



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #3
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, March 14, 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 Monday, March 14, 2016 at 7:00 p.m. in the McConnell Center Media Center.

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

Also present were: Superintendent Elaine Arbour, Business Administrator Karen Taylor, DHS Principal Peter Driscoll, CIA Director Paula Glynn, GES Principal Beth Dunton, WPS Principal Patrick Boodey, HSS Principal Mike McKenney, CTC Director Louise Paradis, Technology Director Jeffrey Myers, DMS Principal Kim Lyndes, Facilities Director Jeff White, DALC Executive Director Deanna Strand, citizens, Fosters.

C. PLEDGE OF ALLEGIANCE: Michelle Muffett-Lipinski led the Pledge of Allegiance.

D. CITIZENS' FORUM: Karen Duffy, Middle Rd, addressed the Board sharing information on SEED (Seacoast Educational Endowment for Dover) and informing Board members of activities and grants provided to teachers by SEED.

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

F. APPROVAL OF MINUTES:

1. Special Session #3, February 1, 2016
2. Regular Meeting #3, February 11, 2016

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

G. CONSENT AGENDA

- 1. Correspondence:**
 - a. Granite State Open Bodybuilding Championship
- 2. Resignations/Retirements:**
 - a. Nathan Poland-DHS CTC Electrical Teacher
 - b. Agatha Cote,-DHS Special Educator
- 3. Leaves of Absence: none**
- 4. Nominations: none**
- 5. Extended Travel (Student Trips):**
 - a. Global Student Leadership Summit top Italy-Preliminary Approval
 - b. DHS World Language Trip to Italy-Final Approval
 - c. DHS World Language Trip to Spain-Final Approval
 - d. DHS World Arts Club Trip to MASS MoCa-Final Approval
 - e. DHS Science Trip to Belize-Final Approval
- 6. Donations: none**



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Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to remove 5.a-5.e. from the consent agenda for discussion. An oral **VOTE PASSED 6/0**.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the remaining consent agenda. An oral **VOTE PASSED 6/0**.

Ms. Andrews Parker requested that a summary page be used for extended trips requiring a final approval. This would eliminate duplicate material that is sent for preliminary approval. A template will be used for future meetings that will include student/teacher ratio, cost, number of students participating, and itinerary.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve items 5.a-5.e. An oral **VOTE PASSED 5/0 (Mebert abstained)**.

Dr. Mebert stated her hope for all students, regardless of financial situation, to be able to participate in trips. She would like to see more fundraising done so that trips are available to all.

H. STUDENT REPRESENTATIVE REPORT: Mr. Provencal-Fogarty shared a social media survey that was given to seniors requesting their plans for after graduation and preparedness by DHS for after high school plans. 80 students participated in answering the 5 questions asked. Results included a desire for more education for students on financial aid and financing college. It also showed that 65% stated that they were not prepared to apply to college and 60% were not prepared to take the SAT or ACT tests as of junior year. 25% felt that the Guidance Department provided great assistance in applying to college and many others felt that some assistance was provided by the Guidance Department.

Mr. Provencal-Fogarty expressed appreciation for the help that retiring English teacher Marcia Goodnow gave to students in the form of after school programs for help with the Common Application. He added that students not attending college could also benefit from programs that help build a resume.

M. a. Dover Shockwave Robotics Team Presentation—Moved up in Agenda

Students from the DHS Shockwave Robotics Team presented information on their activity. They prepare up to 50 extra hours per week for 6 weeks for the First Robotics Competition (FRC) that is held annually. A challenge is offered to students all over the world where students perform all of the work from design to build. They are supported by local businesses and internships from organizations have been provided to students as well. There are approximately 30 students in the club. This group is also trying to promote STEM in the community and also work with middle school students. They explained that this group allows them to bridge the gap of what they are learning in school and the real world.

Funding comes from grants given by organizations such as NASA and PNSY in addition to fundraising. Students are not asked to pay for their participation. The cost is approximately \$13,000-\$15,000. The DHS team has also helped others teams in the area to expand.



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Mr. Faulkner is the unpaid advisor for this group and the students commended him and stated their appreciation for his time.

L. a. STEAM Update—Moved Up in Agenda

Fran Meffen provided an update on STEAM. She stated that she has met with Dr. Arbour and the leadership team and plans on meeting again with them. The purpose of the meetings was to address the adoption and to make sure that the roll out of the plan fits with the district plan. She continued to say that project-based learning is everywhere in the schools.

Professional Development is being reviewed at this time and Ms. Meffen will also be meeting with Ms. Glynn and Ms. Sherman. At the K-5 level, Ms. Meffen invited the School Board to the opening of the Steam Innovation Lab.

Fundraising is ongoing and a grant from NEA-NH has been submitted. Businesses are being solicited for funds and UNH is also a great partner to the program.

Ms. Muffett-Lipinski asked how teachers are chosen for the special programs to which Ms. Meffen stated that Dr. Arbour and Principal Lyndes would help in the selection of teachers. Dr. Arbour added that she has asked the leadership team for assistance with selection criteria. Ms. Meffen commented that the goal would be master teachers who could mentor others.

Dr. Mebert stated that students who are not part of the STEAM academy are not at a disadvantage since they are still getting the usual education which is also very good. The study will show if STEAM makes an actual difference. She is hopeful there will be great results, but added that Dover is already providing students with a great education.

Dr. Arbour reminded that there is already in existence an after-school STEAM Academy which is available to all students.

M. b. College Success Partnership—Moved Up in Agenda

DALC Executive Director Deanna Strand shared information on the College Success Partnership which is a program for college transition between Seacoast Adult Learning Centers and Great Bay Community College. This is a program that increases completion rates of people testing into developmental education. GBCC has stopped offering the lowest level of these classes which makes this more affordable for students since they would be able to take these courses at adult learning centers. Classes are offered at adult centers in Exeter, Dover, Portsmouth and Rochester.

The goal is for students to transition fully to community college system.

I. POLICY-CHANGES-PROPOSALS: None

J. POLICY ADOPTION: None



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K. RESOLUTIONS:

a. Garrison School JBC Community Member Addition

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

Ms. Russell reminded that there are many ways for community members to serve the schools if interested.

b. Certificate of Authorizing Resolution

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to authorize Karen Taylor as Business Administrator to execute and deliver to HealthTrust, on behalf of SAU#11, the Application and Membership Agreement in substantially the form presented to this meeting. An oral **VOTE PASSED 6/0**.

L. OLD BUSINESS:

a. STEAM Update—Moved up in Agenda

b. Strategic Planning RFP

Dr. Arbour reviewed the Strategic Planning RFP and stated that she had received feedback and incorporated it in to the document. Some of the dates may need to be changed and there may be the need for a meeting on April 18 to approve the bid.

Dr. Mebert commented that she doesn't see the need to hire an outside consultant since many of the administrators are capable and have talent in this area. She expressed reluctance for spending up to \$25,000 on a strategic plan and much of the information could be determined from data that already exists.

Ms. Russell stated that there is limited administrative staff and this would be one more task to their already full list of duties. Ms. Morrison agreed with Ms. Russell adding that they have been trying for years to get a strategic plan and she would support it.

Dr. Mebert added that she has experience with strategic plan and would like to determine first what is going well and what is not. There is mostly likely much of this information available already.

c. Budget Discussion/Adoption



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Business Administrator Karen Taylor distributed documents regarding an error made in the FY17 budget. She apologized for the error and explained the issue which doubled certain revenue amounts.

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded to approve the FY17 Dover School District as amended. A roll call **VOTE PASSED 6/0.**

M. NEW BUSINESS

a. Dover Shockwave Robotics Team Presentation—moved up in agenda.

b. College Success Partnership—moved up in agenda

c. DFSA School Board Liaison

Dr. Arbour asked for a representative of the School Board to be the DFSA liaison. This person would be asked to attend monthly meetings. An email will be sent to Board members with the schedule of meetings so that an informed decision can be made. If interested, Robin LaFleur should be contacted.

d. Job Description—Technology Analyst

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the Technology Analyst and Technology Integrator job descriptions. An oral **VOTE PASSED 6/0.**

e. Job Description—Technology Integrator

See above

f. Bid Award—Design Engineering Services for Hot Water System Project at DMS

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to award the bid for design services for the DMS hot water system project top Harriman. A roll call **VOTE PASSED 6/0.**

Jeff White commented that Harriman's costs may have been lower since they had done the original work at the school and already had plans.

g. DHS Graduation Date Approval

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the DHS graduation date of June 15. An oral **VOTE PASSED 6/0.**

Mr. Driscoll commented that the date is set in consultation with Somersworth High School so that costs to use the Whittemore Center at UNH can be shared.



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Ms. Russell added that it has been nice to hold the graduation at UNH since everyone is able to attend since space is not an issue.

Mr. Driscoll added that the students and staff are discussing options for gown colors and the process for marching, but this would most likely not occur until 2017.

h. February Condition of Accounts

Ms. Taylor reviewed the February Condition of Accounts and highlighted areas. She stated that the IDEA grant was approved and is included in this report. There are some utility areas that will need to be cleaned up and she will do so prior to the next meeting. Administrators have encumbered all funds as of March 11 which was helpful. The final number will be close to what she has estimated to date. Food service budget is being watched very carefully. Commodities and fresh fruit were higher than expected.

N. SUBMISSION AND PAYMENT OF BILLS:

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to direct the Superintendent to pay manifest #16-I in the amount of \$3,404,103.98 for FY16 and \$2,921.00 for FY15 for a total of \$3,407,024.98 for the period of February 9-March 14. A roll call **VOTE PASSED 6/0**.

O. SUPERINTENDENT'S REPORT: Dr. Arbour reported that SAT's finished at DHS last week and went very well with a 95-96% completion. Students seemed to take this test very seriously. She thanked Emily Sherman for her efforts.

Smarter Balanced testing will begin next week.

March is Music in the Schools month and people should watch for events.

Brandy Barshaw from WPS was awarded the Thad Mandsager award.

DFSA is hosting workshops for families. Information can be found at doverfamilyalliance.org

Destination Imagination competitions were held at DMS and HSS recently. All teams did well and the District is proud of them all. A few teams will be going to the State competition.

DHS Winterguard and Percussion Ensemble participated in an event hosted by Dover recently. The Winterguard placed first as they have done many times in the past and the percussion ensemble also did a great job.

WPS will be hosting a Lip Sync contest on Thursday, March 17. It is sure to be fun for all.

Science NECAP tests will be held in May.



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Dr. Mebert asked if it was thought that more students would apply to college since the SAT was taken while in school. Dr. Arbour believed that it will raise awareness and possibly increase applications.

Mr. Driscoll added that he believed that it did raise awareness for 4-year colleges. There will be a group going to DHS next year to help with the application process.

P. COMMITTEE REPORTS:

Ms. Russell stated that the JBC has reviewed the more detailed permit plans and they would be available after 3/15 online. She added that the XQ Superschool Project grant was submitted and they are awaiting the outcome which should come by April 1. The committee is still researching resurfacing and repair of the track. Due to the mild winter, it may not need to be rebuilt. The track may be delayed for one year until spring of 2017 to be done in conjunction with the turf field. The committee is researching “cool play” material for the track which will reduce the odor and provide greater cushion.

Q. SCHOOL BOARD MATTERS OF INTEREST:

The Special Session to approve DHS/CTC plans will be held at 6:00 pm due to a concert being held at 7:00 at DHS.

Ms. Andrews Parker requested that school start-stop times be added to the next School Board agenda.

Ms. Russell stated that she attended the Destination Imagination competitions and was impressed with the work of the students. There is no adult input on these projects with all planning and work is completed by the students.

Ms. Muffett-Lipinski commended 44 NHIAA scholar athletes from DHS that were honored in Concord. Kiernan Lombard was honored as well as Dan Casey as Coach of the Year.

R. ADJOURNMENT: Michelle Muffett-Lipinski moved, Carolyn Mebert seconded adjourning the meeting at 8:45 pm. An oral **VOTE PASSED 6/0.**