DOVER SCHOOL DISTRICT	**DOVER SCHOOL BOARD – MINUTES** Meeting Type: Regular Meeting #2 Meeting Location: Media Ctr. (Room 306) McConnell Center Meeting Date: **Wednesday, February 15, 2017** Meeting Time: **7:00 pm**

A. CALL TO ORDER: Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Wednesday, February 15, 2017 at 7:06 p.m. in the McConnell Center Media Center.

B. ROLL CALL: Present were Amanda Russell, Kathy Morrison, Keith Holt, Matt Lahr, Carolyn Mebert and Michelle Muffett-Lipinski. Betsey Andrews Parker was excused.

Ms. Russell stated that Ms. Andrews Parker sends her regrets and is out of state on a business-related meeting that was unable to be changed.

Also present were: Superintendent Elaine Arbour, DHS Principal Peter Driscoll, CIA Director Paula Glynn, GES Principal Beth Dunton, WPS Principal Patrick Boodey, HSS Interim Principal Patty Driscoll, DMS Principal Kim Lyndes, IT Director Jeffrey Myers, Dean of Students Greg Brown, DEOP members, Fosters, citizens.

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

D. CITIZENS' FORUM: The following people spoke:

- Sherry Flewelling, 24 Wallace Dr. spoke in support of DEOP Collective Bargaining Agreement.
- Margie Buckingham, 7 Varney Rd. spoke in support of additional Float Nurse and additional work time for nurse's administrative assistants.
- Caroline Williams, 60 Tolend Rd, spoke in support of elementary school dean positions remaining in the budget and commended staff of Woodman Park School.

E. AGENDA APPROVAL: Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to move M. a. and M. b. and L. b. to follow the Student Report. An oral **VOTE PASSED 6/0.**

F. APPROVAL OF MINUTES:

1. Organizational Meeting, January 3, 2017
2. Budget Workshop #1, January 3, 2017
3. Regular School Board Meeting #1, January 9, 2017
4. Special Session #2, January 23, 2017
5. Special Session #3, January 30, 2017

Michelle Muffett-Lipinski moved, Matt Lahr seconded approval of the minutes. An oral **VOTE PASSED 6/0**.

G. CONSENT AGENDA

1. **Correspondence: none**
2. **Resignations/Retirements:**
    a. Mary Buese, HSS Kindergarten
    b. Debra Cheney, GES Librarian
    c. Bryon Cummiskey, DHS Social Studies
    d. Christine Franson, School Psychologist

e. Joan McLaughlin, GES Elementary Teacher
f. Caitlin Tenney, DHS Biology

3. Leaves of Absence:

a. Alicia Spates-Messier, DMS
b. Lynn Adams, Garrison School

4. Nominations: none

5. Extended Travel (Student Trips):

a. NJROTC Maine Maritime Academy-Preliminary Approval
b. DHS Athletic Leadership Conference—Preliminary Approval
c. DHS Varsity Baseball team trip to Cooperstown—Preliminary Approval

6. Donations:

a. February 13 donations

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded pull items 2. b., 3. b. and 3. c. from the consent agenda. An oral **VOTE PASSED 6/0.**

Michelle Muffett-Lipinski moved, Keith Holt seconded to approve the remaining consent agenda. An oral **VOTE PASSED 6/0.**

Michelle Muffett-Lipinski moved, Matt Lahr seconded to reject Debra Cheney's proposed retirement date of December 30, 2017 since it would be a challenge to replace her at mid-year. An oral **VOTE PASSED 6/0.**

The position of Library Media Specialist is a critical shortage area and may have limited applicants. The Board appreciated Ms. Cheney's work over many years and her intention to assist the District during the transition period.

Approving midyear retirements has not been approved for instructional positions and is not a past practice.

Michelle Muffett-Lipinski moved, Kathy Morrison seconded to deny Lynn Adams' request for a second leave of absence. An oral **VOTE PASSED 6/0.**

The Board had determined in 2016 not to approve leaves of absences for two years unless there was an extenuating circumstance which they did not feel this was the case in this situation.

Keith Holt moved, Michelle Muffett-Lipinski seconded to deny Lesley Hocking's request for a leave of absence since it does not fall under the guidelines stated in the Extended Provision leave provision of the DTU Collective Bargaining Agreement. An oral **VOTE PASSED 6/0.**

Ms. Russell thanked citizens for the donation of cars to the CTC automotive program and encouraged others to do so.

H. STUDENT REPRESENTATIVE REPORT: DHS Student Representative Jahmilha Crook commented that seniors are upset about the change in graduation gowns, but are happy that they can vote between two gowns which will be used going forward. They are also upset that graduation will not occur at the UNH Whittemore Center. Ms. Crook stated that some students believe there is a lack of communication between the School Board and students and they would like to be kept more in the loop. She offered her services and can ask opinions and provide feedback. The students are also interested in discussing later school start times.

Mr. Driscoll commented that graduation would take place at UNH Lundholm gym as it has in the past.

M. a. DEOP Collective Bargaining Agreement—moved up in the agenda

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the DEOP Collective Bargaining Agreement. A roll call **VOTE PASSED 6/0.**

Ms. Russell thanked DEOP to agreeing to the change in health insurance. She also thanked all who were involved in the process.

M. b. Youth Risk Behavior Study—moved up in the agenda.

Kim Stephens and Vicki Hebert asked for approval to implement the 2017 survey. It is a state and nationally recognized survey and there is no cost to the District. The Dover PD pays for the cost of the middle school survey through a grant and the state of NH pays for the high school survey. The test takes approximately 45 minutes to complete and the questions are online. Parents have the option to opt out. Ms. Muffett-Lipinski asked that they come back to report to the School Board at a later date. Ms. Hebert stated that they would place data online when it is available.

Ms. Stephens stated that there are 3 public community engagement meetings that the public is invited to attend. Childcare and snacks are provided. Dates are 3/18, 3/23, and 3/30. Ms. Muffett-Lipinski recommended that Board members attend the meetings.

L. b. Budget Approval

Keith Holt moved, Michelle Muffett-Lipinski seconded to approve the budget for FY18 of $63,323,786 which includes general and special funds. A roll call **VOTE PASSED 6/0.**

This budget included positions discussed earlier except the Ed Tech Integrator. The general fund budget is $58,098,283.

The consensus of the Board was that they wanted to keep all items that were safety and compliance related in the budget. The positions added were additional health office support, nonunion increases, technology, legal fees, LADC, DMS Special Educator, ESL Teacher, and Float Nurse.

Ms. Russell commented that it is important to note that current positions will not be eliminated.

Dr. Arbour added that there is currently $84,000 in professional development but it is in different locations and much of these funds will be moved to district level lines.

The increase over last year is 3.4% with this budget. The increase for FY16-FY17 without debt service was 5.91%

I. POLICY-CHANGES-PROPOSALS:

a. EBCA--Emergency Plans
b. EBCB--Fire Drills
c. EBC--Crisis Prevention and Response

Michelle Muffett-Lipinski moved, Matt Lahr seconded to table the policies until the March 13 School Board meeting. An oral **VOTE PASSED 6/0.**

J. POLICY ADOPTION: none

K. RESOLUTIONS:

a. **Creation of an Instructional Equipment Capital Reserve Fund**

Michelle Muffett-Lipinski moved, Keith Holt seconded to approve the Instructional Equipment Capital Reserve Fund. An oral **VOTE PASSED 6/0**

b. **Dissolution of the School Alternative Education Fund**

Michelle Muffett-Lipinski moved, Keith Holt seconded to approve the dissolution of the School Alternative Education Fund. An oral **VOTE PASSED 6/0.**

L. OLD BUSINESS:

a. Superintendent Search Timeline Update

Keith Holt moved, Michelle Muffett-Lipinski seconded to approve the Search timeline, flyer (profile) and advertising. A roll call **VOTE PASSED 6/0.**

The School Board is hopeful that a nomination will be made for the Superintendent on May 8. The entire Board will be interviewing the candidates and will be transparent in the entire process. There were 5 public hearings with minimal response from citizens. The Search firm will screen candidates and then will present candidates to the Board via Skype.

Carolyn Mebert moved, Keith Holt seconded to reimburse applicants who will be interviewed by the District up to $800 for travel expenses. A roll call **VOTE PASSED 6/0.**

b. Budget Approval—moved up in the agenda

c. Adequacy Update

Kathy Morrison moved, Michelle Muffett-Lipinski seconded that the Dover School Board authorize the use of the funds from the adequacy settlement with the State of New Hampshire in accordance with Resolution #R-2016.10.26-146 passed by the Dover City Council on 10/26, 2016.

The above motion was a formal acknowledgement from the Board regarding the settlement.

M. NEW BUSINESS

a. DEOP Collective Bargaining Agreement—moved up in agenda

b. Youth Risk Behavior Study—moved up in agenda

c. January Condition of Accounts

Ms. Simmons summarized the condition of accounts and special revenue funds. She noted that there is a transfer to the general fund from the Facilities Fund of $200,000. If the transfer is made there will only be balance of $17,000. Ms. Simmons recommended not making the transfer at this time. The Alternative Fund will need to be adjusted for deficit balance ($57,000) in June. She added that there are approximately $21,000 in student outstanding balances. Ms. Russell stated that the staff will need to remind students about balances on a regular basis.

Ms. Muffett-Lipinski was excused at 8:50 pm.

N. SUBMISSION AND PAYMENT OF BILLS:
Keith Holt moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #17-H in the amount of $15,325.72 for FY16 and $3,636,342.39 for FY17 for a total of $3,651,668.11 for the period of January 10-February 13. A roll call **VOTE PASSED 5/0.**

O. SUPERINTENDENT'S REPORT: There was no Superintendent report since Dr. Arbour was excused after the budget approval.

P. COMMITTEE REPORTS: There were no committee reports.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Russell stated the Board provided a response to the individual who made a complaint to the them regarding the football terminations. Ms. Andrews Parker recused herself from the discussion.

R. ADJOURNMENT: Carolyn Mebert moved, Matt Lahr seconded adjourning the meeting at 8:55 pm. An oral **VOTE PASSED 5/0.**