



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #4
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, August 24, 2015</b>
Meeting Time:	<b>6:30 P.M.</b>

- A. A special session of the Dover School Board was called to order by Chair Amanda Russell on Monday, August 24, 2015 at 6:35 P.M. in the Media Center of the McConnell Center.
- B. **ROLL CALL:** Present were Amanda Russell, Kathy Morrison, Doris Grady, Sarah Greenshields, Carole Soule McCammon and Michelle Muffett-Lipinski. Betsey Andrews Parker was excused.

Also present were: Superintendent Elaine Arbour, Business Administrator Karen Taylor, WPS Principal Patrick Boodey, DHS Principal Peter Driscoll, Athletic Director Peter Wotton, DTZ employees Jeff White and John Minihan, Fosters.

- C. **PLEDGE OF ALLEGIANCE:** Carole Soule McCammon led the Pledge of Allegiance. A moment of silence was observed to honor former Horne Street School Principal James McShane who recently passed away.

Mrs. Grady read a statement regarding Mr. McShane. Her thoughts included a history of his teaching and administrative career in the Dover public schools. She recalled that he was an innovator and accepted by all in the community. He stepped up to the plate and volunteered to teach where others did not want to. Others looked at him as the “Pied Piper” since people gravitated toward him. He was not only an educator, but an active community and church member. He also loved music, Irish events, sporting events including coaching and officiating. No matter where he goes, his spirit will still linger. So many friends are with him now. He is a Dover icon and will never be forgotten.

- D. **CITIZEN’S FORUM:** No one addressed the Board
- E. **AGENDA APPROVAL:** Ms. Russell stated that Policy Proposal for JKAA-R-Procedures for the Use of Physical Restraint in the Dover School District is being postponed until September 14 since Ms. Boston is unable to be at this meeting due to a death in her family.

Sarah Greenshields moved, Doris Grady seconded to approve the amended agenda as presented. An oral **VOTE PASSED 6/0.**

F. **CONSENT AGENDA:**

1. **Correspondence:**
  - a. Tri-Star Gymnastics and Dance
2. **Resignations/Retirements:**
  - a. Irvin Harris, DHS CTC Computer Technology Teacher
3. **Nominations:**
  - a. Sheet 1: Nomination and Election of DALC Professional Staff
4. **Donations**
  - a. Donation Approval—Bellamy Fields--\$2,250-Back Packs/School Supplies



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### b. Donation Approval—Maple Suites--\$3,000-School Supplies

Doris Grady requested to pull item 2.a. from the consent agenda for discussion.

Carole Soule McCammon moved, Michelle Muffett-Lipinski seconded to approve the remaining consent agenda as presented. An oral **VOTE PASSED 6/0.**

Mrs. Grady stated her reason for pulling Mr. Harris' resignation is because the District has already lost an IT employee. She has major concerns about this additional IT department loss.

Doris Grady moved, Carole Soule McCammon seconded to fill the full time position vacated by IT Director Joe Flockerzi immediately and direct the Superintendent to advertise for that position to ensure that all children are allowed educational electronic possibilities are available to them.

Dr. Arbour stated that there is a solution that will be acceptable for the short term since there is a contract with Neoscope now and they are providing services. Services will still be provided to students.

Mrs. Grady continued to say that the resignation places a strain on Beth Dunton and Louise Paradis. They should return to their administrative positions so that the children and students can be best served. She added that the study could take a year or more and Ms. Dunton and Ms. Paradis would be pulled away from their main responsibilities. She stated that it was requested that Board members not email administrators since their time was in short supply and this is one more thing that is using their time. Mrs. Grady commented that it should be advertised in a legal manner with the current team studying Dover IT having no impact on the decision.

Dr. Arbour agreed that the District could not go an entire year with Ms. Dunton and Ms. Paradis taking charge of IT. She continued to say that Neoscope has completed the IT audit and will present findings at the September Board meeting. Neoscope will help to redefine the role that Mr. Flockerzi's vacated to determine what is really needed. They will not be responsible for hiring or posting the position.

Dr. Arbour stated that the study is almost complete, although the curriculum component by Sun Associates will take longer to complete. It will continue after teachers begin so that they can provide input.

Ms. Soule McCammon asked for the timeline for the position to which Dr. Arbour responded that sooner rather than later would be best.

Ms. Muffett-Lipinski asked for the job description to be placed on the September 14 Board agenda.



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Mrs. Grady reiterated that Ms. Dunton needs to get back to her position since enrollments at Garrison are growing. She continued to say that the Career Tech Center project will be taking up a great deal of Ms. Paradis’ time since she will be involved heavily in the construction project.

Mrs. Grady noted that election season is a busy time of year also. She added that it would take a few months to approve a job description and it could be January before it is approved.

An oral **VOTE FAILED 1/5 (Russell, Morrison, Greenshields, Soule McCammon, Muffett-Lipinski opposed).**

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to accept the resignation of Irvin Harris. An oral **VOTE PASSED 6/0.**

**G. POLICY –CHANGES-PROPOSALS:**

**JKAA-R—Procedures for the Use of Physical Restraint in the Dover School District**

Postponed until September 14 School Board meeting.

**H. POLICY ADOPTION:**

**IJOC-R—Volunteer Service Statement and Agreement**

Dr. Arbour clarified that there was a typo on the policy and three words (“I will need”) had been added to the bottom.

Sarah Greenshields moved, Carole Soule McCammon seconded to approve policy IJOC-R. An oral **VOTE PASSED 5/1 (Grady opposed).**

**I. OLD BUSINESS: none**

**J. NEW BUSINESS:**

**1. Facilities Update**

DTZ Managers Jeff White and John Minihan showed a PowerPoint presentation on the status of the schools at this point. The presentation is archived with the minutes of the meeting.

Ms. Greenshields asked if the new hot water heater could be moved at a later date to which Mr. White responded in the affirmative. It will be used elsewhere when the high school is constructed.

**2. Coaching Practices**

Athletic Director Peter Wotton presented information to the School Board on hiring and evaluation of coaches.



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He noted that out of 15 districts, only two advertise coaching positions each year. Most use the same coaches each year.

Mr. Wotton stated that each coach must be certified in First Aid and be a member of their sport specific association. If they don't become a member, their athletes are unable to qualify for all-state. They also take CPR, concussion workshop, among others.

Dr. Arbour added that all coaches are subject to employee requirements regarding sexual harassment and bullying.

Mr. Wotton stated that he would be completing more formal evaluations in the future. They have been somewhat informal. He commented that he has used student-athlete evaluations. Five Division I schools use them, but for different purposes. He may investigate using an on-line parent evaluation tool, but doesn't know of any schools that use them.

Ms. Russell recommended an online survey tool for student evaluations.

Ms. Greenshields asked for the number of coaches in the district to which Mr. Wotton responded that there are approximately 68-75 coaches in the District with some sports having multiple coaches.

Mrs. Grady stated that she believes that the procedure is the same for coaches as teachers regarding parental complaints to which Dr. Arbour agreed. She feels that the survey monkey could be eliminated since there will always be people who love you and people who hate you. She added that Mr. Wotton's position could be a two-person job since there are so many coaches. In her opinion, his secretary's time should be extended to help him.

Mrs. Grady stated that for many people, athletics is for more than winning. Many students learn social skills in an athletic program. There is much more to coaching than winning. She reiterated that if Mr. Wotton is doing everything in the packet that he provided regarding hiring and evaluating, he should have more help.

Ms. Morrison asked how he explains the length of service of coaches to others who ask why a coach has been coaching for 20 years. Mr. Wotton responded that most do a good job. He would be happy to have his daughters coached by any of the Dover coaches.

Ms. Muffett-Lipinski added that she appreciates the time and effort of all coaches.

### 3. Capital Improvement Plan



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Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the CIP as presented. The CIP will go to the City Council after approval of School Board.

Dr. Arbour reviewed each page of the CIP Request. Clarifications are below.

CIP-Capital Reserve-Curriculum-It is low because there will be a large withdrawal needed for a large curriculum purchase.

CIP-Capital Reserve-Information Technology- In FY17, there will be a larger purchase, but she wants to continue to build the CR fund.

CIP-Curriculum Replacement and Upgrade-In FY 17, the purchases will be larger since LA and Math are more expensive.

CIP-Facilities/School Maintenance and Repairs—Included is an energy contract similar to the contract of the city.

CIP-Information Technology Replacement and Upgrade-This is for infrastructure improvements and new purchases. Erate reimbursements, Operating Budget and Capital Reserves are the three funding sources.

CIP-Garrison Elementary School-Small chance for some state aid.

CIP-DMS Roof Replacement-year to complete roof repairs may change

CIP-Light Equipment Replacement Program-for purchase of additional small transport vehicles

Dr. Arbour stated that DHS and CTC pages are missing. She was asked by Mr. Parker not to include them since the project would be happening now if the City Council vote is successful.

An oral **VOTE PASSED 6/0.**

#### 4. Copier Equipment Pricing Approval

Ms. Taylor summarized the Copier Equipment, Maintenance and Support Service request.

She recommends Conway Office Solutions proposal. This will save the District approximately \$40,000 in annual fees and not add an additional cost to the FY16 budget. Ms. Taylor confirmed that equipment changes can be managed within 24 hours. All copies are multi-function. Use of these higher functioning machines decrease use of printers which cost more than copies to run.



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Ms. Greenshields asked what happens to old equipment. Ms. Taylor responded that they will be hauled away at no charge to the District with some being re-purposed. The majority will be recycled.

She also asked what would happen if the technology IT audit resulted in different needs. Ms. Taylor responded that Conway would work with the District.

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to approve funds for Conway Office Solutions. A roll call **VOTE PASSED 5/1 (Grady opposed)**.

### **K. SCHOOL BOARD MATTERS OF INTEREST:**

Ms. Russell reviewed enrollment figures and expressed her concern but stated that there isn't much that can be done since there is no space or funding for additional classes. Her specific concern is grade 3 at Horne Street.

Mrs. Grady stated that the current numbers could change after the first week of school. Each year families have moved out, but have not told the District.

Ms. Russell asked for a consensus of the School Board to show support to the City Council in the law suit of the City regarding adequacy funding. A consensus showing support was given by the Board. Ms. Russell read the statement showing support. The statement is, "The Dover School Board, along with the City Council, wants what is best for the City of Dover. We hope this lawsuit will draw attention to the needs of all under-funded communities in New Hampshire as well as to the impact underfunding has had on our school district and our city's taxpayers".

### **L. ADJOURNMENT:**

Doris Grady moved, Michelle Muffett-Lipinski seconded to adjourn the special session at 8:00 pm. An oral **VOTE PASSED 6/0**

Respectfully submitted,  
Robin LaFleur, Recording Secretary