



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #4
Meeting Location: Media Center (Rm 306) McConnell Center
Meeting Date: **Monday, May 13, 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, May 13, 2019 at 7:03 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 Matt Lahr. Kathy Morrison and Zak Koehler were excused.

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, Assistant Superintendents, Christine Boston and Paula Glynn, IT Director Christy Prosser, District Administrators, Patty Driscoll, Peter Driscoll, Patrick Boodey, Kim Lyndes, Beth Dunton, Lisa Danley, Teaching Staff, and Tim Knowles of C & W Services

C. PLEDGE OF ALLEGIANCE: Dr. Mebert led the Pledge of Allegiance.

D. AGENDA APPROVAL:

Mr. Holt moved, Dr. Mebert seconded to approve the agenda. **An oral VOTE PASSED 5/0.**

E. CITIZEN'S FORUM: None

F. APPROVAL OF MINUTES:

1. Budget Workshop #2, February 4, 2019

Mr. Holt moved, Dr. Mebert seconded the approval of the minutes as presented. **An oral VOTE PASSED 5/0.**

G. CONSENT AGENDA

1. **Correspondence:** None

2. **Resignations/Retirements:**

a. Sarah Loranger / Teacher, Garrison Elementary School

b. Kristine Geuther / Teacher, Horne Street School

3. **Leaves of Absence:** None

4. **Job Shares:** None

5. **Nominations:**

a. Teacher Nominations

b. Administration Nominations

6. **Extended Travel (Student Trips):**

a. Final Approval - DHS CTC Marketing I Trip to Portland, OR – June 23-27, 2019

7. **Donations:**

a. May Donations

Ms. Russell thanked the various organizations who donated to the district.

Mr. Holt moved, Mr. Lahr seconded to approve the Consent Agenda with the additions provided. **An oral VOTE PASSED 5/0.**



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H. STUDENT REPRESENTATIVE REPORT:

Ms. Dalbec stated that the recent Junior Prom and Variety Show were both successes.

The D.R.E.A.M. group may host another community event, with the showing of the movie *The Hate You Give*, with a discussion to follow.

She also stated that progress reports have been distributed, as well, there are 6 weeks remaining in the school year. Flex block has been confirmed for the 2019-2020 academic year, but they are still unsure if there will be study halls.

Spring sports have been in full swing. The spring concert will be held on May 29th, the end of the year banquet will be held June 3rd, the underclassmen awards ceremony is June 7th, and the seniors graduate on June 12th.

I. POLICY-CHANGES-PROPOSALS:

- a. **DJE – Bidding Requirements – First Reading**
- b. **EEAG – Use of Private Vehicles to Transport Pupils – First Reading**

Mr. Holt moved, Dr. Mebert seconded to table the first reading of the proposed policy changes to the June meeting. **An oral VOTE PASSED 5/0.**

J. POLICY ADOPTION:

- a. **EFD – Meal Charging Policy – Second Reading**

Dr. Mebert moved, Mr. Holt seconded to approve the proposed policy change. **An oral VOTE PASSED 5/0.**

K. RESOLUTIONS:

- a. **Capital Reserve Transfer Resolution**

Ms. Simmons requested the transfer of funds from the Capital Reserves, totaling \$50,000; \$10,000 into Athletics, \$20,000 into Curriculum, and \$20,000 into Facilities. This is contingent to the district having remaining funds at the end of the year. The district has until June 26th to rescind this request.

Mr. Holt moved, Mr. Lahr seconded to approve the resolution to transfer funds to Athletics, Curriculum and Facilities from the Capital Reserves. **A roll call VOTE PASSED 5/0.**

L. OLD BUSINESS: None



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M. NEW BUSINESS

a. C & W Services – Athletic Field Maintenance

Tim Knowles of C & W Services spoke to the Board in regards to the maintenance of the athletic fields. He stated that C & W currently uses an organic program to maintain the fields, with the exception of the grub control product that contains the pesticide Acelepryn, which is the least toxic pesticide on the market. He also stated that in 2011, the fields were maintained with 100% organic materials, but required them to begin using the pesticide after Dunaway Field saw extreme grub damage after one year of 100% organic material was used. They have been using that pesticide product since that time as a precautionary measure.

Dr. Mebert questioned what the City of Dover uses on the lawn in front of City Hall, to which Mr. Knowles responded in the negative. She also stated that she feels the District is in violation of its policy, which states that there will only be pesticides used when there is an issue, not as a blanket application, to which Mr. Knowles stated the issues in years past. He also stated that for the best interest of the students performing on the fields, the grub control should be applied, as grubs' damage the turf, which can cause damage to student athletes' ankles and knees, stating there are two ways to look at the health of students. Dr. Mebert responded that the policy may need to be amended so the district is not in violation, or to state a clearer process for the maintenance program.

Mr. Knowles presented a recommendation he received from Dr. Stanley Swier, a retired professor of biology who consults for field application. After reviewing the C & W program and history, he recommended to utilize the product containing Acelepryn for the field maintenance, stating the reduced risk it has to humans, wildlife, beneficial insects and honey bees. He feels the fields would do best with two applications, summer and spring.

Mr. Holt asked if C & W had met with Non-Toxic Dover, stating the Board has received many emails relating to the field maintenance program, to which Mr. Knowles responded in the negative but would welcome the meeting. He will reach out to review the program with Non-Toxic Dover.

Mr. Wallace asked when athletes are able to use the field after the field is sprayed, to which Mr. Knowles responded that for this application, he is unsure.

Mr. Wallace also stated that the Manchester Fischer Cats field has recently adopted an organic program for 10 of their 35 fields. He questions why C & W could not use that same program on our fields if it is good enough for that professional level of players? Mr. Knowles recommended that C & W do their due diligence of the process and not rush in to a program. Mr. Wallace inquired how our fields may be used differently, to which Mr.



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Knowles responded they are used similarly, as a baseball field, and that Woodman Park field is testing a fully organic program out for trial.

Dr. Mebert requests to amend New Business to bring forward **M.c.** on the agenda.

Mr. Holt moved, Mr. Lahr seconded to bring forward **M.c.** on the agenda. **An oral VOTE PASSED 5/0.**

Amendment c. C & W Services 3-Year Service Agreement Approval

Mr. Holt noted the hard work the C & W team has done to get DHS and GES up and running. Mr. Wallace would like to see the group become more knowledgeable about maintaining the health of our districts fields with organic materials.

Mr. Holt moved, Dr. Mebert seconded to approve the 3-Year Service Agreement with C & W Services. **A roll call VOTE PASSED 5/0.**

b. Technology Update

Ms. Prosser provided a technology update to the Board. She stated that the department introduced a new help desk solution 2-weeks ago allowing for more feasibility within the tickets, and how to address each with more efficiency.

DHS has a new wireless connectivity network, while the legacy is housed at DMS, the goal is to have all schools on the new infrastructure in August, which will provide higher connectivity and connection rates. E-rate funding will allow for wireless access points in every classroom, which will be done this summer.

The department also kicked off the new Student Information System (SIS), Infinite Campus this week. They are in the process of migrating information from MMS. The system will go live in August.

Ms. Prosser stated that she restructured the department staff this year, assigning staff to individual schools, as well as hosting school tech check-ins for staffs needs.

June will provide new technology for grades K-8, as well as at Bellamy Academy. The department is looking at a potential lease program depending on the price of a buy-out.

Dover is the first district in NH that has just completed a securities assessment and architecture review. Ms. Prosser met with consultants from Optiv Security to answer questions regarding cyber issues.



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Mr. Holt asked Ms. Prosser if she has success metrics in place for the changes that will take place within the District, to which Ms. Prosser responded that steps are in place to provide measures.

Mr. Wallace asked if there are any non-district devices on the network, to which Ms. Prosser responded there is a mix of personal devices used, mostly for wireless access to the internet. The department will be looking into the refurbished and donated items on the network in the future.

c. C & W Services 3-Year Service Agreement Approval

Moved up on the agenda

d. Bid Award – Office, Instructional & Art Supplies

Ms. Simmons recommended the Board approve the bid for Office, Instructional & Art Supplies. She stated that the district is not restricted from using other vendors.

Mr. Holt moved, Mr. Lahr seconded, to award the bid for Office, Instructional & Art Supplies to Cascade School Supplies, Dick Blick Art Supplies, School Specialty and W.B. Mason. **A roll call VOTE PASSED 5/0.**

e. Bid Award – Special Education Transportation Services

Ms. Simmons recommended the Board approve the bid for Special Education Transportation.

Mr. Holt moved, Dr. Mebert seconded, to award the bid for a 3-year contract to Seacoast Learning Collaborative for Special Education Transportation. **A roll call VOTE PASSED 5/0.**

f. Federal General Assurances FY 2020

Ms. Simmons stated that the state of New Hampshire has a new way of processing the assurances. The assurances must now be presented to the School Board. She requests that the Board agree to comply with all federal assurances.

Mr. Holt moved, Mr. Lahr seconded, to comply with all Federal General Assurances for FY2020. **A roll call VOTE PASSED 5/0.**

g. 2019-2020 Food Service Meal Price Approval



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Ms. Simmons stated that the meal price for the 2019-2020 school year will see the first increase in three years, which is an increase of .15-cents to the paid lunch and adult lunch programs.

Mr. Holt moved, Mr. Lahr seconded to approve the 2019-2020 meal price as presented. **A roll call VOTE PASSED 5/0.**

h. Approval of DALC Staff Handbook Changes

Dr. Mebert moved, Mr. Holt seconded to approve the requested changes to the handbook. **An oral VOTE PASSED 5/0.**

i. Condition of Accounts

Ms. Simmons presented the Condition of Accounts as of April 30, 2019 with an estimated unexpended fund balance of \$292,661.42. This does not include school lunch debt for the current school year, any additional payroll adjustments, or other purchase order adjustments to be made.

N. SUBMISSION AND PAYMENT OF BILLS:

Mr. Holt moved, Dr. Mebert seconded to direct the Superintendent to pay manifest #19-K, in the amount of \$2,870,139.24 for FY19 and the amount of \$8,504 for FY18, for a total amount of \$2,878,643.24 for the period of April 16, 2019 through May 10, 2019. **A roll call VOTE PASSED 5/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Harbron submitted his report to the Board. He requested to have the board develop a study group or subcommittee to develop a plan for student's unpaid lunch bills. Ms. Russell stated that she received a message from a parent that recommended to have parents be able to donate some of their child's positive account balance to the negative balances of other students. Ms. Simmons stated she has documentation from other school districts who have seen successes in their process and will bring forth in the new subcommittee.

Dr. Harbron noted it was past due to complete the Superintendent Evaluation. He asked If the Board can provide the appropriate template, he will complete his part of the process. To which Mr. Holt responded he would provide it to Dr. Harbron tomorrow.

P. COMMITTEE REPORTS:

Mr. Holt commented on the Garrison JBC, all furniture has been moved, and they are currently painting.



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Ms. Russell stated that the DHS CTC JBC can now report that the former high school no longer stands. She stated the new building is now more visible from Route 108.

Q. SCHOOL BOARD RECENT MATTERS OF INTEREST:

Mr. Holt commented on the grand March he attended on Saturday at DHS and noted that it was done very well and was nice to see students in the new building and taking pride in using the courtyard for pictures.

The Board wanted to thank the City Council for passing the DTU agreement and the budget, as well as to thank the teachers and members of the community for their dedication to the process.

R. ADJOURNMENT:

Mr. Holt moved, Dr. Mebert seconded adjourning the meeting at 8:07 PM. **An oral VOTE PASSED 5/0.**