



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, September 12, 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, September 12, 2016 at 7:08 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, HHS Principal Mike McKenney, CTC Director Louise Paradis, DMS Principal Kim Lyndes, DALC Executive Director Deanna Strand, IT Director Jeffrey Myers, citizens and Fosters.

**C. PLEDGE OF ALLEGIANCE:** Carolyn Mebert 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 M. b. and M. e. to directly after the student report. An oral **VOTE PASSED 7/0.**

**F. APPROVAL OF MINUTES:**

1. Public Meeting to Enter Nonpublic Meeting #8, August 5, 2016
2. Regular School Board Meeting #8, August 8, 2016
3. Special Session #7, August 24, 2016
4. Public Meeting to Enter Nonpublic Meeting #9, August 26, 2016

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

**G. CONSENT AGENDA**

1. **Correspondence:**
2. **Resignations/Retirements: none**
3. **Leaves of Absence: none**
4. **Nominations:**
  - a. Nomination and Election of Teachers
5. **Extended Travel (Student Trips): none**
6. **Donations: none**

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the consent agenda as amended. An oral **VOTE PASSED 7/0.**

**H. STUDENT REPRESENTATIVE REPORT:** New DHS Student Representative Jahmilha Crook reported on the following:



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Freshmen and new students are settling in and figuring out what high school is really about and what role they will take in the school's community. Sophomores and juniors are preparing to take on some of the most academically important years in their high school careers. Seniors are excited to make the most out their last year and prepare for a path after high school.

Student council members have met to prepare for spirit week. The themes have not been approved yet but the entire student body is eagerly awaiting what they will be. Since the homecoming game will be held at Spaulding High School this year instead of Dover, the seniors would like to provide a fundraising opportunity and rent a few busses to transport students and faculty to the game then back to Dover.

Ms. Crook stated that she met representatives from the class of 2017 and 2018 and asked them what they would like discussed with the School Board. Some items they mentioned included:

- Advisory held on Monday
- Students should be allowed to wear hats
- Open campus for seniors
- More school unifying days such a Pay it Forward Day, Ugly Sweater Day before the holiday break, pep rallies held every quarter
- Seniors would like to paint parking spaces at the end of the year as their legacy
- Better school lunches
- Better ways to get underclassmen involved

### **M. b. M3 Super Saver Days—Moved up in agenda**

Christy Methot from Holy Rosary Credit Union spoke about a banking program for schools which teaches students in grades K-5 how to conduct financial business. HRCU would go to the schools and help students become involved in banking. They would create a program to suit the needs of Dover.

Ms. Andrews Parker asked for more details and a proposal that would be specific to Dover School District. Mr. Holt agreed and feels that it is worth pursuing.

Dr. Arbour commented that she wanted to the Board to hear about the program and believes there is merit to the program, but wanted to be sure that it falls within School Board policies and doesn't give preferential treatment to this bank over others. At this point, no other businesses have offered this to the Dover School District.

The Board requested that Ms. Methot create a proposal and submit it to the Board for the next meeting before a decision is made.

### **M. e. C&W Facility Services—Three-year Agreement—Moved up in agenda**



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Dr. Arbour confirmed that there are minimal changes in the contract and outlined the changes that are also included in agenda materials.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approved the C&W 3-year contract. An oral **VOTE PASSED 7/0**.

Operations Manager Bob Kennedy addressed the Board and stated that he believes there will be minimal increases in the future.

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

#### a. EEAEC-Student Transportation Services

Dr. Arbour summarized the changes to the policy. Ms. Andrews Parker asked for clarification on bringing instruments on busses. She would like to make sure that they are able to be transported with the students. Ms. Simmons will follow up with First Student and report back.

#### b. JICH—Student Substance Abuse

Dr. Arbour summarized this new policy which outlines guidelines on how to support students who have issues at school. She thanked Ms. Muffett-Lipinski for sharing the policy of Hopkinton School District. She asked Board members to review the first paragraph for thoughts on language and email to her.

#### c. JH—Student Absences and Excuses

Dr. Arbour was asked to amend this policy at the request of an administrator who stated concern for lost instructional time.

#### d. EFD—Meal Charging Policy

Ms. Simmons summarized the policy that was updated to reflect language in the corrective action plan and USDA guidelines.

Dr. Mebert asked about the cost of the collection agency to which Ms. Simmons responded that whether a collections agency is used is determined on a case by case basis depending on the outstanding balance. Dr. Arbour added that the School Board could provide guidelines for this.

Michelle Muffett-Lipinski moved, Keith Holt seconded to table approval of these policies until the October 3 School Board meeting. An oral **VOTE PASSED 7/0**.

### **J. POLICY ADOPTION:**

#### a. EFB—USDA Nondiscrimination Statement

#### b. EF—Food Service Management



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Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve policies EFB and EF. An oral **VOTE PASSED 7/0.**

### **K. RESOLUTIONS:**

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

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

Ms. Simmons clarified that this trust can be used for equipment and supplies and will follow district purchasing procedures. A roll call **VOTE PASSED 7/0.**

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

### **M. NEW BUSINESS**

#### **a. Tuition Rates—Barrington, Nottingham and Other Rates & Nottingham Negotiating Team**

Michelle Muffett-Lipinski moved, Keith Holt seconded to approve Barrington tuition rates. An oral **VOTE PASSED 7/0.**

Michelle Muffett-Lipinski moved, Keith Holt seconded to approve other tuition rates. An oral **VOTE PASSED 7/0.**

Ms. Simmons read the rates into record and reminded the Board that the rates are determined by the DOE 25 and subject to change.

Ms. Simmons summarized issues in Nottingham base tuition rate from last year which affects next year also. Dr. Arbour added that this information is included in agenda materials for informational purposes to the School Board since she will need to speak with Nottingham Superintendent Bob Gadomski to find out if his school board is requesting to re-open negotiations. She believes they will request to do so since the increase was 11.22% and the threshold is 4%. The high school debt service was included in the calculation. Dr. Arbour is recommending that a nonpublic meeting be scheduled to obtain direction for negotiations if Nottingham requests to negotiate. This would most likely need to be back to the town of Nottingham. Dr. Arbour added that a credit may be given as a lump sum to make it less complicated and cleaner as opposed to payments to Nottingham.

#### **b. M3 Super Saver Days—moved up in agenda**

#### **c. IT Update from Jeffrey Myers**

Director of Technology Jeffrey Myers addressed the Board stating successes and challenges the technology department has dealt with recently. Major projects have included mail migration



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to Microsoft Office 365 cloud which will help to simplify the infrastructure. He continued to say that all students are eligible for 5 copies of Microsoft Office (downloaded version).

The Active Directory project which controls all wireless, servers, network, etc. has also been completed. The school district moved off of the city Active Directory network. This would allow the school district to customize for its needs.

Challenges include age of equipment and limited staff. The help desk is still in use. Mr. Myers stated that he is still in process of hiring two positions including an Educational Tech Integrator and an additional paraprofessional. He commended his staff for their efforts during this busy time and with the challenges.

Mr. Myers stated that he is finishing the RFP for a new student information system.

Dr. Mebert asked if Office 365 can be used with Chromebooks (since Dover had purchased them several years ago) to which Mr. Myers responded in the affirmative. He added that the District is continuing to support Google since students are still using it. He is unsure as to what will happen in the future.

Mr. Holt commented that in the future, it would be interesting to see metrics on response time for issues that have been experienced and asked how staff can communicate issues they are still having. Mr. Myers responded that the help desk is still up and running and encourages staff to use this resource.

Dr. Mebert suggested use of student volunteers for some tasks if they are knowledgeable in technology. Mr. Myers would be happy to be able to do this at some point and felt it would be a great learning tool and a help to his team as well.

Mr. Holt would like the SIS RFP to include a way for parents to submit forms. He suggested parental feedback on MMS may also be helpful when selecting a new SIS.

### **d. Award Bid for Strategic Planning Services**

Dr. Arbour summarized the bid process and the reason for choosing NESDEC. She spoke with the Executive Director of NESDEC and discussed the process for creating the plan that would provide the best use for the District. She added that she would like to work with the Nellie Mae grant committee (for community engagement) to allow the strategic plan to be a plan for the Dover School District and for the City of Dover and not just the superintendent. She is hopeful that it will be completed by the end of the school year. This would be a nice blend of local leadership, NESDEC and the Nellie Mae people.

Most recently, NESDEC has completed a plan for ConVal school district.



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Mr. Holt noted that he is hesitant to select a company because he has not seen the bids. It would have been helpful and easier if the Board had had access to proposals so that they could see the scope of the work.

The least expensive option was not selected due the length of the project and fewer resources from which the company would have to draw.

Ms. Muffett-Lipinski was excused at 8:27 pm.

Dr. Mebert asked where NESDEC would be obtaining data for the plan. Dr. Arbour responded that they would be looking at other things the District does having such as STAR assessment data, IEP progress data, etc. She agreed that there are gaps with getting data and NESDEC will help to define the gaps.

Dr. Mebert added that in some ways, it's premature to do the plan at this point since the company contracted to do the strategic plan would be getting the data as opposed to the District doing this beforehand. This would possibly decrease the cost of the plan.

Ms. Morrison commented that she agrees that it is a high cost, but is unsure as to who would be able to do the work. This has been something that has been desired for a number of years and has been unable to be completed due to lack of resources and staff.

Michelle Muffett-Lipinski moved, Betsey Andrews Parker seconded to award the bid for strategic planning to NESDEC. A roll call **VOTE PASSED 5/1 (Mebert opposed)**.

### **e. C&W Facility Services—Three-year agreement—Moved up in the agenda**

### **f. DALC Executive Director Job Description**

Betsey Andrews Parker moved, Matt Lahr seconded to approved the DALC Executive Director Job Description. An oral **VOTE PASSED 6/0**.

The DALC Board has a current job description, but there isn't one with the Dover School District.

### **g. Budget Adoption Schedule**

Dr. Arbour reviewed the draft budget schedule and process. Ms. Andrews Parker stated her concern for the lack of actual dates in the schedule and would not support a schedule with specific dates. She added that she doesn't believe that the December meeting is a realistic time for the budget presentation. She would prefer to have extra meetings scheduled than can be cancelled if not needed.

It was determined that budget assumptions and process will added to the October 3 meeting agenda.





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Ms. Andrews Parker also requested a better defined way to track budget changes. She requested a spreadsheet available at each meeting so that changes can be tracked. Ms. Andrews Parker added that she would prefer presentations earlier in the process and more in one night. Dr. Arbour agreed with this and asked Board members to be prepared for longer meetings during budget season with fewer other items on the agenda.

Changes to the proposed budget schedule include:

October 3: Budget assumptions and process  
January 17, January 23 and January 30: Budget Workshops/meetings  
Budget adoption: February 6 with February 13 being a backup date.  
Budget due to the City Manager: February 15.

Carolyn Mebert moved, Keith Holt seconded to approve the draft budget schedule. An oral **VOTE PASSED 6/0.**

### **h. Draft School Calendar for 2017-2018 for Discussion**

Dr. Arbour explained that the calendar for 2017-2018 needs to be discussed early due to the need to work with area communities to determine a final calendar.

Ms. Andrews Parker asked if a teacher workshop day could be changed from January 15 to February 5 due to a great deal of time off in January. Dr. Arbour will discuss that with other communities and the Dover Teachers' Union. Dr. Arbour clarified that workshops are many times on Fridays or Mondays of a holiday weekend since families sometimes travel during this time and it avoids additional disruption.

Dr. Arbour requested that any other suggestions regarding the calendar be emailed to her.

### **i. Condition of Accounts—June 30, 2016**

Ms. Simmons reviewed the end of the year condition of accounts.

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

Keith Holt moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #17-C in the amount of \$25,088.69 for FY16 and \$3,548,722.38 for FY17 for a total of \$3,573,811.07 for the period of August 9-September 16. A roll call **VOTE PASSED 6/0.**

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

1. Students returned to school on August 31, 2016. In the days leading up to that, teachers were busy putting the finishing touches on their classrooms, elementary schools held open houses for new students, middle school students visited DMS to try out their lockers and get acclimated, and 9<sup>th</sup> graders had Freshman Orientation to learn the



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building and run through their schedules prior to all students arriving. Support staff (offices, facilities, food service, transportation, IT) all worked diligently throughout the summer to have buildings and programs ready for staff and students to return. Opening day included all staff for the first time. Staff came together for breakfast provided by DTU and a welcoming address by the administrators that highlighted the many great things happening in our schools. We continue to focus on growth in teaching and learning in the context of promoting a positive culture and climate and a sense of community at all levels.

2. One of my professional goals for the 2015-2016 school year was to develop a supervision and evaluation model for administrators that would be ready to implement in the 2016-2017 school year. We have done that and I have begun mini observations with principals and program directors. Administrators will each have a minimum of six mini observations that are representative of the roles they have within their schools and the district. For example, they are educational leaders, professional developers, school and community liaisons, and operational managers. You will hear more about this model at a future School Board meeting.
3. The evaluation and supervision model for teachers was refined based on feedback from teachers and administrators who used the process and tools for the first time last year. We are excited to be continuing with the Marshall model and look forward to having many productive, reflective conversations about teaching and learning throughout the school year. We have also enhanced the use of student data in the Inquiry Projects portion of the process and will be working with teachers over the next two years to determine what data they need and to provide support in using the data effectively. This is in keeping with the expectations of the State of NH, and, more importantly, it provides a clear link between a teacher's professional practice, professional learning and student outcomes. You will also hear more about this model at a future School Board meeting.
4. I was able to see DMS teachers already holding data meetings to identify individual student needs and determine the best ways to meet those needs as a team. The process included general education, and special education teachers and the literacy and math facilitators. This is the first of two fall meetings that will allow teams to best serve students.
5. Business Administrator Libby Simmons and I have been working with DALC Director Deanna Strand on developing the new MOU between DALC and the Dover School District. The MOU will come before the Board several months from now.
6. The adequacy lawsuit was decided by Judge Tucker last week. The cap was found to be unconstitutional and Dover was awarded approximately \$1.4 million for FY16's adequacy shortfall resulting from the cap. Dover was not awarded attorney's





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fees or adequacy payments resulting from shortfalls in prior years. I will update you as I have more information.

7. Elementary Open houses are this week: 9/13/16 – WPS; 9/14/16 – GES; 9/15/16 – HSS. Middle Open Houses are next week: 9/20/16 – DMS 5/6; 9/21/16 – DMS 7/8. DHS Open house is on 9/29/16. All Open house events are at 6:30 and fingerprinting will be available at the elementary dates and locations.

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

Ms. Andrews Parker reported on the Garrison JBC stating that the committee met and reviewed potential costs to renovation Garrison School and have asked the architects to determine costs for phasing the project to the JBC.

Ms. Russell reported on the DHS/CTC JBC has continued to meet and construction has started. Interviews for Clerk of Works have occurred and they are working to hire an individual so that there is an onsite representative. The project is currently on schedule and on budget. Mr. Holt asked if any issues have come up regarding the project. Mr. Driscoll responded that athletic teams, band groups, etc. have all been notified of the project and the changes that may occur to them.

Mr. Driscoll noted some changes but commented that everything is being worked through and they are learning with every event and making changes as needed.

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

The bussing to the Seacoast Charter School by First Student seems to be going well at this time. There was a minimal issue at the beginning of the year, but it was resolved and all seems to be going well.

Ms. Russell asked Board members to be watching for an email regarding scheduling of a Joint Fiscal Committee meeting which should be coming soon.

**R. ADJOURNMENT:** Carolyn Mebert moved, Matt Lahr seconded adjourning the meeting at 9:10 pm. An oral **VOTE PASSED 6/0.**