



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #4
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, April 10, 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 Monday, April 10, 2017 at 7:00 p.m. in the McConnell Center Media Center.

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

Also present were: Superintendent Elaine Arbour, DHS Principal Peter Driscoll, CIA Director Paula Glynn, GES Principal Beth Dunton, WPS Principal Patrick Boodey, DMS Principal Kim Lyndes, IT Director Jeffrey Myers, CTC Director Louise Paradis, DALC Executive Director Deanna Strand, DTU President Lisa Dillingham, citizens.

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

D. CITIZENS' FORUM: Anthony McManus, 39 Glenhill Rd, addressed the Board stating his support of the District's efforts to reduce bullying. He also spoke in support of concussion prevention. He would like more discussion on the topic.

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to move M.a. M.b. and M.c. to directly after Student Representative Report. An oral **VOTE PASSED 7/0.**

F. APPROVAL OF MINUTES:

1. Discipline Hearing #6, March 13, 2017
2. Public Meeting to Enter Nonpublic Meeting #3, March 13, 2017
3. Regular School Board Meeting #3, March 13, 2017
4. Public Meeting to Enter Nonpublic Meeting #3 March 30, 2017
5. Nonpublic Meeting #3, March 30, 2017

Michelle Muffett-Lipinski moved, Matt Lahr seconded approval of the minutes. An oral **VOTE PASSED 7/0.**

G. CONSENT AGENDA

1. **Correspondence:**
 - a. UNH—The Influence of Dietary Factors on Child Food Allergies
 - b. DMS Executive Skills Pilot Program
2. **Resignations/Retirements:**
 - a. Lynn Adams, GES Grade 4
3. **Leaves of Absence:** none
4. **Nominations:** none
5. **Extended Travel (Student Trips):**
 - a. DHS Band and Chorus Trip to NYC—Final Approval
 - b. DMS 8th Grade Trip to Washington, DC—Final Approval
6. **Donations:** April 10 Donations



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Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to deny the request from the UNH student regarding dietary factors on child food allergies. An oral **VOTE PASSED 7/0**.

Dr. Mebert stated that she had reservations on this request and noted that there is no impact on the schools with this study. She asked that more information including how schools are involved, advisor, protocol, and department be provided with future requests. The UNH student can provide more information and make the request again.

The Board will be provided with an amended form for these types of requests.

Keith Holt moved, Matt Lahr seconded to approve the remainder of the consent agenda as amended. An oral **VOTE PASSED 7/0**.

H. STUDENT REPRESENTATIVE REPORT:

Ms. Crook stated that the March pep rally was a huge success. Student council has been having discussions about updating the dress code policy, including the hat rule. They discussed ways that students should be informed of dress code violations, when it is appropriate and if it is a fair dress code. More information to follow. The student council also feels that a policy for PDA should be in place for the school day. They would be interested in helping to draft a proposal.

M.a Camp Beyond Presentation: moved up in agenda

Program Director Kelly Gennett presented information to the Board on the Camp Beyond summer program. The PowerPoint is archived with these minutes.

Dr. Mebert asked if the purpose of the program is to prevent or minimize the "summer slide" to which Ms. Gennett responded that it was a benefit to the program although some students only attend for one week so it is difficult to determine how much it helps to prevent the "summer slide". Dr. Mebert offered to assist Mr. Gennett with reviewing data.

M.b. Schools Can't Do It Alone Presentation: moved up in agenda

DHS Dean of Students Kim Stephens presented information on the Nellie Mae grant and the efforts of the committee which is in partnership with Great Schools. She noted that the emerging themes are that the community wants raised family engagement, community understanding, more transparency around the budget, community theme, college and career pathways, extended learning opportunities, independent studies and courses outside of the building, how to be successful at balancing everything and student voice. The three recent events were well attended. This is the end of year one of a three-year grant. They would like to develop concrete campaigns. The manifesto at this point is to "Work the Plan and Plan the Work". The committee meets monthly and sponsors events for the community.

Dr. Arbour commended Ms. Stephens for her work with this group.



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Dr. Mebert commented that there are many similarities with community conversations of 2014. Ms. Stephens responded that advisory has been implemented since 2014 and is a growing program. Students want to talk about issues. Dr. Mebert felt that it would be interesting to compare the two programs to see what has been learned.

Dr. Arbour added that she believes there wasn't a specific action plan in 2014.

Mr. Holt asked how this work ties into the strategic plan. Dr. Arbour responded that the work that this group is doing will directly affect the strategic plan. When goals and action statements are developed, it will come from this work. One of the Nellie Mae facilitators is on the strategic plan committee which is helpful.

M.c. DALC Handbook Changes: moved up in agenda

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the DALC staff and student handbooks. An oral **VOTE PASSED 7/0.**

I. POLICY-CHANGES-PROPOSALS:

a. FA-R—DHS-CTC Public Gathering Space Occupancy

Michelle Muffett-Lipinski moved, Matt Lahr seconded to table the above policy until the May 8 School Board meeting. An oral **VOTE PASSED 7/0.**

Parts of the building would be closed off if multiple public events are happening at the same time providing additional security. Dr. Arbour will add language to reflect this.

J. POLICY ADOPTION:

a. AC—Nondiscrimination/Equal Opportunity

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve policy AC. An oral **VOTE PASSED 7/0.**

b. ACAA—Harassment and Sexual Harassment of Students

Keith Holt moved, Carolyn Mebert seconded to approve policy ACAA. An oral **VOTE PASSED 7/0.**

c. ACAA-R –Student Discrimination, Harassment and Bullying Complaint Procedure

Matt Lahr moved, Michelle Muffett-Lipinski seconded to approve policy ACAA-R. An oral **VOTE PASSED 7/0.**

d. ACAA-E—Student Discrimination, Harassment and Bullying Report Form

Carolyn Mebert moved, Keith Holt seconded to approve policy ACAA-E. An oral **VOTE PASSED 7/0**



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e. ACAB—Harassment and Sexual Harassment of Employees

Keith Holt moved, Matt Lahr seconded to approve policy ACAB. An oral **VOTE PASSED 7/0**

f. ACAB-R—Employee and Third Party Discrimination and Harassment Compliance Procedure

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve policy ACAB-R. An oral **VOTE PASSED 7/0**

g. JICK—Pupil Safety and Violence Prevention Policy/Bullying and Cyberbullying

Matt Lahr moved, Michelle Muffett-Lipinski seconded to approve policy JICK. An oral **VOTE PASSED 7/0**

h. JICD—Student Conduct, Discipline and Due Process

Keith Holt moved, Matt Lahr seconded to approve policy JICD. An oral **VOTE PASSED 6/1 (Muffett-Lipinski opposed)**

Ms. Muffett-Lipinski asked if something could be added to the policy to state that the District will not be monitoring social media sites. She stated that she didn't want inequitable treatment of students.

i. JICD-R—Memorandum of Understanding

Matt Lahr moved, Keith Holt seconded to approve policy JICD-R. An oral **VOTE PASSED 6/1 (Mebert opposed)**

j. IKFB—Credits and Graduation for Fifth Year High School Students

Michelle Muffett-Lipinski moved, Carolyn Hebert seconded to approve policy IKFB. An oral **VOTE PASSED 7/0**

k. GBEBB—Staff Conduct with Students

The Board discussed the policy and the clarification of "on duty" and agreed that there should be more clarification regarding mode of transportation. Dr. Arbour asked that Board members email her if they have logical language for defining students in her charge before the next meeting.

Betsey Andrews Parker moved, Matt Lahr seconded to table policy GBEBB until the May 8 School Meeting. An oral **VOTE PASSED 7/0.**

K. RESOLUTIONS:

a. DALC Funding 2017-2020

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve DALC funding for 2017-2020. An oral **VOTE PASSED 7/0.**

L. OLD BUSINESS:



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a. Make up Options for Snow Days—Staff

Dr. Arbour reviewed the decision from the past School Board meeting. She requested guidance from the Board for the last day of work for staff. One option would be for staff to end the year on Friday, June 23 and provide 12 hours of professional development as opposed to the previously agreed upon 6 hours. She has been working with DTU leadership on options. Professional development is already planned for June 26 for teachers which Dr. Arbour commented would be beneficial and relevant for teachers. Ms. Russell reminded that teachers are under contract until June 30 and should not plan major events until after that date.

DTU President Lisa Dillingham clarified that the two days that were waived were only for students. She would prefer that it is an all or nothing situation and felt that exceptions would make the situation more complicated to which Dr. Arbour agreed.

Dr. Mebert was excused at 8:50 pm.

Mr. Holt clarified that teachers would be required to work on June 26 or take an unpaid day. Dr. Arbour noted that the District would need to know prior to that week so that payroll can be adjusted.

Dr. Arbour clarified that teachers are expected to attend workshop day on June 26 unless they have notified her that there is a significant life event in which case regular leave provisions would be used.

Keith Holt moved, Michelle Muffett-Lipinski seconded to waive both the 5-person limit for personal days and use of personal days on workshop days. An oral **VOTE PASSED 5/1 (Andrews Parker opposed)**. Ms. Andrews Parker stated her opposition was only due to her feelings that teachers should be able to use 6 hours of professional development for that day also.

Ms. Muffett-Lipinski was excused at 9:05 pm.

b. Superintendent Search Schedule Update:

Ms. Russell summarized the schedule for the Board and public.

M. NEW BUSINESS

a. Camp Beyond Presentation—Moved up in agenda

b. Schools Can't Do It Alone Presentation—Moved up in agenda

c. March Condition of Accounts

Ms. Simmons reviewed the condition of accounts with the Board.



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N. SUBMISSION AND PAYMENT OF BILLS:

Keith Holt moved, Matt Lahr seconded to direct the Superintendent to pay manifest #17-J in the amount of \$2,795,596.20 for FY17 for a total of \$2,795,596.20 for the period of March 14-April 10. A roll call **VOTE PASSED 5/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Arbour provided a report on the following:

1. April 24-28 is Spring Recess. Schools and SAU office will be closed on Monday, April 24 and school will not be in session for the entire week.
2. The District was approached by NH Hunger Solutions which is a statewide, research based, advocacy organization that collaborates with policy makers, community leaders and advocates to improve the lives of children. Coalition members include Cheri White from the NHDOE, UNH and NH Farm to School to name a few. NH Hunger Solutions recently received a grant to work directly with a NH school and would like to pilot that program at Woodman Park Elementary School – their main initiatives are increasing the percentage of students participating in school breakfast and afterschool and summer meals. They recently met with myself, Patrick Boodey, Josh Appleby from Café Services and Libby Simmons. No funding is coming to the District, but we wanted to inform the SB and public that we would like to start the process of working together with this group.
3. Below are the students who received medals from this year's Skills USA competition:

Cosmetology

- Silver Medal to Lacey Canapetti
- Bronze Medal to Brooke Nevins

Cosmetology (Long Hair)

- Bronze Medal to Michaela Dymond

Electrical Construction Wiring

- Silver Medal to Kody Parker
- Bronze Medal to David Maglaras

Industrial Motor Control

- Silver Medal to Dylan Russell
- Bronze Medal to John Carbaugh

Restaurant Service

- Bronze Medal to Natacha Ngiabprokhon

Telecommunications Cabling

- Silver Medal to Cameron Ferri



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4. Congratulations to the DMS students who participated in Anything Goes which was held at DHS over the weekend.
5. Reminder that the Teacher Workshop scheduled for May 26 is now a student day. The last day of school is June 21 and it will be a half day.
6. Kindergarten and 1st grade registration occurred in March, but if you have not done so yet, please contact the school in which your student will attend to schedule an appointment to register.
7. The district is working on developing a plan for the next 3-5 years of the Dover School District (strategic plan), and we need your input. Please complete the survey by following the link: https://www.surveymonkey.com/r/DSD_Strategic_Plan. The link is on the Dover website.

The survey is open to anyone in the Dover community. For those who would prefer a paper survey, please contact me at e.arbour@dover.k12.nh.us or 516-6804.

The survey will be open from April 1 - April 14, 2017.

8. 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).
9. 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:

Ms. Andrews Parker provided the following committee report on the GES JBC:



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- The committee will be interviewing construction management companies on Thursday, April 13 for the project.

Ms. Russell provided the following committee report on the DHS JBC:

- The Fundraising Committee has been meeting and will be finalizing details for the fundraising campaign for the DHS-CTC project within the next few weeks.
- The extreme winter weather in February slowed down the crew for only 2 days and they are on track to complete the project on time.
- The JBC approved exterior color choices recommended by the Color Committee who will also be reviewing interior color choices in the next few weeks and recommending to the JBC.
- Propane cost were lower than anticipated.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Mr. Holt asked if there should be a School Board liaison to the planning board since there is an increased expansion of housing in Dover. The increased housing impacts the schools and he feels that the Board should have some involvement on the process. Ms. Russell responded that there hasn't been involvement of the School Board on the Planning Board. Impact fees are sometimes waived and the District ends up with a shortage in that area. Mr. Holt stated his concern with the increase in housing and possibility of higher enrollment.

Dr. Arbour recommended adding to the next JFC meeting with the City Council.

Mr. Holt reminded the public to attend the City Council School budget hearing on Wednesday, April 12 to support the School District budget for 2017-2018.

Ms. Russell commented that she is unable to attend the City Council meeting due to another commitment, but will be sharing her thoughts with the Council via email and encourages others to do the same.

R. ADJOURNMENT: Matt Lahr moved, Keith Holt seconded adjourning the meeting at 9:25 pm. An oral **VOTE PASSED 5/0.**