



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #8
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, August 10, 2015**
Meeting Time: **7:00 pm**

A. CALL TO ORDER: Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, August 10, 2015 at 7:15 p.m. in the McConnell Center Media Center.

B. ROLL CALL: Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Sarah Greenshields, and Michelle Muffett-Lipinski. Doris Grady and Carole Soule McCammon were excused.

Also present were: Superintendent Elaine Arbour, Director of Pupil Personnel Services Christine Boston, Fosters.

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

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

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Sarah Greenshields seconded to make the following change to the agenda: Add to agenda under Old Business, Approval by School Board to release second opinion memo by Gregory Im of Drummond Woodsum. An oral vote to approve the agenda as amended **PASSED 5/0.**

F. APPROVAL OF MINUTES:

1. Public Meeting to Enter Nonpublic Meeting #5, July 13, 2015
2. Nonpublic Meeting #5, July 13, 2015
3. Regular Session #7, July 13, 2015
4. Public Meeting to Enter Nonpublic Meeting #6, July 20, 2015
5. Nonpublic Meeting #6, July 20, 2015
6. Special Session #3, July 20, 2015

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded approval of the minutes. An oral **VOTE PASSED 5/0.**

G. CONSENT AGENDA

1. **Correspondence: none**
2. **Resignations/Retirements: None**
3. **Leaves of Absence: None**
4. **Nominations:**
 - a. Sheet 1: Nomination and Election of Teachers
5. **Extended Travel (Student Trips):**
 - a. Washington, DC Trip-May 31-June 4, 2016, Preliminary Approval
 - b. Winterguard Trip To Tampa-February 19-23, 2016 Preliminary Approval
6. **Donations:**
 - a. Piano Donation to DHS
 - b. PTA donation of membership to Ruth's Reusable Resources



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Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the Consent Agenda. An oral **VOTE PASSED 5/0**.

Ms. Russell stated her pleasure in the nomination of Former Portsmouth Music teacher Wendell Purrington.

H. STUDENT REPRESENTATIVE REPORT: None

I. POLICY-CHANGES-PROPOSALS: None

J. POLICY ADOPTION:

a. GBCD—Background Investigation and Criminal Records Check

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded approval of policy GBCD. An oral **VOTE PASSED 5/0**.

Ms. Russell stated that there are minimal changes in each of the policies. Dr. Arbour confirmed that parents will be notified of the changes at the beginning of the school year.

Ms. Greenshields asked if administrative assistants in schools would be able to become notaries so that they are able to process their own paperwork. Dr. Arbour stated that fingerprinting will be available at the schools during Open Houses and Camp Explore. It was determined that it may be too confusing to have schools complete their own paperwork.

The information from the background checks is only sent to the schools and is minimal.

Ms. Greenshields asked how the District can be proactive and not have similar fingerprinting issues next year. Ms. Russell responded that the revisions in the policies address the issues and there should not be an issue next year.

It was determined that ample notice with reminders will be given to parents during the year. Dr. Arbour added that many people have come in already to complete the process.

Ms. Muffett-Lipinski asked if parents need to complete the process annually to which Dr. Arbour responded that they only need to complete the process one time as long as they are active volunteers and there is no break in service for one calendar year.

Ms. Muffett-Lipinski summarized the process and asked that the process be outlined clearly for all parents and staff.

b. GBCD-R—Technical Advisory for Policy GBCD

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of policy GBCD-R. An oral **VOTE PASSED 5/0**.



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Ms. Russell summarized the policy and changes.

c. IJOA—Field Trips and Excursions

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of policy IJOA. An oral **VOTE PASSED 5/0.**

Ms. Russell asked that the form be limited to one page.

d. IJOC—School Volunteers

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of policy IJOC. An oral **VOTE PASSED 5/0.**

Ms. Muffett-Lipinski asked if anyone who comes into contact with students needs to complete the process. Dr. Arbour confirmed that any person who is chaperoning or is an employee needs to complete the process. Spectators do not need to have a background check. The person would need to be in a supervisory capacity in order to be in need of a background check. The seven felonies which would prohibit volunteering or employment were reviewed.

If a person is under investigation, issues would not show up in the background check. Dr. Arbour added that the District can only respond to what they know.

Ms. Andrews Parker stated that New Hampshire may be stricter than other states in regards to these policies.

e. IJOC-E—Volunteer Service Statement & Agreement

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of policy IJOC-E.

Ms. Russell noted that the form had been stricken since it was outdated and changes had been made.

Ms. Andrews Parker asked if after school program staff is required to complete this form. Dr. Arbour stated she would clarify. An example that Ms. Andrews Parker provided is the ski program. She asked if parents with their own children would need to have a background check, to which Dr. Arbour responded that they would not if they are only with their children. Ms. Andrews Parker noted that there are many nuances with this policy.

Dr. Arbour stated that she will offer to meet with leaders of after school programs and provide answers to any questions that they have to provide clarity. Any ambiguous items will go back to the Board for approval.

Ms. Muffett-Lipinski commented that the policy may be too ambiguous to approve at this point.



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Ms. Russell added that the organizations, such as PTA also have guidelines that need to be followed.

Ms. Andrews Parker commented that there would be many forms for a program such as the ski program which has 80 families.

Dr. Arbour recommended that the ski program chaperones would need to have a background check based on Ms. Andrews Parker summarization of the program. Sometimes things happen that are not expected and the School Board has a responsibility to screen people who are potentially alone with students.

Ms. Russell added that administrators will have access to a document that shows who have been fingerprinted.

Ms. Muffett-Lipinski and Ms. Andrews Parker asked for clarification on the number of times that this form would need to be completed.

Ms. Russell recommended tabling the policy until more information is received and there is no ambiguity. Ms. Andrews Parker recommended deleting the Nature/Scope portion of this form.

The original motion and second was rescinded by Ms. Greenshields and Ms. Muffett-Lipinski.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to table IJOC-E until the next meeting. An oral **VOTE PASSED 5/0**.

K. RESOLUTIONS: None

L. OLD BUSINESS:

1. School Board Approval to Release Second Opinion Memo on DHS/CTC Building Project-Added

Betsey Andrews Parker moved, Sarah Greenshields seconded to release the memo dated July 20, 2015 from Drummond Woodsum Attorney Gregory Im making public his second opinion on the School Board's duties pursuant to RSA 199. A roll call **VOTE PASSED 5/0**.

This would make public this memo which was previously confidential. Dr. Arbour added that the first opinion was from City Attorney Anthony Blenkinsop.

M. NEW BUSINESS

1. Copier Equipment and Related Maintenance Support Service RFQ Summary and Approval

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve Conway Office Solutions as a qualified vendor for the District for copiers. An oral **VOTE PASSED 5/0**.



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Ms. Taylor stated that copiers were done a bit differently this year. They were originally purchased used and have been used extensively. An RFQ was used with hopes that one vendor would be able to help with all needs including shredding, copying, postage, printing, etc. It was determined that this would not be feasible.

Conway submitted a proposal and recognized that the District wanted to do something different. They will come in and interview people in schools to find the best solution and options. The District would prefer not to purchase equipment and would prefer a per click rate. She is hopeful that the District may stay under budget. Conway stated that they could get machines in the buildings within 7 days which is less than other companies.

The next step is to work with Conway for a plan and bring the plan back to the Board for approval.

Ms. Muffett-Lipinski asked if there is a cost for this service to which Ms. Taylor responded that she believed not, but will confirm.

Ms. Andrews Parker commented that Conway saved her organization a great deal of money and provides great service. Ms. Greenshields agreed with Ms. Andrews Parker and recommended contact information be put in the machines to provide ease for employees.

Ms. Taylor stated that many companies such as Conway are willing to survey workers before providing a cost.

Ms. Taylor added that the District is looking for multi-option machines. Training is included in the service. She noted that although all companies had experience with school districts, but Conway provides service for approximately 50% of New Hampshire schools.

Ms. Greenshields requested that Ms. Taylor provide the Board with historical numbers when a final proposal is brought to the Board.

Ms. Taylor stated that she could do that and estimated that \$40,000 is spent on toner each year. She will also look at paper costs.

2. Enrollment Update

Updated enrollment was distributed to the Board.

Dr. Arbour stated that there are a few buildings watching late enrollment. She requested that all parents register students right away if they have not done so already. It is possible that some teachers will need to change grade levels. Administrators are doing a great job at being creative in order to meet some higher numbers.

Ms. Andrews Parker noted that people keep saying that enrollment is decreasing, but high school numbers are already almost at 1500.



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N. SUBMISSION AND PAYMENT OF BILLS:

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to direct the Superintendent to pay manifest #16-B in the amount of \$1,767,150.90 for FY16 and \$63,035.97 for FY15 for a total of \$1,830,186.87 for the period of July 14-August 10. A roll call **VOTE PASSED 5/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Arbour has been on vacation and reported that her able bodied staff moved things along in her absence.

P. COMMITTEE REPORTS:

Ms. Andrews Parker asked for the origination of questions on the JBC DHS/CTC project to which answers were provided. Ms. Russell responded that questions were submitted to Ms. Glidden.

Ms. Greenshields commented that the goal of requesting questions is to provide answers to people prior to the public hearing at the City Council meeting. She noted that the public hearing is August 12 and the vote is on August 26. Both meetings will occur in Room 306 of the McConnell Center.

Dr. Arbour commented that Ms. Glidden and Ms. Gillis have done a great job creating a project page so the majority of information on the JBC project is on the City of Dover website project page.

Ms. Greenshields asked if the Ask a Question link was fixed. Dr. Arbour stated that she believes that it has been fixed, but will confirm.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Andrews Parker clarified that she would like an additional gym in the district so that there is better access for students and the District could receive more revenue. She clarified that she was not in favor of two gyms for personal reasons.

Ms. Russell congratulated Dover baseball, softball and soccer teams for their successful summer seasons and thanked all who attended the games.

R. ADJOURNMENT: Sarah Greenshields moved, Michelle Muffett-Lipinski seconded adjourning the meeting at 8:05 pm. An oral **VOTE PASSED 5/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary