



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #8  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, August 8, 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, August 8, 2016 at 7:04 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 Libby Simmons, Sarah Greenshields, and Fosters.

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

**D. CITIZENS' FORUM:** Sarah Greenshields, City Councilor, 13 South Watson Lane, spoke in support of the Dover School District providing equal bussing to Seacoast Charter School students. She spoke as a representative of the school and a concerned parent. HB1272 states that districts must provide bussing to charter students.

Anthony McManus, 39 Glenhill Rd, spoke in support of additional Board discussions regarding concussions and asked that the Board review medical evidence about the dangers of sports and concussions.

**E. AGENDA APPROVAL:** Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the agenda. An oral **VOTE PASSED 6/0**.

**F. APPROVAL OF MINUTES:**

1. Public Meeting to Enter Nonpublic Discipline Meeting #4, July 12, 2016
2. Special Session #7, July 14, 2016
3. Public Meeting to Enter Nonpublic Meeting #7, July 20, 2016

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

**G. CONSENT AGENDA**

1. **Correspondence: none**
2. **Resignations/Retirements:**
3. **Leaves of Absence:**
4. **Nominations:**
  - a. Nomination and Election of Teachers
5. **Extended Travel (Student Trips):**
  - a. Washington, DC Trip-May 30-June 3, 2017, Preliminary Approval
6. **Donations**

Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve the consent agenda. An oral **VOTE PASSED 6/0**.

**H. STUDENT REPRESENTATIVE REPORT:** None



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### **I. POLICY-CHANGES-PROPOSALS:**

- a. EFB—USDA Nondiscrimination Statement
- b. EF—Food Service Management

Ms. Simmons stated that the policy changes were a result of the corrective action plan and the District has until the end of September to implement. These policies are acceptable by the DOE.

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to table approval of these policies until the September 12 School Board meeting. An oral **VOTE PASSED 6/0**.

### **J. POLICY ADOPTION: none**

### **K. RESOLUTIONS:**

#### **a. Garrison Elementary School Trust**

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the GES Trust.

Ms. Simmons explained that the trust is similar to a scholarship and the use of the money would be at the discretion of the principal and must be spent at Garrison School. Purchasing would need to follow the same procedure as other purchases and must be directly related to the students. At the end of the year, the trust may be dissolved in which case another resolution would be brought to the School Board. Board members stated that they are concerned with possible inequality with other schools if this were to happen more often and with larger amounts of money.

Dr. Mebert noted that this situation is similar to parent-teacher groups within the district. Some groups are able to raise more funds and in different ways.

The Board agreed that the trust is very generous and they are thankful for it but would like to see more parameters with the use of the funds.

Carolyn Mebert and Michelle Muffett-Lipinski amended the motion to postpone approval of the GES Trust until the September 12 School Board meeting. An oral **VOTE PASSED 6/0**.

### **L. OLD BUSINESS: none**

### **M. NEW BUSINESS**

#### **a. Charter School Bussing Discussion**

Ms. LaFleur provided a summary of the events regarding the possibility of the District providing transportation to Seacoast Charter School students. She stated that Ms. Greenshields had contacted her in June to discuss the amended HB1272 and how the District could provide transportation to the approximately 60 charter school students. Ms. LaFleur sent the HB to legal counsel for review to determine the extent of the responsibility of the District in providing



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transportation. It was determined that the District would be liable for providing transportation within the already established routes for Dover School District students. The solution that was proposed was for the charter school students to be included on middle school routes and be dropped off at DMS and wait for an available bus that would pick them up after dropping high school students off at DHS. The bus would drop them off at Seacoast Charter School. At the end of the day, the students would be picked up at the charter school after a bus finished its route and drop them off at several central locations throughout the city.

Possible issues with this solution include that charter school students who are K-8 would need to be on busses with students who are 5-8. Also, they could potentially have a long ride to their school. Another issue would be that the District would need to find supervision for the students in the morning while they wait at DMS for their bus. The wait at the end of the day for charter students to be transported to central bus stops could also be an issue.

It was determined that even though this is not a perfect solution, it is one that should be tried in the fall to see if it works and then make changes if necessary.

Betsey Andrews Parker moved, Carolyn Mebert seconded to have the Superintendent or designee put the complete proposal in writing and implement at the beginning of the school year. An oral **VOTE PASSED 6/0**.

Ms. Russell stated that at this point, it is not the best solution but it may work for now. Ms. Andrews Parker agreed and added that the District is upholding the intent of the law. Additional supervision will come at a cost to the District. Additionally, if many charter school students take advantage of transportation, busses could become overloaded and additional busses could be needed also costing the District money.

### **b. Superintendent Evaluation Process**

Ms. Russell commented on the document that contained possibilities to include in the Dover Superintendent evaluation process. This document had been distributed to Board members and is a starting point that will need extensive revisions. She thanked Mr. Holt for his efforts in creating this preliminary document.

Ms. Muffett-Lipinski stated that the document is similar to the one used for Dr. Arbour's previous evaluation. She stated that she would have like to hold public hearings on the document, but realized that time would be an issue. Mr. Russell added that the District desperately needs a procedure for this.

It was also determined that there is currently a policy regarding the Superintendent's evaluation, but not one for goals. Ms. Russell added that there will be a goal setting meeting after the August 24 working on district goals.



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Ms. Andrews Parker recommended that the Board meet with Dr. Arbour quarterly to provide updates. There should not be surprises regarding evaluations at the end of the year. She added that Dover School District policy should be amended to include more specifics.

Ms. Muffett-Lipinski asked if a committee would be formed to work on the Superintendent evaluation to which Ms. Russell responded that the Board members working on the evaluation would be Ms. Muffett-Lipinski, Dr. Mebert and Mr. Holt. They will be able to begin the process after the 8/24 workshop on goals.

Dr. Arbour agreed to extend the due date for goals until after September 1 stating that she is more interested in a solid process than completing it by the deadline. She also requested an opportunity to provide input on the process at some point and is hopeful that they will be complete by the end of September.

Ms. Muffett-Lipinski agreed with Ms. Andrews Parker that Dr. Arbour should provide updates throughout the year.

Ms. Russell proposed September 26 as a possible date for a School Board Special Session to meet to determine goals. The procedure could be discussed at the 8/24 and 9/12 Board meetings also.

### **c. Superintendent Evaluation Summary**

**Ms. Russell read the following summary of Dr. Arbour's evaluation into record:**

The Board met on two occasions to discuss the superintendent evaluation. Dr. Arbour provided the board with documentation regarding progress made toward the development of a strategic plan and implementation of the Marshall evaluation tool. Both goals are a work in progress as each takes considerable time and resources to complete.

Dr. Arbour is seen as a positive force in the Dover School District. Her presence at community meetings and events, participation on building committees, and consideration of student, staff, and community needs in budgeting are recognized and appreciated.

### **d. Negotiating Team Update**

Dr. Arbour read the names of Board members currently on negotiating teams for DTU, DPA, DEOP and DAA. She stated that negotiations for all bargaining units would be starting in the fall. Dr. Arbour commented that the financial climate and ongoing building projects need to be considered during bargaining. Board members were advised to contact Robin LaFleur if they have an interest in participating on any of the negotiating teams.

Carolyn Mebert moved, Matt Lahr seconded that building administrators would no longer be a part of the negotiating teams. An oral **VOTE PASSED 6/0.**



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### **e. Results of USDA NSLP Review**

Ms. Simmons summarized the review and stated that all items have been resolved. Dr. Arbour commended Ms. Simmons and Ms. McKenney for their efforts on the corrective action plan.

### **f. Enrollment Update**

The Board reviewed the August 1 enrollment report. Ms. Russell stated her surprise that Dover Middle School enrollment is 50 students higher than last year and Horne Street School is the largest elementary school.

Dr. Arbour commented that administrators are watching elementary enrollment very closely. They are trying to meet the needs of the students without increasing to the budget. She is anticipating that Garrison School could receive another 10-15 kindergarten students based on enrollment in past years. A teaching position has already been moved from Woodman Park School to Horne Street School.

### **g. Start-Stop Discussion Update**

Ms. Russell stated that she has contacted neighboring School Board Chairs regarding discussion of start and stop times for schools. She has received a few responses that they would be interested in being part of a discussion.

Ms. Andrews Parker and Dr. Mebert agreed to be part of a committee formed to discuss this issue further. Their hope is to meet with area representatives at the end of September and expect the process to take the entire year.

Dr. Arbour added that she will be bringing forward a consultant for Strategic Planning that may be helpful with this issue. She also felt that the Nellie Mae Grant will help with the community conversation.

Michelle Muffett-Lipinski moved, Matt Lahr seconded to have the School Board form a committee to review start and stop times. Betsey Andrews Parker and Carolyn Mebert will be the School Board representatives. An oral **VOTE PASSED 6/0**.

### **h. Award Bid for Snow Plowing Services**

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to award the bid for Snow Plowing Services to Rye Beach Landscaping. A roll call **VOTE PASSED 6/0**.

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

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to direct the Superintendent to pay manifest #17-B in the amount of \$185,734.91 for FY16 and \$988,537.36 for FY17 for a total of \$1,174,272.27 for the period of July 12-August 8. A roll call **VOTE PASSED 6/0**.



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

1. Graduation and other end of the year events including Awards night, 8<sup>th</sup> grade dinner/dance, 4<sup>th</sup> grade ceremonies all went smoothly in Dover. A retirement party held at the DHS Gourmet's Table celebrated the careers of 8 retiring educators.
2. More than 400 people were in attendance at Dover High School to witness the Dover Adult Learning Center graduation on June 21. 171 students earned a diploma or high school equivalency certificate with many scholarships provided from sources including Dover Rotary, Empire Beauty School, and individual scholarships. Congratulations to all graduates!
3. The annual administrative retreat took place at the new Dover Police Station in mid-July. The entire Dover School District administrative team met for the week to discuss and collaborate on systems and protocols for the upcoming school year including the revision and refinement of the supervision and evaluation process. Thank you to the Dover PD for their hospitality and for sharing their beautiful new space and also thank you to all Dover administrators and especially DMS Dean of Students Lindsay Dube for help with the retreat.
4. Dover Middle School was the site of the Point of Distribution (POD) exercise that was held on Saturday. Preparations were underway on Friday and the exercise went smoothly. DMS was selected years ago based on population, facility assets and geographical location. The purpose of the POD was to dispense pills or vaccines to the population in a time frame recommended by the Department of Health and Human Services in responses to a specific event. This is the first time that Dover has participated in this drill exercise. There were many volunteers for this event and was an opportunity for them to learn something new and help our community test emergency response preparedness. Fire, Police, EMS, Hospital all had workers assigned to roles in this exercise.
5. 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. The first day of school for students is Wednesday, August 31.
6. Most of the teachers for the school year have been hired, although there are still a few in the interviewing process. Paraprofessionals and support staff are also being hired at this point.
7. The ground breaking ceremony for the DHS/CTC building project occurred on July 22 and was attended by many even on a hot day.

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



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Ms. Russell and Dr. Arbour reported that the fencing is up and temporary offices for PC Construction have been set up for the DHS/CTC Building project. Four bids have been approved to date with three of them coming in under budget. The project is currently on target with its budget.

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

Dr. Mebert noted that the Transportation policy EEAEC states that there is a 3-tier bus system which could be a problem for what has been decided earlier in the meeting. Dr. Arbour responded that she is in the process of reviewing policies and will provide a draft that will add flexibility.

Ms. Morrison asked if concussion issue should be addressed again. Ms. Russell will request information from Mr. Wotton to determine if there have been changes. This will be addressed in October. Ms. Muffett-Lipinski suggested that coaches receive additional training. Dr. Mebert recommended that Board members review a study completed at UNH on helmetless practices.

#### **Record Note:**

Link to study referenced in the above paragraph:

<http://natajournals.org/doi/pdf/10.4085/1062-6050-51.1.06>

Ms. Russell asked if Ms. Simmons had any ideas on collecting overdue payment for school lunches to which Ms. Simmons responded that she is attending a workshop this week and hopes to have more information. She noted that the District still needs to pay the debt even though the year has ended.

**R. ADJOURNMENT:** Michelle Muffett-Lipinski moved, Matt Lahr seconded adjourning the meeting at 8:50 pm. An oral **VOTE PASSED 6/0.**