DOVER SCHOOL BOARD – MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting #6
Meeting Location:	Media Ctr. (Room 306) McConnell Center
Meeting Date:	**Monday, June 12, 2017**
Meeting Time:	**7:00 pm**

A. CALL TO ORDER: Vice Chairperson Betsey Andrews Parker called a meeting of the Dover School Board to order on Monday, June 12, 2017 at 7:01 p.m. in the McConnell Center Media Center.

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

Also present were: Superintendent Elaine Arbour, DHS Principal Peter Driscoll, GES Principal Beth Dunton, DMS Principal Kim Lyndes, HSS Interim Principal Patty Driscoll, CTC Director Louise Paradis, DALC Executive Director Deanna Strand, IT Director Jeffrey Myers, WPS Dean of Students Greg Brown, PPS Director Christine Boston.

C. PLEDGE OF ALLEGIANCE: Matt Lahr led the Pledge of Allegiance.

D. CITIZENS' FORUM: No one addressed the Board.

E. AGENDA APPROVAL: Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the agenda as presented. An oral **VOTE PASSED 6/0.**

F. APPROVAL OF MINUTES:

1. Public Meeting to Enter Nonpublic Meeting #7, May 8, 2017
2. Nonpublic #7, May 8, 2017
3. Regular Meeting #5, May 8, 2017
4. Special; Session #10, May 22, 2017

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

G. CONSENT AGENDA

Correspondence: none

2. Resignations/Retirements:
- a. Tara Charmanski—WPS Grade 3
- b. Stacey Kostis—DHS Spanish
- c. Allison Friend-Gray—DMS Grade 5
- d. Sara Rochefort—HSS School Nurse

3. Leaves of Absence: none

4. Nominations:
- a. Teacher nominations
- b. Administrator Nomination

5. Extended Travel (Student Trips): None

6. Donations: June 12 Donations

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

H. STUDENT REPRESENTATIVE REPORT: There was no student report at this meeting due to graduation of the student representative.

I. POLICY-CHANGES-PROPOSALS: none

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J. POLICY ADOPTION:

a. GCBD—Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve policy GCBD. An oral **VOTE PASSED 6/0.**

K. RESOLUTIONS:

a. Retire Recognition: Ms. Andrews Parker read the recognition resolution into the record.

b. Authorized Signature: Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the authorized signature resolution. An oral **VOTE PASSED 6/0.**

c. Federal, Special Education, CTE Perkins Funds 2017-2018: Carolyn Mebert moved, Matt Lahr seconded to approve the resolutions listed above. An oral **VOTE PASSED 6/0.**

L. OLD BUSINESS:

a. Potential Funding Shortage

The Board discussed the potential funding shortage. Dr. Arbour stated that she is unable to rescind reduction in force notices since the Board is still unclear as to what the funding situation will be. She has some ideas on where to make additional budget cuts if necessary and will share with the new superintendent so that he is aware.

The Board agreed that the City Council placed the District in a risky situation by adding the $600,000 to the District revenue stream. They felt that the Council should be responsible for this additional funding if the additional revenue doesn't materialize.

Dr. Arbour stated that any of the following could occur: the Council could cover it; the Council could direct the School Board to cover it or ask all City departments to make budget cuts.

The District has already lost personnel to other districts due to the RIF situation. Dr. Mebert stressed that the District cannot continue to do this.

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to remind the City Council that they approved the budget with their additional revenue stream and they would like to see it realized. An oral **VOTE PASSED 6/0.**

The Board directed Dr. Arbour to draft a memo to Mayor Weston, City Manager Joyal and copied to all City Councilors and School Board members with the motion.

M. NEW BUSINESS

a. DMS After School Program-SOAR

WPS employee Brandy Barshaw presented information to the Board on her proposal for a new DMS afterschool program called SOAR (Social, Occupational, Academic and Recreational) that would begin in the fall. This program would be open until 5:30 pm and would require a minimum of 40 students. This would be a business for Ms. Barshaw and she would not be affiliated with another group.

Dr. Mebert asked Ms. Barshaw if the program, while used at WPS, has helped with success in learning. Ms. Barshaw responded that she believes that improvement has occurred for students although can't be sure if the success is due to the program.

There were 100 students who participated in a similar program at WPS last year with approximately 30% who were Dover Housing Authority students. There are 26 students in the grade 4 SOCC at WPS.

The goal is to see academic improvements through re-teaching homework.

Principal Kim Lyndes is supportive of the program and she is confident that space at DMS can be found for the program. Ms. Barshaw would be required to rent the space. She added that she believes that there would be interest in this program.

Ms. Barshaw does not have liability insurance at this time, but will attain if the program is approved. If fully staffed, the program would have 3 staff members. The program would provide snacks as required and provide scholarships based on need.

Ms. Muffett-Lipinski commented that the Board should use the same process as what was used for the DFSA.

Ms. Andrews Parker asked if the Board would be violating the agreement with the YMCA. Ms. Barshaw stated her belief that the agreement is no longer in effect.

Ms. Muffett-Lipinski requested more specific information for the next meeting when a vote is taken in order to make a more informed decision.

The Board was supportive of the program in general but also wants to make sure there are no competing conflicts of interest.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to table this request until the July 10 School Board meeting and the Board receives clarification about the YMCA agreement. and MOU. An oral **VOTE PASSED 6/0.**

b. DHS, DMS, Elementary Handbook Changes

Dr. Mebert was not supportive of the new DHS Mission statement. She stated that she feels there is jargon that doesn't make sense and some of the language, including the use of the work "authenticity". Principal Driscoll clarified and responded that much of the language is NEASC terminology. Many of the changes were due to changes recommended by legal counsel. Mr. Driscoll stated one of the major changes is to the discipline section. The School Board will see fewer disciplinary hearings due to the changes.

Dr. Mebert asked if community service has become a requirement at DHS to which Mr. Driscoll responded that it is a slow process and they are working their way up to it.

Ms. Muffett-Lipinski asked to change "user" to "under the influence" in the Drug and Alcohol section of the handbook. She feels that it is too punitive.

Dr. Mebert commented that the school is doing a great job with the students.

Matt Lahr moved, Keith Holt seconded to approve the handbook changes. An oral **VOTE PASSED 6/0.**

c. Public Relations Company Discussion

Dr. Arbour provided information on a firm that provides public relations to school districts and municipalities. She added that it may be a good idea in this climate. Rochester currently uses the company and it was discussed at a recent meeting of south eastern superintendents. The cost is $999 per month. Ms. Muffett-Lipinski commented that it may be better to wait until the budget issues are resolved. Dr. Arbour added that the Board would need to go out to bid for these services if they are interested at any point.

Ms. Andrews Parker would want to see the "communication: section of the strategic plan before determining if this would be an option for the District. A presentation would be requested also before going forward.

d. May Condition of Accounts

Ms. Simmons reviewed the condition of accounts. She was asked to investigate the reason for a low student food service debt.

N. SUBMISSION AND PAYMENT OF BILLS:

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to direct the Superintendent to pay manifest #17-L in the amount of $6,082.77 for FY 16 and 3,528,918.30 for FY17 for a total of $3,535,001.07 for the period of May 10-June 9. A roll call **VOTE PASSED 6/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Arbour provided a report on the following:

1. Schools and offices will be closed to the public on Monday, July 3.

2. Strategic Plan Update — The Leadership Team has been working to draft the action items for each goal and strategy statement previously approved by the School Board. More work needs to be done on that portion of the Strategic Plan and will continue into the summer. I have given some information about this to incoming Superintendent Dr. Harbron. I'm working to pull together the draft document for Dr. Harbron,

the Leadership Team and the Strategic Planning Committee. They will finalize the Strategic Plan in the coming months and bring it to the School Board for final approval.

3. World Language Award Night was June 1, DHS Award ceremony was June 7, and DMS Awards Ceremony is June 20. Congratulations to all recipients of awards!

4. DHS Graduation occurred on June 8 at Lundholm Gym. Best of luck to all graduates!

5. The 34th 8th grade trip to Washington, DC occurred without a hitch. The group was met at the White House by a former DMS student who is now in the secret service and they were met at the Capital by a former DMS student who now works for Senator Jeanne Shaheen. Both students went on the DC trip when they were in 8th grade.

6. The last day of school is June 21 and it will be a half day.

7. 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.

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:

Mr. Holt provided the following committee report on the lunch debt meeting:

- There were many questions and they are working with café services. They talked about ways to get the word out to parents. Stay tuned for more information on this.

Mr. Holt provided the following committee report on the GES JBC:

- He summarized the process, stating that the committee is still dealing with DRED. Things are slowed down a bit and there will be a later start date for several reasons.

Mr. Holt provided the following committee report on the District Data Team:

- The District data team is continuing to work the data team tool kit document. There will be more information to follow.

Q. SCHOOL BOARD MATTERS OF INTEREST:

On the behalf of the School Board, Ms. Andrews Parker wished Dr. Arbour best of luck and thanked her for her service to Dover. She wished her well in her new position and being closer to home. Dr. Arbour's last day in the office is June 23. Dr. Arbour thanked the Board and feels that things have moved forward in the District.

R. ADJOURNMENT: Carolyn Mebert moved, Keith Holt seconded adjourning the meeting at 8:40 pm. An oral **VOTE PASSED 7/0.**