



DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #2
Meeting Location: Media Center (Rm 306) McConnell Center
Meeting Date: **Monday, February 10, 2020**
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 10, 2020 at 7:17 p.m. in the Media Center (Rm 306) of the McConnell Center.

B. ROLL CALL: Present were Amanda Russell, Keith Holt, Kathy Morrison, Rachel Burdin, Carolyn Mebert, Zak Koehler and Jessica Rozzo.

Also present were: Superintendent Bill Harbron, Business Administrator Libby Simmons, Assistant Superintendents, Christine Boston and Paula Glynn, District Administrators, Patty Driscoll, Peter Driscoll, Patrick Boodey, Beth Dunton, and Peter Wotton, Assistant Director of Student Services Abby Small, and Mayor Bob Carrier

C. PLEDGE OF ALLEGIANCE: Mr. Koehler led the Pledge of Allegiance.

D. AGENDA APPROVAL:

Zak Koehler moved, Keith Holt seconded to approve the agenda. An oral **VOTE PASSED 7/0.**

E. CITIZENS' FORUM: None

F. APPROVAL OF MINUTES:

1. **Organizational Meeting, January 6, 2020**
2. **Non-Public Discipline Hearing, January 6, 2020**
3. **Non-Public Meeting, Session #2, January 7, 2020**
4. **Special Session #6, January 7, 2020**
5. **Regular Session #1, January 13, 2020**
6. **Budget Workshop #1, January 21, 2020**
7. **Budget Workshop #2, January 27, 2020**

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

G. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Libby Simmons / Business Administrator
3. **Leaves of Absence:** None
4. **Job Shares:** None
5. **Nominations:**
 - a. **Administrative Assistant**
 - b. **Non-Union**
 - c. **Paraprofessional**
 - d. **Coach**
6. **Extended Travel (Student Trips):** None
7. **Donations:**



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a. February Donations

Keith Holt moved, Zak Koehler seconded to approve the consent agenda with the addition of the preliminary approval for the extended trip for the DHS Art Department.

The Board recognized the resignation of Libby Simmons and thanked her for her work as Business Administrator for the District.

An oral **VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT: None

I. POLICY-CHANGES-PROPOSALS:

- 1. EBCB – Fire and All Hazard Drills – First Reading**
- 2. IHCD – Advanced College Placement – First Reading**
- 3. Dover School District Philosophy of Education**

Carolyn Mebert moved, Zak Koehler seconded to table the Policy Proposals until the next meeting. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTION:

- 1. ADB – Tobacco Products Ban**
- 2. BEDG - Minutes**
- 3. EH – Public Access to School District Records**
- 4. EH-R – Administrative Procedures for Public Access to District Records “Right to Know Requests”**

Carolyn Mebert moved, Zak Koehler seconded to adopt the Policies as presented. An oral **VOTE PASSED 7/0.**

K. RESOLUTIONS:

- 1. Resolution – Formation of City Council and School Board Collaborative Committee**

Zak Koehler moved, Keith Holt seconded to approve the Resolution of the Formation of City Council and School Board Collaborative Committee. An oral **VOTE PASSED 7/0.**

L. OLD BUSINESS:

- 1. Budget Presentation**

Dr. Harbron informed the Board the Leadership Team created a reduction list of non-staffing items totaling \$320,871. He also apologized for an oversight in the budget presentations regarding the renewal of the copier contracts which would include an additional \$39,500 to the budget requests.



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Dr. Harbron provided that presenting the City with a level funded budget with obligations that meets the allowable tax cap would mean the District would have to eliminate a significant amount of staffing positions.

Ms. Simmons provided a summary of line items the Leadership Team created of non-staffing reductions, which in short, consists of reducing software licenses, supply accounts, DHS book replacements, bringing various lines back to level funded, transfers to capital reserve funds, as well as the athletic trainer at DHS being provided by Wentworth Douglass Hospital. Ms. Russell asked if the reductions would impact student learning, to which Dr. Harbron responded in the positive.

It was agreed that the request of \$39,500 for the lease renewal for copiers be added to the proposed budget items at \$40,000.

The Board reviewed the straw poll vote reductions/additions from the prior budget workshop and below are their results:

- Bellamy Academy, Increased Hours for Administrative Assistant
- Athletic Coaches (8 positions)
- DHS Music Teacher (from .34 to 1.0 FTE)
- IT Specialist (1 FTE)
- DHS Library Aid Position (1 FTE)
- World Language DMS (1 FTE)
- DHS Science Teacher (1 FTE)
- Non-Union Increase
- Copier Lease Renewal District-Wide (year 1)

Mr. Holt moved to approve the school district budget, inclusive of special funds, in the total amount of \$72,886,379, of which \$67,554,182 is the general fund. The general fund is over the tax cap in the amount of \$1,285,996 and is 4.25% or \$2,753,975 over the FY2020 adopted budget.

Keith Holt moved, Rachel Burdin seconded, to approve the FY21 budget.
A roll call **VOTE PASSED 7/0**.

M. NEW BUSINESS:

1. Garrison Elementary School PTA Mini-Grant Approval

Carolyn Mebert moved, Zak Koehler seconded to approve the Garrison Elementary School PTA Mini-Grant.
An Oral **VOTE PASSED 7/0**.

2. Dover Middle School Shingle Roof Replacement Bid Approval



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Carolyn Mebert moved, Zak Koehler seconded the Award of \$368,200 to Skyline Roofing.
A roll call **VOTE PASSED 7/0.**

3. Dover Middle School Fire Alarm Panel Replacement Bid Approval

Keith Holt moved, Jessica Rozzo seconded the Award of \$63,973 to Johnson Controls.
A roll call **VOTE PASSED 7/0.**

4. Food Service Vehicle Replacement Bid Approval

Keith Holt moved, Carolyn Mebert seconded the Award of \$22,096 to MacMulkin Chevrolet.
A roll call **VOTE PASSED 7/0.**

5. Garrison Elementary School Boiler Replacement Bid Approval

Zak Koehler moved, Keith Holt seconded the Award of \$145,000 to Peabody LLC.
A roll call **VOTE PASSED 7/0.**

6. Network Equipment Bid Approval

Keith Holt moved, Zak Koehler seconded the Award of \$8,470 to Howard Solutions LLC.
A roll call **VOTE PASSED 7/0.**

7. Condition of Accounts

Ms. Simmons stated that the estimated unexpended, fund balance as of January 31, 2020 is \$1,117,831.83.

N. SUBMISSION AND PAYMENT OF BILLS:

Keith Holt moved, Zak Koehler seconded to direct the Superintendent to pay manifest #20-H in the amount of \$4,419,031.79 for FY20, \$8,306.18 for FY19, \$18,395.43 for FY18, for a total of \$4,445,733.40 for the period of January 14, 2020 through February 10, 2020.

A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Harbron submitted his report to the Board and asked the Board to schedule a date for the facilities tour between the School Board and City Council. It was asked that the Board send two available dates to Ms. Russell and Ms. Badger. He also asked that dates be sent to him by the DAA Negotiation Committee members of when they are available to meet with the DAA Administrative Team.

P. COMMITTEE REPORTS:



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Ms. Russell asked if the GES JBC has scheduled their last meeting, to which Mr. Holt replied in the negative. Dr. Mebert asked if all invoices have been received, to which Ms. Simmons responded in the positive.

Q. SCHOOL BOARD RECENT MATTERS OF INTEREST:

The Mayor will be hosting a “Coffee with the Mayor” on February 22nd beginning at 9:00 a.m. at the Dover Police Station. Members of the School Board and the Superintendent will also be in attendance. The public is asked to join.

R. ADJOURNMENT:

Carolyn Mebert moved, Keith Holt seconded adjourning the meeting at 8:12PM.
An oral **VOTE PASSED 7/0.**