



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #1
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, January 11, 2016**
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, January 11, 2016 at 7:00 p.m. in the McConnell Center Media Center.

B. ROLL CALL: Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Keith Holt, Matt Lahr, Carolyn Mebert and Michelle Muffett-Lipinski.

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, Facilities Director Jeff White, DTU President Lisa Dillingham, Fran Meffen, Marsha Pelletier, Fosters.

C. PLEDGE OF ALLEGIANCE: Keith Holt led the Pledge of Allegiance.

D. CITIZENS' FORUM: Marsha Pelletier, 94 Back River Rd, DHS FCS teacher, spoke against changes to the Family Consumer Studies class in the DHS 2016-2017 Program of Studies.

Lisa Dillingham, DTU President, spoke against approval of policy EEAA after speaking with DTU Counsel. She stated that it contradicts the Video and Audio Surveillance Memorandum of Understanding in DTU Master Agreement.

At 7:10 pm Betsey Andrews Parker moved, Kathy Morrison seconded to recess for 5 minutes. An oral **VOTE PASSED 7/0**.

Ms. Russell called the meeting back to order at 7:15 pm.

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the agenda with changes including moving L.a and L.b to directly after the student representative report. An oral vote to approve the agenda as amended **PASSED 7/0**.

F. APPROVAL OF MINUTES:

1. Regular Session #12, December 14, 2015
2. Organizational Meeting, December 21, 2015

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

G. CONSENT AGENDA

1. **Correspondence:** none
2. **Resignations/Retirements:**
 - a. Marcia Goodnow-DHS English Teacher
 - b. Terry Warren-DHS School Nurse
3. **Leaves of Absence:**



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- a. Lynn Adams-GES Elementary Teacher
- 4. Nominations: none**
- 5. Extended Travel (Student Trips):**
 - a. DMS Going Global to Boston-Final Approval
- 6. Donations: none**

Ms. Mebert commented that Marcia Goodnow will be missed by students and others and will be a loss to Dover High School.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the Consent Agenda. An oral **VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT: Student representative Daniel Provencal-Fogarty also commented that Mrs. Goodnow is a well-loved teacher and will be greatly missed by all. Daniel brought up concerns to the School Board from the class president. He was hopeful that there could be additional funding options for clubs and other activities. Students are discouraged because of funding issues and they are hopeful that there could be a policy to make it easier for students to gain additional funds.

Daniel also asked for guidance regarding the 2016 class gift. The students are interested in donating a mural to the new parking garage and asked for direction in doing that. Ms. Russell stated that protocol would be researched.

M. a Dover Housing Authority Summary—Moved up in agenda

DHA Executive Director Allan Krans provided the School Board with a summary of the Dover Housing Authority and its programs. He stated that there are two after school programs with the flagship program being at Woodman Park School and the second program at Dover Middle School. The WPS program runs from 3-6 pm Monday through Friday with many attendees being residents of the DHA. 100 students are registered with an average of 80 attending on a daily basis. Funding is provided with a 21st Century Grant of \$90,000 and the remaining costs of \$30,000 are provided by the DHA. The program consists of four components including a snack, homework lab, recreation and enrichment. Certified teachers help to make the program effective. The program at DMS is funding totally by the DHA and is a more informal program. Mr. Krans commented that the belief of the DHA is that education is the ticket out of poverty and he requested continued support from the Dover School District.

M. b Preparing for Climate Change—Moved up in agenda

Malone Cloitre presented information on the climate change workshops that were held last year as a collaboration with UNH. They would like to have an educational component in their programs. There are two major projects including Community Gardens and an art project. Her recommendations include keeping community garden model at Horne Street School and possibly adding to other schools including the proposed new high school. Ms. Cloitre offered



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her grant writing services to the District for projects such as rain gardens. She will email more information that will be shared with Board members.

I. POLICY-CHANGES-PROPOSALS:

a. JBAB—Transgender and Gender Nonconforming

b. JBAB-R—Transgender and Gender Nonconforming Procedures

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

c. BA—By Laws of the Dover School Board

Ms. Muffett-Lipinski asked if the policy should be tabled until discussion has occurred regarding placement of rules of decorum.

Ms. Andrews Parker commented that she sees the by-laws and rules of decorum to be separate issues. Dr. Arbour added that legal counsel stated that the rules of decorum should not be in an ethics policy, but can be added to by-laws or used generally as a separate guide.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded approval of BA-Bylaws of the Dover School Board. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTION:

a. EEAA—Video and Audio Surveillance on School Property

Ms. Andrews Parker moved, Keith Holt seconded to table EEAA and EEAA-R until special session on January 19 and until clarification is received from legal counsel. An oral **VOTE PASSED 7/0.**

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

K. RESOLUTIONS: None

L. OLD BUSINESS:

a. Budget Discussion—Curriculum, DALC, Budget Questions #1

Curriculum, Instruction, and Assessment Director Paula Glynn presented a PowerPoint on the budget for curriculum and related areas. She also presented a planning document for math curriculum which she noted is always changing.



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Ms. Glynn answered questions regarding her presentation and commented that there has been discussion about replacing texts with online resources, but the overall feeling is that a 5th grade student's first experience with texts should be hands on.

Mr. Driscoll added that they are trying to reduce the number of texts and are getting more digital licenses. He noted that high school text books are almost as expensive as college text books. There will always be some text books available for students who do not have computer access. Professional development budgeted is predominantly for bringing in consultants and not as much online. Many teachers take online courses through course reimbursement funds that are contractually obligated.

Mr. Driscoll clarified that DHS has transitioned from Novanet to Odyssey Work for credit recovery and is used in the summer also. VLACS classes can also run concurrently. 20 students can be logged in at any 1 time which would allow 80 students access during the day due to 4 blocks of time. Mr. Driscoll continued to say that administration can find out status of students at any time.

Ms. Glynn noted that some of the budget numbers have been moved to other areas so they look larger than in the past.

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded to move the strategic plan up in the agenda. An oral **VOTE PASSED 7/0**.

b. Strategic Planning Discussion

Ms. Muffett-Lipinski stated that a large portion of Dr. Arbour's evaluation is based on the strategic plan so she is afraid that her goals will be unachievable since funding hasn't been allocated to even start the process of the strategic plan. She asked Dr. Arbour for the status of the strategic plan as well as a way that her goals can possibly be modified to reflect the status of the plan. Ms. Muffett-Lipinski added that the strategic plan needs to be done right and be a real document that is able to be used.

Dr. Arbour responded that there have been two different IT audits which including looking at infrastructure and curriculum. Teacher evaluation and inquiry process has been reviewed and budget and resource allocation process has been refined as well. Administrators have met with Rose Colby, NH DOE consultant, regarding competency based evaluation. Dr. Arbour has met with a colleague from another district regarding the process, but he has a much smaller district and she feels that Dover would need some help with facilitation.

Ms. Muffett-Lipinski would like to hear more about committees and the work they are doing. She would be interested in hearing more about the teacher evaluation roll out process.

Ms. Andrews Parker would like to have an RFP for strategic planning created and would like the process to begin in July if possible. Dr. Arbour confirmed that an RFP draft is being prepared for February meeting.



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Ms. Muffett-Lipinski stated that she and Dr. Mebert would meet to discuss goal expectations. Dr. Arbour agreed with the thoughts of Board members and would like a dynamic document that is used for guidance. She added that she wants to ensure that there are effective evaluation mechanisms.

Mr. Holt added that he knows some people knowledgeable in this area who could be of assistance.

Budget Discuss (Cont.)

Since DALC Director Deanna Strand provided background information at the School Board orientation, she did not present, but was available for questions. The local funding portion of DALC consists only of the salaries and benefits for the Director and the Office Manager.

There were no questions for Ms. Strand.

Ms. Taylor stated that new positions have not yet been included in the budget.

In an email to Dr. Arbour earlier in the week, Ms. Russell had asked if there are items that can be removed from the budget to make room for new budget requests.

Dr. Arbour responded that she had reduced new positions at the SAU level by adding them to future years and not all for this year.

Ms. Taylor stated that there have already been some budget changes that have impacted the budget positively.

Budget documents will be sent by Thursday so that Board members have a chance to review them prior to the meeting. She will provide a budget calculator document along with other updated documents. Changes will be highlighted.

Budget questions to Dr. Arbour are requested by Tuesday of each week so that they can be answered by Thursday.

Ms. Muffett-Lipinski was excused at 8:35 pm.

M. NEW BUSINESS

- a. Dover Housing Authority—Moved up in Agenda**
- b. Preparing for Climate Change—Moved up in Agenda**
- c. DHS Program of Changes**



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Mr. Driscoll outlined changes and answered questions regarding the Program of Studies for the 2016-2017 school year. The goal for the changes is to standardize course names and sequence numbers. He stated that there is no cost for the changes and all changes will be used by manipulating current staff assignments.

Ms. Morrison and Ms. Andrews Parker inquired about the French class reduction. Mr. Driscoll commented that there are two tracks for world language and there would still be sections of French including 1,2, 3, 4 and Honors.

Ms. Andrews Parker asked if FCS class or life skills could be taught at the Alternative School or Dover Children's Home since these skills are necessary to students. Mr. Driscoll responded that he is not sure about the possibility at the Alt School, but he confirmed that the high school offers classes in life skills that are much more in depth than the one being replaced.

Betsey Andrews Parker moved, Carolyn Mebert seconded to approve the DHS Program of Studies for 2016-2017. An oral **VOTE PASSED 6/0**.

d. GES Joint Building Committee Discussion

Ms. Russell stated that one Board member has contacted her to date with interest to participate in the JBC. An additional Board member is requested. A community member is also requested and should contact Principal Beth Dunton if interested. Names are needed by the February 8 School Board meeting so that they can be passed on to the City Council.

e. Update on GES Sprinkler System

Facilities Director Jeff White stated that the leaks at Garrison School were part of a clamp problem and have been repaired. The worst part of the issue was the odor in the area due to glycerin in part of the system. The smell was bothersome, but not toxic. Ms. White is fairly confident that the problem will not occur again, but cannot be certain. He does inspections and his staff will keep a close watch on Garrison.

The damage included two pieces of carpet, a few ceiling tiles and a few man hours. The students were only displaced for less than one day.

Mr. White suggested that the Board consider changing that part of the school in the renovation to dry system. It is currently in the Alternative School attic, attic of DMS wings, and the attic of the DHS barn. It is more expensive, but more reliable.

f. December Condition of Accounts



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Ms. Taylor reviewed the December Condition of Accounts and highlighted areas. She is still awaiting final approval of the IDEA grant from the state. She has applied the changes on areas that are being moved to that grant.

She clarified that all funds have been encumbered and will change the title to make it clearer for Board members and others.

N. SUBMISSION AND PAYMENT OF BILLS:

Betsey Andrews Parker moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #16-G in the amount of \$2,935,264.82 for FY16 and \$8,670.40 for FY15 for a total of \$2,943,935.22 for the period of December 16-January 11. A roll call **VOTE PASSED 6/0.**

O. SUPERINTENDENT'S REPORT: Dr. Arbour highlighted areas of her report which is archived with these minutes. In addition to the report, Dr. Arbour announced that DMS Principal Kim Lyndes was named Middle School Principal of the Year. The School Board and others congratulated Ms. Lyndes for this honor.

P. COMMITTEE REPORTS: Ms. Russell reported on the DHS/CTC JBC stating that the design team is moving forward and is within the budget and on time. It includes the turf field option and a practice gym. They are currently on budget and schedule, but always looking for ways to save money without cutting corners. The JBC is looking to see if they can add air conditioning to areas of the building as well as irrigating the softball field, adding 2 additional tennis courts and replacing or renovating the track.

Ms. Andrews Parker requested that JBC look into prioritizing adding air conditioning to the gym. It will be used year round and used extensively.

Dr. Mebert asked if the garden that SEED donated money toward is still in place. Ms. Russell commented that it is still there but would need to be relocated at some point. Ms. Paradis added that it may be relocated to the courtyard area of the new high school.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Andrews Parker invited the public to attend the Harlem Wizards basketball game being held on Friday, January 15 at 7:00 pm to support Dover basketball. Tickets are available at the door and at Ross Furniture. She and Mr. McKenney will be participating in the game.

R. ADJOURNMENT: Carolyn Mebert moved, Keith Holt seconded adjourning the meeting at 9:25 pm. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary