

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, February 12, 2007, at 7:15 p.m. in the City Council Chambers.

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

Also present were Superintendent John O'Connor; Laurie Verville, Business Manager; Dustin Gray, Principal Garrison Elementary School; Patrick Boodey, Principal Woodman Park School; Larry DeYoung, Dover Middle School Principal; Christopher George, Dover High School Principal; Jean Briggs, Curriculum, Assessment, and Instruction Director; Peter Wotton, Athletic Director; Rich Barrett, DTU President; Jason Hindle, Deputy Mayor; Nick Skaltsis, Future Needs Committee Chair; Marcia Pelletier, Teacher; Debra Nary, teacher; James Stopa, Career Technical Center Director; Ms. Cushing and Ms. Minerowicz, Kindergarten Teachers at Garrison Elementary School; Parents, Citizens, and Larry Clow, *Foster's*.

B. PLEDGE OF ALLEGIANCE: Beth Setear led the Board in the Pledge of Allegiance.

C: CITIZENS' FORUM: Marsha Pelletier, 94 Back River Road, Dover High School teacher, addressed the issue of second hand smoke venting into her classroom. She cited RSA's 155.73, 155.66, and 155.72 concerning her situation and requested the School Board take action on her complaint. Ms. Pelletier also noted that air quality testing performed by RPF Associated, Inc. was conducted on January 22, 2007, between the hours of 4:00 & 5:00 p.m. after the students were gone. She asked the air be tested while students were there and smoke is entering the room. The parent of a student from Barrington also addressed the Board, stating her daughter suffered from respiratory problems and they are being exasperated by the current conditions in room 136.

D. APPROVAL OF MINUTES: Audra Lurvey moved, Brandon Foye seconded, to accept the following minutes:

- a. **Nonpublic Session #1, January 3, 2007 (Student Discipline)**
- b. **Nonpublic Session #2, January 8, 2007 (Personnel)**
- c. **Regular Session #1, January 8, 2007**
- d. **Joint Fiscal Committee Meeting, January 4, 2007**
- e. **Nonpublic Session #3, January 22, 2007 (Personnel)**
- f. **Budget Workshop# 1, January 22, 2007**
- g. **Budget Workshop #2, January 29, 2007**
- h. **Nonpublic Session #4, January 31, 2007 (Student Discipline)**

An oral **VOTE PASSED 7/0.**

E. CONSENT AGENDA: Audra Lurvey moved, Doris Grady seconded, to accept the Consent Agenda. An oral **VOTE PASSED 7/0.**

1. **Correspondence:**
 - a. **Strafford County Stars letter dated January 3, 2007 re: Waiver of Rental Fees (Record Note: School Board members accepted the facilities manager's office recommendation NOT to waive Strafford County Stars rental fees.)**
2. **Resignations/Retirements:**
 - a. **Christopher Hanson, Paraprofessional, Alternative School**
 - b. **Laura Hyson, Library Media Aide, Dover High School**

- c. **Brenda LeBel, Title I Tutor, Woodman Park School**
 - d. **Laurie Noel, Paraeducator, Woodman Park School**
 3. **Leaves of Absence:**
 - a. **Lisa Spurling, Behavior Specialist, Woodman Park School**
 4. **Nominations:**
 - a. **Sheet 1: Nomination and Election of a Secretary, Aide, Custodian, Non-Union, Substitutes, and Summer School Staff (Bandouvres to Wallis)**
 - b. **Sheet 2: Nomination and Election of Teachers (Kerr -Moore to Lorden)**
 - c. **Sheets 3 through 5: DALC Staff Nominations**
 5. **Professional Development Waiver:**
 6. **Extended Travel (Student Trips):**
 - a. **Final Approval, Student Quebec Trip Scheduled During April Vacation**
 - b. **Preliminary Approval, Student France Trip, April 2008 Vacation**
 - c. **Final Approval for Overnight Student Trip (DECA State Conference), March 7 through 9, 2007, Nashua, NH**

F. SUPERINTENDENT'S REPORT: Superintendent O'Connor addressed the following items:

- Congratulations to the following student athletes being honored at the NHIAA/NHADA Female Scholar-Athlete Award Program: Kelly Mulcahy, Sossan Al-Darraj, Kayla Bassett, Jade Golden, Hannah Bergeron, Tara Spargo, Alecia Johnson, and Megan Shannon.
- Congratulations to the following for their tremendous performance this past weekend in *The Little Shop of Horrors*: Director Marjorie Mersereau, Cast Members Frank Nordaby, Murphy Neenan, Sam Rheaume, Jacob Rheaume, Emily Harmon, Dominique Lessard, Natalie Kovalcik, Kevin Grupe, Nick Lantz, Theo Kontos, Laura Chong, Nicole Speidel, and Maggie Gunawan.
- Sunday, February 18, 2007 at 10:00 a.m., the Superintendent will host a walk-through with the School Board and City Council at Woodman Park School, including a site visit to the new wing.
- The March issue of the *DHS Guidance Newsletter* will be sent to Board members in the upcoming week's Items Packet.
- Monday, March 5, 2007, a Joint Legislative Task Force on Defining "Adequacy" in Education will hold a public forum in Dover City Hall from 6:30 – 8:00 p.m.

The Superintendent invited administrators to approach the podium to provide updates on each school's activities.

Chris George, Dover High School Principal, addressed the following items:

- Dean of Salem State visited DHS on 2/1
- Women's Swim and Diving Teams – First in the State
- A prom show will be held this Thursday
- Kendra Mack (art) and Nicki Childs (writing) won Foster's art and writing competitions
- Mathew Sahli, National Merit Scholarship Finalist and Eagle Scout
- Several DHS teachers have been named in the *Who's Who in American Teachers*

Ms. Hooper asked Mr. George to address the measures being taken at the high school to alleviate Ms. Pelletier's concerns about second hand smoke referenced in Citizens' Forum. Mr. George explained the boys' bathroom adjacent to Ms. Pelletier's classroom vents into the same outlet as Ms. Pelletier's classroom to the exterior of the building. Monitoring by staff has been stepped up and students are given first offence - 3 days expulsion, second offence 5 days expulsion, and third offence is a Board hearing. In addition, the underage students are referred to the police department as it is also illegal. Ms. Hooper asked if there were any types of alarms that could be installed in the bathrooms to alert when a match is lit. Mr. George explained this had been discussed but was deemed ineffectual as students destroy the alarms.

Larry DeYoung, Dover Middle School Principal, addressed the following items:

- Randy Armstrong performed last Friday and the students behaved exceptionally well.
- PTA Sponsored College Financing program will be held at the middle school on Tuesday at 6:30 p.m.
- The Girls' Varsity Basketball Team is undefeated so far.
- The after-school enrichment program, self-funded this year, will be cancelled for the fourth quarter due to lack of funding.
- The Snowball will be held in March.

Barbara Szabunka, Horne Street School Principal, addressed the following items:

- Students are collecting Pennies for Patients for the Leukemia Society.
- Third and Fourth graders are current reading the Dover Reads selection in their classrooms.
- Thank you to Ms. Horton for hosting Space Night at the school.

Dustin Gray, Garrison Elementary School Principal, reported on the following items:

- Thanks to Ms. Cushing and Ms. Minerowicz
- Students celebrated the 100th Day of School
- Thursday, February 15, 2007, a Re-Districting Discussion will be held for members of the community at 7:00 p.m. in the Garrison School gymnasium.
- Earth Day Celebration will be held on April 19th.
- Students raised \$2,000 for Pennies for Patients.
- Enrichment classes are being held on Monday, Wednesdays, & Thursdays, – Sponsored by the PTA, classes include dance, martial arts, fiber crafts, ceramics, scrap-booking, French, circuit training, and the Garrison Challenge.
- The Captain of the USS New Hampshire submarine will visit Garrison to announce the winner of the logo and emblem creation contest.

Patrick Boodey, Woodman Park School Principal, reported on the following items:

- Thanks to those who provided dental screening for Woodman Park Students.
- Thanks to Hayden Sports for donations.
- Thanks to Macy's employees for jacket donations.
- UNH Hockey players visited Woodman Park School.
- Students celebrated a 100th day with an assembly. Students collected food for the food pantry and items for DCYF. Over 2000 items were donated.
- Fourth grades are conducting NEAP Testing.

Audra Lurvey moved, Carolyn Mebert seconded, to accept the Superintendent's report. An oral **VOTE PASSED 7/0.**

G. STUDENT REPRESENTATIVE REPORT: Erica Sgrignuoli reported on the following items:

- The Annual Matchmaker Valentine's Day activity was held once again.
- The week after vacation, Interact Club, will collect semi-formal and prom dresses for girls who normally would not be able to afford a dress. The event is called the Cinderella Project.
- Academic Spirit Week will be held the week of March 14th. This was the idea of Mr. Fisher and Mr. Battey. Pi day and the Ides of March are during this week. In the fall, sports-orientated events are held. Academic Spirit Week would emphasize academics. One day of the week for each subject, culminating in a "Prep Rally" featuring academic competitions.

H. COMMITTEE REPORTS:

a. Curriculum Planning Council - Dorothea Hooper reporting: Ms. Hooper gave the following report:

"There was a meeting of the Curriculum Planning Council February 1st at the Dover Middle School. Dr. John O'Connor turned the chairmanship over to the newly appointed Curriculum Director, Ms. Jean Briggs. Before relinquishing all duties, Dr. O'Connor went over the revised Curriculum Planning Cycle Chart explaining the 4 stages of the cycle, planning, production, implementation, and monitoring.

The Language Arts Department will be bringing a request for approval for elementary and middle school grades. Dr. Lynne Wissink reported on the writing component for grades 6,7, and 8. As with all other disciplines, the department is following state standards in their curriculum development.

Ms. Deb Nary discussed the development of the elementary writing curriculum. Their goal is to bring all schools on the same page. They plan to use the Writing Workshop Method which promotes individualized instruction. Both presenters indicated an estimated budgetary need as well as the need for professional development for staff. The Language Arts curriculum will come before the School Board Feb. 12th.

The second half of our meeting was a presentation by Mr. Dave Bennett, District Math Coordinator who went over changes in the math program grades 5 through 12. The Math Department is in the monitoring stage of curriculum planning. Mr. Bennett discussed the increased use of technology over the past 6 years. He also indicated several course changes and the need for a summer workshop on differentiated instruction in mathematics. He noted that we have enough trained and skilled teachers on staff to lead this activity.

Our next meeting will be March 1st, 3:30 p.m., at the Dover Middle School."

b. Standards for Promotion and Retention of Students Committee, Dorothea Hooper Reporting: Ms. Hooper gave the following report:

"There was a meeting of the Standards For Promotion and Retention Committee on January 24th at DMS. Principal DeYoung, chair of this committee, did a brief recap of what we have done up to this date.

The bulk of the meeting was devoted to discussion of a survey given to staff that investigated the advantages and disadvantages of retention and summer school. The result of our survey made it clear that high school, middle school, and elementary teachers differ on when students should be retained and when it will be most successful. All staff seemed to agree on the need for interventions and educational supports needed to prevent the need for retention or summer school. They also seemed in agreement concerning what should be offered in summer school and what should be accomplished at each level.

Some specific topics of interest that were discussed included:

1. certain students will benefit from retention ---specifically those with strong parental support, an average or above I.Q. and reasonable motivation.
2. summer school should differ depending on the needs of each level ---elementary, middle school, or high school.
3. retention should be decided on a case by case basis by a team of interested parties so that the student will be best served.
4. retention without intervention will probably fail to achieve the desired result.

Our next meeting should result in a recommendation to the Board of Education. It is scheduled for Feb. 28th."

c. Professional Development Committee Meeting - Dorothea Hooper reporting: Ms. Hooper gave the following report:

"There was a meeting of the Curriculum Planning Council February 1st at the Dover Middle School.

Dr. John O'Connor turned the chairmanship over to the newly appointed Curriculum Director, Ms. Jean Briggs. Before relinquishing all duties, Dr. O'Connor went over the revised Curriculum Planning Cycle Chart explaining the 4 stages of the cycle, planning, production, implementation, and monitoring.

The Language Arts Department will be bringing a request for approval for elementary and middle school grades. Dr. Lynne Wissink reported on the writing component for grades 6,7, and 8. As with all other disciplines, the department is following state standards in their curriculum development.

Ms. Deb Nary discussed the development of the elementary writing curriculum. Their goal is to bring all schools on the same page. They plan to use the Writing Workshop Method which promotes individualized instruction. Both presenters indicated an estimated budgetary need as well as the need for professional development for staff. The Language Arts curriculum will come before the School Board Feb. 12th .

The second half of our meeting was a presentation by Mr. Dave Bennett, District Math Coordinator who went over changes in the math program grades 5 through 12. The Math Department is in the monitoring stage of curriculum planning. Mr. Bennett discussed the increased use of technology over the past 6 years. He also indicated several course changes and the need for a summer workshop on differentiated instruction in mathematics. He noted that we have enough trained and skilled teachers on staff to lead this activity.

Our next meeting will be March 1st, 3:30 p.m., at the Dover Middle School.”

I. POLICY - CHANGES – PROPOSALS: None.

J. POLICY ADOPTION: None.

K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Carolyn Mebert seconded, to direct the Business Manager to pay manifest #07-H in the amount of \$4,236,453.61 A roll call **VOTE PASSED 7/0.**

L. RESOLUTIONS:

1. Resolution re: Formation of the School Administrative Unit (SAU) at the McConnell Center Joint Building Committee: Chairperson Fisher read the following into the record:

WHEREAS: the Dover School Board voted during its December 8, 2006 meeting that the School Administrative Unit #11 shall move to the McConnell Center, and

WHEREAS: Per RSA 199:3 of the New Hampshire state stature, it is deemed that the Joint Building Committee shall be chosen in equal numbers by the City Council and the School Board to oversee the expenditure of construction funds, and

WHEREAS: There is an existing JBC formed in 2006 to oversee the Woodman Park School expansion and renovation projects,

NOW, THEREFORE, BE IT RESOLVED THAT the Dover School Board hereby appoints the following persons on the Woodman Park School Joint Building Committee to renovate the SAU Administrative Offices at the McConnell Center:

Doris Grady
Carolyn Mebert
Mark Geuther

Audra Lurvey moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE PASSED 6/1 (Grady opposed).**

M. OLD BUSINESS:

1. Future Needs Committee Final Report: Redistricting & Full-day Kindergarten: Future Needs Committee Chair, Nick Skaltsis, made the following presentation: Mr. Skaltsis identified the four-member Future Needs Oversight Committee members:

Nick Skaltsis-Chair
Doris Grady-School Board
Dennis Ciotti – City Council
John O'Connor - Superintendent

Mr. Skaltsis then introduced Barbara Szabunka, Student Capacity/Redistricting Sub-Committee Chairperson and Horne Street School Principal. Ms. Szabunka thanked the members of the re-districting committee who volunteered their time and gave a lot of thought and time to the

process. "They asked thoughtful questions during the meetings. They formulated questions for the survey that was sent out to parents. We initially included Woodman Park School parents because there were initial thoughts about redistricting some Woodman Park School students. Over 500 surveys were returned." Ms. Szabunka read some of the survey results and comments to the Board. She then continued, "The redistricting of students will allow for four classrooms for each grade level at Horne and we will be able to put art back into a classroom instead of having the art teacher housed in a closet, providing instruction from a cart, as it has been for the past two years."

She added, "If there are some parents who wish to have their students attend Horne from the redistricted areas – and who are willing to transport – students will be accepted on a space-available basis as part of the open enrollment policy." Ms. Szabunka ended her remarks by encouraging parents to attend the meeting being held on Thursday, February 15th in the Garrison School gymnasium.

Mr. Skaltsis shared the following information with the Board:

Re Districting Fact Sheet

1. Horne Street School's population exceeds the building's capacity by 80 pupils. Horne is at 121% of capacity (can fit 400 students comfortably).
2. Garrison School has classroom space for an additional 170 students maintaining 20 pupils per class. Garrison is 30% vacant.
3. Moving additional students into Woodman Park School will conflict with renovations at that building.
4. Travel distance from Brooks Pharmacy at Oak Street and Central Avenue to Garrison School is 3.6 miles. Travel distance from Three Rivers Farm Road to Garrison School is 5.4 miles. (the furthest point east in Dover).
5. Bus travel time from the most northerly and easterly areas being considered for a District change will range from 30 to 40 minutes to Garrison School depending on the time of year, traffic and road conditions.

Questions and Answers Regarding Elementary Re-Districting (Questions were developed by the committee and School Board members.)

1. Can this task be accomplished as a single event?
Yes.
One geographic area could be reassigned from Horne to Garrison.
We considered distributing current Horne students to both Woodman and Garrison.
We recommend sending all re-Districted children from Horne to Garrison.
Garrison has sufficient capacity to accommodate all the students that would be leaving Horne.
Leaving WPS out of this process would disrupt fewer families and WPS could continue its renovation project without facing an increase in student population.
2. Can this task be accomplished with minimum disruption?
Yes.

It would seem these students would take the same two buses but transported to Garrison rather than Horne.

Garrison Principal Gray believes these students can be absorbed into the Garrison community.

Horne and WPS Principals see a transfer of teachers to Garrison in this process.

3. Given size constraints, what is Horne Street's ideal student population?
Horne Street School ideally has 20 general education classrooms.
We believe with four teachers at each grade level Horne Street should have 380 students. A maximum would be 400 students.
4. How many students will need to be transferred out of Horne Street School?
In the vicinity of 100.
We estimate as many as 110 students will arrive at Garrison. That number is acceptable for both schools.
5. Will redistricting require additional buses?
No.
The two buses used for that area now will be all that is needed for runs to Garrison.
6. How many students can Garrison accommodate?
Garrison can accommodate 540 students.
Their enrollment as of Jan. 5 was 369.
This allows for an additional 170 students.
If this recommendation is adopted Garrison will have the capacity to handle growth of an additional 50 to 70 students.

Recommendations: The committee proposed to redistrict:

1. The east side neighborhood described below be re-districted from Horne Street School to Garrison School:

Beginning on the west side by Central Avenue from Washington Street to Oak Street. Crossing along north side by Oak Street and the Rollinsford/Dover town line to the Eliot Bridge. Heading back toward the downtown bounded on the east side by the Cocheco River back to the starting point.

The current student population at Horne Street School from these areas is 110.

2. The School Board should continue its policy of open enrollment if seats are available based on class size being below current School District policy.
3. The District have a public meeting with the Horne and Garrison Communities to provide information and receive feedback regarding this recommendation. This meeting is scheduled for Thursday evening, December 15th at 7:00 p.m. at Garrison School.

Ms. Hooper asked how long a time period students attending elementary schools travel on buses currently. Dr. O'Connor stated some currently travel 30 or 35 minutes now. Weather and traffic will have an impact. Ms. Hooper noted, "so we already have students on that length of time now." Mr. Skaltsis added that the current ride from Three Rivers Farm Road, the most easterly point in Dover to Horne Street, takes 35 minutes. He then asked the Superintendent to explain how the buses will pick up on Central Avenue. Dr. O'Connor stated there would be no

pick-up on Central Ave. Rather, the bus will travel one street over, on Park Street stopping on every-other corner up to Oak Street. Along Oak Street, due to heavy traffic, stops will be basically door-to-door, and then coming down Broadway, stopping at every intersection.

Ms. Fisher asked the length of time the average drive is from Cody Drive to Garrison School. Mr. Skaltsis stated it is almost 7 miles from Cody Drive to Garrison School (almost double the distance from Oak and Central Avenue to Garrison School), but did not know the time students from Dover Point Road were currently on the bus.

Kindergarten Review Sub-Committee

Mr. Skaltsis introduced Patrick Boodey, All Day Kindergarten Sub-Committee Chairperson and Woodman Park School Principal. Mr. Boodey thanked the committee members who worked diligently with him on this project. The committee for full-day kindergarten worked under some basic premises: Parents would still have the option of a half-day program; the purpose of full-day kindergarten would focus on better quality or education – not increased quantity; more time spent on essential academic and social skills would be reinforced and practiced. A general survey was released to the Dover public and a strong response was received. The survey results indicated a significant desire for a full-day kindergarten program in Dover. The top three factors in support of the full-day were parent work schedules, quality academics, and improved social skills.

Mr. Boodey said the time to implement full-day kindergarten is “now” due to many variables: There is strong public interest and support by the K-3 teaching staff; parents need to know now to decide where to enroll their kindergarten students for the fall; there would be a cost savings by eliminating mid-day bus runs that could help financially support the full-day kindergarten program; redistricting is currently ongoing which will allow space for full-day kindergarten; and surrounding communities (Rochester and Portsmouth is considering) full-day kindergarten.

Half-day sessions are 3 hours long which both did not feel was adequate time to address academics and meet all skill requirements. They noted full-day kindergarten would provide more time to model and practice social skills; eliminate many transitions students currently need to b\make on a daily basis; work at a more appropriate pace with more instructional time and more time to practice the application of social skills. The following schedules were provided to Board members:

Mr. Skaltsis introduced two Garrison School Kindergarten Teachers, Ms. Cushing and Ms. Minerowicz, to provide an overview of a half-day and a full-day kindergarten session:

Basic Half-Day Kindergarten Schedule **(No Added Specials)**

Attendance/Morning Meeting/Calendar (30 min.)

Writer’s Workshop/Journals (30 min.)

Large Group Activity (30-40 min.)

Reader’s Workshop

Zoo Phonics/Alphabet Books/Scholastic Reading Program

Every Day Math

Themes/Projects

Snack/Recess Time (30 min.)

Center Time (30-40 min.)

Fine motor skills

Social Skills

Math manipulatives

Reading skills

Writing skills

Read Aloud (20 min.)

Group Share/Wrap-up/Job Chart/Friday Folders/Dismissal (15 min.)

Specials include Art, Library, Music, Phys. Ed., and Health. These occur every other week.

Full Day Kindergarten Schedule

(with first grade lunch and recess times)

8:15 – 8:45 Calendar

8:45 – 9:15 Writer's Workshop

9:15 – 9:45 Reader's Workshop

9:45 – 9:50 Review manners and washing hands

9:50 – 10:10 Snack

10:10 – 10:25 Recess

10:25 – 10:45 Phonics/ Word Study

10:45 – 11:25 Special

11:25 – 12:10 Math Time

12:10 – 12:30 Lunch

12:30 – 12:50 Recess

12:50 – 1:15 Read Aloud

1:15 – 1:40 Sensory Integration / Fine Motor Time

1:40 – 2:30 Social Skills Focus Lesson followed by Choice Center Time
to practice social and academic skills

2:30 – 2:55 Journals

2:55 – 3:05 Wrap Up / Dismiss

The above schedule includes time for direct teaching of Reading, Writing, Math, Fine Motor, Phonics, and Social Skills every day. The schedule allows time for child centered choice time each day to reinforce academic and social skills. The read a loud time after recess would ensure a quiet time for students in the afternoon. The times are flexible and more time could be shifted to areas of need. A full day schedule would make it possible for teachers to teach more skills each day at an appropriate pace resulting in a more meaningful learning experience.

Ms. Hooper noted full-day would add three more hours to the kindergarten school day and asked if any studies had been conducted to determine the longevity of the kindergarten student's attention span. Ms. Cushing stated that many of the kindergarten students actually experience a full-day program now, just at various locations – Day Care to School to after-school day care. She added, "What would be nice about full-day kindergarten is we could actually manage their day. They would start with us and end with us and we could provide sensory breaks and time for us to fill as needed."

Mr. Skaltsis shared the following information with the Board:

Full-Day Kindergarten Fact Sheet

1. Full day kindergarten is the choice of teachers and parents by significant numbers. Over 800 responses were received to the committee's survey.
2. Dover's three elementary schools have the classroom space to accommodate a full-time kindergarten program if student populations are shifted.
3. The program being proposed increased designated kindergarten classrooms at Garrison and Horne from two to four and at Woodman from three to four.
4. Eighty kindergarten seats are proposed at each school.
5. A total of 240 kindergarten students are being forecasted. Dover has averaged 220 students over the past nine years.
6. No universal kindergarten program changes can be made without significant student redistricting.

Questions and Answers Regarding Full Day Kindergarten (Questions were developed by the committee and School Board members.)

1. What level of interest is there in adding this program?

A general public survey was created by the Kindergarten Committee and released to the citizens of Dover in paper and electronic form. The number of responses for a full day Kindergarten program was 509. The number of responses in favor of a half day K program was 227.

2. Are teachers supportive of adding a full day program?

Yes. A general survey for Dover educators in the range of grades K to 3 was created by the Kindergarten Committee. 75% percent of respondents were in favor of a full day Kindergarten Program.

3. Will the Community support full day Kindergarten?

Based on the large response of Dover citizens submitting completed surveys from a variety of constituencies it is reasonable to assume that community support for a full day Kindergarten Program does exist.

4. What percentage of parents prefers the half-day program?

One-third of those who answered the survey as parents preferred the ½ day K program. A more reliable percentage can be determined this March when parents enroll their children for the Kindergarten screening process at the local elementary schools.

5. Will introducing a full day program require the construction of additional classrooms?

No. If the current redistricting proposal is approved and student population numbers remain stable, the three elementary schools have the additional classrooms needed for a full day program. The addition to Woodman Park School will ensure that a future increase in student population can be absorbed by the school district.

6. Will a full day program require additional buses?

Again redistricting will play a role in the number of buses needed and a review in the renegotiated bus contract will weigh expectations in determining seating for additional students. The current buses are mostly half to three quarters full.

The District administration is forecasting that no additional buses will be needed if full Kindergarten is introduced. .

7. What will a full day program cost?

A detailed summary of the costs associated with full day Kindergarten will be delivered before the March 12 School Board meeting.

8. Will the Community endorse phasing in this program over three years?

No. Due to current redistricting and the construction work at Woodman Park School it would be possible to implement full day Kindergarten at all three schools for this upcoming academic year or to be phased in for the year following. There could be support for a two-year phase in but a third year would mean strict criteria for admission would be needed and is not necessary.

The committee was overwhelmingly in favor of not having a three-year phase in for full day Kindergarten despite theoretical cost savings.

Criteria for admission was discussed at length by the committee and the majority was concerned over one part of the City having an opportunity for full day Kindergarten over another part of the city not having the ability.

Screening scores of students and a lottery system was more favored than geography if potentially determining enrollment for student slots in an over-enrolled full day Program.

9. Can the School District phase out mid-day busing?

Yes. Adequate parental notification would be needed. Parents may choose to pick up their student from school when they wish by either walking or using other transportation.

If the current Kindergarten Program stays the same, the current bus situation should remain.

10. Can half day Kindergarten continue if full day is introduced?

Absolutely, just as long as parents pick up their student at school.

It would appear that between 25% and 33% of parents prefer half-day Kindergarten.

11. Can a full day program be established in all three schools at the same time?

Yes. However, a District redistricting decision is required for any changes at Horne Street School.

The space needs have to be given to the construction managers at the Woodman Park construction project as soon as possible.

Recommendations

1. Reconfigure the current Kindergarten Program to offer three full-day classes and one half-day AM class in each elementary school beginning September 2007.

2. Discontinue all mid-day busing and apply those funds to pay for the costs associated with an expanded Kindergarten Program.

3. Establish a system where full day seats are first filled by a screening process driven by academic need. If full-day is under-subscribed at any School after academic screening is complete, fill the remaining seats by lottery.

If full-day is under-subscribed at any School, allow half-day students to enter a full day class and be dismissed at the lunch break.

Elementary General Education Classroom Inventory

	Currently	September 08
HSS	20	20
GES	27	27
WPS	22	32
Totals	69	79

K-4 Populations

	2000	2001	2002	2003	2004	2005	2006	ACS*	2007*
HSS	348	334	391	435	436	447	471	20.5	380
GES	496	496	440	428	396	400	372	18.6	480
WPS	424	433	433	433	417	424	417	19.0	430
Totals	1268	1263	1264	1296	1249	1271	1260		1290*

*ACS "average class size" currently

*2007 estimated with re-districting recommendation in place

We have 1300 K-4 students, but only 1200 Full Time Equivalents (FTE's) for classroom calculations. With 69 classrooms available now, our student to classroom average is 17.3 students per available room.

If full-day Kindergarten were approved, we would use an additional five classrooms

Our FTE's would rise to 1260 students

With 69 classrooms available, our average jumps to 18.2 students per classroom

In September 2008, we will have 79 classrooms

Projecting 1300 FTE students

Our student to classroom average would drop to 16.4 students

Ms. Grady asked if the screening process used to determine academic need would change from that currently used. Ms. Briggs explained the current PAL's pre-K assessment is given in its entirety to incoming kindergarteners now and that will continue. Where it had been piecemeal in the past has been in grades 1 and 2. As of September 2007, we are doing PAL's in its entirety, K, 1 & 2.

Ms. Grady stated presently all kindergarten students ride in a bus with only kindergarten students. Mr. Skaltsis stated that is at mid-day only. Mornings and afternoons, students in K-4 ride together on the buses. Ms. Grady asked if kindergarten was made full-day, there could be some way to place all kindergarten students at the front of the bus. Ms. Fisher stated, "That's how we do it now."

Ms. Mebert asked if the YMCA after- and before- school programs will be available to full-day kindergarten students. Dr. O'Connor stated after-school programs are currently available at all three elementary schools and are open to kindergarten students. Garrison and Horne Street School also has pre-school YMCA programs, and they, too, are open to kindergarten students.

Dr. O'Connor shared with Mr. Skaltsis that he was asking for three half-day morning

kindergartens; it was pointed out to him there might be a cost savings if there were one full-time teacher and a half-time teacher. The full-time teacher could do one session in one school in the morning and another in the afternoon. Mr. Skaltsis stated the committee discussed that possibility. However, it was found that many people had misgivings about a PM session. There is a perception that says, maybe students learn better from 8:00 a.m. to noontime. It was an arbitrary decision to make it three a.m. sessions. Mr. Boodey even talked about the possibility that there might be a need for a p.m. session because it might work out better for both parents and students. Mr. Skaltsis added, "The finance end, I would be very concerned about making the determination based on the money end, but I do understand there could be a \$15K or \$\$20K difference. I suspect that teacher would have to run to two different schools."

Ms. Fisher noted that even though they were talking about both redistricting and full-day kindergarten, she wanted to make it clear that it would be necessary to look at redistricting – even without full-day kindergarten. Mr. Skaltsis stated the principals were waiting for School Board direction because it will affect upcoming kindergarten registrations. Parents also need direction so they can address child care and other transitions that take place. He added, "Kindergarten or not, the redistricting is going to impact nearly 100 families in that neighborhood – they need to know, sooner-than-later." Ms. Fisher then asked Mr. to explain how Horne Street would be affected if the Board did not redistrict for next year.. Mr. Skaltsis explained that the district is already spending money to transfer overpopulation students at Horne Street School to Garrison School. He added that is probably also not the best experience for children to transfer from a bus to Horne Street School to travel on a van to Garrison Elementary School. Horne Street is already overcrowded while Garrison is only 70% occupied.

General Education Classroom Availability by Building

2006 Classrooms being used (current)

	Students	Classrooms Used	Net Classrooms
HSS	470	21	0
GES	370	18	9
WPS*	417	22	0
Net Available Classrooms			9

2007 Classroom Uses with Re-Districting proposal in place:

	Students	Classrooms Used	Net Classrooms
HSS	380	18	2
GES	480	22	5
WPS	421	22	0
Net Available Classrooms			7 with re-districting

2008 Classroom Uses with Re-Districting in place and Full-day Kindergarten

HSS	385	20	0
GES	490	24	3
WPS	430	23	9
Net available Classrooms			12 w/full day & WPS expansion

NOTE: All WPS numbers are without pre-school. We need to subtract a total of three rooms being used for district-wide programs for the handicapped and pre-school to forecast a net of nine empty classrooms in September 2008.

Ms. Fisher noted the budget vote will take place on March 12th but the Board will need to know

cost information for implementation of a full-day kindergarten ahead of time to make decisions prior to the budget vote. Ms. Verville stated information on savings on transportation will be available by the March 5th budget workshop. Dr. O'Connor noted the expectation is that the money to fund additional staff requirements will come from transportation cost savings.

Ms. Fisher asked, "We don't have to wait until that (information on full-day kindergarten) to vote for redistricting? We can vote at any meeting after we hear the public view on redistricting? We don't have to wait until the March 12th meeting to vote on that?" Dr. O'Connor stated the Board would only need to schedule a special meeting to vote on redistricting. He cautioned, however, to think through moving the vote up versus keeping it on the 12th of March to provide a window of opportunity for parents to contact Board members – abbreviating the process may not be in everyone's best interest. Dr. O'Connor added, "Considering this is a very volatile, emotional issue, I think for people to have a time to listen to us Thursday evening at the meeting; thinking about it and then be able to respond to you in a variety of ways, either email, telephone, coming to a meeting." Mr. Skaltsis stated his belief that necessary cost information needed for full-day kindergarten will be available in the first week of March, long before the budget vote scheduled for March 12th.

Audra Lurvey moved, Doris Grady seconded, to move item N.4. Language Arts Adoption, forward on the agenda to be heard at this time. An oral **VOTE PASSED 7/0**.

N.4. Language Arts Curriculum Adoption:

Dr. O'Connor introduced Jean Briggs and representatives from the teaching staff to discuss the Language Arts Curriculum up for adoption. Ms. Briggs introduced Deb Nary to present elementary through grade five curriculum, Larry DeYoung to present grades six through eight, and Marsha Goodnow to discuss the high school elective program.

Ms. Nary stated this has been a two-year process when a team of teachers got together to discuss the Scholastic writing program and realized they needed to find materials to supplement the program. They also reviewed state GLE's and the grammar and phonetic portions of the Scholastic writing program. The decision was Write Source was the way to go to supplement the program. Additionally, a second team of teachers got together to decide what they thought the genres we needed to teach in writing in the elementary schools. A third team got together to work on writing the current curriculum. They reviewed the six genre strings chosen and organized the document by reviewing the GLE's and deciding on an objective to meet the GLE's; some learning activities to meet that objective; teacher resources needed; and how to access whether they met the GLE or not. She then reviewed with the Board the Kindergarten and third grade curriculum and supporting units. Ms. Nary ended by stating a team of people will now work on developing a bridge document for teachers to refer to when planning their writing lessons. Ms. Mebert asked if technology was combined into the curriculum. Ms. Nary stated many students use computers from third grade and up. They are also looking at making student portfolios to carry through the grades.

Larry DeYoung presented curriculum for grades six through eight. "We are pleased with the transition of the writing process, K-8. One of the goals we learned from improving our test scores was to align our curriculum and to offer all students the grade level expectations. We are finding that we are teaching writing now, rather than assigning writing. Our test scores will say we are below in writing but, through the adoption of this curriculum, you're going to see growth with writing just from the teaching practices that have improved." "... Students will

integrate their writing, not only in language arts and reading, but also in all subjects. We are using Write Source and Write Traits as an assessment tool. One of the difficulties of teaching writing is that the assessment can be arbitrary. But, when you use a rubric to assess a child's writing using the six traits, then it's more concrete and children can edit their writing and improve. " There is also a web-based Write Source technology piece where a child can write and, within the program, it can edit the work, assess the piece, test vocabulary, word meaning, and organization and so forth. This can also be used at home.

Marsha Goodnow addressed the high school curriculum. She stated the staff at Dover High have been grateful for the infusion of anthologies received six years ago in the last curriculum cycle. They believe in the genre studies approach of freshman and sophomore texts and use the books to support the tenth grade semester of writing. The department shares a commitment to the idea that an American high school student ought to study and understand American literature, the focus of junior year. However, senior English has become a "hard sell," particularly for those students who are reluctant scholars in the first place. The department generated a list of descriptions to present to last year's juniors and sophomores in the form of a survey. "The final list, which went in the Program of Studies, represents the passions and abilities that lie within our English staff and are the courses the students said they would take. They also span a range of interests and different courses seem naturally suited to differing ability levels." They hope to write the courses over the summer. Each course will be built upon the state GLE's for seniors with identified competencies and accompanying assessments.

Audra Lurvey moved, Carolyn Mebert seconded, to adopt the Language Arts Curriculum as presented. An oral **VOTE PASSED 7/0**.

At 9:05 p.m., Brandon Foye moved, Audra Lurvey seconded, that the Board take a five-minute break. An oral **VOTE PASSED 6/1 (Mebert opposed)**. The meeting resumed at 9:12 p.m.

2. Woodman Park School Financial Report: Dr. O'Connor provided a historical overview on the plans for new construction and to renovate Woodman Park School. The project, which includes a 30,000 square foot addition to the school and renovation of the building was initially projected to cost \$9.5 million when approved in 2004. However, increased costs of building materials, fuel, and other factors have driven the price up. "When we started the project, we anticipated the overall cost at \$100 per square foot. The reality, even with competitive bidding is up to \$119 per square foot." AN additional expense comes from the School Board's recent decision to cancel plans to move the SAU offices into the school, instead moving them to the McConnell Center. The \$500,000 that was budgeted to renovate the space in Woodman Park School has been shifted to renovate the space in the McConnell Center. However, that space will still be renovated at a cost. Dr. O'Connor then reviewed a list of items the Joint Building Committee (JBC) value engineered to generate over \$780,000 in cost savings:

- Utilize internal staffing for cleaning \$10,000.
- Remove kiln room from art room 4,000.
- Use of municipal pit for gravel and sand 5,200.
- Eliminate the redesign of light wells at lower level 56,300.
- Substitute semi-hard wood for laminate at base cap of windows 10,000.
- Refinish and not replace gym floor (Est. 15 yrs. Remaining on life) 120,000.
- Eliminate library shelving 40,000.
- Leave gymnasium balcony rails in place 37,000.
- Encapsulate floors in accordance with AHERA laws – no abatement 90,000.

• No demolition to two resource rooms – leave divider wall in tact	8,000.
• Eliminate second elevator	140,000.
• No SAU administrative office at school – only classroom space	200,000.
• Re-use existing appliances	2,000.
• No change to existing café layout – savings on demolition	25,000.
• Use of CAT 5E cabling rather than CAT 6	3,800.
• Remove second playground	35,000.
GENERATED SAVINGS:	\$786,300.

To properly plan for the future of an educational facility that has had minimal work done over the past 20 years, the Joint Building Committee remained diligent in keeping the best interest of the educational process for students a priority. Below are a few examples of unexpected costs the Committee was forced to address:

• Alternate parking lot adjacent to Silver Street	\$45,200.
• Dredge and fill permit design and fees	3,000.
• Change Proposal – Floor drains required by Code Enforcement	9,530.
• Change Proposal – Roof fasteners	11,443.
• Remove lockers and demolition	8,500.
• Replace and convert two boilers to natural gas	125,000.
COST OVERRUNS:	\$202,673.

Based upon the process that the Woodman Park Joint Building Committee applied during the conceptual portion and design development stages of this project, Dr. O'Connor requested the Dover School Board approve his proceeding to request supplemental funding from the City Council in the amount of \$3.1 million.

Ms. Grady asked the Business Manager for a list of improvements made to Woodman Park over the past 20 years. Ms. Verville stated she did not have the list but agreed the total amount of improvements made to the building was approximately \$500,000, or an average of \$20,000 per year. Ms. Grady noted that "back when Team Design" evaluated the building, their estimate was about \$5 million for renovations only. She added, "There were times when we talked about doing the roof and we didn't do it. As a result of not doing the roof, there's been a lot of other damage in the main building that has created an extra cost. If people are asking why the cost has risen, we've created some of it by not getting some work done that we should have done a long time ago. The roof happened to be one thing. I've been on more walks looking at that boiler than you could possibly think of, and it wasn't going to last, it wasn't going to last, and we find all of a sudden we're really in trouble with the boiler which caused an increase here also. So, it's not that we're just throwing money in. Some of it's because of neglect to this old part of the building. If you look at the figures, the new building ran pretty close to the form as to what we figured it would. The added cost is more or less coming in the old part of the building."

Ms. Hooper added "when you use the word neglect, when you have to nickel and dime along the way, this is what happens... I think you've done a pretty good job, actually. You weren't that far off. Construction's a guesstimate anyway. We know prices raise each year. I think you've done a good job, JBC and Dr, O'Connor."

Deputy Mail Hindle stated there will be a tour of the Woodman Park School site on Sunday, February 18th at 10:00 a.m. to give the council an overview of the project. Additionally, next Wednesday night, the JBC will make a presentation to the City Council. He stated he was hopeful there would be a first reading at the end of February with a public hearing and vote by

the Council early in March. Ms. Fisher asked what would happen if we did not get the money. Dr. O'Connor stated they would use the remaining funds, prioritize the serious need of the building and attempt to address those.

Audra Lurvey moved, Carolyn Mebert seconded, to approve a request to seek an additional \$3.1 million in CIP monies from the City Council to complete work at Woodman Park School. An oral **VOTE PASSED 7/0**.

Audra Lurvey moved, Dorothea Hooper seconded, to move item M.3. Budget Discussion, to be the last item the agenda. An oral **VOTE PASSED 7/0**.

3. 2007/2008 BUDGET: See below.

N. NEW BUSINESS:

1. McConnell Center Occupancy Agreement: Audra Lurvey moved, Dorothea Hooper seconded, to table this item until the March 12, 2007 meeting after the district's attorney has a chance to review the document. An oral **VOTE PASSED 7/0**.

Dr. O'Connor did point out a few aspects of the agreement. It calls for a 50 –year occupancy, chosen primarily because it is a long number of years and the fact we have been a resident of City Hall for nearly 100 years. It also calls for the district to assume a portion of the bond that corresponds to the square footage being used. Shared responsibilities for the envelope of the building and shared services are discussed in the agreement. It has a termination clause for the district. "I believe the overall agreement has benefits to both the City, the municipal end of the corporation and the School District end of the corporation that makes this a very favorable agreement."

Dorothea Hooper asked how the \$262,192 would be paid. Ms. Verville stated that they took the amount of money that the McConnell Center was bonded for (\$4.8 million), looked at the overall square footage and what was financed through a bond sale, and calculated 1/20th of that. By looking at it for each year, the grand total after 20 years is \$262,192. This will be paid twice a year over the 20 years. Dr. O'Connor reminded Board members that the district will be reimbursed up to 40% of the bond payment in state building aid money. Ms. Hooper asked if in addition to that, the district will pay a monthly fee. Dr. O'Connor stated that was correct, but it was to cover utilities, snow plowing, custodial care, heat, air conditioning, etc and is not part of the bond payment. The \$262,192 is included in debt service. Only the \$1,854 per month is part of the operating budget.

Ms. Grady asked from where funds will be taken to outfit the McConnell Center space for the SAU. Dr. O'Connor stated that a separate \$500,000 from CIP monies, previously allocated to locate the SAU offices in the Woodman Park School, will be used for this purpose. To clarify, Dr. O'Connor stated the district will take on \$762,192 in debt, to be paid over the life of the bond (20 years). Additionally 40% of the money will be reimbursed by the State Department of Education from Building Aid over the 20-year period. The district operating budget will contain approximately \$22,000 per year in the operating budget as a yearly expense.

Ms. Grady questioned the paragraph in the agreement that stated the City of Dover agrees to maintain adequate heat because she on the first page it states the district is responsible to pay for its share of the heat and water. Dr. O'Connor explained the paragraph in question, "The City of Dover agrees to maintain the Premises...including adequate heat and water," is referring to

the City's requirement to maintain boiler, plumbing, and air conditioning equipment in proper operation to provide adequate heat, air, and water.

2. Improving Enrollment Retention at the Career Technical Center: James Stopa reviewed initiatives he is implementing at the Career Technical Center in an effort to increase enrollments and retain students. He first reviewed some of the signs that identify whether a program should be reviewed to be kept or eliminated:

- Less than 11 students – low enrollment
- Retention from junior to senior year is poor
- Lack of teacher enthusiasm and creativity
- Minimal business involvement
- Students not motivated
- Program reputation

Next, he reviewed current procedures followed:

- Define potential need in early April (even though enrollments continue over summer)
 - Discuss specific enrollment concerns
 - Impact/changes to teacher/student schedule
 - Talk about marketing techniques to increase next year's enrollment
- Efforts to Salvage Programs and Jobs
 - Problem often viewed as other-centered
 - Responsibility for change not "owned" by teachers
 - Problems repeated a year later – maybe even readdressed year-after-year

There is a need to involve the teachers in promoting their programs and retaining students. Teachers should conduct ongoing reflection and conduct monthly surveys to analyze their teaching techniques, asking:

- What is your opinion of my teaching?
- Are you learning?
- Is my delivery of information helping you?
- What can I do better?
- Rate your CTC experience 10 to 100

Teachers need to review the results for self-improvement. Additionally, staff should participate in meetings to provide ongoing support and institute meaningful practices such as:

- Utilization of Advisory Committee
- Timely Intervention for Students
- CTC Standards for Doing Business

It is time for significant change. Administration needs to identify CTC goals – Enrollments at 11 or more juniors each year; Retention at 70% or better; Teacher-led efforts to recruit and retain students. Students leaving before program completion should be questioned for feedback.

Ms. Fisher thanked Mr. Stopa and noted she believed he was instituting very position change.

3. Dover High School Parking Issues: Ms. Hooper pointed out this discussion started from an email she and Dr. O'Connor received from a neighbor of Dover High School. Since the time of the email, the constituent stated the police are now ticketing student cars. She wondered if there was something more Dover High School could do to be a better neighbor. Mr. George stated he is working with police and are enforcing no parking on route 108. Students have been advised

and will be ticketed starting in February. That has been effective on Durham Road. Additionally, illegally parked students are in jeopardy of losing their Dover parking permit if they become eligible to get one. Dr. O'Connor added that the district parking monitors are working closely with the police department to ensure neighborhoods are free of Dover High Students who should not be parking there. The parking monitors have been in touch with neighboring apartment and condo developments and advised them to have illegally parked cars towed. Ms. Grady asked if the Bellamy parking area was still being used. Mr. George stated it was as well as the lot by the fire department. Ms. Grady noted that the Bellamy lot is often not filled when she drives by. Mr. George stated all three lots for student parking sold every permit. However, there are times students may be absent or car may be in the shop, so there is a certain amount of empty space because they do not give out more permits than spaces. Ms. Hooper asked how many cars are parking in the lots per day at Dover High. Mr. George stated he would bring that information back for the next meeting.

4. Language Arts Curriculum Adoption: See Above.

M. 3. 2007/2008 Budget:

Audra Lurvey moved, Beth Setear seconded, to table the budget discussion until a workshop session to be scheduled on February 19, 2007 at 6:30 p.m. An oral **VOTE PASSED 7/0.**

Dr. O'Connor advised he recently received a letter from the US Navy regarding JROTC enrollments and the program will be addressed during the next budget workshop. He also advised Principal George requested to withdraw a request for a new position, math teacher, at Dover High School. Both items will be discussed at the February 19th workshop.

O. ADJOURNMENT: At 10:01 p.m., Carolyn Mebert moved, Audra Lurvey seconded, to recess to non-public session. An oral **VOTE PASSED 7/0.**

BRANDON FOYE, SECRETARY
February 13, 2007