



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 3, 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, October 3, 2016 at 7:03 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, HSS Principal Mike McKenney, CTC Director Louise Paradis, DMS Principal Kim Lyndes, IT Director Jeffrey Myers, citizens.

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

**D. CITIZENS' FORUM:** Hannah Martuscello, 315 Longhill Rd and William Archesi, 186 Durham Rd. addressed the Board as representatives of the 33 member DHS Robotics Team. They brought their robot, Chuck who can shoot foam dodgeballs into a goal. They competed in First Robotics Competition last year and hope to do the same this year. They will also be participating in local events including Apple Harvest Day and Snap Circuits at the Dover Public Library. They are hoping to increase membership in this group and are excited for their build season which begins on January 7 and lasts for 6 weeks. The students do 99% of the work on their own with minimal assistance from adults and advisors.

**E. AGENDA APPROVAL:** Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the agenda as presented. An oral **VOTE PASSED 7/0.**

**F. APPROVAL OF MINUTES:**

1. Public Meeting to Enter Nonpublic Meeting #10, September 1, 2016
2. Public Meeting to Enter Nonpublic Meeting #11, September 12, 2016
3. Regular School Board Meeting #9, September 12, 2016
4. Public Meeting to Enter Nonpublic Meeting #12, September 19, 2016

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

**G. CONSENT AGENDA**

1. **Correspondence:**
  - a. EF Pilot Program-DMS
2. **Resignations/Retirements: none**
3. **Leaves of Absence: none**
4. **Nominations: none**
5. **Extended Travel (Student Trips):**
  - a. NJROTC trip to Mass Maritime
6. **Donations:**



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

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

Spirit Week occurred last week, but did not have the united feeling that it has had in the past. They will work to make it more positive next year. Dover High School football team beat Spaulding by a score of 62-21. The Student Council will be discussing the hat rule and she hopes to have a proposal for the School Board by next month. There are resources at DHS this time of year for seniors including college financial aid and joining the work force.

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

a. EC—Building and Grounds Management

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to table approval of this policy until the November 14 School Board meeting. An oral **VOTE PASSED 7/0**.

**J. POLICY ADOPTION:**

a. EEAEAC—Student Transportation Services

Mr. Lahr asked and it was determined that a hazardous area is one with no sidewalks or busy intersections. Ms. Andrews Parker asked to add language be added that states parents will “be officially notified” by the School District” on page 2. Also, it will be posted on the Dover School District website the means used to determine actual walking distance.

Ms. Andrews Parker stated the importance of following through with what is placed in policies. If it is stated that an identification is needed, it should be enforced.

It was determined that the language would be changed to, “Drivers may ask students to produce identification”.

Dr. Arbour asked that Page 1, A. 1. b. include “effective 2017-2018”. Ms. Andrews Parker asked if it would be possible to change the high school mileage limit to 1.5 miles. Dr. Arbour responded that it may have an impact on budget. Mr. Driscoll added that the busses have a higher ridership this year and if the ridership changes, additional busses may be needed.

Michelle Muffett-Lipinski moved, Matt Lahr seconded to approve policy EEAEAC as amended. An oral **VOTE PASSED 7/0**.

b. JICH—Student Substance Abuse

Mr. Holt stated that language regarding suspension for students refusing a reasonable search seemed aggressive and thought that a language change of “may” instead of “will” seemed not as strict and would be preferable.



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Ms. Muffett-Lipinski preferred a restorative rather than punitive aspect to this policy. Mr. Driscoll commented that the current practice is a combination of both. When a student returns from suspension, they are required to be on a contract and talk with a LDAC or participate in outside counseling. Ms. Muffett-Lipinski prefers an alternative to suspension. Mr. Driscoll stated his belief that there be a balance and a deterrent is needed. A change like this would be huge to the high school. Ms. Muffett-Lipinski added that she would be in favor of discussing additional resources if they are needed for this to happen. Mr. Driscoll commented that the expectation of students, staff and parents is that there is some sort of disciplinary action.

Dr. Mebert agreed that students should receive support and services. In the past the district has sent students to outside programs. She agrees that something should be changed in the policy but is not quite sure what the change would be.

Ms. Andrews Parker agreed with Ms. Muffett-Lipinski and Dr. Mebert and would like stronger language or a compromise in the policy that would be supportive of the students.

Dr. Arbour stated she would work with Peter to determine some draft language that may be agreeable to the Board.

Mr. Holt added that there is vague language in the post-incident paragraph.

Ms. Andrews Parker suggested involving the Youth to Youth and DARE programs and parents. School District policies should be reviewed with these groups so that there are no surprises at the high school level.

Any comments on this policy should be sent to Dr. Arbour.

Keith Holt moved, Carolyn Mebert seconded to table JICH until the November 14 meeting. An oral **VOTE PASSED 7/0.**

### c. JH—Student Absences and Excuses

Mr. Holt stated that the language in the policy makes it much more difficult to take vacations during the school year and he feels the language should be softened. Ms. Russell clarified that they can take the time away from school, but the absences are unexcused.

Dr. Arbour stated that the intent is to address high absenteeism since it is difficult to educate students who are not at school.

Language will be added that states that parents should notify the superintendent either verbally or in writing prior to the trip. The information will be placed in all student handbooks.

Ms. Andrews Parker stated that she feels the language change shows that the District cares about the education of their children



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Carolyn Mebert moved, Matt Lahr seconded to approve policy JH as amended. An oral **VOTE PASSED 7/0.**

### d. EFD—Meal Charging Policy

Ms. Andrews Parker recommended increasing the threshold for notification to \$10 as opposed to \$5.

Mr. Lahr asked about the process for notification to which Ms. Simmons responded that the letters are sent at the end of the month. Dr. Mebert suggested a different letter be mailed for accounts that have large balances.

Ms. Andrews Parker recommended not allowing participation in sports and activities if the balance is not paid.

Ms. Muffett-Lipinski asked to see information on the breakdown of which grades have the highest balances.

The School District always needs to make up money that is not paid, even if families don't pay their balances. Dr. Arbour commented that the District will always accept money owed from these accounts even if the year has ended.

Ms. Andrews Parker recommended creating a procedure policy, EFD-R to go with policy EFD.

Carolyn Mebert moved, Keith Holt seconded to approve policy EFD as amended. An oral **VOTE PASSED 7/0.**

### **K. RESOLUTIONS: None**

### **L. OLD BUSINESS:**

#### **a. Approval of Negotiating Teams (Including Nottingham)**

Ms. Russell read the names of each negotiating team into the record.

DAA: Carolyn Mebert, Keith Holt

DTU: Kathy Morrison, Betsey Andrews Parker, Carolyn Mebert

DPA: Michelle Muffett-Lipinski, Keith Holt

DEOP: Kathy Morrison, Matt Lahr

Nottingham: Amanda Russell, Keith Holt

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to approve the negotiating teams. An oral **VOTE PASSED 7/0.**

#### **b. Budget Adoption Schedule, Assumption and Process**



**DOVER SCHOOL  
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Meeting Time: **7:00 pm**

Ms. Russell agreed with the schedule and noted that her main assumption is that the District doesn't move backward. She would like to be able to keep all staff members and doesn't want to lose ground.

It was determined that a workshop would be scheduled for Monday, October 24 to discuss the budget process and additional assumptions. Ms. Andrews Parker asked that other items be discussed such as impact of the adequacy settlement and asked for tangibles when discussing the budget. She is concerned with IT. Dr. Mebert stated that she understands that resources are needed regarding technology.

Dr. Arbour asked if she should be working under the assumption that a budget should be brought to the City Council that is under the tax cap. Ms. Andrews Parker commented that the School Board will need to discuss and it should be part of the workshop discussion.

Dr. Mebert reiterated her view that the School District should receive a higher portion of tax dollars. It has decreased in past years with more going to the City side and she hopes the trend does not continue.

Ms. Russell stated that she would be in favor of a budget that meets the needs of the students.

The Board requested that Ms. Simmons provide real time updates on her computer during meetings so that the Board can see the effects of the changes made immediately. Ms. Andrews Parker reiterated that presentations should be done first on one or two nights. She likes the process of straw votes also.

The Board agreed that they would like to see reports by location and function, paper reports, no binder (unless a binder is given to us by Board member), page numbers, dates on documents.

Mr. Holt stated the importance of cross referencing so that errors are nonexistent.

Carolyn Mebert moved, Michelle Muffett-Lipinski seconded to approve the budget adoption schedule. An oral **VOTE PASSED 7/0.**

### **M. NEW BUSINESS**

#### **a. Data presented—SAT and Smarter Balanced**

Mr. Driscoll presented information on SAT testing at DHS and Ms. Glynn provided information on Smarter Balanced testing.

Mr. Holt commented that the District should make sure to use this data annually and he hopes to continue to hear themes around data elements.

Ms. Andrews Parker asked what happens once the data is received. Ms. Glynn responded on the process and added that she would love to have more time to analyze data and drill down



**DOVER SCHOOL  
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much further. She asked what the goals are for the students to which Ms. Glynn responded they are still having those conversations since this is the first time they are able to compare from last year. Ms. Andrews Parker asked how curriculum would change based on data received. She added that the budget needs to be reviewed to see what is needed to achieve goals.

### **b. Teacher Evaluation Model**

Dr. Arbour showed a presentation on the evaluation model. She gave an overview and one sample rubric that the Board could review.

### **c. Superintendent Goals Approval**

Mr. Holt commented that he felt the goals were very targeted. He added that this is one of the first meetings that he feels the Board has been able to discuss actually teaching and learning. He is looking forward to other data presentations. Ms. Russell thanked Mr. Holt, Ms. Muffett-Lipinski and Dr. Mebert for their work with Dr. Arbour on her goals.

Michelle Muffett-Lipinski moved, Keith Holt seconded to approve the Superintendent goals. An oral **VOTE PASSED 7/0.**

### **d. District Goals Discussion**

Mr. Holt stated that it is important to make the connections in all of the pieces that have been discussed so that they are all defined and in alignment as the District moves forward. It was determined that the goals would be discussed at the October 24 workshop.

Dr. Mebert stated that the Board has a good starting place for the workshop. The information from this meeting and the previous goals meeting should help the Board to set some goals.

Ms. Muffett-Lipinski commented that it may be helpful to identify how many deal with school culture. The list should also be reviewed for duplicates and organized into categories.

Dr. Mebert suggested reviewing items that have a cost to them.

Dr. Mebert offered to organize and categorize the list prior to October 24 workshop. Mr. Holt offered to assist her and recommended that they also look at the list for impact of time. The list will be connected to budget priorities.

### **e. Award bid for Facilities Truck**

Ms. Simmons summarized the bid and explained that there had been a small error on the previous document and it had been amended. Dr. Mebert asked that the stainless wheel simulators be removed since it isn't needed. Ms. Simmons responded that she would look into it and try to remove this option.



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The current truck will be sold or scrapped since it is no longer usable.

Carolyn Mebert moved, Matt Lahr seconded to award the Bid for the facilities truck to Hillsboro Ford not to exceed \$47,044. A roll call **VOTE PASSED 7/0.**

### **f. Condition of Accounts for September**

Ms. Simmons reviewed the September condition of accounts.

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

Michelle Muffett-Lipinski moved, Carolyn Mebert seconded to direct the Superintendent to pay manifest #17-D in the amount of \$92,293.10 for FY16 and \$1,499,535.65 for FY17 for a total of \$1,591,828.75 for the period of September 13-October 3. A roll call **VOTE PASSED 7/0.**

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

1. Dover High School is presenting College 101 for parents of Seniors tomorrow night from 6:30-7:30 pm. There will also be a Coffee with a Counselor event on Friday morning at the DHS Gourmet's Table from 7:30 am until 9:00 am for those parents of Freshman and Seniors who were unable to attend the 9<sup>th</sup> Grade presentation or College 101. Dover High School Financial Aid night is October 18 for seniors and their parents. On October 26 and 27, there will be in-school financial aid presentations for seniors. Sign-ups are required.
2. October 7 and November 10 are Teacher Workshop Days in Dover with November 10 being Parent/Teacher Conferences at the elementary and middle schools. There is no school on Monday, October 10 due to Columbus Day and Friday, November 11 due to Veteran's Day.
3. The Yes I Can 5K will be held on Sunday, November 6 at DHS at beginning at 11:00 am. This event is sponsored by Unified Activities.
4. Cole Porter's "Anything Goes" will be this year's DMS Drama Club production. Stay tuned for more information.
5. Session 1 of the STEAM Academy began today at DMS. This is a 6-week after school program with various offerings including Dig into Design/Create Your Own Logo, Beginner and Advanced STEM for girls, Looking around the Globe, Building Confidence Through Martial Arts, Intro to 3D Painting, Build Your Own Website, Learn to Communicate with American Sign Language among others.



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6. Tomorrow night at Horne Street School there will be an evening performance by the Puppeteer Artist in Residence who has been at the school for the past few days.
7. On October 14, the First Horne Street School Hoe Down will occur at HSS from 6:00 - 8:00 pm for students and their parents.
8. GES will host Fall into a Good Book night on Thursday, Oct 6 from 6:30-8. And the Annual Harvest Parade on October 28<sup>th</sup> at 2:00 pm. All Family members are welcome for both events.
9. Woodman Park School community will be celebrating Walk to School Day this Wednesday. Bus students will also be able to participate since they will be dropped off at Woodman Park Drive. The students will be walking together on the Dover Community Trail (approximately 1 mile to the school). Children arrive at the school with bananas and water waiting for them. Music is playing, the crowd is cheering. The local police department will be at 3 locations to assist with crossing the roads.
10. Safety Trailers will be placed at each elementary school this month by the Dover Fire Dept.
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](mailto:e.arbour@dover.k12.nh.us)).
12. The Joint Building Committee for Garrison School also continues to hold public meetings about the Garrison School renovation. The website for this project is complete and updated information can be found at <http://www.dover.nh.gov/government/city-operations/public-education/garrison-elementary-school-renovation-project/index.html>

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

Ms. Andrews Parker reported on the Garrison JBC stating that the committee met and discussed a past grant that had been received years ago that may impact the Garrison project. Surveying will occur as the next step. Life and safety improvements are still the top priority for this project. They are also looking at potential for more classrooms with a phasing approach.





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Mr. Holt added that there maps on the webpage that highlight some of the restraints. The committee is working closely with the City on this issue.

Ms. Russell reported on the DHS/CTC JBC and commented that ledge has been found in between test borings and will be mitigated. Pilings won't need to go as far due to the ledge. Significant concrete runs will come in November. She recommended that the public drive by to view progress.

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

Mr. Holt congratulated the Dover High School Marching Bank on a star performance. They will be in Salem next weekend for a performance. The Dover High School Bands how will be held on October 15.

Ms. Andrews Parker thanked staff for wonderful open houses.

Ms. Muffett-Lipinski commended the Dover High School Golf team for their success this season.

**R. ADJOURNMENT:** Michelle Muffett-Lipinski moved, Carolyn Mebert seconded adjourning the meeting at 9:20 pm. An oral **VOTE PASSED 7/0.**