:

Sarah Grady moved, Carole Soule McCammon seconded to direct the Superintendent to pay manifest #16-C in the amount of \$2,837,478.25 for FY16 and \$270,031.96 for FY15 for a total of \$3,107,510.21 for the period of August 11-September 14. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT: not addressed-attachment archived with minutes

P. COMMITTEE REPORTS: not addressed-attachment archived with minutes



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Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Taylor provided a report on the status of bussing in Dover for the start of the school year. Concerns included students sitting on the bus for long periods of time, extended bus rides. Goals included decreasing time on busses, mechanical capabilities of bus, and changing certain routes.

In order to reduce transportation issues for the year, Ms. Taylor met with First Student before route schedules were established and published. Afternoon drop-off times were also published and pick up times were altered for DMS busses. At the beginning of the school year, all DMS busses were monitored for the first four days. Parent concerns were addressed quickly.

There were approximately 35 emails and calls on bus issues during the start of the school year.

Busses have recently been on time and business office staff is continuing to meet with First Student to ensure that everything runs smoothly from this point forward. Cards are given to bus drivers that they will be giving to parents with contact information if they have issues. There is a separate email and phone number established for the purpose of bus issues.

Ms. Taylor commented that the School Board may want to decide if they want to combine DMS and DHS ridership for low areas of riding. This would make a bus available for higher areas of ridership.

Ms. Andrews Parker commented that the 5 minute change makes a huge difference in time. She thanked all for that change. She also asked if there are fewer cars going to DMS. Ms. Taylor responded that there still seems to be many cars.

Dr. Arbour asked parents to make sure that students are at the bus stop on time and ready for the bus. She also thanked the SAU staff for their efforts regarding bus issues.

Ms. Taylor thanked First Student and drivers for their efforts.

R. ADJOURNMENT: Doris Grady moved, Sarah Greenshields seconded adjourning the meeting at 10:15 pm. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary