



DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #2
Meeting Location:	Media Center (Rm 306), McConnell Center
Meeting Date:	Monday, January 23, 2017
Meeting Time:	6:30 P.M.

- A. A special session of the Dover School Board was called to order by Chair Amanda Russell on Monday, January 23, 2017 at 6:30 P.M. in the Media Center of the McConnell Center.
- B. **ROLL CALL:** Present were Amanda Russell, Keith Holt, Kathy Morrison, Michelle Muffett-Lipinski, Matt Lahr, and Carolyn Mebert. Betsey Andrews Parker was excused. Also present was: Superintendent Elaine Arbour and Business Administrator Libby Simmons, Christine Boston, Patrick Boodey, Peter Driscoll, Patty Driscoll, Kim Lyndes, Beth Dunton, Jeffrey Myers, Louise Paradis, Deanna Strand, Paula Glynn, Jen Tincher, Greg Brown, Peter Wotton, Joan Breault and Fosters.
- C. **PLEDGE OF ALLEGIANCE:** Matt Lahr led the Pledge of Allegiance.
- D. **PUBLIC FORUM ON SUPERINTENDENT SEARCH:** Ron Cole, 1 Evans Dr. addressed the Board stating the District needs to find a leader and a superintendent who will serve for more than 5 years. He recommended using the One Call system to contact families and/or a survey to obtain ideas from families for qualities needed in a superintendent.
- E. **CITIZEN'S FORUM:** No one addressed the Board.
- F. **CONSENT AGENDA:**
1. **Nomination of Teacher**
- Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the Consent Agenda as presented. An oral **VOTE PASSED 6/0.**
- G. **APPROVAL OF DTU CBA:** item pulled from agenda
- H. **SELECTION OF A SUPERINTENDENT SEARCH COMPANY:** Michelle Muffett-Lipinski moved, Matt Lahr seconded to open discussion regarding the superintendent search. An oral **VOTE PASSED 6/0.**

The Board discussed the search with most in agreement that more information is needed to select a company. Ms. Russell shared the administrator 5-year retention rates for each company.

Ms. Muffett-Lipinski commented that a grid with information on each company showing services and costs would be helpful.

Ms. Russell stressed the importance of beginning the search due to a potentially small applicant pool.

Ms. Simmons commented that \$25,000 has been reserved in the FY17 budget to cover costs of the search if needed.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #2
Meeting Location:	Media Center (Rm 306), McConnell Center
Meeting Date:	Monday, January 23, 2017
Meeting Time:	6:30 P.M.

Mr. Holt suggested a possible workshop to discuss the search process and advertisement. Dr. Mebert summarized that the role of the search firm would be to accept application materials, complete detailed reference checks, provide 3 final candidates to the School District. She noted that there is low attendance at focus groups so it may not be worth it to pay for this service.

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to authorize a member of the School Board to contact firms to obtain more information based on Dover's requirements. An oral **VOTE PASSED 6/0**. It was determined that Dr. Mebert would be the School Board representative to contact the search firms.

A generic draft advertisement will be presented at the January 30 School Board Special Session for the Board to consider.

I. BUDGET DISCUSSION:

Ms. Simmons explained budget sheets that had been provided to the Board earlier in the process.

Ms. Russell commented that she would like to talk with the City about SRO funding. During the last budget, the police department covered the costs of the two SRO's and stated that this would be sustainable in their budget. Dr. Arbour was asked this year to include them in the School District budget.

Ms. Simmons introduced Board members to her budget calculator that would assist them when making reductions or additions in real-time.

Dr. Arbour presented a PowerPoint on several areas that had been discussed earlier, but included more information and data.

Ms. Russell stated that a tax cap budget with a reduction in services is unacceptable, adding that a minimum of legal standards must be provided. This would include adding a nurse and an ESL teacher. Actual expenditures should be budgeted.

Ms. Muffett-Lipinski stated it would be difficult to advocate for column 5 to the Council without additional data. Dr. Arbour responded that she can provide data, but it would be difficult to tie positions with test scores.

Ms. Muffett-Lipinski stated her desire to see what is being utilized differently. Dr. Mebert added that it may be helpful to for the Board to see data from MMS including, absences, tardies, behavior interventions, etc.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #2
Meeting Location:	Media Center (Rm 306), McConnell Center
Meeting Date:	Monday, January 23, 2017
Meeting Time:	6:30 P.M.

Mr. Holt commented that the data team needs to work to define what the system success metrics are. He agrees that column 4 is the minimum level needed for the District, but to request a higher level, solid metrics are needed.

Ms. Russell noted that Dr. Arbour's presentation illustrates the need to maintain positions.

Ms. Muffett-Lipinski asked if there could be potential savings from reduced special education out of district placements.

Ms. Boston discussed out of district placements and their potential savings. The average cost per out of district placement is \$70,000. The targeted number for FY18 is 28 which is a reduction of 2. It can be difficult to reduce out of district placements due to emotional needs which sometimes can't be met by the District.

Ms. Boston stated that behavior referrals for elementary schools have been reduced since the addition of deans.

Dr. Arbour clarified that the additional ESL teacher was listed in column 5. The District is currently still short in ESL hours. Ms. Glynn stated that the District is not out of compliance though since there is a plan going forward. She anticipates that there may be a reduction in number of students needing services. Ms. Russell cautioned that it is dangerous not to follow minimum standards.

Ms. Muffett-Lipinski requested to see essential components of minimum standards.

It was determined that ESL should be included in column 4. Ms. Russell stated that she doesn't want the District to go backwards after making slow gains over the past few years. She added that an increase of below 3% to meet safety and legal standards is insignificant.

Ms. Russell noted that the District is servicing more Dover students even though the population has not changed. Tuition student's numbers have decreased.

Ms. Muffett-Lipinski noted that there is a joint fiscal committee meeting with the City Council on Thursday night and the Board should receive some guidance at that point.

Ms. Russell reminded the public that questions and answers are online and thanked all community members who have emailed in support of the budget that exceeds the tax cap. Most emails have been positive.

- J. SCHOOL BOARD MATTERS OF INTEREST:** Ms. Muffett-Lipinski asked if the Board would still be evaluating Dr. Arbour this year since she will not be returning to Dover for the 2017-2018 school year. Ms. Russell responded that she would be evaluated since it is a stipulation of her contract.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #2
Meeting Location:	Media Center (Rm 306), McConnell Center
Meeting Date:	Monday, January 23, 2017
Meeting Time:	6:30 P.M.

K. ADJOURNMENT:

Michelle Muffett-Lipinski moved, Keith Holt seconded to adjourn the special session at 8:30 pm.
An oral **VOTE PASSED 6/0.**