



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #2
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, February 12, 2018**
Meeting Time: **7:00 pm**

A. CALL TO ORDER: Chairperson Amanda Russell called a meeting of the Dover School Board to order on Monday, February 12, 2018 at 7:00 p.m. in the McConnell Center Media Center.

B. ROLL CALL: Present were Amanda Russell, Keith Holt, Kathy Morrison, Zachary Koehler, Matt Lahr, Carolyn Mebert, and Andrew Wallace.

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, 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, Athletic Director Peter Wotton, DALC Executive Director Deanna Strand, Café Services District Manager Chris Faro, DHS Dean Kim Stephens, Vicki Hebert, Fosters.

C. PLEDGE OF ALLEGIANCE: Kathy Morrison led the Pledge of Allegiance.

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

E. AGENDA APPROVAL: Matt Lahr moved, Andrew Wallace seconded to approve the agenda as presented. An oral **VOTE PASSED 7/0**.

F. APPROVAL OF MINUTES:

1. Organizational Meeting, January 2, 2018
2. Discipline Hearing #2, January 8, 2018
3. Regular Meeting #1, January 8, 2018
4. Budget Workshop #2, January 16, 2018
5. Budget Workshop #3, January 23, 2018

Keith Holt moved, Zachary Koehler seconded approval of the minutes. An oral **VOTE PASSED 7/0**.

G. CONSENT AGENDA

1. **Correspondence:** none
2. **Resignations/Retirements:**
 - a. James Sodaitis, DHS Math Teacher
 - b. Hannah Wells, DHS CTC Animal Science Teacher
3. **Leaves of Absence:** none
4. **Job Shares:**
 - a. Johnson-Breen Job Share Proposal
5. **Nominations:** none
6. **Extended Travel (Student Trips):**
 - a. DHS Athletic Leadership Conference to Bretton Woods-March 15-Final Approval
 - b. NJROTC trip to Maine Maritime Academy-March 23rd-Preliminary Approval
7. **Donations:** February 12 Donations



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Keith Holt moved, Andrew Wallace seconded to approve the consent agenda as amended. An oral **VOTE PASSED 7/0.**

Dr. Mebert thanked all who made donations to the District and the high school project.

H. STUDENT REPRESENTATIVE REPORT: Noah Schwartz provided his report stating that the students, Board and the City are entering the most crucial part of the year: Budget season. He noted that in the past the Board has done a good job of keeping the best interests of students in mind, while also maintaining fiscal responsibility, when discussing the budget. Mr. Schwartz stated that the students feel strongly that the Board must recognize that the weight of their decisions in the coming weeks has a serious impact on the lives of staff and students. He continued to say that students with special needs are often at risk during budget season. Mr. Schwartz stated that he encourages students, or anyone, to contact the Board with their opinion on these hard choices.

I. POLICY-CHANGES-PROPOSALS:

a. IHCD—Advanced Course Work

Carolyn Mebert moved, Keith Holt seconded to table policy IHCD until the March SB meeting. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTION: none

K. RESOLUTIONS: none

L. OLD BUSINESS:

a. Budget Approval

Ms. Simmons summarized areas where she found additional savings in the FY19 budget.

- Refund of bond \$3,002
- C&W Services savings \$89,027—no reduced services
- HiSet Education Services \$46,060—program is not going away—was duplication of services. The District pays for the cost of the test for students.

Ms. Russell requested that the revenue from tuition from Nottingham be increased to reflect 8 additional students since they will most likely send additional students based on early estimates. More will be known later on numbers of Barrington and Nottingham students attending Dover High School since there are March deadlines in their tuition agreements. Anticipated revenue would increase by \$109,709 with the addition of 8 students.

Ms. Russell noted that if the District could use adequacy aid for education instead of debt service, positions could be added. She added that the budget needs to meet the needs of the



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students. Since the City Council was supportive of the Strategic Plan, she believes they should also provide financial support.

Mr. Koehler stated his appreciation to the administrators for finding efficiencies. Ms. Russell agreed and added her thanks to C&W Services.

Mr. Wallace commented that the Board does not support staff reductions since the student/teacher ratio is the third worse in the state. He also noted that the average teacher salary is \$4,000 lower than the NH average teacher salary.

Ms. Russell summarized the issue regarding adequacy aid going toward debt service for the life of the loan as opposed to the District budget. The Board has always stated its opposition to this practice. She would like discussion on how to better allocate those funds. Dr. Mebert stated that it is more semantics and they are basically asking the City Council to repay those funds to the District.

Ms. Russell expressed her appreciation of the FY17 budget process where all city departments worked together and stressed the importance of continuation of working together.

Dr. Mebert distributed a document showing state financial and student performance data, noting that Dover is below average in many areas and needs to fight for the additional needed positions. Mr. Koehler agreed that the positions are all important and the District needs to look toward the future.

Ms. Russell recommended addition of positions including ESL teacher, IT Technician, DMS Special Educator and Assistant Director of Teaching and Learning. Dr. Mebert suggested adding a Dean of Teaching and Learning at the Elementary level since the elementary level is the foundation and students are most able to be molded during those year. Mr. Holt and Mr. Wallace agreed with the 4 listed by Ms. Russell and the addition of the Elementary Dean of Teaching and Learning.

Mr. Holt asked if remaining funds from FY18 can be carried over to FY19 to which Ms. Simmons responded that they cannot carry over.

Dr. Mebert noted that HB413, which would restore 15% to retirement for fire, police and teachers to local budgets, was recently voted down by 1 vote. It will most likely be re-introduced and she asked citizens to contact their representatives in support of this bill.



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Mr. Wallace reiterated that it was a difficult budget process and the Board does not want to eliminate staff.

Zachary Koehler moved, Andrew Wallace seconded to approve the FY19 budget in the amount of \$66,3089,983.00. A roll call **VOTE PASSED 7/0.**

The approved budget was inclusive of all District funds and included the ESL teacher, IT Technician, DMS Special Educator, Assistant Director of Teaching and Learning and Elementary Dean of Teaching and Learning. Ms. Russell stressed that it is still a work in progress with final approval by the City Council in early May.

M. NEW BUSINESS

a. Café Services—Café Services Representative Chris Faro provided information to the Board on negative student balances which as of February 11 are \$37,167. He provided a breakdown of the debt by different categories. The largest dollar amount is from 196 students with the debt equaling \$27,230.

Mr. Faro commented that that new software only helps by making reporting easier. He added that fewer student qualify for free and reduced lunches this year, possibly due to the economy. Income limits also increase a bit each year.

Email reminders are sent to families regarding their debt and Ms. McKenney sends letters out accompanied by applications for free and reduced lunch.

Mr. Faro will provide a monthly update on the status of the debt. Larger balance families haven't been contacted yet since it is unknown how to handle them if they do not pay the balance. He added that results would probably be better if parents were contacted by the SAU and not Café Services. Families are still able to apply for free and reduced lunch and the turnaround is almost immediate. There is a link online for the form. Mr. Faro noted that after some families determine that if they don't pay their balance, it gets paid for them, they are more apt to not pay their debt.

Mr. Koehler recommended possibly selling leftover food to farmers to increase revenue. Mr. Faro confirmed that in Somersworth they donate food to a farmer and will investigate it in Dover. They won't be able to generate revenue from it.

Ms. Simmons stated that policy EFD allows the District to send excessive debt to collections. Mr. Holt recommended using One Call Now to inform parents of debt as a first step. Mr. Faro noted that are also able to call families, but they may not get similar results. This appears to be a national trend.

Mr. Driscoll stated that a student's lunch balance is an obligation and affects graduation and prom tickets. He is unsure as the overall effect of this.



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Even though there is a state mandate to continue providing the prescribed lunch, there is no funding provided with the mandate.

Ms. Lyndes will look at the possibility of the DC trip being taken away if the balance isn't paid. Mr. Koehler suggested using athletics as another incentive to pay student lunch debt. This item will be added to the March agenda.

b. Youth Risk Behavior Survey—DHS Dean of Students Kim Stephens and Coordinator of Dover Coalition for Youth presented a summary of the Youth Risk Behavior Survey. They stressed that the survey is for community wide problems that need to be addressed.

The preliminary data was reviewed, and will be addressed with action items including:

- Partner with NH Listens for a kindness challenge in March
- Partner with Youth to Youth
- Partner with DMS-advisory program
- School team to Concord for bullying workshop
- Share with committee committees
- Share with LDAC and intervention specialists at DHS
- Dover Police Dept grant to address opioid abuse

Next steps will be to continue to share data with community groups and to review data. They will not be implementing the survey again in the spring because of a new NH law that requires active consent. They are working to amend this law and are optimistic that this will change so that a survey in spring of 2019 will occur.

Mr. Wallace stated his shock in the data that 12% of females didn't attend school in the past 30 days because they feel unsafe. Conversations and focus groups may occur due to some of this concerning data.

c. Career and Technical Center Culinary Arts Job Description— Matt Lahr moved, Andrew Wallace seconded to approve the CTC Culinary Arts Job Description. An oral **VOTE PASSED 7/0**. Mr. Wallace stated his appreciation of current Culinary Arts teacher Joe Pirkola and is sorry to see him go.

d. Job Title Change Approval—Dr. Harbron summarized the change in titles for the Director of Pupil Personnel Director and Director of Curriculum, Instruction, and Assessment to Assistant Superintendent of Student Services and Assistant Superintendent of Teaching and Learning. Zachary Koehler moved, Andrew Wallace seconded to make the change in titles as presented. **An oral VOTE PASSED 7/0**.

e. Planning Board School Board Representative—Mr. Koehler stated that he would participate as the Board representative for the Planning Board.



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f. January Condition of Accounts—Ms. Simmons reviewed the condition of accounts and stated there is approximately \$900,000 in unexpended funds. She stressed there are grant fees that may need to be paid in the amount of almost \$90,000, in addition to other unanticipated expenses. Health premium increase will also need to be paid.

Mr. Koehler asked about bus route revisions to which Ms. Simmons responded they will be meeting with both transportation vendors to address routes for next year.

N. SUBMISSION AND PAYMENT OF BILLS:

Keith Holt moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #18-H in the amount of \$4,707,340.45 for FY 18 and \$6,930.00 for FY17 for a total of \$4,714,270.45 for the period of January 12-February 9. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Harbron reviewed an amended report provided to the Board. He stated there are 3 CTC Director candidates who will be interviewed for the position. He congratulated DMS for their renewal as a NELMS Spotlight School.

P. COMMITTEE REPORTS:

Mr. Holt stated that GES JBC is meeting on Tuesday at GES to review the temporary classrooms. To date, all is going well with the project.

Ms. Russell informed the Board that the DHS JBC is on time and on budget. Finish work is continuing. Animal science issue has been resolved. The fundraising committee continues to meet with additional donations coming in. Large donors are being contacted to schedule meetings. There is a commitment for an additional \$25,000 donation. The furnishings bid package is going out on Wednesday. The animal science building will be opening at the same time as the school in August of 2018.

Q. SCHOOL BOARD MATTERS OF INTEREST: — Mr. Koehler recognized and commended DMS student Anna Blanchette for her appearance on the Steve Harvey Show for inventing a product that dissolves in water and can be used instead that can make bags and connectors that will not hurt marine life.

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