



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #2  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Thursday, February 11, 2016**  
Meeting Time: **7:00 pm**

**A. CALL TO ORDER:** Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Thursday, February 11, 2016 at 7:02 p.m. in the McConnell Center Media Center.

**B. ROLL CALL:** Present were Amanda Russell, Kathy Morrison, Keith Holt, Matt Lahr, Carolyn Mebert and Michelle Muffett-Lipinski. Betsey Andrews Parker was excused.

Also present were: Superintendent Elaine Arbour, DHS Principal Peter Driscoll, CIA Director Paula Glynn, GES Principal Beth Dunton, WPS Principal Patrick Boodey, Technology Director Jeffrey Myers. DMS Principal Kim Lyndes, Fosters.

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

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

**E. AGENDA APPROVAL:** Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the agenda with changes including moving L.b and M.a to directly after the agenda approval. An oral vote to approve the agenda as amended **PASSED 6/0**.

**L. b. DHS/CTC JBC Update—moved up in the agenda.**

Tina Stanislaski from HMFH Architects reviewed documents with the Board showing an updated site plan for the DHS/CTC project. More information can be viewed on:  
<http://www.dover.nh.gov/government/city-operations/public-education/high-school-project/index.html>.

Mr. Holt asked if specific areas would be able to be closed separately for community use to which Ms. Stanislaski responded in the affirmative that certain zones will be able to be closed for public use.

Mr. Lahr asked if the entire building would be handicap accessible. Ms. Stanislaski responded that there will be two elevators and the building will be fully accessible.

Dr. Arbour provided next steps which included scheduling another meeting for the Board to approve plans and specifications. More information with detail specs will be provided to the Board and a meeting will most likely be scheduled on March 21.

**M. a. Youth Risk Behavior Study—moved up in the agenda.**

Vicki Hebert of the Dover Police Department and DHS Dean of Students Kim Stephens provided an overview on the data received from the March 2015 for DMS and March 2014 for DHS. Update DHS data should be received soon and will be shared with the Board. Ms. Hebert reminded the Board that data from this report represents the community and not only the School District.



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Dover surveys every year. A home grown survey is given in even years and the YRBS is given in odd years.

Ms. Hebert commented that parents are able to opt-out of the process. She added that typically a handful of parents make the choice to opt out of the survey.

Ms. Muffett-Lipinski asked for the difference between the two surveys to which Ms. Hebert responded that the home grown survey allows Dover to ask whatever they would like asked and the YRBS provides the questions and is more specific. Ms. Stephens added that teachers, guidance and others request data so that it can be used with curriculum.

Dr. Mebert commented that if something specific is found in the data it is shared with administration. Mr. Driscoll added that the data has helped Community Partners to become involved in the school.

Mr. Holt asked who has access to the data. He Ms. Hebert responded that anyone can request this data from the survey committee. Mr. Holt stressed that this information should be shared so that people can see it and begin to talk about it. Dr. Mebert added that in the past, mailers have been sent to homes.

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve going forward with the administering of the 2016 Youth Risk Behavior Survey. An oral **VOTE PASSED 6/0**.

### F. APPROVAL OF MINUTES:

1. Organizational Meeting, January 4, 2016
2. Budget Workshop #1, January 5, 2016
3. Public Meeting to enter Nonpublic Meeting #1, January 6, 2016
4. Regular Meeting #1, January 11, 2016
5. Public Meeting to enter Nonpublic Discipline Hearing #1, January 14, 2016
6. Special Session #1, January 19, 2016
7. Special Session #2, January 25, 2016

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded approval of the minutes. An oral **VOTE PASSED 6/0**.

### G. CONSENT AGENDA

1. **Correspondence:** none
2. **Resignations/Retirements:**
3. **Leaves of Absence:**
  - a. Caitlin Tenney-DHS Biology
4. **Nominations:** none
5. **Extended Travel (Student Trips):**
  - a. Winterguard Trip to International Eastern Championships in New Jersey-  
Final Approval



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b. Cosmetology Students to International Beauty Show in NYC-Final Approval

**6. Donations: none**

Michelle Muffett-Lipinski, Keith Holt seconded to approve the Consent Agenda. An oral **VOTE PASSED 6/0.**

**H. STUDENT REPRESENTATIVE REPORT:** There was no student representative report given.

**I. POLICY-CHANGES-PROPOSALS: None**

**J. POLICY ADOPTION:**

**a. JBAB—Transgender and Gender Nonconforming**

Michelle Muffett-Lipinski moved, Keith Holt seconded to approve policy JBAB.

Dr. Mebert asked why student graduation gowns are two different colors for males and females. She suggested using one color only to reduce stress for some students. Ms. Russell noted that it may be just from tradition.

Mr. Driscoll commented that administration is currently talking with students about this topic. He feels that students are more in tune than adults regarding these issues. They are now trying to determine how students will be grouped for graduation and one possibility would be to have them in alphabetical order. There will be more to follow on this.

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

**b. JBAB-R—Transgender and Gender Nonconforming Procedures**

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve policy JBAB-R.

Ms. Russell commented that she had responded to an email that all Board members had received. She clarified that this is not an IEP or 504, but should be taken into consideration if a student has either one.

Discussion ensued about the following language in the procedural portion of the policy: “The school may request documentation from medical providers or other service providers as necessary to assist staff in developing a plan appropriate for the student.”

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve JBAB-R with Roman numeral three, number 4 stricken (language above). An oral **VOTE PASSED 6/0.**



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### K. RESOLUTIONS:

#### a. Garrison School JBC Formation

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the resolution for the Garrison School Joint Building Committee with Betsey Andrews Parker and Keith Holt as the members from the School Board. An oral **VOTE PASSED 6/0**.

Ms. Russell commented that she believes there may be a community member interested, but would still like anyone interested to contact her since there is no definite community member at this time.

#### b. Certificate of Authorizing Resolution

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to move the Certificate of Authorizing Resolution to the next meeting. An oral **VOTE PASSED 6/0**.

### L. OLD BUSINESS:

#### a. Budget Discussion/Adoption

Dr. Arbour presented a PowerPoint highlighting the FY17 budget. The PowerPoint included School Board priorities and accomplishments, a budget summary, debt information, budget drivers, budget unknowns, positions that remain in the budget and others that were not able to be included, and a list of priorities that were addressed in FY16, FY17 and priorities that were not able to be addressed.

Dr. Arbour explained the reason for withdrawing and adding to capital reserves. She stated that for consistency the City requests that we continue to add to Capital Reserves even when withdrawals are necessary.

Dr. Arbour confirmed that steps for DTU members have been added to the budget. She also stated that some items such as extra NJROTC and CTC liaison days may be able to be funded with savings from FY16 even though they had been removed from the budget.

Additional elementary teachers were not kept in the budget, but Dr. Arbour explained that if an additional teacher is needed due to high enrollment, funding will be found within the budget. This would need to happen no later than the beginning of August.

The Facilities Coordinator was increased to full time with funding coming from the facilities fund.

Dr. Arbour stated that there are increased professional development funds in the budget.



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Dr. Mebert asked how much is funded for strategic planning in the first year. Dr. Arbour responded that there is nothing specifically budgeted, but is hopeful that remaining funds from FY16 will be able to be used for funding this.

Dr. Arbour commented that the Board should be considering a strategic funding decision and what direction they would like to take. Typically proposals for strategic planning are in the area of \$15,000-\$20,000.

Ms. Muffett-Lipinski asked for clarification on the funding of ESL to which Dr. Arbour responded that additional ESL teachers will most likely be requested in the next few years. She also clarified that the only adequacy that is included in the budget is what the State has instructed the District to plan on.

Ms. Muffett-Lipinski asked Dr. Arbour if we will be in compliance with ESL with what was added to the FY17 budget. Dr. Arbour responded that many of the tasks of the PPS Director and the Student Services Director will directly impact student programs and will help with compliance issues. With the addition of the Student Services Director, the PPS Director will be able to spend more time focusing on compliance and other issues.

Ms. Russell reviewed the process for presenting the budget to the City Manager. The total operating budget number is 62,046,336.00. There is an additional \$2.9 in additional high school debt and the debt is outside of the tax cap.

Dr. Mebert asked what would happen to debt if there is no money from the NH adequacy settlement. Dr. Arbour responded that it would be adjusted from local tax rates. The City ultimately approves the full amount of the project and is responsible for funding the project so the tax rate would be impacted if necessary.

Dr. Mebert noted that there would be a slim chance of the City receiving adequacy in this year. Dr. Arbour added that she believes the interest rate will be lower than the estimated 4% and would allow for savings.

Dr. Arbour reviewed funds that are being withdrawn from Capital Reserves: \$135,000 for curriculum, \$100,000 for technology, nothing from athletics, unsure about facilities capital reserve transfer. The curriculum withdrawal will be used for books and new adoptions.

Dr. Arbour would like to continue the habit of budgeting for curriculum materials on an annual basis. It should not be something that should be sacrificed and this is a positive step. Ms. Russell stated that in the past few years, curriculum funding has been reduced.

Ms. Muffett-Lipinski asked if there is anything else that may be out of compliance with this budget. Dr. Arbour responded that her biggest concern is with the Assistant Student Services Director position since this position affects students. She added that Horne Street is a bit above 500 students and they should have an additional guidance counselor. Ms. Muffett-Lipinski asked if it would make more sense to add a counselor to Horne Street and wait on the Garrison Dean of Students since they are not out of compliance. Dr. Arbour commented that



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the difference in impact is more noticeable at Garrison and Horne Street is only a very few students above the limit and this number fluctuates. The state is aware of the enrollment number at HSS.

Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve the FY17 Dover School District budget in the amount of \$62,046,336.

Mr. Holt expressed his appreciation to the administration and others for getting to this point. He added that he still has concerns about the figure, but noted that it represents what is appropriate and needed for the District.

Ms. Morrison thanked Dr. Arbour and Ms. Taylor for the clear documents.

Ms. Russell commented that there are still many moving numbers and once they are all determined, the gap may be closer than it is at this point. The Board should have a plan to know where to spend money if there turns out to be additional funds. She also thanked Dr. Arbour, Ms. Taylor and the entire Administrative team for their efforts.

Dr. Mebert commented that there are still many items in the "Not In" list so there should be no problem spending additional money if it is available.

A roll call **VOTE PASSED 6/0.**

**b. DHS.CTC JBC Update—moved up in agenda.**

### **M. NEW BUSINESS**

**a. Youth Risk Behavior Study—moved up in agenda.**

**b. Strategic Planning RFQ Draft**

Dr. Arbour reviewed the documents associated with the Strategic Planning RFQ draft and stated that she wants to make sure that it meets the needs of the Board. She noted that a start-stop conversation needs to be a part of a bigger conversation.

Ms. Muffett-Lipinski requested additional time to review the documents. Dr. Arbour commented that it could affect the timing of her evaluation, but added that she would prefer that it be done well than the effect that it has on her evaluation.

Mr. Holt commented that he has suggestions and recommendations on the RFQ but believes that this wouldn't be the forum for addressing them.

Michelle Muffett-Lipinski moved, Matt Lahr seconded to send out the RFQ for strategic planning. An oral **VOTE FAILED 0/6 (all opposed).**



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Michelle Muffett-Lipinski moved, Keith Holt seconded to table the Draft RFQ until the March 14 School Board meeting. An oral **VOTE PASSED 6/0**.

Board members should email recommendations and feedback to Dr. Arbour no later than March 4. She added that cost portion of the proposal will be taken out since this is a no cost RFQ.

The RFQ will allow someone to be chosen based on qualifications and they are not required to take the lowest bid.

### **c. Job Description—Secondary Academic Coordinator**

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approved the Secondary Academic Coordinator Job Description. An oral **VOTE PASSED 6/0**.

### **d. Job Description—Pupil Personnel Services Director Job Description**

Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve the Pupil Personnel Services Director and Assistant Student Services Director Job Descriptions. An oral **VOTE PASSED 6/0**.

### **e. Job Description—Assistant Student Services Director—see above**

### **f. Job Description—Lead Systems Administrator**

Dr. Arbour requested that this position be approved at this meeting since the intent is to fill the position soon. Director of Technology Jeffrey Myers explained the position, stating that the person would be responsible for the server and network. During this gap time, the duties have been taken care of by Neoscope and Building Technology Coordinator Cheryl Black.

Keith Holt moved, Michelle Muffett-Lipinski seconded to approve the Lead Systems Administrator Job Description. An oral **VOTE PASSED 6/0**.

### **g. City Expenditure Report Discussion**

Ms. Taylor reviewed the document and stated that she included it in this packet since it was also being addressed by the City Council at their next meeting and she wanted the Board to be aware of its meaning. At the time of the document, the IDEA grant had not been approved. There is currently \$1.1 million available instead of being in the negative.

### **h. January Condition of Accounts**

Ms. Taylor reviewed the January Condition of Accounts and highlighted areas. She stated that she has asked all schools to review their budgets and encumber any funds they know of by



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March 11. This will let Ms. Taylor know of potential end of year available funds. The two large items that may need to be purchased are a hot water heater at DMS and a dishwasher at Garrison School. Other one time purchases will be discussed at the March meeting.

### **N. SUBMISSION AND PAYMENT OF BILLS:**

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #16-H in the amount of \$3,241,287.14 for FY16 and \$1,170.56 for FY15 for a total of \$3,242,458.70 for the period of January 12-February 8. A roll call **VOTE PASSED 6/0.**

**O. SUPERINTENDENT'S REPORT:** Dr. Arbour highlighted areas of her report which is archived with these minutes. In addition, she thanked the City Council for approving reprogramming of funds from past school CIP projects to fund a condition study and design work for Garrison School. Dr. Arbour also thanked Melissa Glidden, Vicki Bram, and Mike Gillis for their efforts in completing and submitting the XQ Super School project grant for the DHS/CTC project.

### **P. COMMITTEE REPORTS:**

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

Dr. Mebert stated that she had heard from a citizen requesting to rename Horne Street School in honor of Doris Grady.

Mr. Holt commended Youth to Youth for presenting on E-cigarettes to the City Council. These are no longer acceptable on school property.

Ms. Muffett-Lipinski commended and thanked the 42 participants, including Peter Wotton on participating in the Polar Plunge.

**R. ADJOURNMENT:** Michelle Muffett-Lipinski moved, Keith Holt seconded adjourning the meeting at 9:27 pm. An oral **VOTE PASSED 6/0.**