DOVER SCHOOL DISTRICT	DOVER SCHOOL BOARD – MINUTES
	Meeting Type: Regular Meeting #8
	Meeting Location: Media Ctr. (Room 306) McConnell Center
	Meeting Date: **Monday, August 14, 2017**
	Meeting Time: **7:00 pm**

A. CALL TO ORDER: Chairperson Amanda Russell called a meeting of the Dover School Board to order on Monday, August 14, 2017 at 7:02 p.m. in the McConnell Center Media Center.

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

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, IT Director Jeffrey Myers, PPS Director Christine Boston, and WPS Dean Greg Brown.

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 #8, July 10, 2017
2. Nonpublic #8, July 10, 2017
3. Regular Meeting #7, July 10, 2017

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

G. CONSENT AGENDA

1. **Correspondence:**
   a. Exploration of Writing request
   b. Effects of Sustainable Food Stem
2. **Resignations/Retirements:**
   a. Jocelyn Shelby-School Psychologist
   b. Stephanie Noel-WPS Behavior Specialist
   c. Brian Collopy-DMS Special Educator
   d. Rebecca Pazdon-DMS School Counselor
3. **Leaves of Absence:** none
4. **Nominations:**
   a. Teacher
   b. GES Dean of Students
5. **Extended Travel (Student Trips):**
   a. Washington DC
   b. NHJOTC trip to Naval Station in Newport, RI
6. **Donations:** August 14 Donations

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded to approve the consent agenda as amended, but without items 1. a. and 1. b. An oral **VOTE PASSED 6/0.**

Betsey Andrews Parker moved, Carolyn Mebert seconded to not approve the Exploration of Writing Request. An oral **VOTE PASSED 6/0.**

Ms. Andrews Parker did not support the Exploration of Learning since the researcher is not affiliated with a university. Dr. Mebert stated that Mr. Newkirk is emeritus and could possibly go through the IRB process. She added that this could be approved pending IRB status. Dr. Mebert added that she is not in support since he is taking time away from the classroom.

Carolyn Mebert moved, Keith Holt seconded to not approve Effects of Sustainable Food Stem. An oral **VOTE PASSED 6/0.**

Dr. Mebert does not support this request since there isn't a real protocol. It has not been submitted to the IRB yet.

The Board requested that policy LAA be reviewed to be made clearer and provide more information. They stated their interest in seeing questions and the benefit of the study.

H. STUDENT REPRESENTATIVE REPORT: There was no student report at this meeting.

I. POLICY-CHANGES-PROPOSALS: none

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J. POLICY ADOPTION: none

K. RESOLUTIONS: none

L. OLD BUSINESS:

a. **Superintendent Entry Plan Status and Review/Discussion of Entry Plan:** The Board commended Dr. Harbron on the work to date on his entry plan. He distributed a summary to the Board and asked them if he is accurate on his assessment of their comments. Ms. Muffett-Lipinski stated she liked receiving weekly reports and being more aware. She added that she feels as if the Strategic Plan is moving forward.

Dr. Mebert requested a final meeting of the strategic planning committee for closure.

Ms. Andrews Parker asked Dr. Harbron for his budget plan to which he responded that he is working with Ms. Simmons on a timeline and process. Ms. Andrews Parker also asked how his data will be incorporated into the budget.

Mr. Holt agreed and asked how closely themes from his discussions are aligning with the strategic plan. Dr. Harbron responded that he and administrators are meeting to discuss the strategic plan and agreed that common themes should be incorporated into the plan that were not included previously. The plan can then be reviewed to determine what should be included in the budget process. He agreed that a meeting of the committee should be scheduled.

He added that the strategic plan will guide District work for the next 3-5 years.

Dr. Mebert asked if the District is now in compliance since passing a compliant budget. In addition, she would like to know if there are any holes in compliance for this year.

b. Garrison School Construction Project Update: Ms. Andrews Parker updated the Board on the project stating that plans are being finalized so that construction is on schedule to begin in January. Priorities in the project are life-safety and code issues.

Mr. Holt added that the budget is an issue but the Committee is working to stay on budget and make decisions best for the project and GES community.

M. NEW BUSINESS
a. CIP Discussion

Ms. Simmons stated the Board will be reviewing and approving the CIP (2019-2024 plan) next week. She provided a summary stating there are 10 CIP requests for funding sources. Three are for new projects:

1. Alt School Roof Placement (new item)--$115,000 funded through Capital Reserve Funds
2. Athletic Improvements--$30,000 funded through Special Revenue Funds
3. Facilities Repair and Maintenance--$125,000 funded through the operating budget
4. Comprehensive Facilities and Needs Study—(new item)--$50,000
5. Furniture Replacement-(new item)--$25,000—from operating budget
6. Information Technology Replacement and Upgrade--$125,000-from operating budget
7. Kitchen Cafeteria Maintenance Repair and Upgrade--$40,000-from Special Revenue Café Fund
8. Light Equipment Replacement Program-$50,000-from operating budget
9. DMS Roof Replacement—was to start in 2019. Being delayed until 2020 due to GES project--$1,000,000 with debt service
10. GES Improvements—Phase 1 may go over $6.9m allocated. Funds should be included in FY19. Funds for other phases will be discussed for future years of the project.

Ms. Simmons continued to discuss the Capital Reserve funds which include:
1. Athletics--$20,000
2. Curriculum--$100,000
3. IT--$125,000
4. Facilities--$125,000

Ms. Simmons and Dr. Harbron explained that the Facilities and Needs study will evaluate all facilities for future maintenance and future growth. It should provide useful information regarding expansion and/or maintenance to make sure we are in line with student enrollment.

Ms. Andrews Parker asked if the study will help with future decision-making to which Dr. Harbron believes this will be a long-term study and should assist with long-term decisions.

Dr. Mebert asked how the District is "bursting at the seams" when the NESDEC enrollment projections show flat enrollment. She asked if the District should retain a more accurate projection company. Dr. Harbron responded that there needs to be a more in-depth study.

Mr. Holt expressed his concern for the housing growth in Dover and the possibility of more students even though the District was informed that more students would not occur due to the additional housing.

Dr. Harbron stated that the District and the City need to become more aligned and more long-term planning is needed.

Ms. Muffett-Lipinski asked for historical enrollment data to determine why costs have increased so much when enrollment hasn't increased substantially. She wanted to be able to show that student needs have changed.

Ms. Russell added that even though the population remains constant, more of the students are from Dover. Dr. Harbron agreed and summarized that the facility needs to be analyzed to determine if the facility allows for the needs of the students.

Ms. Simmons commented that professional development is not included in the curriculum capital reserves.

b. 2018-2019 Draft Academic Calendar Discussion

Ms. Andrews Parker appreciates that Teacher Workshops are added to dates that make extended weekends due to holidays. She requested that the January Workshop day be moved to February due to the increased chance of poor weather in January.

Ms. Russell asked that parent conferences not occur in November if report cards are not distributed at that time. She would prefer alignment with at least one of the schools. She inquired if there was a better time to hold parent conferences. She understands that all area schools need to align as much as possible due to area students attending the District CTC program.

c. Enrollment Update

Numbers are likely to change over the next few weeks. Historical enrollment was requested to be emailed to Board members.

Mr. Holt asked if DMS and DHS are comparable in square footage. Ms. Russell responded that the programming at DHS requires additional square footage and the current school is not in compliance.

Ms. Andrews Parker commented that the dip in enrollment is interesting and asked where students are going and why are people relocating.

Dr. Mebert asked to review redistricting information from a committee formed in 2010. Ms. Andrews Parker stated the Board needs to look at the tone of the conversation and look at what may be different than what was traditionally done. Emotional as well as factual factors need to be taken into consideration.

There is no need to hire additional teachers due increased enrollment at this time.

d. Community Chat

Dr. Harbron informed the Board that there will be a Community Chat (per his entry plan) held on Saturday, September 16 from 9 am -11 am at the McConnell Center. Mayor Weston and City Manager Joyal will be joining him. He invited Board members to participate if they are available. Dr. Mebert will attend and participate.

N. SUBMISSION AND PAYMENT OF BILLS:

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to direct the Superintendent to pay manifest #18-B in the amount of $2,185,513.16 for FY 18 and 323,761.14 for FY17 for a total of $2,509,274.30 for the period of July 11-August 14. A roll call **VOTE PASSED 6/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Harbron reviewed his report with the School Board. After reviewing updates, the Board discussed bus routes. Ms. Simmons stated routes are similar to routes from last year.

Ms. Russell asked if there are going to be email notifications when there is a low balance to which Ms. Simmons responded in the affirmative. The balances will be brought forward from last year and families will be able to apply for Free and Reduced lunch online. There will be translation assistance if there is a language barrier issue.

Ms. Andrews Parker stated her displeasure in the bus routes saying that the DMS students are being transported too early with students waiting on the bus at the school. She believes that many families are not using bus transportation due to the early pick up time. Students could be sleeping later in the morning with adjusted bus pick up times.

Ms. Simmons stated she will be at the schools tracking times for drop off and number of students on buses. During the past two contract negotiations, First Student had stated they would revise bus routes. Ms. Simmons will follow up with them.

Mr. Holt, Ms. Muffett-Lipinski, Dr. Mebert and Dr. Harbron will meet on Monday, August 21 from 5:30-6:30 to discuss Superintendent goals which need to be approved by September 1. The Special Session for CIP will begin at 6:30 p.m.

P. COMMITTEE REPORTS:

Ms. Russell stated that the DHS CTC construction project is on time and on budget so far. Exterior brick work is almost completed. Solar RFP is being discussed for work which would occur during the summer of 2019. Fundraising committee is still meeting and will be sending a press release to businesses soon. Some of the trades are experiencing manpower issues. August 28, 2018 is the scheduled completion of the building.

Mr. Holt asked if parking would be an issue after the building has been completed and the destruction of the current building. He had heard that parking may be a larger issue during destruction. Ms. Russell had not heard this, but will bring it up at the next meeting.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Muffett-Lipinski stated that Bob Fagan, DHS LDAC, will be running an intensive after school outpatient program at Frisbee Memorial Hospital. The hope is to provide more restorative rather than punitive options.

R. ADJOURNMENT: Michelle Muffett-Lipinski moved, Carolyn Mebert seconded adjourning the meeting at 8:20 pm. An oral **VOTE PASSED 6/0.**