| DOVER SCHOOL DISTRICT | **DOVER SCHOOL BOARD – MINUTES** | |
|---|---|---|
| | Meeting Type: | Regular Meeting #10 |
| | Meeting Location: | Media Ctr. (Room 306) McConnell Center |
| | Meeting Date: | **Monday, October 1, 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, October 1 at 7:01 p.m. in the McConnell Center Media Center.

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

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, WPS Principal Patrick Boodey, Asst. Superintendents Christine Boston and Paula Glynn, Kristen Bonney from Dover Family School Alliance.

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

**D. CITIZENS' FORUM:** no one addressed the Board.

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

**F. APPROVAL OF MINUTES:**

1.Regular Meeting #9, September 10, 2018
2.Discipline Hearing #1, September 21, 2018

Carolyn Mebert moved, Keith Holt seconded approval of the minutes as presented. An oral **VOTE PASSED 6/0**.

**G. CONSENT AGENDA**

1. **Correspondence:**
2. **Resignations/Retirements:**
   a. Arthur Leclair, DHS Biology Teacher
3. **Leaves of Absence:** none
4. **Job Shares:** none
5. **Nominations:** none
6. **Extended Travel (Student Trips):** none
7. **Donations:** none

Matt Lahr moved, Carolyn Mebert seconded to approve the consent agenda as presented. An oral **VOTE PASSED 6/0.** Dr. Mebert thanked Mr. Leclair for his service to the District and stated that he would be missed. He has been the recipient of several SEED grants in the past and is a great proponent for the DHS science department.

**H. STUDENT REPRESENTATIVE REPORT:** none

**I. POLICY-CHANGES-PROPOSALS:** none

**J. POLICY ADOPTION:** none

**K. RESOLUTIONS:** none

**L. OLD BUSINESS:** none

**M. NEW BUSINESS:**

**a. Dover Family School Alliance (DFSA) Memorandum of Understanding:** Ms. Bonney of the DFSA requested an extension of the current MOU. She stated that the group is providing organizational binders and welcome letters to parents who are new to the IEP process, assisting with the Yes, I can 5K, hosting a Dan Habib event on October 25 at Dover High School, among other things. Ms. Russell expressed her appreciation for the group and the service they provide.

Kathy Morrison moved, Andrew Wallace seconded to extend the DFSA MOU for one year. An oral **VOTE PASSED 6/0.**

**b. Budget Priorities, Assumptions and Process:** Dr. Harbron reviewed the long-range staffing plan with updates made during the year. He explained that the process would be similar to last year. He commented that the District is struggling with the indebtedness and how it will maintain services.

Ms. Russell commented that she recommends bringing forward a budget that meets the needs of the students and although preferable if it is within the tax cap, if not, it should still be presented and negotiated with the City Council.

Dr. Mebert added that the Board needs to make sure that it is still compliant, but not over compliant. Positions should be reviewed during each budget cycle. Dr. Harbron noted that people are still needed to do the work, which increases each year. Dr. Mebert responded that the community needs to know what people are doing in the buildings. This goes back to the data issue and how information can be shared with the public.

Dr. Harbron reminded the Board that last year the budget was based on the strategic plan.

Mr. Wallace added that he believes the process should be similar to last year's process and that the public should know of the needs and let the strategic plan guide the process again. He reminded that the teacher's contract will be negotiated this year and it shouldn't be forgotten in the process and is important for retaining teachers.

Ms. Russell noted that the District needs to be compliant in everything and that compliance only shouldn't be cause for celebration. The District should be providing more than the minimum.

Dr. Mebert suggested meeting with staff at UNH to discuss what is important in student qualifications and characteristics as students enter college. This was something that was discussed several years ago and never occurred. She noted that this could be important for planning in the future and show what students are lacking as they prepare for college. She recommended that this be a potential workshop.

Dr. Harbron shared a document that he had emailed to the Board earlier discussing what jobs will look like in the future. He recommended that the Board read the document at their convenience since it is worthwhile and discusses how education is changing and how the new generation will need to be continual learners.

Dr. Boston was asked for changes due to the change of position from Special Education Coordinator to Dean of Student Services to which she responded that this change has allowed her to do other important work including policy review, change of work flow, and more pro-activity to name a few. She has also been able to spend more time with guidance, nursing and her other This has ultimately been a positive impact for students.

Mr. Lahr asked if this is measurable. Dr. Boston stated that it would be, but there isn't baseline data for comparison purposes.

c. **Job Description—1:1 Nurse:** Dr. Harbron explained that this is a DTU position and there is a person in this position at this time with a student. The Board asked if this is a temporary position to which Dr. Boston responded that if the position isn't needed for some reason, the position would be kept in the pool of nurses and used as needed.

Carolyn Mebert moved, Matt Lahr seconded to approve the 1:1 RN Job Description. An oral **VOTE PASSED 6/0.**

d. **Job Description—IT Specialist:** Changes to this policy were mostly housekeeping.

Carolyn Mebert moved, Andrew Wallace seconded to approve the IT Specialist Job Description. An oral **VOTE PASSED 6/0.**

e. **FY20 Academic Calendar Discussion:** Dr. Harbron reviewed the draft 2019-2020 job description explaining that the majority of the teacher workshop days are being shifted to toward the end of the year. Neighboring superintendents agreed with this change since this would allow for more options if there are many inclement weather days. In the case of too many of these days, a teacher workshop day could be shifted to the end of the school year, allowing school to be in session on those days. This would allow the students to be released for summer at a reasonable time in June.

The only day in question is the November 8th workshop day. A few of the surrounding districts need to schedule a workshop day for Tuesday, November 5 due to local elections and they requested that other districts check with their Boards to determine if the November 8 workshop date could be changed to November 5 to align better. The Board felt that they would like to keep the November 8 workshop date since this would make for a long Veteran's Day weekend. If they changed the date to the Tuesday, they also felt that attendance would be low on the Monday prior to this day.

The calendar will be discussed again and approved in November or December.

Dr. Harbron described a professional development plan that was shared with superintendents from surrounding communities by Marshwood Superintendent Mary Nash. This plan would personalize professional development and allow for collaborative time. A late start for high and middle school students and an early release for elementary students would be part of the plan. Dr. Harbron noted that a 70-minute block of time where all faculty can meet together would be beneficial.

Ms. Russell expressed concerns stating that the staff would need to have input since they haven't been in favor of early release days in the past. She also stated her concern that CTC students may not be able to receive the required number of hours needed for their programs. Dr. Harbron agreed and stated that this is just a model and would take a year to study. He noted that staff is struggling to find time to work on authentic PLC's.

Mr. Wallace commented that he likes the embedded professional development that he receives in his school district and would be excited to bring it to Dover schools.

Dr. Mebert stated that she heard that Governor Sununu may bring forward a law to prohibit school starting before Labor Day. This is due to the need for student workers for the tourist industry.

Mr. Lahr asked how the other area superintendents felt about a change in the current two vacation calendar. Dr. Harbron responded that some were in favor of the shift in vacations and others preferred a minimal modification or to keep as is.

Mr. Holt thought it would be beneficial to have a discussion with other superintendents on later start dates for students. He asked Dr. Harbron if he had spoken with Oyster River School District Superintendent Jim Morse about this and the response so far. Dr. Harbron stated that the believes that the response has been positive, but he will contact him to determine specifics. It was recommended that Dr. Morse be invited to a workshop session of the School Board to discuss this.

f. **September Conditions of Accounts**: Ms. Simmons reviewed the balance, highlighting a reduction of revenue by $270,000.00 due to reduction in adequate and kindergarten funding from revised numbers received from the DOE. This change was due to reduced numbers in these areas. Ms. Simmons contacted the DOE to confirm this and this unexpected expense will be covered from savings in IDEA funding from an older grant, increased tuition, holding back on transportation/tuition from out of district special education costs, technology, facilities and maintenance expenditures.

Dr. Mebert stated that there may be possible for Dover to receive a stabilization grant, even though the District has not been eligible in the past. She noted that this may be an opportunity for Dover to be helped by something that she has opposed in the past. The purpose of the grant is to help districts when there has been a decline in enrollment.

Ms. Simmons stated that everything that is known has been encumbered.

**N. SUBMISSION AND PAYMENT OF BILLS:**
Carolyn Mebert moved, Matt Lahr seconded to direct the Superintendent to pay manifest #19-D in the amount of $1,915,322.47 for FY19, $4,017.42 for FY18 and $4,670.00 for FY17 for a total of $1,924,009.89 for the period of September 1 through September 21. A roll call **VOTE PASSED 6/0.**

**O. SUPERINTENDENT'S REPORT:**
Dr. Harbron submitted his report to the Board. Ms. Morrison stated that she is happy that there will be a new website. Dr. Harbron added that it should be easier to work with but will have some areas that are "Under Construction" for a brief period of time.

**P. COMMITTEE REPORTS:**

Dr. Mebert provided a report stating that the Garrison project is going well. She added that she received a tour of the first floor of the new Dover High School and was very impressed. She noted that the auditorium was beyond her expectations, to which Ms. Russell agreed.

Ms. Russell provided a report on the DHS CTC project stating that the JBC has been meeting often for various issues. She thanked Fire Chief Eric Hagman and Inspectional Services for their flexibility. She noted that the Animal Science Building is progressing well and there are some small animals in the building with more to come. Students seem to be enjoying their new space.

Donations of trees and benches are still being accepted. If anyone would like to donate, please contact any JBC member or Evonne Kill-Kish at 516-6241. The cost to donate a tree is $700. The DHS JBC Fundraising Committee held a phone-a-thon on Monday and will do another in a few weeks. The DHS Art department may help create a donor wall for the school.

The solar panel project for the high school should begin in November.

**Q. SCHOOL BOARD MATTERS OF INTEREST**: none

**R. ADJOURNMENT:** Carolyn Mebert moved, Andrew Wallace seconded adjourning the meeting at 8:15 pm. An oral **VOTE PASSED 6/0.**