



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #3
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, February 1, 2016</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, February 1, 2016 at 6:31 P.M. in the Media Center of the McConnell Center.
- B. **ROLL CALL:** Present were Amanda Russell, Kathy Morrison, Keith Holt, Matt Lahr and Carolyn Mebert. Betsey Andrews Parker arrived at 7:25 pm and Michelle Muffett-Lipinski was excused.

Also present were: Superintendent Elaine Arbour, DHS Principal Peter Driscoll, CTC Director Louise Paradis, PPS Director Christine Boston, GES Principal Beth Dunton, WPS Principal Patrick Boodey, HSS Principal Mike McKenney, DHS Principal Kim Lyndes, CIA Director Paula Glynn, Technology Director Jeffrey Myers, Fosters.

- C. **PLEDGE OF ALLEGIANCE:** Kathy Morrison led the Pledge of Allegiance.
- D. **CITIZEN’S FORUM:** No one addressed the Board.
- E. **OLD BUSINESS:**
  - a. **Job Description—Assistant Student Services Director**

Dr. Arbour summarized the job description, stating that this position would report to the Pupil Personnel Services Director. This is just a small portion of Ms. Boston’s duties. This position would assist with hiring, compliance, programming, etc. This position would help Ms. Boston to spend more time growing the program. Without a position like this, it is difficult to provide administrative support to new employees.

Dr. Mebert requested that this job description and the Pupil Personnel Services job description are brought to the Board together for comparison purposes. She added that the PPS Director’s job description should be updated since many duties have been added to the position. Dr. Mebert requested variations of special needs students over the past few years. Ms. Boston commented that she can find data for New Hampshire for approximately the past 13 years.

Mr. Lahr asked if the position would be filled internally or be posted externally to which Dr. Arbour responded that it would be posted in both places.

Carolyn Mebert moved, Keith Holt seconded to move the Assistant Student Services Director to the next meeting. An oral **VOTE PASSED 5/0.**

**b. Job Description—Student Support Counselor**

Ms. Boston explained that the Student Support Counselor position would be school-based with mental health emphasis on providing services to students with emotional handicaps. The skill level would be a little higher than that of a guidance counselor. She stated that



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #3
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, February 1, 2016</b>
Meeting Time:	<b>6:30 P.M.</b>

she would like this position for all elementary schools. Currently, Horne Street has a similar position that is funded through a grant. If all schools have them, students are more able to remain at neighborhood schools.

Ms. Russell reminded that the approval of a job description, does not mean that the position would be added to the budget.

Carolyn Mebert moved, Matt Lahr seconded to approve the Student Support Counselor Job Description. An oral **VOTE PASSED 5/0.**

### **c. Budget Discussion**

Ms. Russell asked Ms. Boston for her estimation of grants for budgeting purposes to which Ms. Boston replied that she believes there shouldn't be a large decrease. The biggest issue has been rising health insurance costs.

Dr. Arbour added that they are hoping to add some professional development back into the IDEA grant. Unfortunately, the grant is not approved until mid-year at the earliest and she doesn't have any grant projections for next year at this point.

Ms. Taylor reviewed a document containing general fund information on revenue.

Mr. Holt asked if Barrington tuition may decrease for FY17. Dr. Arbour responded that it is a possibility, but she is unsure at this time. The number provided was an estimate provided by Barrington.

Ms. Russell questioned the estimation of tiers for Nottingham students to which Dr. Arbour responded that a third of the students were estimated at each tier. She added that she had not received an estimate yet from Nottingham.

She noted an increase in 1:1 paraprofessionals for Barrington and Nottingham. The school district in need of the aide pays the cost.

Dr. Mebert questioned the revenue from vending machines. In the past, food service was responsible for them. Ms. Taylor clarified that DHS vending machines are owned by others and are taken care of by them. The outside company provides the District with a commission. Other vending machines in the District are currently being reviewed to see who has ownership of them.

The state of NH provides the estimate for the adequacy grant. It was determined that the ADM number used is from 2014-2015. There is also pending legislation that could impact the number.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #3
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, February 1, 2016</b>
Meeting Time:	<b>6:30 P.M.</b>

Ms. Taylor confirmed that the increase from last year in the general fund is 5.53% at this point in the budget process

Mr. Lahr asked if out-of-district students attend the Alternative School. Ms. Taylor responded that there are currently 4 out-of-district students that attend the Alt School and the goal is to have 6 from other districts. She explained the process for budgeting for the Alt School stating that \$392,000 is transferred from the general fund to cover the cost of Dover students. The Alt School budget is from a different fund.

Medicaid budgeting was also clarified by Ms. Taylor and Dr. Arbour.

Dr. Arbour summarized new staff request changes from the last meeting. DEOP and DPA additional days were moved up in the priority list as was the stipend for Project SEARCH and Robotics. Additional special education coordinator days were also moved up in the priority list as well as teacher induction stipends.

Items that were removed included one elementary teacher, one part time art teacher, one 5<sup>th</sup> grade paraprofessional. One elementary counselor was removed, but Dr. Arbour explained that this position and reduction may be revisited.

Ms. Russell commented that if a position has been eliminated, it would be helpful to remove from the list. Adding dates to the pages was also requested.

Ms. Taylor stated the amount of expenses over revenue at this point is \$598,018.

Ms. Andrews Parker stated that the budget is 6.7% over on the expense side. Ms. Taylor confirmed and added that there is a 5.53% increase on the revenue side which is a variance of 1.2%

Ms. Russell stated that there are two options for continuing budget work. The first would be to advise the administrators and Dr. Arbour which positions they would like to see eliminated or prioritized and the second would be to provide a number that the Board would like to see cut from the budget and request that the administrators cut them. She reiterated that her biggest concern is with sustainability of new positions. She would be more comfortable if the amount over was in the area of \$300,000.

Mr. Holt asked if non personnel related costs were addressed to which Dr. Arbour responded that they have been reviewed, but there is still more work to be done regarding additional reductions. He added that he agrees with the \$300,000 amount and trusts the leadership team to make further reductions.

Dr. Arbour commented that she would be looking to keep the budget a little tighter in the \$100,000- \$150,000 range.



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #3
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, February 1, 2016</b>
Meeting Time:	<b>6:30 P.M.</b>

Betsey Andrews Parker moved, Carolyn Mebert seconded to reduce the proposed variance increase as presented (\$598,018) by \$400,000 which would bring the total budget to \$53,363,800.

Dr. Mebert agreed that this is a reasonable approach but she is still mildly opposed to the tax cap. She would like to have a conversation with the City Council regarding the history of the declining allocation of tax dollars to the school district, even though she realizes that this won't be able to occur before the budget is due.

Ms. Russell feels the number is reasonable considering there are still a number of unknowns.

Dr. Arbour commented that the numbers will shift even after the budget has been given to the City Council. She stated she will work with the Board to make decisions.

Ms. Russell noted that the District is still moving forward even though reductions need to be made from the requests and this is positive for the District.

Ms. Morrison agreed that the Board should trust the leadership team.

Mr. Holt asked Dr. Arbour if the ESL compliance has been taken into account when reducing positions. Dr. Arbour responded that it has, but the problem will not be completely fixed. The state will monitor the situation and see that the District is moving in the right direction so there should not be repercussions.

Special education positions are also needed for compliance.

Ms. Andrews Parker amended her motion to add the inclusion of an ESOL teacher. Dr. Mebert agreed.

Dr. Mebert commented that the State has guidelines, but cannot make requirements since they do not fund them. Districts can only fund as many as there are resources

Betsey Andrews Parker moved, Carolyn Mebert seconded to reduce proposed variance increase as presented (\$598,018) by \$400,000, including an ESL teacher which would bring the total to \$53,363,800. An oral **VOTE PASSED 6/0**.

**F. SCHOOL BOARD MATTERS OF INTEREST:**

**G. ADJOURNMENT:**

Carolyn Mebert moved, Matt Lahr seconded to adjourn the special session at 8:00 pm. An oral **VOTE PASSED 6/0**.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #3
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, February 1, 2016</b>
Meeting Time:	<b>6:30 P.M.</b>

Respectfully submitted,  
Robin LaFleur, Recording Secretary