DOVER SCHOOL BOARD – MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting #12
Meeting Location:	Media Ctr. (Room 306) McConnell Center
Meeting Date:	**Monday, December 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, December 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, Carolyn Mebert, Michelle Muffett-Lipinski and Matt Lahr.

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, 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, IT Director Jeffrey Myers, Alternative School Dean Joan Breault, Alternative School Administrative Assistant Mindee Poland, School Board-elect member Andrew Wallace, Fosters, Alternative School parent and student.

C. PLEDGE OF ALLEGIANCE: Betsey Andrews Parker led the Pledge of Allegiance.

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

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to move M. b. (Alternative School Rebranding) to directly after student representative report. An oral **VOTE PASSED 7/0**.

F. APPROVAL OF MINUTES:
1. Regular Meeting #11, November 13, 2017

Matt Lahr moved, Betsey Andrews Parker seconded approval of the minutes. An oral **VOTE PASSED 7/0**.

G. CONSENT AGENDA

1. **Correspondence:** none
2. **Resignations/Retirements:**
   a. Maybeth Anderson-DHS Library Media Specialist
   b. Louise Paradis—CTC Director
   c. Marsha Pelletier—FCS Teacher
   d. Joseph Pirkola—Culinary Arts Teacher
   e. Andrew Tripp—DHS Special Educator
3. **Leaves of Absence:** none
4. **Nominations:** none
5. **Extended Travel (Student Trips):** none
6. **Donations:** December 11 Donations

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the consent agenda as amended. An oral **VOTE PASSED 7/0.**

Dr. Mebert thanked the retirees for their many years of service to the District. Ms. Russell thanked donors for their generous contributions.

H. STUDENT REPRESENTATIVE REPORT: Noah Schwartz provided his report stating that students are motivated to learn and build a school community that can make Dover proud. Students continue to pursue interests academically, artistically, and athletically. 60 seniors applied to college on College Bound Day. Students are excited about the new high school and feel a new building equipped with new technology will further motivate students to learn and prepare them for a 21st Century economy. Mr. Schwartz reminded the Board that they should be fiscally conscious and not spend frivolously as the budget season begins. The student body hopes that the Board will act in the students' best interest as they make the difficult decisions ahead. Students appreciate the support of the Board in the past and hope they build on that.

M. b. Alternative School Rebranding—moved up in agenda.

Dr. Breault and Mindee Poland, along with Alt School student Danyelle Woodcock and an Alt School parent presented information to the Board on rebranding of the Alternative School. Ms. Woodcock described her positive experience as an Alternative School student and Ms. Lotter explained to the Board the positive influence that the Alternative School has been on her son. Dr. Breault stated that the Alt School also offers classes at Dover High School and the CTC. Ms. Woodcock shared her "memory book" with the Board which showed more about the Alt School.

Goals of rebranding are to reduce the stigma sometimes associated with the Alternative School and change the perception of the public. The proposed name of the Alternative School will be Bellamy Academy. The mission statement is, "Empowering Non-traditional Learners". If approved, a new sign will be made, as well as a new website. Community engagement will be part of the process.

The capacity of the school was previously 24, but is now 27 since all students are not in the building at the same time. After graduation, students do many of the same things that graduates of DHS do including post-secondary education, work, etc. Students are able to receive the same diplomas as DHS students upon graduation. They are required to have an IEP to attend the Alternative School. Students from other school districts are also serviced at the Alternative School. Beyond the school day, tutoring sometimes takes place and during the past summer, a 4-week program was held at the Alt School.

Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve the rebranding and change of name of the Alternative School to Bellamy Academy. An oral **VOTE PASSED 7/0.**

Ms. Muffett-Lipinski stated her hope is for more expansion of the program since additional students may be able take advantage of the services.

I. POLICY-CHANGES-PROPOSALS: none

J. POLICY ADOPTION:

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve policies DKA, EBCA, JLF, BEDB, EC, and IKB and table JICD until the January Board meeting. An oral **VOTE PASSED 7/0.**

a. DKA—Payroll Procedures

b. JICD—Student Discipline and Due Process—Tabled until January 9 so that Board can review the NHSBA sample policy.

c. EBCA—Emergency Plans

d. JLF—Reporting Child Abuse or Neglect

e. BEDB—Agenda Preparation and Dissemination

f. EC—Building and Grounds Management—Also reviewed by City Manager Mike Joyal

g. IKB—Homework—Ms. Muffett-Lipinski thanked Ms. Dunton and the team for the revisions to this policy.

K. RESOLUTIONS:

a. Resolutions of Appreciation—Departing School Board members

Ms. Russell read the resolutions of service for Ms. Muffett-Lipinski and Ms. Andrews Parker into record.

L. OLD BUSINESS:

a. Strategic Plan—Dr. Harbron reviewed the plan and asked for approval by the Board.

Ms. Muffett-Lipinski stated that the plan is a great template. Dr. Mebert asked about the plan for continuous review to which Dr. Harbron responded that the next step would be to develop an implementation and accountability plan. The Administrative team would develop it with the intent that the plan would begin in the next school year. In the future, there will most likely be quarterly reports to the Board, but that could change. Mr. Holt stated his assumption is that part of the discussion would include more specifics on measurement outcomes to which Dr. Harbron agreed.

Keith Holt moved, Betsey Andrews Parker seconded approval of the Strategic Plan. An oral **VOTE PASSED 7/0.**

M. NEW BUSINESS

a. FY 19 Budget Discussion—Dr. Harbron and Ms. Simmons reviewed the budget process and binders with the Board. He thanked Ms. Simmons and the administrators their work on the budget. The binder materials are archived with these minutes. Dr. Harbron stressed that the budget is a working document and only a draft. Two models are included with the budget. One with contractual obligations only and another with requested additional positions. He believes the final budget may fall somewhere in between.

The Board requested that the debt service for both Dover High School and Garrison School be reported separately on each document.

Dr. Mebert stated that on recent tax bills, the proportion of tax dollars toward education increased to over 50%. She believes that this has something to do with the high school. Ms. Simmons stated that she would research and report back.

Ms. Andrews Parker asked if the Keno revenue estimate is accurate. Ms. Simmons stated that she doesn't have a guarantee but will try to get something more concrete in writing. Ms. Andrews Parker suggested having a conversation with the City Council in case it doesn't occur.

Mr. Holt requested line numbers be added so that documents are easier to follow. Ms. Simmons stated she would aslo project documents on screen in future meetings.

Dr. Mebert asked for an accounting of added positions from last year and if the District is now compliant due to addition of those positions. Ms. Simmons commented that a Float nurse, ESL teacher, Case Manager, and additional LDAC hours were added as positions for FY17 as were approved during the budget from last year. Dr. Mebert would like to see how much was spent on them and where the District is now due to their addition. The Board needs to show the City that what was done was in the best interest of the students, especially since the tax cap was exceeded.

Dr. Harbron stated that people must be made accountable especially with development and implementation of competency based education.

Dr. Mebert suggested publicizing statistics that aren't comparable to other districts/communities since there are different demographics. Ms. Muffett-Lipinski suggested showing City Council the calculation for cost per pupil and the reasons for Dover's low cost per pupil.

Ms. Andrews Parker added that the obligations from signed CBA's should be remembered when reviewing the budget. The increases were needed to retain quality staff. Concessions were made by the Collection Bargaining units in terms of healthcare to help with the budget.

b. **Alternative School Rebranding**—moved up in agenda.

c. Current and Future Naming of High School Spaces

Ms. Russell stated that the fundraising committee is researching selling of naming rights with an expiration date. The spaces that are currently named have also been discussed and will also be part of a future discussion. The discussion would begin with the fundraising committee and then go to the Board for final approval. The need to honor the honorees while generating revenue is the focus of the discussion. Ideas should be shared with Ms. Russell, Ms. Greenshields or Mr. Carrier who are all members of the Fundraising committee.

The School Board will have the right of refusal and will meet all policy guidelines. Ms. Russell commented that current honorees will be remembered in the new building in some way, but it hasn't been determined at this point.

d. Salvage of High School Items

New furniture will be purchased for the new building and a plan needs to be developed to allow people to purchase some items from the current school. These would include items that the salvage company doesn't take. One option would be to hold an auction. Once the abatement begins, there will no longer be an opportunity to take items. Ms. Andrews Parker asked if an estate company may be an option so that JBC members and others don't need to take time for this. Dr. Harbron shared the process used by his former District which was an auction. A RFP was issued, and it worked well. Ms. Russell noted that a definitive list is needed.

Mr. Holt added that the salvage company would resell some items that may go to other countries.

e. Award Bid—Grease Traps

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the bid for grease traps to Hart Plumbing. **A roll call VOTE PASSED 7/0.**

f. Award Bid—CTC Tri-City Transportation

Keith Holt moved, Matt Lahr seconded to approve the bid for CTC Tri-City Transportation to First Student. **A roll call VOTE PASSED 7/0.**

g. Condition of Accounts:

Ms. Simmons reviewed the condition of accounts with the Board and highlighted areas of interest.

Food service debt is up to $25,000. Ms. Simmons responded that she is looking closely at it and is revising letters that will go to parents via email that will include collection agency language which is in a current Board policy. The online application for free and reduced lunch is online, but she didn't believe that it helped enrollment. Ms. Andrews Parker recommended another communication to remind families to complete the Free and Reduced form again if there is a change in situation. Ms. Russell recommended a link be added to school newsletters. The general fund covers the debt service at the end of the year. Ms. Russell implored people to pay their lunch food debts.

Ms. Andrews Parker stated her belief that mealtime isn't working. Dr. Mebert asked about the possibility of having assistance with completion of paperwork at times where parents are more apt to be at schools. Ms. Simmons responded that there is a staff member who is available to help if needed. Ms. Russell recommended an option of assistance at Open Houses as has been done for fingerprinting. It was determined that privacy may be an issue.

Ms. Andrews Parker noted that the audience in question may not be apt to enroll online. She asked that another way be considered to assist people with completion of forms.

N. SUBMISSION AND PAYMENT OF BILLS:
Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #18-F in the amount of 3,087,503.62 for FY 18 and 16,914.00 for FY17 for a total of $3,104,417.62 for the period of November 17-December 8. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT:
Dr. Harbron reviewed his report that was included with agenda materials. Board members stated their continued appreciation for Dr. Harbron's report.

P. COMMITTEE REPORTS:
Ms. Andrews Parker stated the GES JBC project is moving forward and looking for CIP approval on December 13. She stated appreciation for the team and the "Sand Castle" committee which is comprised of Garrison School employees who are reviewing logistics of the move and keeping parents informed. She will be leaving the committee as of January 2 and another committee member and chair will be selected. Resolutions will be approved at the January Board meeting.

Ms. Russell informed the Board that the DHS JBC toured the new school recently. She added that finishes are continuing, and heating is being set up. Fundraising committee is active and over 300 letters have been sent to businesses and leaders of support organizations. Dover Parent's Music Club has invited one of the committee members to attend a booster meeting. Grand opening celebrations are continuing to be discussed.

Q. SCHOOL BOARD MATTERS OF INTEREST:
Ms. Andrews Parker thanked everyone for her time on the Board. She is excited for the new school and Dr. Harbron's continued work in the District. She has appreciated conversations on items such as start/stop times, recess at DMS, 21st century learning, equal education and many other things. Ms. Muffett-Lipinski echoed her sentiments and is looking forward to serving on the Council. She encouraged new Board members to find their voice and know that votes don't always need to be unanimous. She is excited for the growth that has occurred over the past 4 years and has enjoyed the experience.

Ms. Russell thanked Ms. Muffett-Lipinski and Ms. Andrews Parker for their service and stated that they will both be missed.

R. ADJOURNMENT: Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded adjourning the meeting at 8:30 pm. An oral **VOTE PASSED 7/0.**