DOVER SCHOOL DISTRICT	DOVER SCHOOL BOARD – MINUTES	
	Meeting Type:	Regular Meeting #6
	Meeting Location:	Media Ctr. (Room 306) McConnell Center
	Meeting Date:	**Monday, June 11, 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, June 11 at 7:01 p.m. in the McConnell Center Media Center.

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

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, CTC Director Louise Paradis, DHS Principal Peter Driscoll, GES Principal Beth Dunton, WPS Principal Patrick Boodey, CIA Director Paula Glynn, PPS Director Christine Boston, In coming CTC Director Lisa Danley, DALC Director Deanna Strand.

C. PLEDGE OF ALLEGIANCE: Keith Holt led the Pledge of Allegiance.

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

E. AGENDA APPROVAL: Keith Holt moved, Matt Lahr seconded to approve the agenda as presented. An oral **VOTE PASSED 6/0**.

F. APPROVAL OF MINUTES:

1. Special Session #15, May 7, 2018
2. Regular Meeting #5, May 14, 2018

Matt Lahr moved, Zak Koehler seconded approval of the minutes. An oral **VOTE PASSED 6/0**.

G. CONSENT AGENDA

1. Correspondence: none

2. Resignations/Retirements:

a. Delilah Smith, DHS CTC Liaison
b. Julie Kratimenos, School Psychologist
c. Sherrie Sheehan, DMS Special Education Coordinator
d. Kyle Wade, Grade 5 Teacher
e. Katelyn Foley, DHS Special Educator
f. Heather Haudenschield, DHS Art Teacher

3. Leaves of Absence:

a. James Walker—Alt School
b. Courtney Sessler—HSS Kindergarten Teacher

4. Job Shares: none

5. Nominations:

a. Teacher

6. Extended Travel (Student Trips):

a. World Language Trip to Montreal, 4/26/19-4/28/19, prelim approval

7. Donations:

a. June 11 Donations

Keith Holt moved, Zak Koehler seconded to approve the consent agenda as amended. An oral **VOTE PASSED 6/0.**

Dr. Mebert expressed her gratitude for the donations.

H. STUDENT REPRESENTATIVE REPORT: Mr. Schwartz stated that many students participated in Earth Day activities in Dover. On behalf of Dover High students, he expressed his thanks for the many generous donations for Project Graduation. This greatly reduces the cost to graduating seniors and he is sure the event will be amazing and enjoyed by all who attend. Mr. Schwartz continued to say that spring sports are coming to an end and the lacrosse and baseball teams had great playoff performances. In addition, the Unified Volleyball team won the championship. He thanked the Board and Principal Driscoll for the opportunity to serve as student representative on the Board

Members of the School Board thanked Mr. Schwartz and wished him best of luck in his college career.

I. POLICY-CHANGES-PROPOSALS: none

J. POLICY ADOPTION: none

K. RESOLUTIONS:

a. Retiree Resolution

Ms. Russell read the resolution into record and thanked the retirees for their many years of service to the Dover School District.

b. Authorized Signature

Ms. Russell read the resolution into record.

Carolyn Mebert moved, Matt Lahr seconded to approve the authorized signature resolution. An oral **VOTE PASSED 6/0.**

c. Federal, Special Education, CTE Perkins Funds 2018-2019

Carolyn Mebert moved, Zak Koehler seconded to approve the resolutions listed above. An oral **VOTE PASSED 6/0.**

d. Capital Reserve

The resolution is going to the City Council on June 13 for a vote. The Board received legal confirmation that the amount can be reduced if necessary. Mr. Russell stated her agreement with the resolution as longs as fund are available to do this. She continued to say that this resolution puts us in more secure position to get the other resolution passed, although there is no guarantee.

Carolyn Mebert moved, Andrew Wallace seconded to approve the addition of up to $75,000 for FY18. A roll call **VOTE PASSED 6/0.**

L. OLD BUSINESS:

a. Superintendent Evaluation: Mr. Holt summarized Dr. Harbron's evaluation stating that the Board is happy with his performance and it was an overall positive evaluation. They appreciate discussions on data use and competency-based education. Dr. Harbron responded, stating he is enjoying his time in Dover and appreciates the feedback. He liked the process used for the evaluation.

b. Collection Agency Approval: Ms. Simmons reviewed and summarized the two options. The stated the City hasn't used their vendors in years and they would not accept us as a client. Ms. Simmons noted that she doesn't see either of these agencies able to do anything much more than is already done since this information does not go to a credit bureau. Social Security numbers would not be able to be provided to the vendors. Ms. Russell thought that families may be more inclined to pay since it is an outside company rather than the School District.

Ms. Simmons stated that many vendors would not take this on due to the type of debt. The District currently has approximately $40,000 in student debt balance.

Mr. Koehler asked if it would be possible to charge the families the fee for this service to which Ms. Simmons responded that this would need to be included in the policy.

Mr. Holt stated that if we choose to move forward, it would be important to track the data. He added that this may help future behavior.

Dr. Mebert added that the District should assist families with completing free and reduced lunch forms which could help to reduce the debt and also help adequacy funding. Ms. Russell added that it would be helpful to assist families at school open houses by having computers set up support staff available to answer questions and assist.

Mr. Wallace stated that he doesn't want to see anyone's credit hurt due to lunch debt, but assistance with the process provided to families.

Mr. Lahr requested to see a copy of the letter that the company will send home to which Ms. Simmons responded that she will request a copy.

Mr. Koehler commented that City Councilor Williams has contacted him and said that she will help to fundraise for funds for student lunch debt.

Carolyn Mebert moved, Zak Koehler seconded to select Parsons Bishop Service, Inc. as the collection agency. An oral **VOTE PASSED 6/0**

M. NEW BUSINESS:

a. 2019 Food Service Price Approval

Keith Holt moved, Matt Lahr seconded to approve the 2019 Food Service prices. An oral **VOTE PASSED 6/0.**

There is no increase in lunch prices with this approval.

b. Primex W/C Contribution Assurance Program: Ms. Simmons summarized the program stating that this program locks in a rate for Worker's Compensation services. If the cost decreases, the District will receive the lower rate. This program is mainly for budgetary purposes.

Keith Holt moved, Carolyn Mebert seconded to approve the Primex W/C Contribution Assurance Program. An oral **VOTE PASSED 6/0.**

c. DALC, Elementary Handbook Changes: Matt Lahr moved, Carolyn Mebert seconded to approve the handbook changes as presented. An oral **VOTE PASSED 6/0.**

Ms. Russell thanked the schools for providing only changes and not the entire book.

d. Facilities Use Agreement Approval: Ms. Russell stated that there will most likely be changes to this agreement again next year after the demand is known for the new high school. The only changes to this policy were pricing and auditorium use. Mr. Holt asked about the quality of the lighting and sound to which Ms. Russell assured him that it will be better than most schools and much better than the current school. Although there isn't much revenue, whatever is received goes to the Facilities account.

Mr. Koehler stated that he believes it would be good if students are used in lighting and sound to get experience. Some schools make it a requirement to use the facilities.

Ms. Russell stated that their will be training provided for this equipment.

Keith Holt moved, Zak Koehler seconded to approve the Facilities Use Agreement as presented. An oral **VOTE PASSED 6/0.**

e. Bid Award—Overhead Devices

Carolyn Mebert moved, Keith Holt seconded to award the bid for overhead devices to ProAv Systems. A roll call **VOTE PASSED 6/0.**

Equipment is standardized throughout the district.

f. Bid Award—Chromebooks

Mr. Wallace expressed concern with the cost of the product offered by Trinity3. He stated that the same product can be purchased for less than $209.00 from certain vendors. Ms. Simmons responded that bids weren't received for the cost that he thought could be achieved. He added that he feels Dell is a better product. Ms. Simmons stated there is Google Management and a 3-year warranty.

The Lenovo machine is a similar machine to the Dell product. Companies had an option to replace with a similar machine. Ms. Dunton and Ms. Paradis provided insight on how they selected the vendor. Ms. Paradis stated that these machines would be purchased to meet specific needs and more robust machines may be considered when moving forward with 1:1 machines.

Dr. Mebert asked if this could be delayed a few weeks, to which Ms. Simmons responded that there isn't time to submit another bid to use FY18 funds.

Approximately 250 machines will be able to be purchased with the funds.

Dr. Harbron stated his appreciation for the insight. He added that this process was completed by staff who have other positions in the absence of an IT Director. Mr. Wallace commented that he is appreciative of their work and only concerned with the cost of the machines.

Ms. Simmons stated that they do know the number of machines needed, so there may be possible negotiations.

Mr. Koehler asked that the technology committee meetings begin after the IT staffing has been finalized.

Keith Holt moved, Zak Koehler seconded to award the bid for Chromebooks not to exceed $75,000.00 to Trinity3 Technologies. A roll call **VOTE PASSED 5/1 (Wallace opposed).**

g. May of Accounts—Ms. Simmons reviewed the condition of accounts. The total doesn't include the purchases from this meeting, funds to be added to capital reserves and food service debt. Dr. Harbron stressed that this money is not "surplus". Ms. Russell elaborated stating that this money is currently unexpended, but funds may be needed through the end of June. Unknown items would need to come from these remaining funds.

N. SUBMISSION AND PAYMENT OF BILLS:
Matt Lahr moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #18-L in the amount of $4,226,275.563 for FY 18 and $292.00 for FY17 for a total of $4,226,567.53 for the period of May 15-June 11. A roll call **VOTE PASSED 6/0.**

O. SUPERINTENDENT'S REPORT:
Dr. Harbron submitted his report to the Board. He shared information on the "Edies", which he attended over the weekend. Former School Board member Doris Grady was honored with an achievement award. Ms. Russell will share photos she received from the "Edies".

Dr. Harbron only provided an article to the Board from Education Week on finance.

Mr. Holt asked to be kept informed on parent and student media usage. Dr. Harbron noted the middle school advisory program is being well accepted and they continue to work on this issue. Dr. Mebert added that parents should feel comfortable with their student's reporting bullying without fear of repercussions. Mr. Holt noted that helping parents understand how they can monitor their children may be helpful also.

Dr. Harbron introduced new CTC Director Lisa Danley. Ms. Paradis provided some background information on Ms. Danley, who stated that she is excited to start work in Dover. Ms. Paradis thanked the Board for her 5 years of service as the CTC Director.

P. COMMITTEE REPORTS:
Mr. Holt stated that the Garrison School project is going well and is on time and on budget. The next JBC meeting will be held at Garrison School so that JBC members will be able to see progress.

Mr. Wallace thanked Ms. Glynn, Mr. Driscoll and Ms. Sherman for their invitation to attend the curriculum meeting. He appreciated the information on core competencies and thanked Ms. Sherman for her additional assistance.

Ms. Russell stated that the DHS project is still on time and on budget. She summarized work of the fundraising committee and commented that there may be a donation coming from Measured Progress. If anyone has any contacts for possible donations, please contact her, Ms. Greenshields or Mr. Carrier. She will ask for a possible tour in July for the Board.

Q. SCHOOL BOARD MATTERS OF INTEREST: Ms. Russell thanked all chaperones for their participating in the 8th Grade Washington, D.C trip. She added her congratulations to Doris Grady for her "Edies" award.

Mr. Wallace thanked the DFSA for the Wheelchair basketball fundraiser. He participated and said it was a great event and a lot of fun.

R. ADJOURNMENT: Carolyn Mebert moved, Andrew Wallace seconded adjourning the meeting at 8:31 pm. An oral **VOTE PASSED 6/0.**