DOVER SCHOOL BOARD – MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting #1
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	**Monday, January 14, 2019**
Meeting Time:	**7:00 pm**

A. CALL TO ORDER: Chairperson Amanda Russell called a meeting of the Dover School Board to order on Monday, January 14, 2019 at 7:01 p.m. in the Media Center (Rm 306) of the McConnell Center.

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

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, District Administrators, Citizens, Students and members of Media.

C. PLEDGE OF ALLEGIANCE: Matt Lahr led the Pledge of Allegiance.

D. CITIZENS' FORUM:
Jennifer Embly, 18 Partridge Lane, addressed the board in support of her two sons who attend Dover High School who would like to participate in a wrestling program at a neighboring school. She states that the Athletic Director and Principal have denied that her boys join the team. Ms. Embly is requesting a waiver be signed for her children. Ms. Russell stated that this is not a decision for the school board, rather a discussion for administration.

E. AGENDA APPROVAL:
Keith Holt moved, Zak Koehler seconded to approve the agenda. An oral **VOTE PASSED 6/0**.

F. APPROVAL OF MINUTES:

1. Regular Meeting #12, December 10, 2018

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

G. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
   a. Corinne White, HSS Behavior Specialist
3. **Leaves of Absence:** None
4. **Job Shares:** None
5. **Nominations:**
   a. Teacher
6. **Extended Travel (Student Trips):** None
7. **Donations:** January 14 Donations

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

H. STUDENT REPRESENTATIVE REPORT:

Ms. Dalbec reminded the Board of the student group D.R.E.A.M. who will be speaking at the Women's March this Saturday, the 19th, to spread awareness of the effect that words can have on someone. There will also be a facilitated meeting at DHS tomorrow evening, the 15th, which coincides with the Community Forum that was held on the 9th. Doors open at 6:00PM. The group is also thinking about hosting a World Culture Night where people would share information about their culture/background.

I. POLICY-CHANGES-PROPOSALS: (first readings)

a. **ADB** – Tobacco Products Ban, Use and Possession in and on School Facilities and Grounds
b. **EBC** – Crisis Prevention and Response
c. **EBCA** – Emergency Plans, Crisis Prevention and Emergency Response
d. **EHAB** – Data Governance and Security
e. **EHB** – Data/Records Retention
f. **EHB-R** – Local Data/Records Retention Schedule
g. **GADA** – Employment References and Verification (Prohibiting Aiding and Abetting Sexual Abuse)
h. **GBEC** – Drug-Free Workplace and Drug-Free Schools
i. **JCA** – Change of School or Assignment Policy
j. **JEC** – Change of School or Assignment – Manifest Educational Hardship

Ms. Russell requested that any questions or changes be sent to Ms. Badger or Dr. Harbron. Dr. Harbron stated that the revisions were due to changes in the NH law made by the NH School Board Association.

Keith Holt moved, Matt Lahr seconded to table the Policy-Changes-Proposals for a second reading. An oral **VOTE PASSED 6/0**.

J. POLICY ADOPTION: None

K. RESOLUTIONS: None

L. OLD BUSINESS:

a. Budget Presentation

Dr. Harbron gave a brief review of the two budgets presented at the January 7th Board meeting and stated that the goal for tonight's presentation will be to provide more information on major components of the budget with: Special Education, Teaching and Learning, and the Dover Middle School staffing model, each presenting a PowerPoint presentation.

Dr. Boston presented on the Student Services Department. She began by providing the percentage of identified students at each school, stating that numbers begin to drop once students reach high school; reminding the board that students remain eligible until 21 years of age. She also stated that K-12 enrollment trends seem to remain stable, with a slight growth of 6% this year, not including sending or private schools. Mr. Koehler asked if this was the trend across the state, to which she replied New England in general has a higher rate, and Dover being higher than she would like to see, causing it to not be sustainable by our current staffing numbers.

Dr. Boston's ideal staffing ratio would 1:15, the current average fluctuates at 1:20's across the district. To reach this goal, we would need to hire 12 additional case managers. When asked by the board if we were close to having one case manager per team, Dr. Boston replied that we were unable to fulfill that goal due to a change in caseloads.

She also stated that Dover's largest category of eligibility is specific learning disability, which is consistent with statewide/national trends. Ms. Russell questioned where we were regarding Speech and Language Pathologists, to which Dr. Boston replied that there is one at each school; two at WPS (one dedicated to Preschool), stating that the numbers are not adequate for our needs.

Budget increases include transportation, contract services, out of district placement, professional development; specific skilled training and certifications, as well as additional staffing needs. Dr. Boston stated she would like to hire a medical consultant and four additional case managers.

Challenges faced include mental health needs of students; increased paperwork and documentation requirements, staff:student ratio and playground accessibility.

Ms. Glynn presented on the Teaching and Learning Department. She began with reading a statement that the Teaching and Learning Committee created which the forward budget is based upon regarding the transition to competency-based learning.

To move the district forward, she informed the Board that she needs assistance due to a large workload; she can only manage to keep the department running at the same pace it's currently at.

Ms. Glynn explained that the instructional coaching positions we currently have are federally funded. Funding these positions with local money allows for more flexibility in the school's the coach work's in, students/teachers they work with, as well as the supplies being used. Allowing for them to have the ability to work in unlimited areas would only strengthen the teaching and learning support for the district. Another benefit to using local funds, is that grant allocations are released throughout the summer. If funding isn't available, these teachers must have positions held for them. If funded, the pool of qualified candidates for their replacement is limited by the end of summer. Mr. Holt inquired if transitioning from federal to local funds would eliminate federal funds entirely, to which Ms. Glynn responded in the negative, although, funds are significantly diminishing each year. She also stated that she would make the transition gradually to local.

Dr. Harbron referenced UW-Madison's Dr. Odder's research on adequacy funding, staffing vs. learning achievement and investing in instructional coaches. Dr. Harbron will share additional information on investing in instructional coaches at a future meeting.

Ms. Glynn referenced the fact that we are not using our highly qualified teachers and coaches to their full potential. Moving forward the district must create and strengthen the leadership capacity and focus on hands on day to day coaching, and work on a shared mission with the allotted time to lead.

She added there is a need for an updated literacy program, which Fountas and Pinnell can provide us with. It has been 10 years since the last program was implemented.

Ms. Lyndes, Dover Middle School Principal, discussed the restructure of the middle school (one principal/four coaches). She began with a comparison of surrounding middles school's student:administration ratios, showing Dover is at the bottom, while being one of the largest in the area.

She discussed that her daily duties are mainly managerial in nature, rather than focusing on student learning. While the duties of the Deans are primarily student management, both supervise and evaluate teachers.

Additional administrators and coaches would allow for more coaching time, involvement, and more visibility in the classrooms. Another benefit to the restructure would be a smoother transition for students moving to the next grade level. Primarily, achievement and growth would be at the forefront of the restructure.

Mr. Koehler asked if the staff has discussed the model, to which Ms. Lyndes replied in the negative.

M. NEW BUSINESS:

a. **DHS Program of Studies Changes 2019-2020:** Mr. Driscoll presented the request for program changes for FY20. The changes would align classes with new technology as well as where we are headed as a district, remove stigmas attached to course titles, expand unified classes, and allow for students to be more prepared for higher education. There is also a need to align courses with standards and certifications. Mr. Koehler asked how mid terms drive todays learning, and if there was any thought of eliminating them over time due to continual assessment with competency-based learning? Mr. Driscoll responded that would have to be a discussion with the competency-based education team. Mr. Holt mentioned possibly having students present a project-based learning project at the end of the year instead.

b. **Academic Calendar Issue:** Dr. Harbron met with the city clerk who informed him that the Attorney General has mandated that the polling locations be held at the schools for FY20 for reasons of improved accessibility to the building and parking. Dr. Harbron suggested that we possibly move Teacher Workshop days in the calendar. He will meet with the city clerk to discuss school board issues with the request, including lack of specific dates.

c. **Condition of Accounts:** Ms. Simmons stated that she feels we are in a good place for this time of year. She discussed a current bid for a new Student Information System (SIS). Funds would be portioned out with both FY19 & 20. The lunch debt has increased by approximately $4,000 since she last reported.

N. SUBMISSION AND PAYMENT OF BILLS:

Keith Holt moved, Zak Koehler seconded to direct the Superintendent to pay manifest #19-G in the amount of $4,278,042.22 for FY19 and $4,166.01 for FY18 for a total of $4,282,208.23 for the period of December 14, 2018 - January 11, 2019.

A roll call **VOTE PASSED 6/0.**

O. SUPERINTENDENT'S REPORT: Dr. Harbron submitted his report to the Board.

P. COMMITTEE REPORTS:

Mr. Koehler updated the Board on the Rezoning Committee. He would like the public to be involved in a meeting of the proposed rezoning of the city on Thursday, the 17th at 5:30PM at City Hall. If approved, it will be presented to the Planning Board.

Q. SCHOOL BOARD RECENT MATTERS OF INTEREST:

Mr. Holt requested information on an incident that may have taken place at DHS. Mr. Driscoll provided details on a vehicle that had been vandalized and a bag removed. At dismissal, three additional cars were broken into and a bag or purse was taken. There is an open investigation, therefore limited details could be discussed.

R. ADJOURNMENT:

Zak Koehler moved, Carolyn Mebert seconded adjourning the meeting at 8:46PM. An oral **VOTE PASSED 6/0.**