



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Organizational Meeting
Meeting Location:	Finance Conference Room, City Hall
Meeting Date:	Monday, January 4, 2016
Meeting Time:	5:30 pm

An organizational meeting of the Dover School Board was called to order by City Clerk Karen Lavertu at 5:36 p.m. on Monday, January 4, 2016 in the Finance Conference Room, City Hall.

Present were Amanda L. Russell, Kathleen Morrison, Michelle Muffett-Lipinski, Matthew Lahr, Keith Holt and Carolyn Mebert. Betsey Andrews Parker was excused.

Also present were Superintendent of Schools Elaine Arbour and Superintendent Administrative Assistant Robin LaFleur.

SWEARING-IN CEREMONY FOR BOARD MEMBERS: City Clerk, Karen Lavertu, performed a swearing-in ceremony at 5:38 p.m.

ELECTION OF OFFICERS:

After each nomination, ballots were distributed to each School Board member to vote. Votes were then passed to Ms. Lavertu to be opened and the winner announced.

ELECTION OF CHAIRPERSON: Kathy Morrison moved, Michelle Muffett-Lipinski seconded, to nominate Amanda Russell. There were no further nominations. After ballots were counted, the final **vote was for Amanda Russell for Chairperson of the Dover School Board 6/0.**

ELECTION OF VICE CHAIRPERSON: Kathy Morrison moved, Keith Holt seconded, to nominate Betsey Andrews Parker for Vice Chairperson. There were no further nominations. After the ballots were counted, the final **vote was for Betsey Andrews Parker for Vice Chairperson of the Dover School Board 5/0 (1 abstention).**

ELECTION OF SECRETARY: Michelle Muffett-Lipinski moved, Amanda Russell seconded, to nominate Kathy Morrison for Secretary. There were no further nominations. After ballots were counted, the final **vote was for Kathy Morrison for Secretary of the Dover School Board 6/0.**

SUPERINTENDENT'S REMARKS:

Dr. Arbour congratulated the new Board members and wished them well in the upcoming term. She explained the importance of the job and reminded Board members that the first priority is to the students of the Dover School District. She added that collaboration and teamwork are crucial. Dr. Arbour continued to say that the position of School Board member is both exciting and rewarding, but can also be challenging at times. She urged Board members to ask questions when the need arises.

Dr. Arbour turned the meeting over to the new School Board Chairperson, Amanda L. Russell.

ADOPTION OF POLICY BCA – SCHOOL BOARD MEMBER CODE OF ETHICS: The School Board reviewed and reaffirmed Policy BCA School Board Member of Code of Ethics.



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ADOPTION OF BYLAWS BA: Dr. Arbour requested that Dover Adult Learning Center and Vocational Trust be removed from Article VIII: Liaisons. DALC is a department not a committee and the Vocational Trust will be dissolving.

Discussion ensued regarding the addition of language to the Bylaws that was previously sent to the Board in the document titled, "Debate, Discussion, and Deliberation". Ms. Russell suggested that parts of the process in the document be used for meeting protocol in order to make meetings more efficient. She commented that the City Council uses the process outlined in the document and would recommend that the School Board consider doing the same.

Dr. Mebert noted that meetings could most likely be managed if all members behaved in a civil manner. Ms. Muffett-Lipinski added that this type of process may be best added as a procedure and not a policy. Ms. Russell commented that this type of process may be better suited for the School Board Member Code of Ethics and she will try to include language in a draft for the Board to review

The process of "calling the question" was also discussed and this process will be researched further and shared with the Board.

Mr. Holt agreed that it may not be best included in a policy and is more of an operational norm.

Michelle Muffett-Lipinski moved, Matt Lahr seconded, to table Policy BA – By Laws until the January 11, 2016 School Board meeting. An oral **VOTE PASSED 6/0**.

POLICY BGB – POLICY ADOPTION: Michelle Muffett-Lipinski moved, Carolyn Mebert seconded, to readopt all School Board Policies in accordance with Policy BGB. An oral **VOTE PASSED 6/0**.

APPROVAL OF COMMITTEE ASSIGNMENTS: Committee assignments were reviewed and members selected.

The list of committees for 2016 is:

CTC Advisory Committee

Matthew Lahr, Michelle Muffett-Lipinski

Joint Fiscal Committee

All School Board members

City Council Liaison

Betsey Andrews Parker

Curriculum Planning Committee

Carolyn Mebert

***Discipline Committee**

Michelle Muffett-Lipinski, Carolyn Mebert, Amanda

Russell



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Fiscal Policy Committee	To Be Determined when needed
Joint Building Committee	Amanda Russell, TBD
Legislative Representative	Keith Holt
DTU Negotiating Committee	Carolyn Mebert, Betsey Andrews Parker, Kathy Morrison
DEOP Negotiation Committee	Amanda Russell, Kathy Morrison
DPA Negotiation Committee	Amanda Russell, Betsey Andrews Parker
DAA Negotiation Committee	Amanda Russell, Kathy Morrison
Wellness Advisory Committee	Matt Lahr, Carolyn Mebert, Michelle Muffett-Lipinski
Prof. Development Committee	Michelle Muffett-Lipinski, Matthew Lahr
District Security Review Committee	Michelle Muffett-Lipinski
Standards Policy (IKE) Review Committee	Keith Holt (as needed)

***Discipline Committee Needs Chair – Meetings to begin at 4:00PM when possible**

ADJOURNMENT: Michelle Muffett Lipinski moved, Carolyn Mebert seconded to adjourn the meeting at 6:45 p.m.

Respectfully submitted,
Elaine M. Arbour, Ed.D Superintendent
Dover School District
EMA/ral