



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #7
Meeting Location:	Media Center (Rm 306), McConnell Center
Meeting Date:	Thursday, July 14, 2016
Meeting Time:	5:30 P.M.

A. A special session of the Dover School Board was called to order by Chair Amanda Russell on Thursday, July 14, 2016 at 5:30 P.M. in Room 306 of the McConnell Center.

B. **ROLL CALL:** Present were Amanda Russell, Betsey Andrews Parker, Keith Holt, and Carolyn Mebert. Kathy Morrison, Michelle Muffett-Lipinski and Matt Lahr were excused. Also present was: Superintendent Elaine Arbour and Business Administrator Libby Simmons, PPS Director Christine Boston, Jeff White and Fosters.

C. **PLEDGE OF ALLEGIANCE:** Carolyn Mebert led the Pledge of Allegiance.

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

E. **AGENDA APPROVAL:** Betsey Andrews Parker moved, Carolyn Mebert seconded to approve the agenda as presented. An oral **VOTE PASSED 4/0.**

F. **APPROVAL OF MINUTES:**

1. Public Meeting to Enter Nonpublic Meeting #6, June 28, 2016
2. Regular Meeting #6, June 6, 2016

Betsey Andrews Parker moved, Carolyn Mebert seconded to approve the minutes as submitted. An oral **VOTE PASSED 4/0.**

G. **CONSENT AGENDA:**

1. **Correspondence: none**
2. **Resignations/Retirements:**
 - a. Jennifer Dion-Humphrey, DHS Guidance
 - b. Benjamin Ludwig—Literacy Facilitator
3. **Leaves of Absence:**
4. **Nominations:**
 - a. Nomination and Election of Teachers
 - b. Nomination of Assistant Director of Student Services
5. **Extended Travel (Student Trips): none**
6. **Donations**

Dr. Mebert asked for clarification on a question from a citizen regarding the consent agenda. It was determined that salaries are only provided for teachers and administrators who are entering the District. They are not included on the consent agenda when an employee is leaving the District.

Betsey Andrews Parker moved, Keith Hold seconded to approve the Consent Agenda as presented. An oral **VOTE PASSED 4/0.**



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Ms. Russell commended Ms. Dion-Humphrey for her years of service to Dover School District and wished Mr. Ludwig well on his book tour.

H. NEW BUSINESS:

a. Award Bid—Water Heater Replacement for DMS

Betsey Andrews Parker moved, Carolyn Mebert seconded to award the bid for the water heater replacement for Dover Middle School to Denron Plumbing & HVAC. **A roll call VOTE PASSED 4/0.**

Ms. Simmons confirmed that the project will be completed prior to the start of the school year.

b. June Condition of Accounts

Ms. Simmons reviewed the June condition of accounts with the School Board. She commented that the number may change since there are still outstanding invoices, but the School District will end the year with a positive balance.

Mr. Holt asked if the lunch balance had been reduced since the last meeting to which Ms. Simmons responded that it had not and had in fact, increased a bit. She is unsure as to how long these debts stay "on the books". Ms. Russell added that Café Services Director Chris Faro has some ideas as to how to address the situation so that it does not happen again in the future and will be talking with Ms. Simmons. Ms. Simmons stated that she is attending a food services conference and is hoping to get suggestions for the situation. Dr. Mebert asked if the system could be made more user-friendly. She believes that some of the balance is due to people who have not completed the free and reduced paperwork due to its complexity.

Dr. Arbour agreed that the form for free and reduced lunch is not an easy form to complete. Dr. Mebert suggested possibly partnering with the DHA to provide assistance for completing the forms. Ms. Andrews Parker added that in her company when people complete certain paperwork for assistance in various areas, they will be provided with free and reduced lunch forms and assistance in completing them. Unfortunately, certification is not retroactive.

I. SUBMISSION AND PAYMENT OF BILLS:

Betsey Andrews Parker moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #17-A in the amount of \$2,784,602.04 for FY16 and \$341,830.10 for FY17 for a total of \$3,126,432.14 for the period of June 6-July 11. A roll call **VOTE PASSED 4/0.**

J. SCHOOL BOARD MATTERS OF INTEREST:

Dr. Mebert confirmed with Ms. Russell that questions asked by a citizen in a recent email had been answered.

Ms. Andrews Parker requested that school time change be added to an upcoming school board meeting agenda.



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Dr. Arbour informed the Board that there would be a POD exercise at Dover Middle School on August 6. The purpose is to simulate an actual event and to dispense pills and vaccines to patients for the event. There will be many volunteers for the day but it is only a drill.

Ms. Russell informed the Board and public that Hillside Drive Keays Field will be hosting for the 4th consecutive year, the New England regional baseball tournament. The Dover boys will play first game on Saturday.

Ms. Russell commented that the process for evaluation and goals will be discussed at the August 8 School Board meeting. Dr. Arbour has waived the September 1 deadline for setting her goals. Ms. Russell stated that representatives from the Board will meet with Dr. Arbour to set her goals after the process has been determined.

K. ADJOURNMENT:

Carolyn Mebert moved, Keith Holt seconded to adjourn the special session at 5:46 pm. An oral **VOTE PASSED 4/0.**