



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, November 14, 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, November 14, 2016 at 7:10 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, HSS Principal Mike McKenney, CTC Director Louise Paradis, DMS Principal Kim Lyndes, IT Director Jeffrey Myers, AD Peter Wotton, Fosters, Union Leader, parents, students, citizens.

C. PLEDGE OF ALLEGIANCE: Michelle Muffett-Lipinski led the Pledge of Allegiance.

D. CITIZENS' FORUM: The following people spoke on the subject of termination of volunteer football coaches due to use of alcohol while travelling back from a recent football game:

- Steven Riker, 63 Varney Rd, spoke in support of coaches and against decision to terminate them
- Dave Sullivan, Meridian Dr, spoke in support of coaches and against decision to terminate them
- Nancy Boyle, 4 Chandler Way, spoke in support of coaches and against decision to terminate them
- Erik Stephens, 4 Blackwater Rd, student football player who spoke in support of coaches and against decision to terminate them on behalf of the players
- Kathy Boucher, Cranbrook Lane, spoke in support of coaches and against the decision to terminate them
- Paula Lavoie, 96 Watson Rd, spoke in support of coaches and against the decision to terminate them
- Sydney Boucher, Cranbrook Lane, spoke in support of coaches and against the decision to terminate them
- John O'Connor, 48 Horne St, City Councilor, spoke in support of coaches and against decision to terminate them. Received calls and emails from his constituents
- Stacey Champagne, 8 Foxtail Ridge, spoke in support of coaches and against decision to terminate them. Ms. Champagne distributed a petition signed by citizens and students to the School Board.
- Vera Haas, 20 Doverneck Rd, spoke in support of coaches and against decision to terminate them
- Doris Grady, 42 Longhill Rd, spoke in support of coaches and against decision to terminate them. (Mrs. Grady requested that her comments be added to the record and are archived with meeting minutes)
- Tim O'Brien, 89 Durham Rd, spoke in support of coaches and against decision to terminate them

After citizen's forum, Ms. Russell made the following statement on behalf of the School Board:



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, November 14, 2016**
Meeting Time: **7:00 pm**

On behalf of the entire School Board, I want to thank you all for coming out tonight to share your thoughts on this very difficult situation. We are all lucky to be part of a community in which our students, parents, and community members are so passionate in speaking out for what they believe in. We thank you for your time and your dedication to our schools.

Although we know that the lack of information surrounding the termination of several volunteer and assistant football coaches at Dover High School has been frustrating for many of you, we want to remind you that this is a personnel matter that requires confidentiality. The District and the Board are committed to treating our employees fairly and with respect, and part of that commitment is to keep confidential each personnel issue in this district.

However, because the issue has generated so much public interest and comment, the Board would like to share with you the process that was followed to investigate this incident. On the evening of Monday, October 17th, the Superintendent was notified by Dover High School Principal and Athletic Director that several football coaches were seen purchasing alcohol at a gas station after the game in Keene. The Superintendent immediately informed me, as School Board chair, of the incident and began to investigate whether the complaint was founded.

On October 18, 2016, the Superintendent met with each coach individually. Each coach was given an opportunity to explain his side of the story. During the course of the investigation, the Superintendent learned that the coaches had in fact consumed alcohol in a van on the ride back to Dover High School. Upon arriving back to school, some of the coaches left immediately and some helped unload the bus and put equipment away while players were being picked up by their parents.

The Superintendent then consulted with the principal, athletic director, head football coach, a representative from NHIAA, as well as a fellow veteran Superintendent. After carefully considering the matter, the Superintendent ultimately concluded that it was in the best interest of the District to relieve these coaches of their ongoing responsibilities.

E. AGENDA APPROVAL: Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve the agenda as presented. An oral **VOTE PASSED 7/0**.

F. APPROVAL OF MINUTES:

1. Public Meeting to Enter Nonpublic Meeting #13, October 3, 2016
2. Regular School Board Meeting #10, October 3, 2016
3. Public Meeting to Enter Nonpublic Meeting #14, October 24, 2016
4. School Board Workshop #1, October 24, 2016
5. Public Meeting to Enter Nonpublic Meeting #15, October 31, 2016

Betsey Andrews Parker moved, Keith Holt seconded approval of the minutes. An oral **VOTE PASSED 6/0**. (Ms. Muffett-Lipinski was excused from the meeting briefly)

G. CONSENT AGENDA

1. Correspondence: none



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, November 14, 2016**
Meeting Time: **7:00 pm**

2. Resignations/Retirements:

- a. Cindy Schram, DHS School Counselor
- b. Stella Smith, DHS Special Educator

3. Leaves of Absence: none

4. Nominations:

- a. Nomination and Election of Teachers

5. Extended Travel (Student Trips):

- a. NJROTC trip to Mass Maritime-final approval
- b. Special Olympics Youth Summit-Preliminary and Final Approval

6. Donations:

Keith Holt moved, Matt Lahr seconded to approve the consent agenda. An oral **VOTE PASSED 7/0**. Ms. Russell thanked Ms. Schram for her service to the District.

H. STUDENT REPRESENTATIVE REPORT: DHS Student Representative Jahmilha Crook reported on the following:

Ms. Crook spoke with students and asked them how Dover High School can become a more Earth friendly environment. Suggestions included one laminating bathroom pass per class, or a hall pass that students use since there is only one student leaving the class at a time. She added that the pass system could become completely digital. Other options include using metal or biodegradable silverware for student's meals instead of plastic, promoting use of water bottles instead of buying bottled water and a better recycling program.

Ms. Crook commented that the new water fountains are well liked by students and is a step in the right direction.

I. POLICY-CHANGES-PROPOSALS: none

J. POLICY ADOPTION:

- a. EC—Building and Grounds Management

It was noted that there is a Dover resident who has requested a more comprehensive policy so there will be a more in depth procedure discussion.

Carolyn Mebert moved, Matt Lahr seconded to approve policy EC as amended. An oral **VOTE PASSED 7/0**.

K. RESOLUTIONS: None

L. OLD BUSINESS:

- a. **Approval of 2017-2018 School Calendar**

Matt Lahr moved, Carolyn Mebert seconded to approve the 2017-2018 school calendar. An oral **VOTE PASSED 7/0**. Ms. Andrews Parker stated her preference for spreading out workshop



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, November 14, 2016**
Meeting Time: **7:00 pm**

days in the winter months or when there are other no school days due to the possibility of school cancellations.

M. NEW BUSINESS

a. Data presented—Concussion Information

Mr. Wotton, along with Athletic Trainer Eric Goodman, Dr. Myers and Dr. Brennan presented information on concussions and protocol around concussions. The PowerPoint is included in agenda materials.

Dr. Mebert asked if athletics are being educated on what's happening in the NFL with players who have had brain injuries to which the response was that they are not, however, concussions are discussed and coaches and trainers make sure students report them and let them know that they cannot participate until they are symptom free. They do not tell them more about CTE because there still don't know on the effects of student athletes.

Mr. Holt asked if teacher feedback is taken into consideration to which Dr. Brennan responded that teacher's input is very important. The trend seems to be for a decrease in concussions and Mr. Wotton thinks that it may be due to increased knowledge and better education for students and parents.

Dr. Myers, UNH researcher, discussed his study which is in its second year, stating that 33 Dover football players and others from 4 high schools are participating. The coaching staff is supportive of the research intervention. The working hypothesis is that practicing tackling training without helmet and shoulder pads keeps the head out of the tackling and blocking. The intervention group and control groups were separate and head impacts were measured with use of head sensors. Dr. Myer's understanding is that this intervention will be adopted team wide on a regular basis.

Ms. Russell commented that the Board frequently hears from citizens regarding concussions and they can also come from areas other than athletics.

b. Approval of DHS/CTC Plans and Specifications

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the DHS/CTC plans and specifications. An oral **VOTE PASSED 7/0**.

c. Facilities Update

Facilities Director Jeff White and Assistant Facilities Manager John Minihan used a PowerPoint presentation to update the School Board on the state of the schools. The slides showed the summer operations and other areas of interest.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, November 14, 2016**
Meeting Time: **7:00 pm**

Mr. White commended the facilities staff including maintenance, grounds and custodians for their efforts over the summer. He provided a summary of costs by year of facility projects. Items are placed on the list through daily and ongoing inspection of the schools. He is currently finalizing a 5-year plan and is working on a 10-year capital plan. Mr. White also gave an overview of work orders using School Dude software.

d. District Goals Discussion

Dr. Arbour stated that a Strategic Planning/Nellie Mae meeting has occurred and the process is underway and ongoing.

e. Mission and Vision Discussion

Mr. Holt commented that the mission and vision statement should be reviewed annually. He recommended pushing the topic to the December meeting due to time constraints. Ms. Russell asked Board members to do some research on mission and vision statements prior to the meeting. Ms. Andrews Parker asked if it is part of strategic planning to which Mr. Holt responded that he believes the strategic planning process would look at the current mission and vision statement and make sure that it is still in alignment with District Goals. He continued to say that the mission and vision statement should be clear and concise and he would be willing to facilitate a small group meeting. A meeting will be scheduled in which Dr. Arbour, Mr. Holt, Ms. Russell and Ms. Muffett-Lipinski will attend.

f. Substitute Pay Discussion

Ms. Russell reviewed comparisons of state substitute rates. Dover is competitive except for substitute school nurse where Dover is low and may need to be re-visited since there is a shortage in this area. Ms. Boston commented that recommended student loads for nurses is 726:1 if all students are healthy. She added that Dover Schools are over any recommended ratios that she has found. Ms. Andrews Parker stated that she would like to see an additional nurse at DMS in the budget due to the extreme needs there.

Ms. Russell noted that substitutes are in short supply in Dover, but they are in all areas districts as well.

g. DALC MOU Update

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the DALC MOU. A roll call **VOTE PASSED 7/0.**

The agreement was initially a 10-year agreement and changes made are to help meet the needs of the District.

h. October Condition of Accounts



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, November 14, 2016**
Meeting Time: **7:00 pm**

Ms. Simmons reviewed the condition of accounts for October. She noted that all salaries, benefits and contracts have been encumbered.

N. SUBMISSION AND PAYMENT OF BILLS:

Michelle Muffett-Lipinski moved, Matt Lahr seconded to direct the Superintendent to pay manifest #17-E in the amount of \$175.00 for FY16 and \$5,260,423.25 for FY17 for a total of \$5,260,598.25 for the period of October 4-November 14. A roll call **VOTE PASSED 7/0.**

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

1. Dover High School will not be offering girls Ice Hockey this winter due to low enrollments.
2. The Banking Program offered by Holy Rosary Credit Union that was discussed at the September Board meeting will be utilized in schools depending on the preference of the individual schools. Principals met with representatives from Holy Rosary to determine the best way for each school to move forward with the program.
3. Café Services has begun selling coffee at DHS. 40-60 cups have been sold at breakfast on average and it has become a hit with students and staff.
4. A question was raised at the last meeting regarding adding additional school based equipment to the existing athletic capital reserve fund. When the FY 2019 CIP is updated next year, the Board will have the option to set aside equipment replacement funds for purposes other than athletics in their own reserve funds. Funds for different purposes need to be segregated.
5. Thank you to the Dover Fire and Rescue and the Knights of Columbus for their generous donations of coats for Dover students.
6. Teamsters is involved in a labor dispute with First Student. The labor dispute concerns whether the bus drivers should have security of an employer-funded pension benefit. Letters that I have received state that there could be a work stoppage in the next few weeks because of this issue. Ms. Simmons contacted First Student and was told by management that this most likely will not affect Dover since the local collective bargaining agreement has been approved. Dover's First Student office and drivers are working with us to prevent any possible interruptions to service. We will keep families posted as we have more information.
7. There has been a shift in plan regarding personnel in the technology department. Instead of hiring an ed tech integrator, we will be hiring another computer technician. This will allow us to address the high levels of IT support needs.
8. The Strategic Planning Committee met last week to kick off the process. We have an outline of the tasks involved and we developed a tentative timeline to allow us to complete the strategic plan by June or July. Our first order of business will be to hold focus groups with students, staff,



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Regular Meeting #11
Meeting Location:	Media Ctr. (Room 306) McConnell Center
Meeting Date:	Monday, November 14, 2016
Meeting Time:	7:00 pm

parents, community members and administrators in early January. Stay tuned for more information.

9. 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 for all you do to live our mission to *educate every child, every day*. Please feel free to contact me with any questions or comments (e.arbour@dover.k12.nh.us).

10. The Joint Building Committee for Garrison School also continues to hold public meetings about the Garrison School renovation. The website for this project is complete and updated information can be found at <http://www.dover.nh.gov/government/city-operations/public-education/garrison-elementary-school-renovation-project/index.html>

P. COMMITTEE REPORTS:

Dr. Arbour reported that the Garrison JBC is somewhat stalled in its process since it was learned that land was developed for outdoor recreational purposes using federal funds was built on during the most recent renovation. The committee will be working with DRED to see what needs to be done for next steps.

Ms. Andrews Parker reported on DTU negotiations and read the following statement:

Despite the Dover School Board committing a majority of the anticipated increases in revenues in the upcoming budget for teacher pay increases, the Dover Teachers Union has declared impasse in the negotiations for a new teacher contract. The Board worked very hard to develop proposals that provide responsible teacher raises that are sustainable under the District's current budget limitations. In light of the Union's declaration of impasse, the Board's negotiating team and the Union's negotiating team will engage in mediation. The Board is hopeful that agreement can be reached on a new contract. The Board will update the public as warranted and has no further comment at this time.

Ms. Russell reported on the DHS/CTC JBC stating that the committee has received questions regarding student dismissal at DHS and the large pile of dirt at the entrance of DHS. Any questions or complaints are addressed as they come in by either Mr. Driscoll, Dr. Arbour or the committee. Blasting has been completed without disruption. The committee is continuing to work with fire inspectors to make sure life safety issues are addressed. Fundraising is being explored and letters are being prepared to be sent in January to start a drive. The project is currently on budget and on time.

Dr. Mebert asked if a foundation was being considered so that contributions would be tax deductible to which Ms. Russell responded that they would be considering it.

Q. SCHOOL BOARD MATTERS OF INTEREST:



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, November 14, 2016**
Meeting Time: **7:00 pm**

Ms. Russell commended the DHS marching band and color guard for another outstanding season. She also attended the All New England Choral Festival and commended the participants on a great performance.

Ms. Russell commended all participants in the Veteran's Day ceremony. She was proud of all Dover students.

Mr. Holt commented that the Lip Sync show is scheduled for Friday evening and he is performing with a group of men. Ms. Andrews Parker encouraged everyone to attend and added that the DHS CTC culinary arts students are providing the food and do a great job. She also thanked them for their support with food baskets

Ms. Russell stated she would ask DHS Band Director Jim Butka for the link for the Plymouth State University event.

R. ADJOURNMENT: Michelle Muffett-Lipinski moved, Carolyn Mebert seconded adjourning the meeting at 9:16 pm. An oral **VOTE PASSED 7/0.**