



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #5
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, May 9, 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, May 9, 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, CIA Director Paula Glynn, GES Principal Beth Dunton, WPS Principal Patrick Boodey, CTC Director Louise Paradis, DMS Principal Kim Lyndes, DALC Executive Director Deanna Strand, DTU President Lisa Dillingham, staff, students and parents.

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

D. CITIZENS' FORUM:

Christine Etter, 27 Parsons Lane, spoke on behalf of students and parents in support of non-renewed teacher Jackie Gilbert. She would like her to be offered a position for next year, the process for non-renewal notification changed, and she does not agree that one person should make the non-renewal decision.

Sophie Porter, Barrington and Kayleigh Swierk, Nottingham, students-spoke in support of Jackie Gilbert.

Maybeth Anderson, DHS Librarian and DTU Union representative, spoke in support of Jackie Gilbert. Provided background on Ms. Gilbert.

Abby Etter, 27 Parsons Lane, student, spoke in support of Jackie Gilbert.

Lisa Dillingham, DTU President, spoke in support of Jackie Gilbert and believes a mistake has been made. Requested to be notified of action School Board would be taking regarding situation.

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the agenda. An oral **VOTE PASSED 7/0**.

F. APPROVAL OF MINUTES:

1. Public Meeting to Enter Nonpublic Meeting #2, April 4, 2016
2. Regular Session #4, April 11, 2016
3. Public Meeting to Enter Nonpublic Discipline Hearing #2, April 18, 2016
4. Public Meeting to Enter Nonpublic Discipline Hearing #3, April 28, 2016
5. Public Meeting to Enter Nonpublic Meeting #3, April 28, 2016



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

G. CONSENT AGENDA

1. Correspondence:

- a. Feline Fanciers

2. Resignations/Retirements:

- a. Fran Hopkins, HSS Nurse-effective 12/30/16
- b. Bailey Pike, DMS Science
- c. Yvonne Carter, WPS SLP
- d. Taryn Turner, WPS Kindergarten
- e. Julie Verran, ESL Teacher
- f. Zac Weillbrenner, WPS Physical Education
- g. Katherine Hinkle, DHS Math

3. Leaves of Absence:

- a. Laura Tormey, DHS French Teacher

4. Nominations:

- a. Re-nomination and Election of Teachers-Annual Nominations
- b. Nomination and Election of Teachers

5. Extended Travel (Student Trips):

- a. World Arts Club Trip to Mediterranean Coast-April 2017-preliminary approval

6. Donations

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to pull 1.a. for clarification and approve the rest of the consent agenda. An oral **VOTE PASSED 7/0.**

Ms. Russell offered her thanks to Horne Street School Nurse Fran Hopkins for her years of service to the students of Horne Street School and wished her well in retirement.

Ms. Andrews Parker asked if there were ever residual issues with the Feline Fanciers including allergy issues or property damage issues to which it was determined that there has not been anything reported. Dr. Arbour commented that the gym floor is covered and then washed after the covering is removed. Dr. Arbour will check on additional charges to Feline Fanciers.

Dr. Mebert commented that it may be a good idea to add an additional fee when animals are involved to which Ms. Andrews Parker agreed.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve item 1.a. An oral **VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT: Mr. Provencal-Fogarty was excused from this meeting.



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I. POLICY-CHANGES-PROPOSALS: none

J. POLICY ADOPTION:

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

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve policy GCBD. An oral **VOTE PASSED 7/0.**

K. RESOLUTIONS:

a. Dover Adult Learning Center Funding 2016-2017

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the Dover Adult Learning Funding resolution for 2016-2017. An oral **VOTE PASSED 7/0.**

L. OLD BUSINESS:

a. GES JBC Discussion

Ms. Andrews Parker summarized the status of the Garrison School JBC with the School Board commenting that the JBC would be selecting a company to perform the feasibility study on May 16. She requested direction from the Board on the charge of the JBC. Options included renovation only or renovation with possibility of addition for classroom space. Mr. Holt agreed with the summary and asked the Board if Garrison may be seen as a “fix” for the District.

Dr. Mebert asked if this would be a total renovation. Ms. Andrews Parker responded that issues at Garrison include life and safety issues, ADA, Pick up and drop off, site problems, school access issues. She noted that what was seen as a renovation has turned into something larger. She also expressed concern with the “ravine” and drainage issues.

Dr. Mebert asked if past renovations will be affected to which Ms. Andrews Parker responded that areas previously renovated will not be affected.

Dr. Mebert asked if this may be another good time to discuss redistricting.

Ms. Andrews Parker commented that she was a part of the redistricting committee from a few years ago and the findings of the committee were that there was not enough room no matter how the students are placed.

Ms. Russell stated that she believes it is wise to know what the property can take and better to add new rooms than to build a new school. The capacity of the footprint needs to be known.



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Enrollment was discussed and Dr. Arbour stated that she will provide a historical review of the of Garrison enrollment although enrollment numbers are difficult to predict.

Ms. Russell stated her belief that the highest area for growth is in the south end of the city. Ms. Andrews Parker commented that she would still like to see 5th grade students returned to elementary schools.

Ms. Muffett-Lipinski agreed that enrollment figures should be reviewed before making a decision.

Dr. Mebert added that if start-stop times are being discussed, perhaps redistricting can be discussed in the same conversation.

Mr. Holt commented that redistricting should not be taken lightly and can be very disruptive for a family. He also expressed thanks to the JBC community representatives for their time spent on the project so far.

M. NEW BUSINESS

a. Job Description—School Counselor

Michelle Muffett-Lipinski moved, Matt Lahr seconded to approval the school counselor job description. An oral **VOTE PASSED 7/0.**

b. Job Description—School Counseling Director

Michelle Muffett-Lipinski moved, Keith Holt seconded to approval the school counseling director job description. An oral **VOTE PASSED 7/0.**

Dr. Arbour clarified that these were just updates to older job descriptions and not new or additional positions.

c. Approve DMS, DHS and DALC Handbook Changes

Ms. Andrews Parker expressed concern with the number of calls and wait time in order to request a change in bus for a student. There are times when parents don't know for a long period of time if the change has been approved. Mr. Holt agreed with Ms. Andrews Parker stating that there seems to be too many barriers to requesting a change.

Principal Kim Lyndes explained the process that has been in place for years, but not in writing. She admitted the system is not good for emergencies. She continued to say that First Student needs to monitor ridership on a daily basis to ensure that busses have space available for requests.



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Dr. Arbour recommended adding language to the DMS Handbook under Transportation after “obtaining permission” that states, “First Student has the right to refuse based on capacity.”

Ms. Russell asked for clarification on the audio/video recording provision. Dr. Arbour clarified that if a parent signs the DMS handbook signature page, the parent is providing permission for recording anywhere in classes. The same language as the School Board policy is used.

Mr. Holt recommended that the language is bolded or underlined to make sure that it stands out to the public.

Dr. Mebert asked if recording could be used for research to which Dr. Arbour responded in the affirmative as long as the project was approved by the School Board.

It was agreed that the return date be revised so that it states, “4 school days after school begins”.

Mr. Driscoll clarified language in the Dover High School Handbook including, Make Up Work and Electronic Devices (Cell Phones).

The Board requested that proper documentation under Residency be more specific. Language to be added includes, “per Dover School Board Residency Policy”

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the DMS, DHS and DALC handbook changes. An oral **VOTE PASSED 7/0**.

Dr. Arbour thanked Ms. Strand for her efforts on the DALC handbook.

Ms. Russell requested that all schools use a similar format for showing changes in handbooks since it is easier for Board members to review.

d. Bid Award for Athletic Equipment Inspections

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to award the bid to Hussey Advantage. A roll call **VOTE PASSED 7/0**.

e. Bid Award for Elevator Maintenance and Repair Services

Michelle Muffett-Lipinski moved, Keith Holt seconded to award the bid to Stanley Elevator Company. A roll call **VOTE PASSED 7/0**.

Ms. Andrews Parker asked if the District could request a non-emergency 2-hour response time. Ms. Simmons responded that she would contact them to determine if this is a possibility. They are the District’s current provider and there have been no issues with their service.

f. Policy IIBC Minimum Enrollment Numbers Waiver



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Mr. Driscoll thanked Chris Strickland, Emily Sherman and Fern Nault for their work on analyzing the schedule.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the waiver for minimum enrollment numbers. An oral **VOTE PASSED 7/0**.

N. SUBMISSION AND PAYMENT OF BILLS:

Michelle Muffett-Lipinski moved, Matt Lahr seconded to direct the Superintendent to pay manifest #16-K in the amount of \$2,532,816.41 for FY16 for the period of April 12-May 9. A roll call **VOTE PASSED 7/0**.

O. SUPERINTENDENT'S REPORT: Dr. Arbour reported on the following topics:

Dr. Arbour reviewed the most recent condition of accounts stating there is an outstanding balance of \$29,000 for unpaid lunches. At this time, the District is projecting a shortage of \$6,112.59 based on unanticipated expenditures and much of this is due to the unpaid lunches. The shortage changes on a daily basis and she will keep the Board updated on the status of the condition of accounts. There is a chance the District will need to request a deficit appropriation.

Ms. Andrews Parker commented My School Bus app is helpful for transferring money to a student's account although there is a charge for the transfer. Dr. Arbour added that the District is looking for Student Information Systems that also can do this without the fee.

It was clarified that students still receive a meal if their meal balance has not been paid. Letters have been sent by Café Services and Administrators will be calling families to request payment.

Dr. Arbour's additional comments are below:

1. The City Council approved the FY17 budget in a unanimous vote on Wednesday, May 4. There were no additional cuts beyond what was presented to them which is good news and helps to move the District forward. She thanked everyone who helped to make this work. New positions added to the budget are GES Dean of Students, Assistant Director of Student Services, part time world language, ESOL Teacher, 2 DMS Special Educators, and a Technology Integrator. These positions will help the District move in a positive direction.
2. Last week was teacher appreciation week and she thanked all educators for their dedication to the students of the Dover School District.
3. Dr. Arbour thanked Dr. Kate Collopy, Director of Nursing at Wentworth-Douglass Hospital for helping to staff the Dover health offices last week. There was a recent situation where the District was short-handed in the nurse's offices and were unable to find nurse substitutes. Dr. Collopy found a substitute for one day and offered to substitute for Horne Street School herself last Friday.



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4. Dover High School students produced, directed and starred in the annual Variety Show over the weekend. The variety show is a favorite for students and features musical numbers, comedy skits and solo performances. The theme for the show was "Thriller". Thank you to Mr. Butka for his guidance and everyone associated with the show.
5. Empty Bowls Fundraiser will be held on Wednesday night from 5-7 pm in the Gourmet's Table at DHS. The cost is \$10 and participants get to keep the bowl made by art students and have a good meal of either vegetarian or meat based soup. All proceeds will benefit Dover Friendly Kitchen.
6. NHS induction will occur on Thursday, May 12 and Technical National Honor Society Induction will happen on May 19 at Dover High School. Congratulations to all inductees.
7. Reminder: Kindergarten and First Grade registration for next fall is ongoing at the elementary schools. Please contact your school to make an appointment to register if you have not done so already.
8. The Joint Building Committee for Dover High School and Career & Technical Center continues to hold public meetings about the design and scope of the project. Information about the project can be found on the City's website at <http://www.dover.nh.gov/government/city-operations/public-education/high-school-project/index.html>. Thank you to Mike Gillis for his help with this.
9. The Joint Building Committee for Garrison School also continues to hold public meetings about the beginning stages of that project also.

P. COMMITTEE REPORTS:

Ms. Russell reported on the DHS JBC stating the JBC received the most recent cost estimate for the design development stage and were provided with a value engineering list of items that would allow them to reduce the cost by approximately \$600,000 in order to stay on budget. The committee continues to strategize on fundraising strategies to assist with the cost for the athletic fields and the auditorium. Ms. Russell thanked Ms. Glidden and Mr. Gillis for their work and submission of the XQ grant. Unfortunately, the Dover project was not selected. She recommended that people view the video that was created for the submission.

Dr. Mebert suggested the possibility of asking for donations from Dover High alumni who could in turn; have a classroom named in their honor. Ms. Russell commented that they have generally discussed fundraising, but not specifically and will discuss at a meeting.

Q. SCHOOL BOARD MATTERS OF INTEREST:



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Ms. Andrews Parker thanked the staff and chaperones for their efforts on the Washington, DC trip. She commented that it is a great opportunity for the 8th grade students and wished them all luck.

Ms. Andrews Parker asked that the process for starting a new sports team be addressed at the next School Board meeting. She has received questions on this and would like to be able to share the process. She also asked for an update on coaching evaluations at the next School Board meeting.

Dr. Mebert added that the District needs to be careful of Title IX issues.

Ms. Russell commented that the drinking water festival was held last week for 4th grade students. She sent her thanks to everyone and asked people to watch for the student artwork.

Dr. Arbour stated that City tested the school drinking water during April vacation and results should be available in 4-6 weeks.

Ms. Morrison asked about a response to the public regarding the personnel issue to which Ms. Russell responded that a meeting would be scheduled in the near future.

R. ADJOURNMENT: Michelle Muffett-Lipinski moved, Carolyn Mebert seconded adjourning the meeting at 8:40 pm. An oral **VOTE PASSED 7/0.**