



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #1
Meeting Location:	Media Center, McConnell Center
Meeting Date:	Tuesday, January 19, 2016
Meeting Time:	6:30 P.M.

- A. A special session of the Dover School Board was called to order by Chair Amanda Russell on Tuesday, January 19, 2016 at 6:35 P.M. in the Media Center of the McConnell 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, GES Principal Beth Dunton, WPS Principal Patrick Boodey, DHS Principal Kim Lyndes, HSS Principal Mike McKenney, Technology Director Jeffrey Myers, DTU President Lisa Dillingham, Athletic Director Peter Wotton, Fosters.

- C. **PLEDGE OF ALLEGIANCE**: Matt Lahr led the Pledge of Allegiance.
- D. **CITIZEN'S FORUM**: Lisa Dillingham, DTU President spoke in support of tabling policy EEAA until the next meeting since the DTU is requesting changes to the language.
- E. **BUDGET DISCUSSION**:

Athletic Budget Presentation

Before his presentation Athletic Director Peter Wotton thanked everyone involved for their participation in the Harlem Wizards event.

Mr. Wotton presented a PowerPoint on the athletics budget. He thanked Wentworth Douglas Hospital for sharing the cost of the athletic trainer.

Mr. Wotton stated that uniforms are replaced approximately every 5 years and handed down to Junior Varsity and then Reserve teams. There are some that are 19 years old.

He discussed more of the budget drivers and noted that much of the dues and fees is ice time for the hockey team.

His highest priority is a contingency for coaching to cover extra coaching costs.

Ms. Morrison asked how the cost of officials is determined to which Mr. Wotton responded that the NHIAA sets the rates. She also asked what is done when a student is unable to pay the fees. Mr. Wotton responded that students who get free lunch do not pay a fee and those on reduced lunch pay 50% of the fee.

Ms. Andrews Parker asked why other clubs are unable to use the concession stands. Mr. Wotton responded that typically they are allowed to use them, but sometimes they need to pay a small deposit.



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She also asked how the high school project would affect the athletic teams. Mr. Wotton responded that there should be a limited impact on sports teams. DMS soccer may have to travel to Shaw's Lane to play for a few years and DHS softball may need to travel to another field. The cost would probably be approximately \$900 and would come from the transportation line.

Mr. Holt asked from where field maintenance is paid to which Mr. Wotton responded that it comes from the facilities budget line. He added that gate sales are deposited into a fund for larger ticket items that are generally not budgeted.

Elementary Schools Budget Presentation

Garrison Principal Beth Dunton presented a PowerPoint slide on behalf of all elementary schools. Dean of Students at Garrison School is a top priority for the elementary schools since it is the only school without a Dean of Students. This additional position will help Ms. Dunton to address more student and staff needs.

Two elementary teachers are requested with one going to Garrison and the other going to Horne. This would help to reduce enrollment to closer to 20 students per class.

Dover Middle School Budget Presentation

DMS Principal Kim Lyndes presented a PowerPoint slide with DMS needs for the next three years. Special education staff for DMS was requested by Ms. Boston in her Special Education presentation.

An additional World Language teacher would help students to have more exposure at the middle school level and possibly provide more interest at the high school level.

She requested 3 instructional paraprofessionals to help with large class size in fifth grade.

Ms. Muffett-Lipinski asked for the number of evaluations that each administrator completes to which Ms. Lyndes responded that each do 27-30. Academic coordinators at DMS and DHS are unable to evaluate teachers since they are in the same bargaining unit.

At DHS, Mr. Driscoll evaluates 31 teachers, each dean evaluates almost 20 teachers, Ms. Paradis evaluates 21 teachers and Mr. Wotton evaluates wellness teachers for the district. Mr. Driscoll added that it is a positive process, but time consuming.

Ms. Taylor reviewed updated budget documents with the Board. She noted that there are still unknowns in the budget including transportation contract, DTZ contract and Provider contract. In addition, the District is still unsure about the number of students who will be attending from Nottingham and Barrington. She added that she is continuing to review each line in the budget. There is also an increased cost to health insurance which is a large driver. She is hopeful the next budget number provided will be lower.



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Ms. Russell commented that Nottingham is required to inform Dover of their number of students attending by February 1. This should help to estimate tuition.

Ms. Andrews Parker commented that there is no capital reserve fund for athletics for uniforms. Ms. Taylor stated that one will be formed for FY18.

Ms. Andrews Parker confirmed that with the budget as is, and with a tax cap budget, \$1 million would need to be cut from the budget as proposed. Ms. Taylor confirmed that all union increases are included in the budget, with the exception of DTU. Dr. Arbour added that DTU health insurance is included in the budget, but there are no steps or COLA's included for DTU.

Ms. Taylor commented that DTZ is budgeted with a conservative 2% increase and adequacy is budgeted in revenue already. She added that the tax cap number should be available at the Joint Fiscal Committee meeting on Wednesday evening.

Ms. Andrews Parker stated that if all adequacy is not received, the budget bottom line could be short by \$2 million. Ms. Taylor stated that she would be highlighting estimates to make it clearer for Board members and the public. She is also still awaiting the final CPI number.

Ms. Muffett-Lipinski asked if job descriptions are available for the new positions. Dr. Arbour responded that there are no formal job descriptions yet, but only a summary of general job responsibilities. She will be working on the job descriptions. New DTU positions are budgeted at Master's level, step 10 for budget estimation purposes.

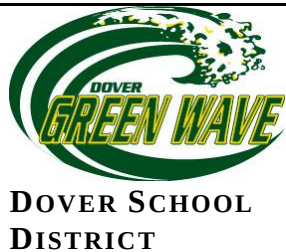
Ms. Boston summarized the counselor position at the elementary level and noted that this position is in addition to the guidance counselor position. It is described as more of a school adjustment type of counselor.

Mr. Holt requested color coding of sheets to show items that may shift.

Dr. Mebert commented that the adequacy figure is an official number from the DOE. Ms. Taylor agreed and added that she believes the ADM may be outdated and will look into it for the next meeting since the number seems low. There will be a new formula used for FY17.

Dr. Arbour stated that at the next meeting, Dover High School and CTC would be presenting and there would be discussion on additional office support days of work and non-personnel requests.

She reiterated that the budget needs to be presented to City Manager Mike Joyal by February 15, but could possibly give to him on February 16 since there is a School Board meeting on February 15.



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Ms. Andrews Parker requested that priorities are determined sooner rather than later. Ms. Russell added that discussion can take place over the next 3 meetings and added that she is happy to be discussing adding to current staff and services than in the past when the District was in a much different place. She appreciates the work of the administrative team and added the reality is that students will be able to be offered more this year, not less.

Dr. Arbour confirmed that transportation and DTZ are budgeted based on bids and estimates and will change numbers when they are finalized.

F. OLD BUSINESS:

a. EEAA—Video and Surveillance on School Property

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to table policy EEAA and EEAA-R until the next meeting.

Dr. Arbour stated that two attorneys have reviewed the policy and provided clarifications.

Mr. Holt asked if there are guidelines for #3 which discusses, “reasonable conditions”. Clarification may make it easier to understand. He also questioned data retention and email retention policies that may impact this policy. Dr. Arbour responded that there is currently not an email retention policy, but it is part of policy work that will be completed. She added that she will ask the District attorney for clarification on Mr. Holt’s question.

Ms. Russell noted that the revised policy draft provides more detail. Questions on this policy should be sent to Dr. Arbour prior to the January 25 Special Session.

Dr. Arbour confirmed that a theater is considered a classroom for purpose of this policy and can be recorded when used as a classroom. She also confirmed that the law requires written consent for recording, but doesn’t need to be each time. The intention of the form is general classroom use and if there are unusual circumstances, another form should be sent home.

It was clarified that the form would need to be signed annually and is complete compliance with RSA 189.

An oral **VOTE PASSED 7/0.**

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

See above

G. SCHOOL BOARD MATTERS OF INTEREST:



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Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the teacher nomination as presented. The nomination is due to a midyear resignation. An oral **VOTE PASSED 7/0.**

Ms. Russell thanked the Dover Dominators and to community members, teachers and administrators for their participation in the Harlem Wizards event.

She also wished high school students good luck on their exams.

H. ADJOURNMENT:

Kathy Morrison moved, Michelle Muffett-Lipinski seconded to adjourn the special session at 7:55 pm. An oral **VOTE PASSED 7/0.**

Respectfully submitted,
Robin LaFleur, Recording Secretary