



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

|                   |                                |
|-------------------|--------------------------------|
| Meeting Type:     | Special Session #5             |
| Meeting Location: | Media Center, McConnell Center |
| Meeting Date:     | <b>Tuesday, May 3, 2016</b>    |
| Meeting Time:     | <b>6:30 P.M.</b>               |

- A. A special session of the Dover School Board was called to order by Chair Amanda Russell on Tuesday, May 3, 2016 at 6:30 P.M. in the Media Center of the McConnell Center.
- B. **ROLL CALL:** Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Michelle Muffett-Lipinski, Keith Holt, Matt Lahr and Carolyn Mebert.  
Also present were: Superintendent Elaine Arbour, Interim Business Administrator Libby Simmons, CTC Director Louise Paradis, PPS Director Christine Boston, CIA Director Paula Glynn, IT Director Jeffrey Myers and Fosters.

- C. **PLEDGE OF ALLEGIANCE:** Matt Lahr led the Pledge of Allegiance.

- D. **CITIZEN'S FORUM:** No one addressed the Board.

- E. **CONSENT AGENDA:**

- a. Nomination of Business Administrator

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the nomination of Interim Business Administrator Libby Simmons to Business Administrator. An oral **VOTE PASSED 7/0.**

Dr. Arbour introduced Ms. Simmons and stated that she has every confidence that she will be successful in this position. The Board congratulated Ms. Simmons on her nomination.

- F. **POLICY ADOPTION:**

- a. GCBD—Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules

Keith Holt moved, Michelle Muffett-Lipinski seconded to table approval of this policy until the next School Board meeting due to time constraints. An oral **VOTE PASSED 7/0.**

- G. **OLD BUSINESS:**

- a. **FY16 Budget Update and Discussion**

Dr. Arbour summarized the condition of accounts and stated that at this time, there will be a surplus of approximately \$3,633.82 at the end of the year. This is an estimate since items including substitute teachers are unknown and the budgeted figures could change. Dr. Arbour thanked Christine Boston, Darlene Shanahan and Ann Marie Hinz for their help with the special education budget.

Dr. Arbour also noted that there is currently approximately \$28,000 in unpaid school lunches and the District is working on collecting these balances.

Dr. Mebert asked the reason for the overages in the maintenance budget to which Dr. Arbour responded that the overages are due to inaccurate budgeting. She and Ms. Simmons are continuing to watch the FY16 budget closely since it is very tight at this time.



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Dr. Arbour asked the Board to approve a resolution for a change in FY16 non-property tax revenue and expenditure estimates for the Dover School District budget. This resolution will not impact local taxes.

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the resolution for a change in FY16 non-property tax revenue and expenditure estimates for the Dover School District. A roll call **VOTE PASSED 7/0.**

### **b. FY17 Budget Update and Discussion**

Dr. Arbour reviewed the document that City Manager Joyal sent to her after the most recent City Council meeting noting that items in yellow were acted upon at the April 27 City Council meeting and the highlighted items relating to the School Board would be discussed at this meeting.

Dr. Arbour also discussed budget cuts that she had made with the administrative team in order to make additional reductions to the budget. Additional reductions needed to be made since several items had been missed in the FY17 budget and needed to be added.

The police offered to pay the School District's portion of the two district Student Resource Officer's salary and benefits. Chief Colarusso feels that this is sustainable for future budgets.

Mr. Holt stated his concern for the reduction of the Contract Coordinator position. Dr. Arbour responded that the loss of this position will not affect federal funding opportunities and if needed, the position can be revisited next year.

It was asked if the Alternative School is at capacity to which Ms. Boston responded that it is close to the 24 student capacity.

Ms. Andrews Parker was excused at 6:55 pm.

Ms. Russell expressed her appreciation to the City Council and City Manager and Department heads for their assistance. She commented that the City and School District worked together and feels it is a great step for the City of Dover.

### **H. SCHOOL BOARD MATTERS OF INTEREST:**

Ms. Russell reminded that the City Council will vote on the City budget on Wednesday, May 4 at 7:00 pm.

### **I. ADJOURNMENT:**

Michelle Muffett-Lipinski moved, Keith Holt seconded to adjourn the special session at 7:00 pm. An oral **VOTE PASSED 6/0.**