



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #6  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, June 6, 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, June 6, 2016 at 7:00 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, DMS Principal Kim Lyndes, DALC Executive Director Deanna Strand, WPS Dean of Students Greg Brown.

**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, Keith Holt seconded to approve the agenda. An oral **VOTE PASSED 7/0.**

**F. APPROVAL OF MINUTES:**

1. Public Meeting to Enter Nonpublic Meeting #4, May 3, 2016
2. Special Session #5, May 3, 2016
3. Public Meeting to Enter Nonpublic Meeting #5, May 9, 2016
4. Regular Meeting #5, May 9, 2016
5. Special Session #6, May 16, 2016

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

**G. CONSENT AGENDA**

- 1. Correspondence:**
  - a. Measured Progress
- 2. Resignations/Retirements:**
  - a. Catherine DiNitto, DHS English
  - b. Jennifer Russell-Bickford, WPS Grade 2
  - c. Danielle Rogers, HSS Kindergarten
  - d. Michael Roberts, DHS Latin
- 3. Leaves of Absence:**
- 4. Nominations:**
  - a. Re-nomination and Election of Administrators
  - b. Nomination and Election of Teachers
- 5. Extended Travel (Student Trips):**
  - a. Skills USA—Final Approval
- 6. Donations**

Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve the consent agenda without the amended nomination 4.b. An oral **VOTE PASSED 7/0.**



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Dr. Mebert requested that track and step be added to nomination information so that the Board knows the reason for disparity in salaries. Dr. Arbour explained the process for hiring and placing on the pay scale. She added that relevant field experience is counted toward step placement in many career and technical center positions.

Carolyn Mebert moved, Matt Lahr seconded to approve item 4. b. (amended nominations). An oral **VOTE PASSED 7/0.**

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

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

**J. POLICY ADOPTION:** none

**K. RESOLUTIONS:**

**a. Retire Recognition**

Ms. Russell read the resolution into record acknowledging retiring teachers and thanked all for their service. The District "Celebration of Service" to honor retirees will be held on Wednesday, August 8 at 4:00 pm at the DHS Gourmet's Table.

**b. Federal, Special Education, CTE Perkins Funds 2016-2017**

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve resolutions noted above for 2016-2017. An oral **VOTE PASSED 7/0.**

**L. OLD BUSINESS:** none

**M. NEW BUSINESS**

**a. Approve Elementary/DALC Handbook Changes**

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the DALC handbook changes as presented. An oral **VOTE PASSED 7/0.**

Keith Holt moved, Carolyn Mebert seconded to approve the elementary handbook changes as presented. An oral **VOTE PASSED 7/0.**

**b. Nurse/Floating Nurse Job Description—postponed until July School Board meeting.**

**c. Award Bid—Special Education Transportation Services**

Ms. Simmons commented that only one organization provided a bid although 3 attended the meeting. She attributes the lack of bids to inability to meet the required criteria.



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From the previous 5-year contract, the cost will increase 10% in year 1 and 3% in each of years 2 and year 3. Increases have been minimal in the past.

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to award the bid for special education transportation services to The Provider. A roll call **VOTE PASSED 7/0.**

### **d. Café Services Contract and Pricing.**

Ms. Simmons explained that the DOE added 3 provisions within the contract based on USDA standards. These changes were acceptable to Ms. Simmons and the District. There is no price increase for the next school year although Woodman Park could see a decrease due to the CEP.

Michelle Muffett-Lipinski moved, Keith Holt seconded to approve the Café Services contract and lunch pricing. A roll call **VOTE PASSED 7/0.**

### **e. Coaching Evaluation Update**

Mr. Wotton commented that spring coach evaluations are going well. Mr. Wotton evaluates the head coaches and head coaches evaluate assistant coaches with Mr. Wotton's assistance. He commented that they are not receiving as many student-athlete evaluation forms returned since they are completed online. He is considering returning to paper evaluations.

Ms. Russell asked if student evaluations are anonymous to which Mr. Wotton answered that names are optional online. If the paper copy goes home, names are mandatory. Mr. Wotton stated that this is done to ensure that the parent isn't completing the evaluation.

Mr. Wotton commented that the short answer is the most valuable portion of the evaluation.

Board members felt that an anonymous evaluation may provide the best information to coaches and Mr. Wotton. Ms. Muffett-Lipinski and Ms. Andrews Parker recommended that a separate evaluation possibly be distributed to parents for additional feedback.

Mr. Wotton stated that he thinks it's important that students aren't afraid to put their name on it. Ms. Russell cited possible retaliation as an issue for non-anonymous evaluations. The student may not receive as much playing time if a complaint is logged by the student.

Mr. Wotton feels strongly that coaches would not retaliate against a student for providing feedback.

Ms. Muffett-Lipinski stated her belief that surveys could highlight exemplary work.

Dr. Mebert stated that a common problem with online evaluations is low response rate and more negativity within the evaluations. In order to receive more feedback, anonymous evaluations should be allowed. They may also provide more positive comments as well.



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Mr. Wotton commented that he shares results from student feedback with coaches but it is not included in evaluations or decision to retain or remove a coach.

### **f. Process for Starting Athletic Teams**

Ms. Andrews Parker stated her reason for requesting this agenda item. She noted that she has been asked several times for the process by citizens and wondered why some teams have been started and others not. After seeing the process, she stated her support of the process and her appreciation of the explanation.

Mr. Wotton commented that many variables are taken into account, but the biggest concern is that the new sport will be sustainable. One important factor is that there also needs to be opponents in the area in order to have a viable new sport.

Title IX compliance is also considered. Currently, there are more female offerings at Dover Middle School than male offerings. Offerings change based on the season.

Mr. Wotton continued to say that bowling and wrestling have been considered as school sports in the past. Feeder programs are important for including a new sport in a division one program. Boosters and/or parents could all possibly be part of the process for a new sport. Ms. Andrews Parker asked that coaches be included in the process and on the form for starting a new sport. Mr. Wotton agreed, assuming there are already coaches in place at a higher level.

### **g. State Forms Certification**

Ms. Simmons presented the form and asked for Board signatures. No vote is needed for this form.

### **h. Single Audit Report**

Ms. Simmons explained that the business office received the annual audit from Macpage. All items have been rectified. Ms. Simmons stated that there are trainings including USDA considerations, non-discrimination, etc. Ms. Andrews requested that all forms are placed on the nutrition services web site, as well as placed in cafeterias.

### **i. May Condition of Accounts**

Ms. Simmons summarized the May condition of accounts. She noted that the School District still has a negative balance and some of the change is due to special education placement, technology and tutoring services.

There is still a \$27,000 balance in unpaid lunch bills. Approximately \$2,000 has been collected since the last Board meeting through communication with families.

Students who have lunch balances are provided a hot lunch, but no extras.



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Ms. Andrews Parker asked if free/reduced lunch forms can be dated retroactively to which it was answered that this is not possible.

Ms. Muffett-Lipinski asked if a payment plan could be used. Ms. Simmons confirmed that the individual who certifies the accounts is reviewing the list also.

Ms. Andrews Parker asked if other forms can be used in determined free and reduced qualification. Dr. Arbour responded that they can provide direct certification forms.

Ms. Morrison asked how this situation can be avoided next year. Dr. Arbour responded that there are limited options. Letters already are sent home when a student goes below balance and this happens several times per year. Email will be considered.

Ms. Russell commented that in the past, cashiers reminded students when there balances are low and she doesn't believe this is occurring now.

Ms. Simmons will follow through with this and talk to Café Services. She continued to say that this is the first year that the issue has been brought to her attention.

Ms. Simmons is hopeful the number will decrease as the year comes to a close. Dr. Arbour added that she believes the District doesn't have legal recourse.

Mr. Driscoll stated that a balance in café services account is an obligation that must be taken care of prior to graduation.

Ms. Boston clarified that the additional \$35,000 cost for the special education placement was for April until July 1 and is for 2-3 students. This would include transportation and may also include diagnostics. This number may be adjusted at the end of the year.

Ms. Simmons is hopeful that the year will be closed out by the third week in July.

Dr. Arbour stated that she is still unsure if the budget will be balanced for the end of the year since there are fluctuations that are still affecting the budget.

Ms. Russell stressed that all lunch bills should be paid as soon as possible.

Ms. Andrews Parker asked if any other federal programs (fuel assistance, etc.) can be used to determine free and reduced lunch enrollment. Dr. Arbour responded that she would find out what the state will use for direct certification.

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

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #16-L in the amount of \$4,261,075.54 for FY16 and \$2,700.00 for FY15 for a total of \$4,263,775.54 for the period of May 10-June 6. A roll call **VOTE PASSED 7/0.**



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

Dr. Arbour's additional comments are below:

1. There are many end of year events going on in Dover schools including end of year concerts, awards ceremonies for underclass and seniors at Dover High School. Dover Middle School is celebrating their 8<sup>th</sup> graders at their end of year events including Awards and 8<sup>th</sup> grade dinner dance. Dover High graduation is Wednesday, June 15 at the Whittemore Center. Elementary schools are busy with jump up day, field days, and fire safety festivals.
2. The top 10 students at Dover High School were recently announced. Dover is being represented in the fall at colleges including UNH, MIT, Bowdoin, Yale, Brown, Cornell, Smith, WPI, Colby Sawyer, Northeastern and George Washington University. Congratulations also to recent inductees to the National Honor Society and the National Technical Honor Society.
3. Dover High School World Language awards were presented last week and many students were honored for their achievement on national tests. Over 300 students received awards, some receiving multiple awards.
4. Dover Middle School six grade students had the opportunity to simulate running a city with help of Enterprise City, located in an historic mill building in Dover. Enterprise City is an economics curriculum taught through the simulation of running a city. Upon arrival, students learn the ground rules for the day and are allocated a certain amount of money which they could deposit in the bank or keep as cash. This exercise helps students to understand what everyday adult life is about. Thank you to SEED for providing a grant for this activity and to Bank of NH for their sponsorship as well.
5. Dr. Arbour is in the process of reviewing teachers' end of year evaluations and inquiry process work. The Supt office will be contacting teachers before the end of school with the process for renewing their teaching certifications.
6. 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.
7. 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->



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[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](mailto:e.arbour@dover.k12.nh.us)).

8. The Joint Building Committee for Garrison School also continues to hold public meetings about the beginning stages of that project also. Harriman Architects have met with Garrison School staff to start the feasibility study process.
9. The District followed up on lead and copper testing in schools. Lead levels are minimal if at all. Copper levels were all low with the exception of a faucet in the kitchen. It will be repaired over the summer and is not used for drinking water so shouldn't be an issue. Thank you to Bill Boulanger, Doug Steele and Jeff White for their help with this. They will be retested and parents will be receiving a letter regarding the status of water testing.

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

Ms. Russell reported on the DHS JBC stating the JBC is meeting at the Gourmet's table on Tuesday evening with an information session put on by HMFH to follow. They have worked on a great deal of value engineering to keep project within the original budget. Integration of building or appearance or quality of materials has not been compromised due to value engineering. Site work will begin in less than a month, although there is no official date for ground breaking at this time.

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

Ms. Morrison asked if start-stop times are still being considered. Dr. Arbour responded that options were discussed, but none seemed viable. Ms. Russell recommended contacting neighboring communities to schedule a meeting to discuss other options. Dr. Mebert encouraged the public to read research articles about this issue, stating that the articles may provide guidance on the subject.

Ms. Andrews Parker requested that the field trip policy possibly be amended to state that the School Board has the right to make last minute changes when safety is concerned.

Mr. Holt thanked Dover Middle School staff for keeping 8<sup>th</sup> grade students safe on the recent Washington, DC trip. He and Ms. Andrews Parker both commented that the students had a great time and all involved should be commended. Ms. Muffett-Lipinski added that possibly parents of certain students with anxiety should be notified as early as possible.

Dr. Mebert commented that she had a great experience attending the recent 3<sup>rd</sup> grade Ellis Island Day. She was impressed by the students and the activity in general. All agreed it was a great day for the students and staff.

Ms. Muffett-Lipinski was excused at 8:25 pm.



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Ms. Russell provided the response below regarding a request of the Board:

The school board is mindful of the concerns raised by those members of the public over the nonrenewal of one of the district's teachers. However, the Board must also be respectful of state law, which grants the superintendent the sole and exclusive authority to nominate only those teachers that in her judgment are a good fit for the District and its pupils. The Board requests that the superintendent reflect upon the concerns raised before the Board and to take such action as she deems appropriate.

The Board also recognizes that the process used in the nonrenewal process could be improved. The Board requests that over the coming months the nonrenewal process be reevaluated and that appropriate changes be made to improve upon any identified areas of weaknesses. On behalf of the Board, we thank the superintendent and those members of the public for their constructive consideration, comments and concerns.

**R. ADJOURNMENT:** Betsey Andrews Parker moved, Carolyn Mebert seconded adjourning the meeting at 8:40 pm. An oral **VOTE PASSED 6/0.**