

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, October 9, 2006, at 7:05 p.m. in the City Council Chambers.

**A. ROLL CALL:** Present were Marjorie Fisher, Audra Lurvey, Brandon Foye, Doris Grady, Carolyn Mebert, and Dorothea Hooper.

Also present were Superintendent John O'Connor; Christopher George, Dover High School Principal; Larry DeYoung, Dover Middle School Principal; Jean Briggs, Director of Federal Projects; Lynne Wissink, Dover Middle School Dean; Dave Barrett, Dover High School; Mary Buese, Pre-school Coordinator; Nancy vonWhalde and Carol Finn, Woodman Park School Teachers; Rich Barrett, DTU President; Dana Mitchell, Dover Coalition for Youth; and Larry Clow, *Foster's*.

**B. PLEDGE OF ALLEGIANCE:** Marjorie Fisher led the Board in the Pledge of Allegiance.

Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules and bring item **N.1. Elect New School Board Secretary**, forward at this time. An oral **VOTE PASSED 6/0**.

Audra Lurvey moved, Carolyn Mebert seconded, to nominate Brandon Foye as School Board secretary. There were no other nominations. An oral **VOTE PASSED 6/0**.

Audra Lurvey moved, Carolyn Mebert seconded, to elect Brandon Foye as School Board secretary. An oral **VOTE PASSED 6/0**.

**C. CITIZENS' FORUM:** No one addressed the Board.

**D. APPROVAL OF MINUTES:** Audra Lurvey moved, Carolyn Mebert seconded, to accept the following minutes:

- a. **Nonpublic Session# 31, September 11, 2006 (Personnel)**
- b. **Regular Session #9, September 11, 2006**
- c. **Nonpublic Session #32, September 19, 2006 (Student Hearing)**
- d. **Nonpublic Session #33, September 25, 2006 (Personnel)**
- e. **Special Session #6, September 25, 2006**
- f. **Workshop Session #6, September 25, 2006**
- g. **Nonpublic Session #34, September 27, 2006 (Student Discipline)**

An oral **VOTE PASSED 6/0**.

**E. CONSENT AGENDA:** Audra Lurvey moved, Carolyn Mebert seconded, to remove item **2.a. Telca McCann Resignation**, from the consent agenda and replace with **Bailey Rigg, Network Manager, Resignation**. An oral **VOTE PASSED 6/0**.

Audra Lurvey moved, Doris Grady seconded, to accept the Consent Agenda as amended. An oral **VOTE PASSED 6/0**.

1. **Correspondence:**
  - a. **Request for Waiver of Time, January 27-28, 2007, CFA Cat Show**
2. **Resignations/Retirements:**
  - a. **Bailey Rigg, Network Manager**

3. **Leaves of Absence:**
  - a. **Judith Drake, Reading Specialist, Dover Middle School**
  
4. **Nominations:**
  - Sheet 1: Nomination and Election of Teachers (Clark to Wallace)**
  - Sheet 2: Nomination and Election of a Secretary, Aide, Custodian, Non-Union, Substitutes, and Summer School Staff (Carrington to Young)**
  - Sheet 3: Nomination and Election of Class/Club Advisors (Bennett to Thorn)**
  - Sheet 4: Nomination and Election of Coaching Positions (Coolidge to Culkin)**
  
5. **Professional Development Waiver: None.**
  
6. **Extended Travel (Student Trips):**
  - a. **Preliminary Approval Student trip to Quebec over April Vacation 2007**
  - b. **Preliminary & Final approval for NJROTC overnight trip to Maine Maritime Academy, October 23-24,2006**

**F. SUPERINTENDENT'S REPORT:** Superintendent O'Connor reported on the following items:

The proposed 2007/2008 School Calendar will be on the November School Board agenda for preliminary approval. There was a question regarding scheduling of the February Winter Recess. Mr. O'Connor stated he would solicit feedback from all sending districts attending the Career Technical Center to discuss their scheduling preferences and make a decision.

Dr. O'Connor asked if any Board members who wished to hold a workshop to discuss the packet of proposed NHSBA Resolutions being submitted for vote during the upcoming Delegates Assembly. School Board consensus was there was no need for a workshop.

The Portsmouth Athletic Department has been in contact with Mr. Wotton to discuss the possibility of resurrecting an annual Thanksgiving football game. Mr. O'Connor asked the Board if they would be in agreement for the athletic director to move forward in making a 2-year commitment – the first year being hosted by Portsmouth and the second by Dover. There were no objections.

Superintendent O'Connor reminded community members there are still openings on three committees – All-Day Kindergarten, Student Capacity and Redistricting, and Facilities Renovations - and asked interested community members to contact the Superintendent's office to volunteer to serve.

The Superintendent also reminded community members that the Ward 1 School Board seat is vacant. Those wishing to be placed on the ballot for the November election must register by Wednesday, October 11<sup>th</sup>.

Carolyn Mebert moved, Audra Lurvey seconded, to accept the Superintendent's report. An oral **VOTE PASSED 6/0.**

**G. STUDENT REPRESENTATIVE REPORT:** Erica Sgrignuoli was absent.

**H. COMMITTEE REPORTS:**

**a. Curriculum Planning Committee Meeting, Dorothea Hooper reporting:** Ms. Hooper gave the following report:

“There was a meeting of the Curriculum Planning Committee Meeting on Thursday, October 5, 2006 in the Dover Middle School Library.

Dr. O'Connor, temporarily chairing this committee, distributed a calendar of task force reports and 2 charts showing curriculum planning cycles through 2011 and 2016. We also received a schedule of reports for 2006-2007 with meeting dates.

The purpose of this meeting was to hear presentations by the music, art, and science departments, which are in the planning cycle of curriculum development, and to also hear about the Language Arts/Writing Component, which is in the production cycle.

Mary Keays reported that the Art Department had worked on their curriculum last year, which they based on the National Vision Arts framework and they were happy with the changes made. At the middle school, they had added rubrics and assessment components. While the curriculum stays the same, the department changes lesson plans each year to keep the content interesting. A wide variety of lessons can make the same point. The department has taken annual hits on their budget and could use more supplies for use with projects. The need for more staffing was also discussed, as was the concept of having an art teacher in every school and an art room in every school. At the middle school and high school, art classes are heavily enrolled and at the elementary level, some art teachers travel and are on carts. On their “wish list” is a schedule that would allow more collaboration between art and the classroom teacher.

Dave Tromba and Toni Shaheen reported for the Music Department. They discussed the department philosophy and completed benchmarks that need to be incorporated into the music curriculum. National standards are being met. Assessments are being developed. There is the desire to see more collaboration between the art and music departments. In grades K through 4, students are using speech and movement in learning music. Additions to the curriculum include guitar and world drumming at the middle school and guitar and keyboard at the high school. In addition, all elementary schools have a chorus and the high school has a chorus, concert band, marching band, and jazz band. The department is moving into professional development in the areas of Edline, Gradequick, drums and guitar.

George Dailey reported for the Science Department at the high school. Their first step is to appoint a task force of mostly DHS science teachers. They will be developing grade level benchmarks from national and state standards which will, in turn, drive curriculum changes. This will be followed by a review of the results of common assessments. The department hopes to adjust science graduation requirements to 3 years (freshmen/Earth Science; sophomores/biology; juniors/chemistry or physical science elective). Changes in DHS grouping patterns will also have an impact on curriculum. The department intends to seek out professional development hopefully in the summer.

The Language Arts/Writing Component is in the production cycle and was presented by Deb Nary representing the elementary schools, Lynne Wissink representing the middle school and Marcia Goodnow representing the high school. At the elementary level, the staff produced a document that guides the teachers as to the focus in each unit of study, a suggested month/s for instruction, and resources they might use. Also included are expectations and objectives for

each grade level. The high school English Department developed a document that presents their philosophy and continuum of writing instruction, what should be taught at each grade level, and assignments by grade level.

It also includes directions for the sophomore writing semester and keeping a sophomore portfolio. Rubrics have been included for general writing, research and critical thinking.

Our next meeting will be November 2<sup>nd</sup>."

**b. Joint Building Committee (JBC) , Doris Grady Reporting:** Ms. Grady reported the last JBC meeting was held on October 3<sup>rd</sup> at which time the Clerk of the Works, Michael Bliss, presented a progress report. The committee also held a walk-through at Woodman Park School to discuss areas of possible savings from the current architectural plan. The committee also looked at classroom size requirements and is investigating ways to save there. The next JBC meeting will be held on October 19, 2006 at 6:00 p.m. at Woodman Park School.

**I. POLICY - CHANGES – PROPOSALS:** Chairperson Fisher advised the following policies, posted as Drafts on EdLine, were submitted for first readings:

- a. **CBI-Evaluation of the Superintendent**
- b. **EFC-Student Participation in School Lunch Program**
- c. **JICDD–Student Discipline – Out-of-School Actions**
- d. **JICK- Pupil Safety and Violence Prevention Policy**

Audra Lurvey moved, Carolyn Mebert seconded, to table the four policies until the November meeting. An oral **VOTE PASSED 6/0**.

**J. POLICY ADOPTION:**

- a. **New Policy IJK – Supplemental Materials Selection & Adoption, Movies & Videos – Pulled for further study.**
- b. **EEAA – Video and Audio Surveillance on School Property - Pulled for further study.**
- c. **JJE – Fund Raising:** Audra Lurvey moved, Carolyn Mebert seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 6/0**.
- d. **KA – School, Community, and Home Relations Goals:** Audra Lurvey moved, Carolyn Mebert seconded, to adopt the policy in its second reading: An oral **VOTE PASSED 6/0**.
- e. **CB – Superintendent of Schools:** Audra Lurvey moved, Carolyn Mebert seconded, to adopt the policy in its second reading: An oral **VOTE PASSED 6/0**.
- f. **CBA – Substantive Duties of School Principals:** Audra Lurvey moved, Carolyn Mebert seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 6/0**.

**K. SUBMISSION AND PAYMENT OF BILLS:** Audra Lurvey moved, Carolyn Mebert seconded, to direct the Business Manager to pay manifest #07-D in the amount of \$3,081,267.92. A roll call **VOTE PASSED 6/0**.

**L. RESOLUTIONS:** None.

**M. OLD BUSINESS:**

**1. Approve Educator Performance Assessment Plan:** Audra Lurvey moved, Dorothea Hooper seconded, to approve the Educator Performance Assessment Plan. Carolyn Mebert asked the Superintendent whether language she requested be added during the last meeting was included in the plan. Superintendent O'Connor stated it was and read the following language from page five of the plan:

**“NOTE:** If you are a teacher on an Alternative Certification Program, and have not completed your predetermined program requirements by the end of your 3-year cycle, you will not be issued a contract to teach in the Dover School District. All certification and re-certification requirements must be met to be offered a continuous contract.”

An oral **VOTE PASSED 6/0.**

**N. NEW BUSINESS:**

**1 Election New School Board Secretary:** See above.

**2. School Safety Issues:** Superintendent O'Connor reported there are a number of safety plans already in place in the district that were developed in cooperation with the Dover Police Department and Fire Department. Drills are routinely conducted with both agencies participating. A District Emergency Plan is in place and Critical Incident Manuals are available in all schools. They contain school-level protocols and guidelines for situations ranging from a fire in the building and escalating up. Each building also has an emergency kit placed in every classroom. Staff members in each school are assigned duties to follow in case of emergencies. Each school has a designated alternate site in case of evacuation and Laidlaw is available on an emergency basis to transport children to other locations. Monthly fire drills, duck and cover, and lock down drills are conducted to keep students and staff prepared and informed of current procedures.

The Superintendent then reported he conducted a team security audit with the Dover Police Department, Dover Fire Department, Facilities Manager, Principals, and Deans at all schools. He addressed security issues found during the audit and presented Board members with a list, prepared at his request by the facilities manager, addressing various requirements for improving security in all schools. The list also contained estimated cost information.

School Safety Issues will be placed on the November agenda for further discussion. The Superintendent asked Board members to review the information, ask questions, and be prepared to discuss how we can improve security in the schools. He stated that safety is a primary concern of this district and one of the long-range district goals talks about creating safe schools. Ms. Hooper pointed out that Dover has been “a step ahead” in this area for quite a few years. “That doesn’t mean we don’t have to continue to do this and get even better.” She added that school safety has been a major focus of many School Boards over the years. Ms. Lurvey added her belief that we need to make sure the staff, students, and community at-large remain vigilant and follow all security procedures.

Audra Lurvey moved, Dorothea Hooper seconded, to suspend the rules and bring item **N.7 Emergency Response Flip Books**, forward at this time. Dean Wissink provided an overview of Emergency Response Flip Books prepared for distribution to all staff members. These “quick guides” will allow staff members to be consistent in language and response to emergency situations and covers:

Drop and Cover, Shelter in Place, Lock Down, Evacuation, Reverse Evacuation, and Scan in Place. Additionally, there are First Aid and Teacher Responsibility instructions included in the books. Ms. Fisher asked if staff members were CPR trained. Dean Wissink stated Nurses and PE Instructors at the Dover Middle School were certified but she did not know about the other schools. Dr. O'Connor stated he did not have a definitive answer but noted training is offered periodically to all staff.

**3. 2007/2008 School Calendar:** See Superintendent's Report.

**4. Professional Development Master Plan:** Jean Briggs presented Board members with the state frameworks, ED 512 Staff Development and Re-certification, outlining requirements and procedures districts must follow when submitting Professional Development Master Plans for state approval. Master Plans must be submitted every five years for district re-certification. She then explained the state framework allows three options for developing 3-year individual professional development plans: The development of a job-embedded or formal portfolio, an accumulation of 75 clock hours of continuing education units, or a combination of both.

Ms. Briggs introduced Dave Bennett who explained the plan for roll out of the Master Plan in four parts: EdLine, Faculty Meetings, Frequently Asked Questions, and Companion Sheets.

Mary Buese identified the differences between the existing Master Plan and the Proposed Master Plan.

**5. Homeless Education and the Law:** District Homeless Education Liaison, Jean Briggs, reminded Board members that information on Homeless Education and the Law had been sent to them previously for information and stated she would answer any questions they may have. She then presented a report containing Dover's homeless student information as of October 2, 2006:

Dover Homeless Student Report  
October 2, 2006

Woodman Park:

- Total of 9 students: Grade K - 1 student  
Grade 1 - 2 students  
Grade 2 - 1 student  
Grade 3 - 3 students  
Grade 4 - 2 students; one being transported to Rochester/Chamberlain School
- Living circumstances: 2 students residing at My Friend's Place  
2 students residing in transitional housing  
5 students residing with friends/relatives

Horne Street School:

- Total of 1 student: Grade K
- Living circumstances: residing with relatives

Garrison School:

- 0 homeless students

Dover Middle School:

- Total of 2 students: Grade 5
- Living circumstances: 1 student residing at My Friend's Place  
1 student residing with friends; being transported to New Franklin School/Portsmouth

Dover High School:

- Total of 5 students: Grade 9 - 2 students  
Grade 10 - 1 student  
Grade 11 - 1 student  
Grade 12 - 1 student
- Living circumstances: 4 students residing with friends/relatives  
1 student currently at State Hospital

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17 homeless students in the Dover School District for September 2006

Ms. Fisher asked if students living in children's or group homes were counted as homeless. Ms. Briggs stated they were not - they fall under the neglected or delinquent categories. Ms. Hooper asked for a definition of "transitional housing." Ms. Briggs defined transitional housing as places such as My Friends Place, Crossroads, or when families are waiting for Dover Housing Authority assistance.

**6. Student Behavior Survey:** The Superintendent explained a Student Behavior Survey was administered to students in grades 7 through 12 every two years in cooperation with the Dover Police Department. He introduced Dana Mitchell to address the 2006/2007 school year survey. Mr. Mitchell stated the survey being presented this year was virtually the same as the one given in 2004. A few questions were added and some dropped. One purpose of the survey is to gather information needed to apply for or renew grants. It is also a useful tool as it identifies areas for which programs need to be created or changed. Ms. Fisher asked if students would be given the opportunity to opt-out of taking the survey. Mr. Mitchell stated they would. Ms. Fisher then asked when the survey would be given. Mr. Mitchell stated it would be given on November 20<sup>th</sup> at Dover Middle School and November 27<sup>th</sup> at Dover High School.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the Student Behavior Survey. An oral **VOTE PASSED 5/1 (Hooper opposed)**.

**7. Emergency Response Flip Books:** See above.

**8. School In Need of Improvement Report – Dover Middle and Dover High School:** Principals George and DeYoung highlighted areas of significance taken from their School In Need of Improvement (SINI) Reports submitted, as required, to the Department of Education.

The reports list strategies implement to enhance student performance in mathematics and reading. Some of the strategies implemented at Dover High School included:

- The math coordinator coordinated curriculum delivery based on the state GLE's and GSE's. Meetings and workshops were held to coordinate instructional delivery based on state frameworks.
- NHEIAP and NWEA results were used to provide student assistance in addressing instructional needs based on test results.
- Software interventions were provided during study halls and after school to students testing in the bottom quartile on the NWEA.

At Dover Middle School, some of the goals met included:

- Educators aligned their teaching skills and common assessments, recording student achievement as they progress from skill to skill and grade to grade.
- Coordinated curriculum delivery based on the state GLE's and GSE's.
- NECAP Data was shared, discussed, and analyzed leading to common strands for each grade level to improve instruction.
- Creation or peer coaching model in place.
- Fifth and Sixth graders are provided supplemental math instruction time, one period, five times per week.
- After School math lab created to target lowest 25 percentile.

**9. Approve Bid for Federal Project's Photo Copier:** Superintendent O'Connor requested the Board award a bid for a Federal Projects Office copier to the low bidder, Seacoast Business Machines, in the amount of \$6,025.00. Dorothea Hooper moved, Audra Lurvey seconded, to approve awarding the bid to Seacoast Business Machines in the amount of \$6,025.00 A roll call **VOTE PASSED 6/0.**

**10. Approve Expenditure for Goal Posts:** Superintendent O'Connor requested the Board approve an expenditure of \$825.00 from the Athletics Fund to purchase a goal post for the football team. The Booster Club will contribute the balance of \$500.00 to finance the purchase from Passon Sports. Carolyn Mebert moved, Audra Lurvey seconded, to approve an expenditure of \$825.00 from the Facilities Fund. A roll call **VOTE PASSED 6/0.**

**11. Policy DD & DFC – Special Funds and Federal Funds Update:** Dr. O'Connor reported a Food Service Balance of \$90,408.03 as of September 30, 2006. He also reported the following account balances: Field User Fees: \$2,520.65; Facilities Funds: \$25,303.39; Athletics Funds: \$16,258.90; Parking Lots: \$28,464.85 for a total of \$72,637.79 in the Facilities Fund. He then reported 97% of all Federal Funds have been obligated and disbursed as of September 30, 2006.

**12. Policy CMA – Annual District Report Card:** Dr. O'Connor quickly reviewed the 2005/2006 Annual District Report Card with Board members. He noted that policy CMA requires this document be published annually (in August) noting it was delayed this year due to changes in personnel.

Doris Grady moved, Audra Lurvey seconded, to approve the 2005/2006 Annual District Report Card for printing and distribution. An oral **VOTE PASSED 6/0.**

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Ms. Grady noted she recently visited the Gourmet's Table at the Career Technical Center and praised the improvements made in the new Culinary Arts Program. The Gourmet's Table will be opening to the public soon and she encouraged Dover citizens to try it out.

**O. ADJOURNMENT:** At 8:44 p.m., Audra Lurvey moved, Carolyn Mebert seconded, to adjourn the regular session and return to nonpublic session to discuss personnel. An oral **VOTE PASSED 6/0.**

BRANDON FOYE, SECRETARY  
October 10, 2006