



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #4
Meeting Location:	Media Center (Rm 306), McConnell Center
Meeting Date:	Monday, February 6, 2017
Meeting Time:	6:00 P.M.

- A. A special session of the Dover School Board was called to order by Chair Amanda Russell on Monday, February 6, 2017 at 6:06 P.M. in the Media Center of the McConnell Center.
- B. **ROLL CALL:** Present were Amanda Russell, Betsey Andrews Parker, Keith Holt, Kathy Morrison, Michelle Muffett-Lipinski, Matt Lahr, and Carolyn Mebert.
Also present was: Superintendent Elaine Arbour and Business Administrator Libby Simmons, Patrick Boodey, Peter Driscoll, Patty Driscoll, Kim Lyndes, Beth Dunton, Jeffrey Myers, Louise Paradis, Paula Glynn, Greg Brown, DTU President Lisa Dillingham, Mayor Karen Weston, citizens, and Fosters.
- C. **PLEDGE OF ALLEGIANCE:** Kathy Morrison led the Pledge of Allegiance.
- D. **PUBLIC FORUM ON SUPERINTENDENT SEARCH:** Fran Meffen 16 Benjamin Way addressed the Board stating the candidate should have at least 3 year of experience, ability to take advantage of partnerships in Dover, competency based work, STEAM, project based learning. She thanked Dr. Arbour for her service and is sorry to see her go.
- E. **CITIZEN'S FORUM:** Fran Meffen, 16 Benjamin Way, spoke in support of a budget that exceeds the tax cap. She would like other items added as well including a late bus, more after school programming, professional development and technology.
- Lisa Dillingham, DTU President, thanked the Board for their work and stated her support of the K-8 Dean of Instruction.
- Liz Dubois, 389 Back Rd, spoke in support of the budget. She would even support a higher budget, beyond the tax cap.
- F. **CONSENT AGENDA:** Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the consent agenda as presented. An oral **VOTE PASSED 7/0.**
- G. **SUPERINTENDENT SEARCH PROCESS/TIMELINE:** Ms. Simmons informed the Board that the company hired by the District will not be doing preliminary interviews. The company will be completing background checks, talk with Board, review criteria for selection, advertisement, and scheduling. They will send names to the Board who will determine if they would like to interview the recommendations which can be done via skype or in person. After preliminary interviews, finalists will travel to Dover and spend the day as has been done in the past. The Board set a preliminary salary range of \$125,000 to \$145,000 and will determine a limit for travel expenses at the February 13 School Board. A timeline will be shared with the Board at the February meeting also. The posting should be released by Ray and Associates by the end of the week.

Ms. Andrews Parker stated her preference for candidates from the New England area. Dr. Mebert responded that there may be candidates who would like to relocate to this area and it may be something that Board cannot control.



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Representatives from Ray and Associates will talk with each Board member to determine their criteria for hiring a superintendent.

If there is not a successful candidate in this search and an interim is selected, Ray and Associates will do another search next year at no cost.

The Board will select the candidate and a committee will not be formed and hopes to nominate a candidate at the May 8 School Board meeting.

H. BUDGET DISCUSSION: Dr. Arbour requested that the Board vote on the budget at the February 13 School Board meeting due to several open collective bargaining negotiations that may be determined by then and more information available. Ms. Simmons shared documents that summarize where the process is at this time. She stated that the over tax cap budget amount is currently \$667,255 due to a revised increase in debt repayment.

Ms. Russell asked for the status of possible full student adequacy funding for full day kindergarten to which Dr. Arbour responded that it is not a guarantee so it is not included as revenue in this budget.

Ms. Russell also asked for the funding source of the SRO's in the District. She believes the District should not pay for these positions since the City paid for them last year. Dr. Arbour stated the funding is in the District budget and last year, the police department added the positions to the budget to be helpful. Ms. Russell noted that the funds will need to be made up each year.

Dr. Mebert recommended requesting that the police department add to their budget. Ms. Andrews Parker suggested asking the Dover Housing Authority if they pay a portion of the officer located at DHA.

Ms. Simmons showed calculations that show the budget is 3.1% increase over the FY17 budget.

Ms. Russell stated that she is having difficulty with the increase to the nurse administrative assistant's hours. She noted that an additional float nurse has been added to the budget and the nurse assistant positions be added possibly next year.

Mr. Holt agreed that incremental changes should occur. It should be determined how the additional nurse will affect the work load.

Ms. Andrews Parker commented that the float nurse should not be doing data input. She is in favor of increasing the hours of the admin assts.

Ms. Russell added that all professional staff needs to do data entry and paperwork. Ms. Boston noted that this is beyond the normal paperwork that nurse's do. The RN's need to provide



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oversight to the position since there are medical codes, etc. This is something that is unique to these positions and different from regular administrative assistant positions.

Dr. Arbour commented that the increased time for these positions could also benefit elementary schools since they could travel to those schools to help when needed.

Dr. Mebert commented that the Board needs to make choices since they can't do it all. They need to be as prudent as possible while meeting needs of as many as possible.

Ms. Simmons noted that there will still be some pending increases for bargaining unit costs, Supt salary and health costs.

Dr. Arbour stated that there are funds in the budget for steps, but the Board would need to decide if they would like to have those remain in the budget since there is no agreement for FY18.

Mr. Holt prefers not to look the bottom line and wants to make decisions methodically. He feels this is important so that the Board can defend the intentionality with the City Council.

Ms. Muffett-Lipinski stated her concern for the possible costs associated with negotiations. Dr. Arbour stated her belief that the additional time for health office support is for compliance. Ms. Boston agreed citing immunization records and as an example. Ms. Andrews Parker commented that the nursing support positions rose to the top of the list for a reason. If they are not included, she would request that additional busses be included in the budget.

Dr. Arbour informed the Board that administrators would be reviewing professional development at their Tuesday administrative meeting. Content for PD days for FY18 has not been determined yet, only the dates.

Ms. Andrews Parker commented that the City can have a tax cap budget, they just need to move the pieces around.

Dr. Arbour stated that a decision would need to be made next week about steps for DTU and there should be information regarding potential negotiation numbers as well. In the past, DTU members have received steps when there is no contract.

- I. SCHOOL BOARD MATTERS OF INTEREST:** Mr. Holt reminded the public to attend City Council meetings and share their support for the School. District budget and that education matters. Ms. Russell noted that an email to the entire City Council with the School Board copied would be helpful as well.

Ms. Russell stated that Mr. DHS is occurring at DHS on Friday evening.



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Dr. Mebert reminded the public to be aware of things that are occurring at the State government level.

J. ADJOURNMENT:

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to adjourn the special session at 7:45 pm. An oral **VOTE PASSED 7/0.**