DOVER SCHOOL DISTRICT	DOVER SCHOOL BOARD – MINUTES	
	Meeting Type:	Regular Meeting #9
	Meeting Location:	Media Ctr. (Room 306) McConnell Center
	Meeting Date:	**Monday, September 11, 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, September 11, 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, Michelle Muffett-Lipinski, Matt Lahr and Carolyn Mebert.

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, IT Director Jeffrey Myers, PPS Director Christine Boston, CTC Director Louise Paradis, DHS Principal Peter Driscoll, DMS Principal Kim Lyndes, GES Principal Beth Dunton, WPS Principal Patrick Boodey, HSS Principal Patty Driscoll, CIA Director Paula Glynn, Café Services representative Chris Faro.

C. PLEDGE OF ALLEGIANCE: After a moment of silence to honor victims of 911**,** Carolyn Mebert led the Pledge of Allegiance.

D. CITIZENS' FORUM: Drew Hallett, Applevale Dr, Junior at DHS, addressed the Board, stating his support of Dover School District. He also thanked numerous school district employees for their faith in him and their support. Dover schools have made a positive impact in his life.

Ms. Muffett-Lipinski commended Mr. Hallett for his work at recording sporting events for the schools.

E. AGENDA APPROVAL: There were no changes to the agenda.

F. APPROVAL OF MINUTES:

1. Regular Meeting #8, August 14, 2017
2. Special Session #12, August 21, 2017
3. Special Session #13, August 28, 2017

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

G. CONSENT AGENDA

1. **Correspondence:**
   a. Effects of Sustainable Food Stem
2. **Resignations/Retirements:** none
3. **Leaves of Absence:** none
4. **Nominations:**
   a. Teacher
5. **Extended Travel (Student Trips):**
6. **Donations:** none

Betsey Andrews Parker moved, Matt Lahr seconded to approve the consent agenda without item 1.a. An oral **VOTE PASSED 7/0.**

Dr. Mebert stated it is not clear what is happening with students in the survey. UNH student Mary Sherman addressed the Board and provided examples of questions that she would be asking students. She will be evaluation responses on a qualitative basis.

There will be a photo release form given to students and Ms. Sherman will not list names with photos if consent isn't given.

This is still in the IRB process, but should be approved soon. Ms. Sherman confirmed that this study is one of the options in the SOCC enrichment program.

Keith Holt moved, Matt Lahr seconded to approve the Effects of Sustainable Food Stem study pending approval from the IRB. An oral **VOTE PASSED 7/0.**

Ms. Andrews Parker stated that criteria and partnership should be reviewed in policy LAA.

H. STUDENT REPRESENTATIVE REPORT: New School Board student representative Noah Schwartz provided his first report. He discussed the start of the school year and said that the community of students is deeply involved in the school and community. He hopes the feeling of school pride will continue. Mr. Schwartz added that the new hat policy is being received well and effective in allowing free voice of expression and limiting conflicts between students and teachers. He added that students would like to review certain policies especially as they are preparing to move into a new building.

Mr. Schwartz commended sports teams, the marching band, and a student for attending the prestigious Boys Nation over the summer.

I. POLICY-CHANGES-PROPOSALS:

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to table all policies listed until the next Board meeting.

a. EHB—Data/Records Retention

b. EHB-R—Local Data/Records Retention Schedule

Dr. Boston clarified that final IEP's may be kept electronically as opposed to paper copies, until the age of 60. Mr. Holt and Ms. Andrews Parker added that all electronic communications should define length of time, who can access, etc. and should also be included in a policy.

c. JICH—Student Substance Use Policy

d. JKAA—Use of Physical Restraint

Dr. Boston clarified that the restraint policy is back for approval due to a required change by law. The new language will be moved to the column to the right since it is mandated by federal and state government.

e. JKAA-R—Procedures for the Use of Physical Restraint in the Dover School District

J. POLICY ADOPTION: none

K. RESOLUTIONS: none

L. OLD BUSINESS:

a. **Garrison School Construction Project Update-CIP Update:** Ms. Andrews Parker summarized the status of the Garrison School project. Dr. Harbron added that Councilor and JBC member Ciotti sent a letter to the City Council requesting that $5.5 million (with 5% for inflation) be added to the original $1.2 million requested for the CIP for additional phases.

b. **Enrollment Update:** The Board discussed opening of school enrollment. Mr. Holt stated he has made graphs from 18-year enrollment history. He noted that since 2000, there are 165 more students. There are 273 fewer tuition students which makes a net increase of 438 Dover students over the past 18 years for an average of 25 students per year. This shows continued growth in the city. Mr. Holt stated he will share more charts with the Board.

Ms. Russell suggested a workshop be scheduled for the end of the month to discuss this trend.

Ms. Andrews Parker asked if students from Barrington and Nottingham can tour the new school so that they will be aware of the new facility. Mr. Driscoll will talk with the schools about scheduling a tour. If they tour the current school, current programing will still be available for them to see.

M. NEW BUSINESS
a. Café Services Update

Chris Faro from Café Services answered questions regarding the online payment. He clarified that the convenience fee is percentage based and is lower than the last system for payments that are less than $40. It is more for payments that are higher. Most people will see a slight decrease in cost from the last system. Café Services does not receive any of the fees.

Ms. Russell clarified the convenience fee is overall and not a per child fee.

Mr. Faro will find out if parents are able to see what items are purchased by students. He stated that there should be that capability. He will also send another email blast informing parents that payments can also be accepted by cash or check. There is no lag when funds are deposited either online or by cash or check.

Ms. Andrews Parkers expressed her displeasure for the $20 minimum fee and that the fee is more than the other system. Mr. Faro responded that the fee on $20 is half of what it would have been with the former system.

Dr. Harbron commented that he ate at DMS last week and enjoyed the food.

b. Data and Reporting Analyst Job Description

Mr. Myers shared information with the Board on the job description. He has found it difficult to focus on business intelligence and data analysis with only one data coordinator and even more so now since the Data Coordinator position has been vacant. There is a large amount of responsibility and he is moving the new position away from just data entry and report writing to more analysis and responsibility with the student information system that will be selected in January.

Mr. Myers added that this position is a big shift from what it was and he hopes it will be more in line with what the District would like and need.

Dr. Mebert asked if excel would be a requirement of the position to which Mr. Myers responded that the industry standards would be tools needed for this position. He added that excel would be below other requirements of this position.

She inquired about the level of data analysis needed for this position to which Mr. Myers responded that it wouldn't be at the same level and not at the SPSS level. He added that in a perfect world, there would be two positions with different skills.

The Board discussed skills needed for this position and Mr. Holt noted that it is difficult to hire someone who will fulfill all needs.

Ms. Andrews Parker asked for tasks associated with the previous position and wanted to be sure that those tasks would also be handled by the new position. She asked which tasks on this job description were completed by the data coordinator position.

Ms. Andrews Parker stated her belief that that this seems like two positions or two types of people needed for one position.

Dr. Mebert added that someone is needed to do coordination of all data sources identified and put in a usable form so that data analysis can happen. At this point, it is not complete and data is in many different locations. Mr. Myers stated his belief that there would be people qualified for this position as described in the description,

The Board preferred that the percentages associated with the tasks be removed from the job description.

Keith Holt moved, Matt Lahr to approve the job description with a final edit and removal of percentages. An oral **VOTE PASSED 6/1 (Andrews Parker opposed).**

c. IT Update

IT Director Jeffrey Myers presented an update on technology with a PowerPoint presentation. (archived with minutes)

There are currently two open IT positions.

All donated technology is compatible with our technology.

d. Tuition Rate Approval

Ms. Simmons reviewed estimated tuition rates for the Board.

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

e. Budget Adoption Schedule

Ms. Russell stated the budget schedule was amended since the new School Board inauguration and organizational meeting will be held on Tuesday, January 2. The Budget Workshop will be changed to Thursday, January 4.

Ms. Andrews Parker asked for a Saturday meeting at some point early in the process for a budget goal setting workshop with administrators as had been done in past years. She felt it was a more open occasion for discussing the budget and added cohesiveness to the Board and administrators. She added that there was a large difference in recent years when this hasn't happened and it would be very beneficial for new School Board members. This would be a public posted meeting and could be held in room 305 even though it has been offsite in the past.

Ms. Andrews Parker also requested that new Board members attend the budget presentation on December 11. She also hopes a tour of the schools could be scheduled for the City Councilors and School Board members to view facilities. This is something that has also been done in the past in December.

Dr. Mebert asked for less repetitive information regarding the budget and would like to know what is funded in the budget for FY18 and what is still needed in the next budget.

Carolyn Mebert moved, Matt Lahr seconded to approve the Budget schedule with an added budget retreat. An oral **VOTE PASSED 7/0.**

N. SUBMISSION AND PAYMENT OF BILLS:

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #18-C in the amount of $2,217,784.68 for FY 18 and 16,828.54 for FY17 for a total of $2,234,613.22 for the period of August 15-September 11. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Harbron reviewed his report with the Board. He added that he will be streamlining his report so that it isn't repetitive. He will discuss what should be included in his report with Ms. Russell.

Dr. Boston informed the Board of the NH Charitable Grant that has moved to the next level for the District with a possibility of a grant of $20,000. She will keep the Board posted.

Mr. Holt asked for a statistic comparing employment with state and national trends.

P. COMMITTEE REPORTS:

Ms. Russell stated the DHS JBC continues to meet every other week and a press release will be sent to individuals and businesses for donations. The project is still on budget and on time.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Russell stated that she, Mr. Carrier, and Ms. Greenshields were invited to attend the Planet Fitness grand opening on September 13 to accept the first company donation for the DHS construction project.

Ms. Morrison thanked all involved in resolving the firefighter issue.

R. ADJOURNMENT: Michelle Muffett-Lipinski moved, Carolyn Mebert seconded adjourning the meeting at 8:48 pm. An oral **VOTE PASSED 7/0.**