



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #4
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, April 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 Monday, April 11, 2016 at 7:06 p.m. in the McConnell Center Media Center.

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

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

C. PLEDGE OF ALLEGIANCE: Matt Lahr led the Pledge of Allegiance.

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

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the agenda with changes including moving L.b, M.a., and M. b to directly after the Consent Agenda. An oral vote to approve the agenda as amended **PASSED 7/0**.

F. APPROVAL OF MINUTES:

1. Workshop #2, March 14, 2016
2. Regular Session #3, March 14, 2016
3. Special Session #4, March 21, 2016

Michelle Muffett-Lipinski moved, Matt Lahr seconded approval of the minutes. An oral **VOTE PASSED 7/0**.

G. CONSENT AGENDA

1. **Correspondence:** none
2. **Resignations/Retirements:**
 - a. Dave Bennett—DHS Dean of Students
3. **Leaves of Absence:**
 - a. Stacey Kostis-DHS Spanish
 - b. Ashley Powers-WPS Grade 2 Teacher
 - c. Jillian Cote-HSS Special Educator
5. **Nominations:**
 - a. Sheet 1: Nomination and Election of Teachers
6. **Extended Travel (Student Trips):**
 - a. DMS Washington, DC Trip—Final Approval
7. **Donations**

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to pull 3.a. and 3.b for discussion and approve the rest of the consent agenda. An oral **VOTE PASSED 7/0**.

Ms. Muffett-Lipinski congratulated Mr. Bennett on his retirement and commended him for his work at Dover High School.



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Dr. Arbour referred to the provision in the DTU Master Agreement noting that it would be the decision of the School Board to approve a second year leave of absence. She stated that she does not support extending leaves of absence for more than a year since it becomes a hardship for the District when trying to build a stable workforce. It was determined that sometimes the pool of applicants is not as good as what would be received for a permanent position.

Ms. Muffett-Lipinski and Mr. Holt asked for the history of approving leaves of absence for a second year. 12-15 two year leaves of absences have been approved over the past 9 or 10 years. There have also been elementary level job shares in the past. Some return after the leaves of absence and others resign after their leaves.

Dr. Mebert commented that in a large study it was determined that student mobility was more important than teacher mobility. She doesn't recall negative repercussions from job shares or extensions of leave and added that discussions with principals may be helpful. Others agreed that input from administrators may be helpful.

Ms. Russell commented that it may be disruptive to other staff members since teachers returning from leave may need to be updated on curriculum changes and other changes made during their time away.

Ms. Andrews Parker commented that the District has been generous with leave and the Board wants to support families.

Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve items 3.a and 3.b. but in the future, approval will be contingent on extenuating circumstances. There will also be more discussion at a later date on this subject. An oral **VOTE PASSED 7/0**.

L. b. DHS Youth Risk Behavior Survey Results—Moved up in Agenda

Ms. Hebert and Ms. Stephens presented results from the DHS Youth Risk Behavior Study. She reminded that this is a community survey and not limited to Dover High School.

M. a. Camp Beyond—Moved Up in Agenda

First Grade WPS Teacher Kelly Gennett presented information on her summer enrichment program, Camp Beyond. This is the 4th year of the program designed for students entering grades 1-4. She shared curriculum, financial information and feedback from families about this program. She added that scholarships through SEED, PTO and homeless student funds are provided for students who are unable to attend due to financial constraints. The hours of Camp Beyond are Monday through Thursday 8:30-11:30 and the times are the same as summer school so that students are able to receive breakfast and lunch and so that they will have a nurse available. There is a cap of 20 students for each class if there are two teachers.

M. b. Café Services Update—Moved Up in Agenda



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Café Services Director Chris Faro updated the Board on a new opportunity for WPS to participate in the community eligibility program. This will be included in the Café Services contract that will be presented in the next few months. The current process is for the District to receive all revenue, Café Services pays expenses and the District, in turn, pays café services. In the past two years, School District has received more revenue than has been paid to Café Services. A surplus of \$50,000-\$60,000 has been received in each of the past two years which can only be used for food service programs. WPS eligibility has increased by 5% and made the program more viable. A projection of \$40,000 surplus is projected for FY17. There will ultimately be a level funded food service program. Lunch price increases are not anticipated for the 2016-2017 school year.

H. STUDENT REPRESENTATIVE REPORT: Mr. Provencal-Fogarty was excused from this meeting.

I. POLICY-CHANGES-PROPOSALS:

Ms. Andrews Parker was excused briefly from the meeting at approximately 7:50.

a. GCBD—Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules

Ms. Russell commented that the changes outlined in the draft policy will make it more concise. Ms. Muffett-Lipinski suggested reviewing the parental leave provision in this policy. Ms. Russell agreed and commented that leave across the District should be reviewed for consistency.

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to table the policy for a second reading at the May School Board meeting. An oral **VOTE PASSED 6/0**.

J.POLICY ADOPTION: None

K. RESOLUTIONS:

a. Authorized Signature

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the Authorized Signature resolution granting Interim Business Administrator Libby Simmons authorization to sign all federal and state grant applications. An oral **VOTE PASSED 6/0**.

L. OLD BUSINESS:

a. DFSA School Board Liaison

Matt Lahr was selected as the School Board liaison to Dover Family School Alliance (DFSA).

b. DHS Youth Risk Behavior Survey Results—moved up in agenda



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c. Start-Stop Times Update

Dr. Arbour reviewed three options for changes in start-stop times. The options were provided after discussion with a group of administrators, along with Dr. Arbour. Budget costs are a limiting factor and would make a change difficult. The DTU President is aware of the options and would like more discussion on the options. Dr. Arbour stated she is not recommending changes at this time but asked that the options be incorporated in a broader discussion that would include neighboring communities and community members since daycare issues may be a concern for families as well as daycare providers. The work day would be shifted for teachers, but time would not be added to the day.

Mr. Holt stated that research shows later start time is beneficial for middle and high schools and agreed that Dover needs to have a seat at the table and be part of the discussion.

Ms. Russell added that an Oyster River School Board member has reached out to her and she also agrees that it should be a more global decision. Barrington and Nottingham would also need to be part of the conversation.

Dr. Mebert commented that research needs to be reviewed carefully since it is a very complex issue. Much of the research has been done in residential schools where there is more control.

Ms. Muffett-Lipinski agrees that they should all be reviewed and the District needs to see how resources are allocated and costs of options.

Ms. Russell added that financial effects on families should also to be considered.

M. NEW BUSINESS

a. Camp Beyond—moved up in agenda.

b. Café Services Update—moved up in agenda

c. Trips Abroad Update

DHS Principal Peter Driscoll stated a meeting was held on March 31 with parents of students who are traveling abroad in April. The purpose of this meeting was to discuss security, safety and how to prepare for these trips. The Belize trip focused more on how to pack for a trip that included camping. The Spain and Italy trips focused on personal safety, passport safety, general travel safety, health safety, etc. Crisis Management team was shared with parents also. This includes representatives in all areas where students are traveling. Parents were supportive of the trips and chaperones.

Ms. Andrews Parker returned to the meeting at approximately 8:20.

d. Bid Award—Art, Health, Instructional and Office Supplies



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Dr. Arbour summarized the reason for the bid which was dissolution of the consortium of which Dover was a member. Since Dover is a large district, we are more able to find lower prices. Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to award the bids for Art, Health, Instructional and Office Supplies. A roll call **VOTE PASSED 7/0.**

N. SUBMISSION AND PAYMENT OF BILLS:

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #16-J in the amount of \$2,837,662.96 for FY16 and \$5,000.00 for FY15 for a total of \$2,837,662.96 for the period of March 15-April 11. A roll call **VOTE PASSED 7/0.**

O. SUPERINTENDENT'S REPORT: Dr. Arbour reported on the following topics:

1. The Dover High School Drama Club presented Legally Blonde on March 18, 19 and 20. It was a huge success with over 40 on-stage performers. Many thanks going to Director Marge Mersereau, Choreographer Stacey Kostis and Music Director Jim Butka. Congratulations to everyone involved whether in performance roles or backstage support.
2. Dover Middle School Drama Club performed My Son Pinocchio Jr. over the weekend with over 200 students and adults involved in putting on this amazing show. Thank you to Jeff Leaf and his crew for their efforts and congratulations to all the students for all of their hard work over the past few months.
3. There will be a STEAM Academy Showcase on Thursday from 6-7 pm at DMS. Parents are invited to visit a variety of programs and to see this session's students in action.
4. Congratulations to 5th grade DMS students for graduating from DARE last week.
5. The School Budget hearing will take place on Wednesday night at 7:00 pm at City Hall. Any Dover resident interested in making a public comment to the City Council is invited to do so.
6. ED Camp took place at Dover Middle School on Friday's Workshop Day. There were some great sessions that were determined based on the needs and interests of the staff. This was an opportunity to share ideas with peers and was an overwhelming success. Thank you to Beth Dunton and Paula Glynn for organizing ED Camp for the district.
7. The 3rd annual Children's Fair was held on Saturday and hosted by DHS Interact Club.



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8. Smarter Balanced Testing was completed at elementary schools and will begin at Dover Middle School tomorrow and will continue for the next 4 weeks. Remember to have your student get a good night's sleep and a good breakfast.
9. All schools and offices will be closed on Monday, April 25. Spring Recess will be April 25-April 29.
10. Reminder: Kindergarten and First Grade registration for next fall is ongoing at the elementary schools. Please contact your school to make an appointment to register if you have not done so already.
11. The Joint Building Committee for Dover High School and Career & Technical Center continues to hold public meetings about the design and scope of the project. Information about the project can be found on the City's website at <http://www.dover.nh.gov/government/city-operations/public-education/high-school-project/index.html>. Thank you for all you do to live our mission to *educate every child, every day*. Please feel free to contact me with any questions or comments (e.arbour@dover.k12.nh.us). The Garrison Elementary School JBC has just starting meeting. RFQ's will be reviewed in the next few weeks.
12. The City will test water in each of the Dover schools. The cost is minimal and we are hopeful that testing will occur during April Spring Recess.

P. COMMITTEE REPORTS:

Ms. Andrews Parker summarized the first two meetings of the Garrison JBC. The committee will meet on April 21 to select the top candidates who will be interviewed on April 28th.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Mr. Holt commended students for their great work in the recent DMS theatrical production. He is hopeful that the students will continue to be involved in theater at Dover High School.

Ms. Russell encouraged community members to attend the STEAM showcase.

Ms. Russell also commended the teams from DMS and HSS who participated in Destination Imagination. It was a great experience for all even though they did not move on to the next level of the competition. She added that the Robotics team has competed twice since they presented information at the last School Board meeting.

Ms. Russell encouraged community members to attend the school budget hearing at the City Council meeting to voice their opinions. Her hope is for the School Board and City Council to build their relationship and to work together to move the city and schools forward.



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Dr. Mebert commented that the tax cap is for the entire City budget and not limited to the School District. There needs to be give and take for the budget and she is hopeful that will happen in the spirit of cooperation between city officials.

Ms. Andrews Parker emphasized that the high school project is a community project and should be supported by the community. It was approved knowing that the debt service would be over the tax cap.

R. ADJOURNMENT: Michelle Muffett-Lipinski moved, Matt Lahr seconded adjourning the meeting at 8:45 pm. An oral **VOTE PASSED 7/0.**