



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, November 9, 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, November 9, 2015 at 7:05 p.m. in the McConnell Center Media Center.

B. ROLL CALL: Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Carole Soule McCammon and Michelle Muffett-Lipinski. Doris Grady and Sarah Greenshields were excused.

Also present were: Superintendent Elaine Arbour, DHS Principal Peter Driscoll, CTC Director Louise Paradis, PPS Director Christine Boston, Facilities Director Jeff White, incoming School Board members Matt Lahr and Keith Holt, Neoscope Representative Danny Stamp and DFSA Representative Alyson Genovese.

C. PLEDGE OF ALLEGIANCE: Carole Soule McCammon led the Pledge of Allegiance.

D. PUBLIC HEARING: Student and Teacher Information Protection and Privacy (RSA 189:68): No one addressed the School Board.

E. CITIZENS' FORUM: No one addressed the School Board.

E. AGENDA APPROVAL: Carole Soule McCammon moved, Michelle Muffett-Lipinski seconded making the following changes to the agenda: Move L. a. Neoscope Update and L.c. Approval of DFSA MOU to directly after the Consent Agenda. An oral vote to approve the agenda as amended **PASSED 5/0**.

F. APPROVAL OF MINUTES:

1. Public Meeting to Enter Nonpublic Meeting #7, October 5, 2015
2. Regular Session #10, October 5, 2015
3. Public Meeting to Enter Nonpublic Meeting #8, October 13, 2015

Carole Soule McCammon moved, Michelle Muffett-Lipinski seconded approval of the minutes. An oral **VOTE PASSED 5/0**.

G. CONSENT AGENDA

1. Correspondence:

- a. UNH Community Action and Mattering Initiative Survey Request

2. Resignations/Retirements: None

3. Leaves of Absence: None

4. Nominations:

- a. Director of Technology

5. Extended Travel (Student Trips):

- a. Winterguard Trip to International Eastern Championships in New Jersey-Primary Approval
- b. Cosmetology Students to International Beauty Show in NYC-Primary Approval



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c. DMS Going Global trip to Boston-Primary Approval

6. Donations:

- a. Friends International \$1,300 for Similarity Awareness Program
- b. Dictionaries for all 3rd Grade Students by Rotary Club-In excess of \$500
- c. Buddy Bench by GES PTA
- d. Reading Books by GES PTA

A donation of coats from Dover Fire and Rescue was added to the consent agenda. The distribution of coats was to all elementary schools.

Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve the Consent Agenda as amended with addition of donation and with removal of G. 1. a. An oral **VOTE PASSED 5/0**.

Ms. Russell thanked the organizations for their generous donations.

Ms. Soule McCammon asked that the UNH survey require parents to opt in instead of opt out.

Ms. Andrews Parker commented that this should be part of all surveys if it is requested of this one.

Ms. Soule McCammon stated that this gives greater control and provides parents with more of a choice. Ms. Andrews Parker stated her concern for opening a whole "can of worms".

Carole Soule McCammon moved, Michelle Muffett-Lipinski seconded to approve the request of a UNH survey by Professors Andrews and Banyards with the inclusion of a parental opt in as opposed to an opt out. An oral **VOTE PASSED 4/1 (Andrews Parker opposed)**.

H. STUDENT REPRESENTATIVE REPORT: Student representative Daniel Provencal-Fogarty was excused.

L. OLD BUSINESS

a. Neoscope Update-moved up in agenda

Neoscope representative Danny Stamp, updated the Board on the status of Neoscope. Mr. Stamp and other Neoscope staff members met with current Dover IT staff and shared with them a plan for moving forward. There will be a kick off meeting on November 23 which will include the new IT Director.

Mr. Stamp continued to say that the emails are being cleaned up and are saved on the physical server. Dr. Arbour added that important emails can be archived and others can be trashed.

Ms. Andrews Parker requested that much of their work be completed during after school hours so that there would be minimal disruption to which Mr. Stamp agreed.



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Ms. Andrews Parker asked what is being done to address security. Mr. Stamp responded that there has been a complete review of the firewall and routers. Issues were with wireless and Neoscope has addressed these since that time. The major gaps in security have been plugged and it is 50% better than the last time Neoscope addressed the Board. The Active Directory and mail system have been the largest impact items.

Ms. Paradis confirmed that the District is not “wide open” to security issues. She continued to say that passwords need to be changed periodically and policies should be made to protect the District. Ms. Paradis stated that some of the issues are related to being associated with the City.

Ms. Andrews Parker added that words need to be chosen carefully. She wants to be sure that the City knows why the School District is separating and understands the reasoning.

Dr. Arbour confirmed that the City is aware and in agreement with changes.

c. Approval of DFSA Memorandum of Understanding-moved up in agenda

Ms. Soule McCammon requested that the dates remain open-ended and not with “60 days’ notice” and also that “non-binding” is added to the language.

Ms. Genovese responded that the Memorandum of Understanding is not a legally binding document so the words, “non-binding” seem unnecessary. She added at 60 days’ notice was requested so that there would be time to plan or transition. She noted that if there is cause on either side, the MOU would be terminated immediately.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the DFSA MOU with changes of adding “non-binding” and “with or without cause” to 7.d.

Ms. Andrews Parker commented that the District must be careful about what is offered to one group over another. This will most likely be the last MOU that she will support with an outside agency since it could open the district up for problems.

Ms. Boston stated that the MOU was formed to solidify the relationship between the District and the DFSA.

Ms. Muffett-Lipinski stated that she supports this MOU since the DFSA is providing a mutual benefit and doing the District a huge favor by filling in a gap. She will continue to support these types of agreements.

Dr. Arbour commented that there are similar Memorandums of Understanding with outside groups in the District.

An oral **VOTE PASSED 5/0.**



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I. POLICY-CHANGES-PROPOSALS:

a. IKF—High School Graduation Policy

Dr. Arbour commented that there are no substantial changes in this policy. Numbers are just being brought in line the District's actual number of student days. There could be other changes brought to the Board at a later time.

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded to move policy IKF to the December meeting for a second reading. An oral **VOTE PASSED 5/0**.

J. POLICY ADOPTION:

a. JRA—Student Records and Access

This policy review is due to a change in legislation.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to move this policy until the December meeting so that there is more time to review the policy. An oral **VOTE PASSED 5/0**.

K. RESOLUTIONS: None

L. OLD BUSINESS:

a. Neoscope Update—Moved up in Agenda

b. Approval of 2016-2017 Academic Calendar

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the 2016-2017 calendar as presented.

Dr. Arbour stated that this calendar is aligned with most Districts. The end of the year dates are also similar allowing area school graduations to be aligned.

An oral **VOTE PASSED 5/0**.

c. Approval of DFSA Memorandum of Understanding—moved up in agenda

M. NEW BUSINESS

a. Barrington/Other Tuition Approval

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the tuition figures as presented. An oral **VOTE PASSED 5/0**.

b. Quarterly Scholarship and Trust Update



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Ms. Taylor presented the updates.

c. Pest Management Services Award

Ms. Taylor summarized the bids and stated that the difference in cost is due to the difference in extent of services.

Ms. Taylor commented that there have been some reports of insect and rodent pest issues. Some are due to the animal barn near the high school.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to award the bid for pest management services to Terminex. A roll call **VOTE PASSED 4/0**. Ms. Morrison recused herself since she knows one of the vendors.

d. Tractor Bid Award

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to award the bid for a tractor to MB Tractor.

Ms. Andrews Parker asked if companies were asked to bid on exactly the same tractor. Facilities Director Jeff White stated there was a range with minimum specifications.

A roll call **VOTE PASSED 5/0**.

e. Transportation Bid

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to table the approval of the transportation services bid until the next meeting so that Board members had more time to review. An oral **VOTE PASSED 5/0**.

Dr. Arbour asked that discussion occur at this meeting.

Dr. Arbour summarized the bids from the two companies (First Student and Student Transportation of America). She continued to say that the current transportation provider is First Student. Over the past few years there have been significant concerns about their service.

First Student offered the lower bid, but the corporate level seems to be unresponsive to needs. The local level is trying hard to provide increased customer service.



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Student Transportation of America was approximately \$173,000 more in cost, but provided 22 new busses for sole use by the Dover School District and they would be establishing a Dover location.

Both companies have GPS equipment. There has been difficulty with local dispatch at First Student due to a lack of bus drivers. The dispatch employee is sometimes required to drive busses in absence of drivers.

There is a risk with Student Transportation of America since we are unsure of their services since they may also have difficulty hiring bus drivers.

All Board members were sent letters of reference for both companies to review prior to the next meeting when there will be a vote.

Dr. Arbour noted that work performance specifications should be added to the contract of whichever bus company is approved. She also recommended quarterly review meetings.

It was determined that a comparison of the cost of athletic transportation was very close for both companies.

First Student used previous Laidlaw routes and adjusted accordingly. Student Transportation of America has a software interface with student information and compare with current routes. Their drivers also drive the routes a few times before starting with students.

Dr. Arbour stated that representatives from both companies will be invited to the meeting where a vote will be taken. She recommended a meeting within a few weeks since busses may need to be purchased.

Dr. Arbour confirmed that the new bus provision would be included in the contract for Student Transportation of America if they were awarded the bid. She also confirmed that it would be 22 busses as opposed to 20 busses. Ms. Andrews Parker asked what assurances the District has that routing software will work. She also asked how many of the references provided have current contracts with Student Transportation of America. Ms. Andrews Parker also stated her concern over the current bus drivers for First Student if the contract is awarded to STA. Dr. Arbour responded that status of current drivers will be confirmed if STA is awarded the bid. She is assuming that the current drivers would be hired by the new company. Changes in benefits and service will also be questioned.



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Ms. Russell requested proposed ideas and penalties from Dr. Arbour and Ms. Taylor for the contract language. She commented that an estimate would be fine and didn't need a final contract.

Dr. Arbour asked that all additional questions be sent to her so that they could be forwarded to both bus companies.

An oral **VOTE PASSED 5/0.**

f. Facilities Rental Agreement

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded to approve the Facilities Rental Agreement.

Dr. Arbour explained that many rental requests include a request to waive fees. This causes confusion among many groups. In the new fee structure, it is clearly identified who will pay which fee and for what purpose. For clarity, she would like to avoid approving waivers in the future. She will work with the recreation department to determine what different groups pay since this structure does not include the recreation department.

An oral **VOTE PASSED 5/0.**

g. CWS Contract Extension

Betsey Andrews Parker moved, Carole Soule McCammon seconded to begin negotiations with CWS for a contract extension.

Ms. Andrews Parker commented that CSW has kept their fees low and hopes they continue to do so. Dr. Arbour added that the District has been very happy with the service received and with Jeff White and looks forward to a long future with them.

An oral **VOTE PASSED 5/0.**

h. October Condition of Accounts

Ms. Taylor summarized the general fund condition of accounts for October and for the end of FY15. She is still waiting for approval of the IDEA grant which should be in place by January. She stated that the new position of contract coordinator has been a huge help to her and the business office.

Ms. Taylor noted that in December she will most likely be bringing an amendment to the School Board for food service funds. She is anticipating more commodities than originally thought and



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also entered into an agreement with the Seacoast Charter School to provide them with food services.

N. SUBMISSION AND PAYMENT OF BILLS:

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to direct the Superintendent to pay manifest #16-E in the amount of \$3,033,985.83 for FY16 and \$76,750.69 for FY15 for a total of \$3,110,736.52 for the period of October 3-November 9. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT: Dr. Arbour highlighted areas of her report which is archived with these minutes.

P. COMMITTEE REPORTS: Ms. Morrison reported on the technology committee. She commented that the technology task force is working on strategic planning. More to report next month.

Ms. Russell reported on JBC. She commented that plans for the new DHS/CTC change daily. Architects HMFH have met with several groups in order to gain input on the project. Ms. Russell added that she attended to the last night of the leadership academy and was pleased that she attended. There was great excitement over the building project.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Russell shared that the Dover Parents Music Club hosted the annual Craft Fair at DHS on Sat, November 7 which was a success. Other events held over the weekend included a football banquet, an integrated walk and a cat show at DMS.

Ms. Morrison asked for an update on the Garrison Roof project. Mr. White responded that the project went very well and there was just one snag which included the relocation of a roof drain. It was fixed and there are no leaks.

Ms. Andrews Parker thanked the Gourmet's Table for catering a pasta dinner for an outside sports group. The staff and food were both amazing.

Ms. Andrews Parker reminded that she would like the school start times addressed for next year.

R. ADJOURNMENT: Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded adjourning the meeting at 8:50 pm. An oral **VOTE PASSED 5/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary