DOVER SCHOOL DISTRICT	DOVER SCHOOL BOARD – MINUTES	
	Meeting Type:	Regular Meeting #10
	Meeting Location:	Media Ctr. (Room 306) McConnell Center
	Meeting Date:	**Monday, October 5, 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, October 5, 2015 at 7:12 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, GES Principal Beth Dunton, PPS Director Christine Boston, DTU President Lisa Dillingham, Café Services Chris Faro and Myles Underwood, citizens, fosters.

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

D. CITIZENS' FORUM: David Martin, 10 Linda Ave. spoke in support of ward-based School Board elections as opposed to at-large positions.

E. AGENDA APPROVAL: Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded make the following changes to the agenda: Move L. c. Budget Priorities, M. d. 2016-2017 School Calendar and M.j. Superintendent Goals to directly after Student Representative Report and postpone L. b. Student Enrollment Projection/Class Size to the November 9 School Board meeting. An oral vote to approve the agenda as amended **PASSED 7/0.**

F. APPROVAL OF MINUTES:

1. Regular Session #9, September 14, 2015

Betsey Andrews Parker moved, Carole Soule McCammon seconded approval of the minutes. An oral **VOTE PASSED 7/0**.

G. CONSENT AGENDA

1. **Correspondence:**
2. **Resignations/Retirements:**
    a. Ann Marie Staples
3. **Leaves of Absence: None**
4. **Nominations:**
    a. Teacher (tentative)
5. **Extended Travel (Student Trips):**
    a. Art Club to Mass. Museum of Contemporary Art
6. **Donations:**
    a. Liberty Mutual $1,500 to DHS Road Race
    b. $500 Kohl's to DHS Road Race

It was noted that there were no teacher nominations to be approved with the consent agenda. Ms. Russell commended and thanked Ms. Staples for her years of service to Dover. Mrs. Grady thanked her for informing the District early in the year.

Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve the Consent Agenda as amended. An oral **VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT: Student representative Daniel Provencal-Fogarty spoke about issues including the start of Advisory meetings at Dover High School. He commented that students are still getting used to this new period of time but it is being used to give students a voice and they discuss items including food, lighting, heating and other items. Students are hopeful to have more interaction with faculty to discuss such items as parking, library schedule, and dress code. Spirit week was successful and all had a good time showing school spirit. Homecoming was held this past week and Dover beat Spaulding in the football game and attendance was high for the homecoming dance.

L. OLD BUSINESS

c. Budget Priorities-moved up in agenda

Dr. Arbour reviewed budget priorities from last year and asked for input from the School Board for the FY17 budget.

Ms. Andrews Parker commented that she would like to keep CIP, STEM, personal devices for learning. She asked if there is a way for the district to purchase technology for families at a lower price. Her priority for the budget would be teacher salary and finalizing collective bargaining agreements as needed. Bussing is another priority for her, adding that she would like to have more busses and a late bus added for students.

Ms. Greenshields added Strategic Planning and Technology Planning as continued priorities.

Mrs. Grady commented that she didn’t know why she was looking at the same document from last year. She would prefer to start with a clean slate and make a new list of priorities. She stated that administrators should also provide a list of priorities.

Ms. Morrison added lower class size to the list and Ms. Russell added more space to the list, although she realized that is a difficult item to add. Ms. Russell also thought that start times should be added since it could impact the budget.

Ms. Muffett-Lipinski agreed that it would be helpful to have a deadline to submit priorities, with a rank and also administrator input.

Ms. Andrews Parker reviewed what had been added to the budget last year and was amazed at the accomplishments. She commented that some items on the FY16 list are still priorities including class size.

It was determined that school board members should email budget priorities to Dr. Arbour by Monday, October 12.

Ms. Soule McCammon noted that the distinction between class size and space is important.

Class size would be an important item for the future School Board.

Mrs. Grady noted that enrollment numbers are 63 students lower than projected. Enrollment numbers are also lower than they were in August. She stated that she has not seen the District exceed State Standards.

M. NEW BUSINESS

d. 2016-2017 School Calendar Discuss—moved up in agenda

Dr. Arbour reviewed the proposed calendar for 2016-2017 and highlighted changes. She met with area superintendents to discuss the calendar so that they are all in sync due to sharing of CTC students. After the draft is reviewed by the Board, she will meet again with Superintendents to discuss changes and bring back to the Board for a vote in November.

Dr. Arbour stated that it is difficult to use knowledge gained from professional days during the year if they are stacked late in the school year.

Ms. Soule McCammon noted that there is still one area district that used ½ days. Dr. Arbour responded that the districts are trying to work together as much as possible.

Ms. Russell asked why there is a workshop on May 19th instead of May 26th which would extend the Memorial Day long weekend. Dr. Arbour responded that she will look into it.

Ms. Russell commented that she would prefer a Teacher Workshop Day on January 13 instead of December 23. Dr. Arbour commented that the thought was that December 23 would not be a great learning day and many students would be absent for travel reasons anyway since it is a short holiday recess. There are a few districts that do not have school on that day for students or teachers. Ms. Russell stated that an option might be to still take December 23 off for student and staff and extend the school year by one day.

Ms. Andrews Parker agreed with Ms. Russell and preferred that school not be is session for anyone on December 23. She would prefer an extra day placed at the end of the year. She also preferred to extend holiday weekends with a teacher workshop day since this is what has been done in the past and families are accustomed to this.

Dr. Arbour will talk about the calendar changes with the DTU.

Mrs. Grady commented that she doesn't understand why Teacher's Workshops extend a long weekend. She feels that this benefits adults and not students. Ms. Andrews Parker responded that it is a time that helps families spend some time together.

Ms. Soule McCammon noted that there are some family situations that are not as supportive and it may not be beneficial for students to be out of the school's care for longer weekends.

Ms. Muffett-Lipinski added that it prohibits school staff from spending time with their families.

Ms. Greenshields requested that the March teacher workshop day be pushed another week to provide more time between vacations. She would also prefer to see Teacher Workshop days outside of potential snow times of year.

j. Superintendent Goals—moved up in agenda

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to approve Superintendent Goals.

Ms. Russell commented that Strategic Goals were addressed in the Goals.

Mrs. Grady commented that strategic plan was discussed when Dr. Arbour was hired. She asked if the committee has been started yet. Dr. Arbour responded that the committee has not been formed since the School Board didn't approve her going forward with strategic planning.

Mrs. Grady believed that after 1 ½ years, the superintendent would have had time to evaluation the system and set up a strategic plan from the evaluation. She stated that the District is right where they started. She added that there are several goals that she feels would give the Board a better picture of there the Dover system is going. Professional practices, student learning, district improvement were goals that were set up for the superintendent. She continued to say that the District has been weak with student learning goals, giving Math in Focus as an example.

Ms. Muffett-Lipinski commented that the Board did not allocate resources for Dr. Arbour to do a strategic plan and she is glad about this since so much happened this year, including the beginning of a process to build a new school. She feels badly, but feels it benefitted the District in the end. Ms. Muffett-Lipinski added that Dr. Arbour has done a great job pulling the leadership team together.

An oral **VOTE PASSED 6/1 (Grady opposed).**

I. POLICY-CHANGES-PROPOSALS:

a. JRA—Student Records and Access

Ms. Russell noted a few typographical errors that would be changed for the second reading.

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

J. POLICY ADOPTION:

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

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve JKAA-R.

Mrs. Grady asked if training is for Special Education staff only to which Ms. Boston responded that some special education and some regular education are trained. She continued to say that the entire staff is not trained only certain members in each school. Ms. Boston stated there is not the need for that number of physical management.

Mrs. Grady commented that all staff should be trained, especially in the times in which we live.

Ms. Boston responded that the presumption is that there isn't a weapon involved in the situation. Mrs. Grady noted that there are times when an actual weapon isn't needed to be dangerous. Ms. Boston stated that they try to de-escalate before it gets to that level.

Ms. Boston provided background stating that an 18 member committee was formed that met 5 times. They looked at existing protocol and process of other districts concerning students, staff, reporting, communication, documentation and observation, number of incidents and extended restraints. The committee felt strongly about exceeding state guidelines in some areas. She highlighted key areas stating that definitions were taken directly from the existing policy. Parent notification, debriefing and staff processing after an incident were all important to the committee.

Mrs. Grady stated that she cannot support the policy if all personnel are not trained since it is a District policy.

Ms. Russell commented that there are in-house trainers. Ms. Boston confirmed and stated that training is conducted multiple times per year and is on-going. She added that key staff are in building and carry portable radios. Most of the special educators, paras and administrators are trained. Ms. Boston estimated that more than 60 people in the district are trained. Mrs. Grady recommended that staff be trained at a workshop day.

Ms. Soule McCammon asked if wording, "key staff" be included in the policy so that all know who they are.

Ms. Boston responded that all elementary schools have responsive teams and everyone knows who is included on the teams. Historically, the number of incidents decreases as students get older since they self-regulate better. She added that incidents of restraint are very low. There may be 20 in a year with 5-6 students involved.

Ms. Muffett-Lipinski agreed that this may be a good topic for a Teacher Workshop Day. Ms. Boston noted that staff receives training in diffusing situations through Positive Behavior Intervention System (PBIS) or Responsive Training. Each building has a protocol for situations.

An oral **VOTE PASSED 6/1 (Grady opposed).**

Ms. Russell thanked Ms. Boston and the entire committee for their work on the policy,

K. RESOLUTIONS: None

L. OLD BUSINESS:

a. Transportation Update

Ms. Taylor provided an update on transportation since the last School Board meeting. They are looking closely at routes and parental complaints. The District is requesting GPS information to check patterns on what may be affecting certain busses. Complaints have been reduced significantly but there are still some issues with length of ride and number of students on certain busses.

Ms. Taylor noted that the RFP for transportation will be going out soon. Included in the RFP are consequences for what happens if objectives are not met. Also included are requests for recommendations on how to best meet the needs of the students of Dover. Ms. Taylor noted that much of the language in the RFP was left open since they would like the bus companies to think outside the box.

Ms. Taylor commented that the business office is listening to comments and working with First Student to resolve issues.

Ms. Andrews Parker asked if the RFP addresses keeping DMS and DHS separate. Ms. Taylor responded that the language was left open, but didn't prevent those options. Ultimately, it would be the decision of the School Board. Ms. Andrews Parker stated that she asked the question since there is still some overcrowding on busses and some students are still picked up too early in the morning.

Ms. Andrews Parker commended DMS for making changes to let students enter the building early but is still concerned with the RFP and openness. Ms. Taylor responded that the School Board can make a request for additional details. They are looking for creativity from bus companies when trying to respond to transportation issues.

Ms. Andrews Parker commended the Business Office for their efforts with dealing with transportation issues.

Mrs. Grady asked that the exhaust emissions be checked on busses. She has seen some that do not look like they should. She noted that contracts have stated that busses need to be less than 5 years old. Ms. Taylor responded that the District would like newer busses and some with alternative forms of energy. They are also hopeful that IT services and a mechanic are on site to provide better service to the District in case of issues.

b. STUDENT ENROLLMENT PROJECTION/CLASS SIZE—postponed until November School Board Meeting.

c. Budget Priorities—moved up in agenda

M. NEW BUSINESS
a. Café Services Presentation

Myles Underwood and Chris Faro, Café Services, presented an update on food service. School year has started successfully. A survey was sent to administrators in District and the student survey process will be started soon. Café Services is working with UNH Dietetic Interns. They will be starting Action Stations soon which were a huge hit with schools last year. The Fresh Fruit and Veggies program has started at DMS. It is a large building and there are challenges, but they are getting great feedback so far. Mr. Underwood commented that he has worked with HSS and toured gardens and donated to the Day of Caring program and 5K race.

Ms. Greenshields asked if they are able to compost. Mr. Faro responded that it was looked into when they first started working with the District. It would have been a cost to the District, but he will revisit and possibly can support the gardens.

Ms. Andrews Parker asked if the students could be provided with more food. Mr. Faro responded that USDA guidelines have calorie restrictions and are required to be heavy on fruits and veggies. Portions of the meat or meat alternate are limited. Students are still able to purchase additional meals or entrees.

Ms. Andrews Parker asked if Dover is able to take advantage of the special milk program. Mr. Faro responded that they take advantage of every program that is available. The milk program is only available to limited groups and Dover does not qualify.

Mr. Faro commented that Café Services does everything they can do to help the students. They realize there is a drop off in free and reduced lunch applications at the high school level.

b. End 68 Hours of Hunger

Debbie Bodell read a statement summarizing End 68 Hours of Hunger program. The group provides 2 breakfasts, 2 lunches and 2 dinners and snacks to 150 students for the weekend. This is provided in bags and all funds go directly toward the contents of the bag. On holiday weeks and workshops, additional food is sent home. Fresh fruit and fresh bread was recently added to the bags. Toothbrushes, hats and scarves have also been added.

Moms on the Run road race donated $15,000 to the program and will donate again next year. Other fundraisers provide funds for the program. Businesses and churches donate to the program as well. The group is currently trying to collect sets of mittens and hats. If anyone would like to donate, they should send to End 68 Hours of Hunger, PO Box 676, Somersworth, NH 03878. They also have a website and are on Facebook.

On Teacher workshop days, double protein, extra dinner and a snack are provided. Ms. Bodell asked if she could return to provide an update.

Ms. Greenshields asked about the recruitment process to which Ms. Bodell responded that there is no interaction with students. The school provides them with the number of bags needed per school.

The School Board thanked Ms. Bodell and the program for their efforts.

c. Ward Discussion

Ms. Soule McCammon commented that the School Board represents all students in the District and not specific areas of the City. In her opinion, at-large positions do not do a disservice to the District.

Mrs. Grady read a statement outlining her views which can be heard in its entirety, along with the rest of the meeting on http://dovernh.pegcentral.com/. She stated that she is not being political, but wants to provide the best Board possible for student advancement and educational growth. She stated her support for the charter amendment to have ward-based School Board members. She commented that she is the only one who has experience with both ways of representation. She added that she does not support the City Manager form of government.

Mrs. Grady noted there has been more unrest due to the at-large based elections. She felt that this went to petition because the City Council would not allow a public hearing. She would like to add Ward representation under accomplishments.

Mrs. Grady summarized the increase of positions over the past few years and feels that students have not been the prime focus. She added that the past 4 years have been tumultuous and is hopeful that the School Board can get back on track. She stated that she would vote no on both charter amendments on the ballot but stressed that citizens should vote their conscience. She stressed that these are her opinions and not those of the entire School Board.

Ms. Andrews Parker noted that she has also been a part of at-large and ward based elections. She feels the cost and time is about the same. Social media is now used as a way to campaign and is cost effective. She commented that it is difficult to find people to run. She agreed with Ms. Soule McCammon that all students are represented equally. She does not want schools and parents pit against each other.

Ms. Russell echoed comments and added that school issues are city issues. She supports at-large based elections. She hopes for the best 7 people to be school board members.

Ms. Muffett-Lipinski also added her support of at-large positions. In her opinion, schools are treated equally.

d. 2016-2017 School Calendar Discussion—moved up in agenda

e. Approval of Tuition Rates for 2015-2016

Ms. Taylor summarized Nottingham tuition rates. Other rates will be approved in November. There are currently 87 Nottingham students at DHS and 96 were budgeted. The District will be under budget by $88,000 due to the rate.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the Nottingham tuition rate for 2015-2016. An oral **VOTE PASSED 7/0.**

f. Quarterly Scholarships and Trust Update

Ms. Taylor summarized the quarterly update and noted that another report for September 30 in the November agenda packet.

g. Special Funds Update

Ms. Taylor summarized the special report for facilities and food services for period ending 6/30/15. These are funds that are included in FY16 budget and current CIP plan. Some parking lot repairs will be completed as well as the purchase of some light maintenance vehicles. School Cafeteria fund had a budgetary loss due to commodities that were higher and a large worker's compensation claim from a prior year. There was also a $40,000 floor repair and Café Services cost was a bit higher than anticipated due to the hiring of two additional people. There was an available fund balance to cover this. The gross appropriation was not exceeded for this account. There will be an impact on revenue and expenses for this year due to fresh fruits and veggies program at DMS, higher commodities and food provided to the Charter school.

h. September Condition of Accounts

Ms. Taylor summarized the general fund condition of accounts for September. She is still waiting for approval of federal funding which will change some of the numbers and not appear so daunting.

i. FY15 Close out Conditions of Accounts

Ms. Taylor summarized the tentative close out of accounts for FY15. She noted that the numbers will change. Medicaid revenue was higher than budgeted. She believes the District will end with about $40,000 remaining to turn back to the City general fund. There will be a final report presented at a later meeting.

j. Superintendent Goals—moved up in agenda

k. Annual Report

Ms. Russell stated that Annual Report is available to review and is included in the meeting agenda materials.

I. Cafeteria Tables Bid Approval

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to award the bid for cafeteria tables to School Outfitters for Horne Street School and Virco for the Alternative School.

Ms. Soule McCammon asked if broken tables are being replaced. Ms. Taylor responded that HSS tables were originally from Dover High School and very old and most likely should have been replaced years ago. The District is no longer able to find replacement seats.

A roll call **VOTE PASSED 7/0.**

N. SUBMISSION AND PAYMENT OF BILLS:
Sarah Greenshields moved, Betsey Andrews Parker seconded to direct the Superintendent to pay manifest #16-D in the amount of $1,750,461.84 for FY16 and $70,555.91 for FY15 for a total of $1,821,017.75 for the period of September 15-October 2. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT: attachment archived with minutes

P. COMMITTEE REPORTS: None

Q. SCHOOL BOARD MATTERS OF INTEREST:

Mrs. Grady noted she attended her 75th class reunion from Berwick Academy. Ms. Russell congratulated her on behalf of the Board.

Ms. Taylor provided a status report of the roof project at Garrison School. A few punch list items are being completed. There will be a final walk through by all after everything has been completed. There were additional charges of $6,300 that were not previously approved for items including drain work and fixing of a damaged area that needed to be reset. She felt these were reasonable costs. The project went well and Ms. Taylor will be bringing final approval to the Board when it is complete. She anticipates that there will be approximately $90,000 left from the project.

R. ADJOURNMENT: Sarah Greenshields moved, Michelle Muffett-Lipinski adjourning the meeting at 9:35 pm. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary