



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #12
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, December 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, December 14, 2015 at 7:01 p.m. in the McConnell Center Media Center.

B. ROLL CALL: Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Carole Soule McCammon and Doris Grady. Sarah Greenshields was excused. Michelle Muffett-Lipinski arrived at 7:25 p.m.

Also present were: Superintendent Elaine Arbour, DHS Principal Peter Driscoll, CTC Director Louise Paradis, PPS Director Christine Boston, CIA Director Paula Glynn, GES Principal Beth Dunton, WPS Principal Patrick Boodey, HSS Principal Mike McKenney, DALC Director Deanna Strand incoming School Board members Matt Lahr, Carolyn Mebert and Keith Holt, Mayor Karen Weston, City Councilors John O'Connor, Bob Carrier, Fosters, citizens.

C. PLEDGE OF ALLEGIANCE: Doris Grady led the Pledge of Allegiance. A moment of silence was observed in honor of Andrew Aimesbury.

D. CITIZENS' FORUM: John O'Connor, 48 Horne Street, City Councilor, addressed the School Board thanking Doris Grady, Sarah Greenshields and Carole Soule McCammon for their service.

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Carole Soule McCammon to approve the agenda as presented. An oral vote to approve the agenda as amended **PASSED 5/0.**

F. APPROVAL OF MINUTES:

1. Regular Session #11, November 9, 2015
2. Special Session #6, November 23, 2015

Betsey Andrews Parker moved, Carole Soule McCammon seconded approval of the minutes. An oral **VOTE PASSED 5/0.**

G. CONSENT AGENDA

1. **Correspondence:** none
2. **Resignations/Retirements:**
 - a. George Drinkwater-DMS Math
 - b. Wayne Levan-DHS Math
3. **Leaves of Absence:** None
4. **Nominations:**
 - a. Teacher-DALC
5. **Extended Travel (Student Trips):**
6. **Donations:**
 - a. Auto Donations to CTC
 - b. Dometic Freezer to Biomedical Program at CTC



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Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve the Consent Agenda. An oral **VOTE PASSED 5/0**.

H. STUDENT REPRESENTATIVE REPORT: Student representative Daniel Provencal-Fogarty thanked the outgoing School Board members for their service. He stated that 40 baskets of food were donated to families in need by DHS advisory. Turkeys were also collected and donated to families. Daniel asked that the walk from the junior parking lot to the school be made safer in the winter months by either plowing a path or salted more.

The annual independent film festival will be in January. Lightly used athletic equipment is being collected for the purpose of donating to others.

I. POLICY-CHANGES-PROPOSALS:

a. EEAA—Video and Audio Surveillance on School Property

Ms. Andrews Parker asked if the DTU had reviewed the policy yet to which Dr. Arbour responded that they have seen the policy. She will confirm with them prior to the next meeting.

b. EEAA-R—Video and Audio Surveillance on School Property Procedure

Betsey Andrews Parker moved, Kathy Morrison seconded to move policies EEAA and EEAA-R to the January meeting for a second reading. An oral **VOTE PASSED 5/0**.

J. POLICY ADOPTION:

a. JRA—Student Records and Access

Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve policy JRA. An oral **VOTE PASSED 5/0**.

b. IKF—High School Graduation Policy

Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve policy IKF. An oral **VOTE PASSED 5/0**.

K. RESOLUTIONS:

a. Resolutions of Appreciation—Departing School Board Members

Ms. Russell read the resolutions of appreciation for Ms. McCammon, Mrs. Grady and Ms. Greenshields.

L. OLD BUSINESS:



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a. Approval of Amended 2016-2017 Academic Calendar

The only change in this amended version is that classes will resume on Tuesday, January 3 since January 2 is a holiday and school will end on June 17.

Carole Soule McCammon moved, Betsey Andrews Parker seconded to approve the 2016-2017 calendar as amended. An oral **VOTE PASSED 5/0.**

b. Transfer of Appropriations from Prior Year Capital Projects

Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve the transfer of Appropriations from Prior Year Capital Projects. A roll call **VOTE PASSED 5/0.**

Dr. Arbour explained that funds from past capital projects would be repurposed for a current conditions study for Garrison School.

c. Garrison School Update

This was included in the agenda item above

M. NEW BUSINESS

a. FY17 Budget Presentation

Dr. Arbour presented a PowerPoint on the FY17 budget. She stated at the beginning of her presentation that the budget as presented has had little paring. It represents requests from the administrators and will need to be reduced based on priorities. Budget lines will continue to be cleaned up and reviewed with the help of administrators. The following were reviewed with the Board and are included in the archived presentation:

- Timeline
- Process
- School Board Priorities
- Draft Budget Summary
- Budget Parameters
- Budget Unknowns
- Operating Revenue-Tuition
- Operating Revenue-HS Tuition
- Operating Revenue-Local
- Operating Revenue-State and Local Aid
- Operating Revenue-CTE
- Operating Revenue-Reimbursement
- Operating Revenue-Capital Reserves
- Special Revenue



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- Operating Expenditures-Instructional Programs
- Budget Drivers-Rates
- Budget Drivers-Salary
- Budget Drivers-K-12 Enrollment
- NESDEC Enrollment Overview
- Budget Drivers-Special Ed
- Operating Expenditures-Co-curricular Programs
- Operating Expenditures-Adult and Continuing Ed Programs
- Operating Expenditures-Support Services
- Operating Expenditures-Support Services
- Considerations

Ms. Russell stated that enrollment numbers from Nottingham could increase if a decision on Coe-Brown is made. This could increase tuition from Nottingham.

Mrs. Grady objected to the reduction in budget of the Career Tech Center. Ms. Taylor explained that it isn't related to any specific cuts and may be due to a change in benefits and salary. It will be reviewed carefully.

Mrs. Grady noted that the high school enrollment had decreased in the most recent enrollment figures. Dr. Arbour commented that the figures used for the budget report are from October 1.

Mrs. Grady added that she would continue to review enrollment in the District.

Dr. Arbour clarified that the Leadership Team is the building administrators and the SAU administrators. This is the group that will be reviewing the budget and providing information to the School Board.

Dr. Arbour explained that the Summary by Function page would have similar information from the PowerPoint in a condensed version. She continued to review different areas of preliminary budget information.

Mrs. Grady expressed her concern for School Board priorities. She questioned whether the entire Board had met with Dr. Arbour and Ms. Taylor to discuss budget priorities. Ms. Russell clarified that it was a list from last year and revised in the fall of this year. She added that they would be addressed also when the strategic plan has been completed.

Mrs. Grady stated her concern that some priorities did not have accountability.

Ms. Andrews Parker asked for the budget process for this year. Ms. Russell recommended waiting until the new Board is seated to determine deadlines, process, etc. Dr. Arbour encouraged new Board members to send questions if they had any also.



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Ms. Andrews Parker asked if administrators will have an opportunity to discuss their specific budget. She recommended having groups present together at meetings.

Dr. Arbour recommended levels meeting together such as elementary, middle and high school.

Ms. Andrews Parker agreed with the recommendation and noted it would be helpful to know in advance so that Board members would be prepared with questions for the specific groups presenting at a specific meeting.

Ms. Morrison agreed with Ms. Andrews Parker as did others.

b. November Condition of Accounts

Ms. Taylor presented the updates and noted that she is still waiting for grants and is hopeful she will have a more accurate idea in January.

c. Update on McConnell Center Mail Issue

Dr. Arbour summarized the issue stating McConnell Center mail was destroyed in error by a custodian hired by the McConnell Center during a period of approximately two months. She noted that the issue had been investigated thoroughly and the documents in question were definitely destroyed. People affected were notified and to date, approximately 20 volunteers have been re-fingerprinted. If anyone would like to schedule an appointment, they should contact the SAU at 516-6800 and a convenient time will be scheduled. Dr. Arbour stated that she does not believe that people are volunteering in schools that have not have background checks completed.

Mrs. Grady commented that she believes it was handled fine, but would have liked to be notified earlier.

N. SUBMISSION AND PAYMENT OF BILLS:

Betsey Andrews Parker moved, Carole Soule McCammon seconded to direct the Superintendent to pay manifest #16-Fin the amount of \$4,098,823.59 for FY16 and \$6,249.69 for FY15 for a total of \$4,105,073.28 for the period of November 10-December 14. A roll call **VOTE PASSED 6/0.**

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

P. COMMITTEE REPORTS: Ms. Soule McCammon stated her hope for the Wellness Committee to continue meeting. She feels that there is still important work to be done regarding wellness.



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Q. SCHOOL BOARD MATTERS OF INTEREST:

Mrs. Grady read the following statement regarding her time on the School Board:

"I want to thank each and every one of you for this recognition that I truly do not feel is necessary. I chose to devote my life to children in recreation, sports, assisting in restoring interscholastic sports for women, community affairs, education and being there to assist children and young adults over the humps we all acquire in life. The choice has been a great one over the past 70 years, and for the most part, has been a joy and important to me and to the many children I have served I hope.

I close this part of the book of my life this evening and it is difficult, but there is always another beginning for all of us. By now, all of you know most of the committees and goal accomplishments I have had so I am not going to go over them again and bore you.

However, I would like to leave a legacy to the new Board serving your children and any Boards that will follow. This is not an easy position and requires a lot of research and effort if our children get an adequate education and I am not referring to State Adequacy.

When taking a seat on this Board, you all have responsibilities that I am sure you are not aware of. (Once a teacher, always a teacher).

1. You take on three hats of responsibility: One to the citizens who elected you to do the best for their children. Two is your responsibility to see that all 4000 students receive the education they deserve and three is to oversee the accountability of the one employee you have and all financial expenditures. You and you alone, by your vote, make the FINAL decision and whatever happens from your decisions is your responsibility and no one else's. YOU are the DECISION MAKER and results are in YOUR court.
2. The day you take your oath, I would suggest that you have a few reference materials to refer to often:
3. Have the Bylaws of the Dover School Board in hand for referral at all times.
4. The State Department of Education printing of laws for major referral: under Ed. 300's.
5. Policy CB which show duties of your Superintendent no matter whom he or she may be.
6. Title XV Education pertaining to School Houses Chapter 199 concerned with Construction of Cities and Joint Building Committees
7. These will all be helpful.
8. You are the governing Board and it should be run as such with strong joint communication with administrators, Supt. and strong full Board participation.
9. As Ted Comstock said to me when I first started, just remember "it is as easy to say no as to say yes"—Vote your conscience and your belief.
10. A strong listening ear to citizens and their concerns, respect to all community members and respect for one another on the Board.
11. Most of all are two words: Communication and Accountability. My goal back in 1993 and my goal as I leave this evening, December 14, 2015.



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12. It has been a long ride with excitement and despair, but a ride in this life that I have enjoyed. Thank you for being there for me—you are appreciated.”

R. ADJOURNMENT: Doris Grady moved, Michelle Muffett-Lipinski seconded adjourning the meeting at 8:38 pm. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary