

Vice Chairperson, Audra Lurvey, called a meeting of the Dover School Board to order on Monday, May 14, 2007, at 7:05 p.m. in the City Council Chambers.

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

Also present were Superintendent John O'Connor; Laurie Verville, Business Manager; Patrick Boodey, Woodman Park School Principal; Larry DeYoung, Dover Middle School Principal; Christopher George, Dover High School Principal; Barbara Szabunka, Horne Street School Principal; Jean Briggs, Curriculum, Assessment, and Instruction Director; Nick Skaltsis, Future Needs Committee Chair; Andrea Elliot, Instructional Dean, Dover High School; David Bennett, Math Coordinator; Susan Vitko, Middle School Math Teacher; Mary Buese, Pre-school Coordinator; Elsie Domingo, DMS Librarian; Fran Meffen, DMS Guidance; Michele Boulanger, DHS Band Teacher; DHS Percussion Ensemble Members and Parents; DHS Color Guard Members and Parents; Greg Brown, Phys Ed Teacher; Erica Sgrignuoli, DHS Student Representative; Todd Hughes, Representing the DTU; Percy Abbott, Mary Gail Lally, and Tanya Clifford, First Student Transportation Representatives; and Jeremiah Rood, *Foster's*.

**B. PLEDGE OF ALLEGIANCE:** Dorothea Hooper led the Board in the Pledge of Allegiance.

Brandon Foye moved, Dorothea Hooper seconded, to suspend the rules in order to bring forward agenda items L.6. and L.7., Resolutions of Recognition. An oral **VOTE PASSED 6/0**.

**L.6 Resolution of Recognition- 2007 DHS Percussion Ensemble:** Beth Setear read the resolution into the record:

**Resolution of Recognition**

**WHEREAS** the 2007 Dover High School Percussion Ensemble, a group of 15 musicians, two instructors, and one director joined together in November 2006 as a group of musicians with high expectations for the season, and

**WHEREAS** the 2007 Dover High School Percussion Ensemble, on March 31, 2007, received first place in the Scholastic Concert A Division at the 2007 New England Scholastic Band Association (NESBA) Championships at The University of Massachusetts in Amherst, Massachusetts, with a score of 89.6,

**WHEREAS** the 2007 Dover High School Percussion Ensemble was only the second to receive this prestigious award in all the history of the school, and

**WHEREAS** the 2007 Dover High School Percussion Ensemble received the fifth highest score of all first place division ensembles, and

**WHEREAS** the 2007 Dover High School Percussion Ensemble was led by Captains John Hatcher, Laura Chongvoranond, and Clarice Watkins, and included Katie Black, Michelle LaFleur, Suzanne Hearn, Tim Harmon, Michele Enos, Mike Mayo, Joe Visciano, Minh Ly, Luke Johnson, Derek Binder, Neal Swain, and Katherine Wilson, and

**WHEREAS** the 2007 Dover High School Percussion Ensemble Instructor, George Reagan, was educated in New Hampshire and is a professional jazz drummer and percussionist, and

**WHEREAS** the 2007 Dover High School Percussion Ensemble Instructor, Dan McGary, is a graduate of Dover High School and studied with the DHS Music Director, Michele Boulanger,

**WHEREAS** twelve members of this ensemble also made the second-quarter DHS Honor Roll, and

**WHEREAS** the 2007 Dover Percussion Ensemble demonstrated hard work, perseverance, and character throughout the season, and

**WHEREAS** the 2007 Dover High School Percussion Ensemble has brought great pride, recognition, enthusiasm, and honor to themselves, to their parents and families, to Dover High School, and to the City of Dover,

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board applauds, honors, and recognizes the many achievements of the 2007 Dover High School Percussion Ensemble and their instructors.

**L. 7. Resolution of Recognition - 2007 DHS Winter Color Guard:** Carolyn Mebert read the resolution into the record:

**Resolution of Recognition**

**WHEREAS** the Dover High School Winter Color Guard, a group of ten young ladies and four instructors, led by Kerianne Pesko, Dover High School Class of 2000, and

**WHEREAS** these young people joined together in November of 2006 to participate in the Dover High School Winter Guard program, and

**WHEREAS** these dedicated individuals rehearse nine hours a week after school and in the evenings, and

**WHEREAS** eight of these young ladies also made the second quarter honor roll, and

**WHEREAS** they won all four of their regular season New England Scholastic Band Association competitions, and

**WHEREAS** this is the fourth championship for Dover High School in their twenty-three year Winter Guard history, and

**WHEREAS** the team is led by captains Katie McManus and Danielle Pesko, and the guard members are Laura Andre, Chelsea Mower, Suzanne Colarusso, Julia Huggins, Abby O'Connor, Jerrica Demers, Lisa Nordaby and Abby LaMothe,

**WHEREAS** the Dover High School Winter Color Guard has brought great pride, recognition, enthusiasm, and honor to themselves, to their parents and families, to Dover High School, and to the City of Dover,

**NOW THEREFORE BE IT RESOLVED** that the Dover School Board applauds, honors and recognizes the many achievements of the Dover High School Winter Color Guard and their coaches.

**C: CITIZENS' FORUM:**

- a. Fran Meffen, 16 Benjamin Way, expressed concerns with possible budget cuts. She urged Board members to contact legislators in support of state and federal education funding.
- b. Elsie Domingo, 5 Birch Drive, requested Board members reconsider the decision to eliminate a middle school library aide position and shared how the loss of this position will impact the middle school library program.
- c. Cdr. Hawkins, NJROTC Area Manager, expressed his regret, disappointment, embarrassment, and anger surrounding the events that occurred during the past week at Dover High School. He indicated the behaviors of the instructor in question are not the norm and that the Navy revoked the instructor's certification. He added that the Navy supported 100% the actions of the school in this matter.

**D: APPROVAL OF MINUTES:** Dorothea Hooper moved, Carolyn Mebert seconded, to accept the following minutes:

- a. **Nonpublic Session #13, April 9, 2007 (Personnel)**
- b. **Regular Meeting #4, April 9, 2007**
- c. **Nonpublic Session 14, April 11, 2007 (Student Discipline)**
- d. **Nonpublic Session # 15, April 23, 2007 (Contract Negotiations)**
- e. **Nonpublic Session #16, May 2, 2007 (Student Discipline)**

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

**E. CONSENT AGENDA:**

Dorothea Hooper moved, Carolyn Mebert seconded, to accept the Consent Agenda. An oral **VOTE PASSED 6/0.**

1. **Correspondence:**
  - a. **Cochecho Arts Festival, Request for Rain Location**
2. **Resignations/Retirements:**
  - a. **Joanne Eaton, Facilities and Operations Manager, District**
  - b. **Beverly Stancel, Seventh Grade Science, Dover Middle School**
  - c. **Terianne McKeon, Biology Teacher, Dover High School**
  - d. **Celeste Feren, World Language, Dover High School**
  - e. **Rhonda Katz, Paraeducator, Horne Street School**
  - f. **Cheryl Grimes, Latin Teacher, Dover High School**
  - g. **Robert Hilliard, Maintenance & Operations**
  - h. **R. H. Kanewske, Commander, NJROTC**
3. **Leaves of Absence:**
  - a. **Jennifer Beams, Sixth Grade, Dover Middle School**
4. **Nominations:**
  - a. **Sheet 1: Nomination and Election of an Aide, Custodian, Non-Union, and Summer Staff (FY 2007) (Loughlin to Roberge)**

- b. **Sheet 2: Nomination and Election of Class/Club Advisors (FY 2007) (Singer)**
- c. **Sheet 3: Renomination of Administrators for 2007-2008**
- d. **Sheet 4: Reominations for Professionals Engaged in Teaching and Educators for 2007-2008**
- e. **Sheet 5: Nomination and Election of Teachers 2007-2008**
- f. **Sheet 6: Nomination and Election of Non-Union Personnel for 2007-2008 (Baker to Worley)**
- g. **Sheet 7: Nomination and Election of a Non-Union Staff Member for 2007-2008 (Glynn)**

5. **Professional Development Waiver:**

6. **Extended Travel (Student Trips):**

- a. **World Language Department, DHS Field Trip Preliminary Approval to Spain During April Vacation, 2008**

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

- The Superintendent gave congratulations to the Dover High School Music Instructor, Michele Boulanger, organizer of a band field trip to England. The entire group was hailed for being excellent ambassadors the high school, and the country.
- A scholarship has been created from a trust funded by Mrs. Donna Martineau in memory of her husband. The trust will provide \$1,000 annually to be awarded in equal amounts to one female and one male athlete over the next 20 years.
- The Superintendent reported that Dover has been selected by the State Department of Education as one of 22 districts to participate in the 2007 Follow that Child Institute.
- Dr. O'Connor shared with the Board some of the Dover School District Professional Development opportunities being offered over the summer and thanked Jean Briggs for her contribution to this effort.
- The Superintendent met with administrators to create a draft list of possible budget cuts in response to City Council feedback. A straw vote indicated the District should cut between \$200 and \$300 thousand before the Council would approve the district budget. The following list of priority cuts will be recommended:

<b>Priority List</b>	<b>Total</b>	<b>DRAFT Position</b>	<b>Location</b>	<b>Notes</b>
Receptionist	\$ 14,901	PT Secretary	SAU	
1:1 Para	\$ 16,986	Para	GES	
Para-self-contained	\$ 16,986	Para	GES	
Behavior Aide	\$ 18,555	Para	DMS	
67% Social Studies Teacher	\$ 66,068	Teacher	DHS	
Family Consumer Studies	\$ 25,539	Teacher	DHS	100% to 67%
Plant Science Teacher	\$ 24,744	Teacher	DHS	100% to 50%
Freshman Sports and Middle School Soccer	\$ 36,683	Salaries/Equip./Trans	DHS/DMS	
Library Aide	\$ 24,468	Para	DMS	
PPS Director	\$ 7,500	Delay position until 8/1	SPED	
CTC Director	\$ 7,500	Delay position until 8/1	DHS	
Sped Secretary	\$ 25,069	5.5/hr SY Secretary	SPED	

Preschool Director	<u>\$ 73,403</u>	Teacher	DW	Contract Services
	\$ 358,402	Total		

- Dr. O'Connor explained, if the City Council reduces the budget by \$200,000, the Board can revisit the list and place items back into the budget. If the Council eliminates \$300,000 from the budget, these would most likely be required cuts.

Dorothea Hooper asked if the Plant Science and Family Consumer Science positions were being recommended for reduction due to lower enrollments. The Superintendent stated that was correct.

Ms. Hooper asked what would happen if they were to eliminate the pre-school oversight position. Dr. O'Connor stated the new Pupil Personnel Services Director position will oversee the day-to-day operation of the pre-school. He noted these were difficult decisions to make but they attempted to "spread" the cuts across the district to be equitable. He added his belief that most of the paraprofessional whose positions are being eliminated will be offered jobs through attrition.

Ms. Hooper questioned why the proposed cuts totaled \$358,402 when the City Council directive was to cut between \$200 and \$300 thousand dollars. The Superintendent stated he will be addressing increased elementary enrollments at the June 11<sup>th</sup> Board meeting that might necessitate hiring one or two additional teachers. The extra money would be required for that purpose.

Ms. Grady noted the Board faces the same dilemma every year because their budget is due by March 15<sup>th</sup> and the Council's budget is not due until June 1<sup>st</sup>. "In my past experience, we have had protective lists like this, and many of those positions end up staying if the money comes in to take care of it. There are events that could change much of this list. It more of a preventative lists because of the dates that we have to notify staff."

Superintendent O'Connor stated his belief the Board should be commended for having worked so hard to submit their budget. "If you take out debt service, debt service is the amount of money that we're borrowing and paying back, we're in the low 5% range. Virtually every penny of that increase was associated with salary and benefits. We're not adding to our budget – in fact, your budget you presented to the City Council, excluding salary and benefits...the budget we passed on to the City Council was a zero growth budget in every single area except for salary and benefits. I think the Board did their work."

Christopher George, Principal Dover High School, shared information on the following:

- The junior and senior proms were held in April and May. Unlike other years, there was enough space so that all interested students were able to attend.
- Mr. George read a letter from a UK host family citing the excellent character and abilities of all students from Dover High School on the trip.
- National Honor Society and National Technical Society Awards were presented over the past two weeks.
- World Language Honors will be held on May 24, 2007.
- The senior banquet will be held on May 25, 2007.
- Mr. George ended by reiterating the events that occurred that morning at Dover High School. Live ammunition was found in the hallways necessitating student evacuation.

Dover Police Department, Dover Fire Department, and Dover High Staff searched all lockers and backpacks. Once students were able to reenter the school, "tips" came in identifying the responsible students. Those students were arrested and suspended pending a Board hearing. Ms. Hooper thanked Mr. George and his staff and the students who had the courage to come forward to administrators. She also thanked all involved for handling the situation in a safe and professional manner.

Larry DeYoung, Principal Dover Middle School, shared information on the following:

- Step up night will be held on May 15<sup>th</sup>, 6:30 to 8:30 p.m. at Dover Middle School.
- Chorus Spring Concert is Tuesday at 7:00 p.m.
- Band Concert is Wednesday at 7:00 p.m.
- Expectations for the remainder of the school year were reiterated to all eight graders who wish to participate in the end-of-year activities.

Barbara Szabunka, Principal Horne Street School, shared information on the following:

- Students planted flowers and participated in nature walks in celebration of Earth Day
- Horne Street School received a \$1000 award from Hannaford's Supermarkets
- Third graders are participating in the McConnell Center Tile Project.
- An International feast of foods will be shared on Friday in culmination of the school's immigration project.
- The school's spring concert was held and was a resounding success!

Patrick Boodey, Principal Woodman Park School, shared information on the following:

- Construction on the school's new edition is progressing well.
- Kindergarten screening is in progress at the school.
- NWEA Testing and Science NECAP Testing are currently in progress.
- Dover Middle School staff has begin visiting incoming fourth grade classes.
- A running club rally was held at the end of the 4-week project. Many important people attended. Thank you to sponsors and organizers.

Carolyn Mebert moved, Beth Setear Seconded, to accept the Superintendent's report. An oral **VOTE PASSED 6/0.**

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

- DHS Empty Bowls will be held on Wednesday, May 16<sup>th</sup>. Bowls cost \$10 each and proceeds will go to the Dover Food Pantry
- AP Tests were held last week and this week
- DHS Midsummer Night's Dream production will be held this weekend, May 18 & 19 at 7:00 p.m. and Sunday at 2:00 p.m. Tickets are \$5 adults/ \$4 seniors and students
- School elections will be held at the end of May
- Graduation is Tuesday, June 12<sup>th</sup> and lots of senior events are upcoming
- Project Graduation will be held directly after graduation until 6:00 a.m. the following morning
- Mugs and pencils were distributed to Board members – these were created for academic spirit week by the Math department in recognition of Pi day

**H. COMMITTEE REPORTS:**

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

"The Curriculum Planning Council met Thursday, May 3<sup>rd</sup> at Dover Middle School. Our agenda was for a curriculum update (this is the implementation phase of our curriculum planning) on Physical Education, Wellness and Health as well as Guidance.

Mr. Peter Wotton, Athletic Director discussed the 1<sup>st</sup> year of our new Physical Education Curriculum. The department has given up skating, bowling, and swimming as it necessitates moving students to off site places. Time no longer allows this. Teachers have up to 32 classes with physical education teachers instructing in health. Not much new equipment has been purchased but rather an emphasis has been placed on sharing equipment between schools. Some heavily used equipment has been replaced. There has also been an increase in the use of technology in their curriculum.

Mr. Wotton noted that there are more lifetime sports (table tennis a successful new addition) being offered. The implementation of a required elective program offers more diversity in the curriculum.

Ms. M.J. Hippern, Health/Wellness teacher at the high school, reported on the health curriculum. There has been a smooth transition in the implementation of the health curriculum. The enrollment has gone from 30 students to 400 students. There was a recommendation that the health teachers be physically located nearer each other for better communication. Ms Hippern also noted that there is a need to keep health materials updated and enhanced with C.D. Roms, DVD's and VHS's.

Both branches of the department desire some professional development. In physical education there is a request to attend a Project Adventure workshop And the NHAPHERD conference while health would like to attend a state wide human sexuality conference.

The Guidance Department broke their report into:

Grades k-4 presented by school psychologist Christine Franson

Grades 5-8 by guidance counselor Bev O'Brien

Grades 9-12 by guidance counselor Sally Thorn

At the elementary level (with all 3 schools having the same curriculum) the emphasis is on problem solving, anger management, fair play, solving conflicts, and bullying. The counselors are now going into the classrooms (with the classroom teacher following up on the curriculum topics) and are better known to the students. At the middle school, there is a follow up on bullying and an emphasis on social skills. By 7<sup>th</sup> and 8<sup>th</sup> grade there is more focus on learning about careers and transitioning into the high school.

At the high school level, topics discussed include how to be successful in high school, decision making, coping skills, career search, and life after high school. Also, at this level, counselors are busy helping students make plans for post-high school instruction.

At the end of the meeting, a draft of the 2007-2008 Calendar Review was discussed."

**b. Professional Development Committee - Dorothea Hooper reporting:** Ms. Hooper gave the following report:

"The Professional Development Committee met on Wednesday, May 9<sup>th</sup> at Dover High School.

After a welcoming statement from Ms. Jean Briggs, Chairwoman and district "Jack of All Trades" we were presented with an agenda.

The first discussion was about the results of a staff needs assessment survey. A chart of responses was distributed to the committee. Teacher responses indicated that they felt their highest needs were in the areas of collegial sharing and technology.

Another assessment form was distributed that addressed teacher evaluations of the Seacoast Educational Services Consortium they attended. While many teachers were pleased with the various presentations, others made specific recommendations concerning changes they would like to see.

The final draft of summer brochures offering in-house training programs for staff were distributed. Opportunities for teachers are in the areas of literacy, math, and technology.

While topics for Early Release Days are being fine tuned for presentation at our next meeting, the high school has already scheduled Louis Mangione as a presenter at their Nov. 2<sup>nd</sup> meeting. The topic will be differentiated instruction.

The committee received a list of staff interested in mentoring during the 2007-2008 school year from elementary, middle and high school.

Dave Bennett and Sue Vitko gave us a math update. They discussed an attended math/literacy workshop that taught them how to be literacy coaches for all disciplines. Karen Berg explained a game she developed based on 5<sup>th</sup> grade GLE's that she plans to share with other teachers.

The committee plans to make a report to the school board at the July or August meeting.

Our next meeting will be June 13, 2007."

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

##### **a. New Policy LA – Relations with Education Research Agencies:**

Dorothea Hooper and Doris Grady both expressed the opinion that the proposed policy be revised to give the School Board oversight responsibilities when requests are submitted to conduct educational research. The Superintendent indicated changes would be made prior to the second reading.

Carolyn Mebert moved, Brandon Foye seconded, to table the policy until the June meeting. An oral **VOTE PASSED 6/0.**

#### **J. POLICY ADOPTION: None.**

**K. SUBMISSION AND PAYMENT OF BILLS:** Beth Setear moved, Carolyn Mebert seconded, to direct the Business Manager to pay manifest #07-K in the amount of \$3,262,327.98. A roll call **VOTE PASSED 6/0.**

#### **L. RESOLUTIONS:**

1. **Authorized Signature:** Vice Chairperson Lurvey read the resolution into the record:

**WHEREAS** federal applications demand a School Board authorized signature, and

**WHEREAS** yearly applications have to be submitted by various program directors;

**NOW, THEREFORE, BE IT RESOLVED** by the Dover School Board that John O'Connor, Ed.D., Superintendent of Schools, or his successor, be authorized to sign all federal and state grant applications.

Dorothea Hooper moved, Carolyn Mebert seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

**2. Special Education Federal Funds:** Vice Chairperson Lurvey read the resolution into the record:

**WHEREAS** although IDEIA Part B allocations for next year have not yet been finalized, districts have been advised to use the FY'07 allocation figures for planning purposes, and

**WHEREAS** with the same allocation as last year, Dover would receive \$714,570 for Part B, with, per State and Federal directive, a proportional amount being allocated for Charter School and private school students with disabilities, to provide specific services as outlined in IDEIA-2004 and \$17,403.50 for Preschool for FY08, and

**WHEREAS** the Special Education Director, after consultation with staff of both public and private schools, and with parent input at team meetings, recommends the following utilization of federal special education funds for FY 08:

Continued funding of previously established positions to include childfind services, three special education teachers, Speech Assistant for the DD programs at Garrison, two school psychologists, a wraparound facilitator, a Preschool teacher for students with Autism, and additional related services for all students, both District wide and in private schools.

**WHEREAS** it is recommended that funds continue to be utilized for an intervention specialist at Dover High School; staff development training for both public and private school staff in reading methods, PBIS, and in working with students with Autism and behavioral and emotional problems; and the purchase of materials and equipment related to the instruction of special needs students, and

**WHEREAS** it is recommended that Preschool funds be used to fund summer programming, additional support services and materials and supplies for preschool students with educational disabilities;

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board approve the utilization of federal IDEIA Part B and Preschool funds for FY08 as recommended above.

Doris Grady asked if the paragraph stating " it is recommended that Preschool funds be used to fund summer programming, additional support services and materials and

supplies for preschool students with educational disabilities” was an addition to the resolution. Dr. O'Connor stated it has always been a part of the annual resolution and that the “Extended School Year” (Summer) program is a federal requirement. Ms. Grady then asked for a definition of a “Wrap-Around Facilitator.” Dr. O'Connor explained this position provides support for a student or family in need. The facilitator coordinates support from various organizations to the family.

Carolyn Mebert moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

**3. Dover Adult Learning Center of Strafford County Education Funding 2007/2008:** Vice Chairperson Lurvey read the resolution into the record:

**WHEREAS** the Dover Adult Learning Center Director, after consultation with staff, recommends the following utilization of federal adult education funding for FY 08

Adult Learner Services (formerly Adult Tutorial Program)  
Adult Basic Education Program  
Adult Basic Education Program/Health & Human Services  
Citizenship Education Program  
Adult Diploma Program

in such amounts as designated by the Bureau of Adult Education or as required for anticipated programming in 2007-2008

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board authorize the Superintendent or his designee to apply for 2007-2008 adult literacy program funding from the Bureau of Adult Education, New Hampshire Department of Education, for FY08 in support of the programs listed above.

Dorothea Hooper moved, Carolyn Mebert seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

**4. Career Technical Center Carl Perkins Federal Funds:** Vice Chairperson Lurvey read the resolution into the record:

**WHEREAS** Although Carl Perkins Program Improvement grant allocations for the coming year (FY 2008) have not yet been finalized, regional centers have been advised to use last year's allocation figures for planning purposes, and

**WHEREAS** with the same allocation as last year, Dover would receive \$168,964 for improving career and technical education programming, and

**WHEREAS** the Career and Technical Education Director, after collaboration with teachers, program advisory committees, and New Hampshire Department of Education staff, recommends the following utilization of federal career and technical education funds for FY 2008:

continued funding for the improvement of academic skills, strengthening connections with postsecondary education, preparing students for occupations in demand that pay family supporting wages, and investing in effective, high quality programs;

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board approve the utilization of federal program improvement funds for FY 2008 as recommended above.

Doris Grady referenced the portion of the resolution that reads, "strengthening connections with postsecondary education, preparing students for occupations in demand that pay family supporting wages, and investing in effective, high quality programs," and asked if this statement was an indication that there will be change in the choice of occupations that will be offered at the Career Technical Center. The Superintendent stated that language was included in past resolutions and added the program changes Ms. Grady is looking for will be made over the next six to eighteen months as preparations are made to expand the Career Technical Center. Ms. Grady remarked that was the "...same answer I've gotten for the past two years."

Dorothea Hooper moved, Carolyn Mebert seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

**5. Federal Funds:** Vice Chairperson Lurvey read the resolution into the record:

**WHEREAS** Federal funds allocations for Titles I, I, Part D, II, III, IV and V have not yet been finalized, districts have been advised to use last year's allocation figures for planning purposes, and

**WHEREAS** If allocations remain stable for FY08 Dover will receive:  
\$780,318 for Title I (Elementary and Secondary Education Act)  
\$104,170 for Title I, Part D (Neglected and Delinquent Funds)  
\$358,069 for Title II (Highly Qualified Teachers)  
\$ 26,836 for Title III (English Speakers of Other Languages)  
\$ 36,275 for Title IV (Safe and Drug Free Schools)  
\$ 10,084 for Title V (Innovative Education Program Strategies)

with, per State and Federal directive, a proportional amount being allocated for the qualifying and participating private schools and the charter school and

**WHEREAS** The Federal Projects Director after consultation with public and private school staff and administration at local and state level, recommends the following utilization of the Federal funds for FY08:

**WHEREAS** For Title I:  
Woodman Park - Two half time Literacy Coordinators/teachers, 11 full time and 3 part time tutors, one full time Family Outreach Coordinator, project administration, benefits, professional development, supplies and related materials

District summer programming for all district incoming kindergarteners.

St. Mary Academy - One part time literacy tutor, benefits, related supplies and materials

**WHEREAS**

For Title I, Part D:

Dover Group Home - 1 part time evening tutor, benefits, supplies, books, computer equipment.

Dover Children's Home 1 - Independent Living Counselor, benefits, supplies, books, computer equipment.

Dover Middle School - 1 part time social worker, benefits and supplies.

Dover High School - 1 .3 Intervention Specialist, 1 full time classroom aide for the learning lab, part time after school tutors, full time drug and alcohol counselor, benefits, and supplies.

**WHEREAS**

For Title II:

For the three elementary schools - Three class size reduction elementary teachers, three .5 literacy facilitators for the district,

Horne Street School - 1 full time literacy aide, 3 part time literacy aides, 1 part time math aide, benefits.

Private schools - professional development.

**WHEREAS**

For Title III:

Garrison and Horne Street - 1 part time ESOL tutor, benefits, supplies and related materials.

**WHEREAS**

For Title IV:

Elementary schools – 3 mentor coordinator stipends and benefits

Dover Middle School – 4 mentor coordinator stipends and benefits

Dover Middle School - Anti-bullying program

Dover High School - .3 School Resource Officer

Dover High School - part time Drug and alcohol counselor

Private schools - Salaries, equipment, and supplies.

**WHEREAS**

For Title V:

Horne Street School - 1 part time literacy aide.

Private schools – workshops and equipment.

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board approve the utilization of Federal Titles I, I, Part D, II, III, IV, and V funds for FY08 as recommended above.

Doris Grady questioned what was meant by “one full time Family Outreach Coordinator, project administration, benefits, professional development” listed under Title I. Ms Briggs explained the Project Administration position will be Paula Glynn's Title I Project Manager appointment. Nancy Kershaw is the Family Outreach Coordinator and her position will be increased to full time because there is such a need.

Ms. Grady cited the "Two half time Literacy Coordinators/teachers" and questioned if there will be two full-time positions. Ms. Briggs explained there will be two, but only half of their salary will be paid using federal funds. Ms. Grady then asked about the "Dover High School - One .3 Intervention Specialist" position listed under Title I, Part D. Ms. Briggs explained that was Donna Frank-Berchulski's position that is funded using .3 grant funds and the balance is paid by Special Education. Ms. Grady asked for a clarification of Three class size reduction elementary teachers listed under Title II. Ms. Briggs explained these positions were approved for the past 10-years under the Clinton Administration, Title VI. Under NCLB, title VI was deleted and since then these positions have been covered under Title II. Ms. Briggs noted, however, that she has been advised that this use of the Title II funds will most likely be eliminated in the next fiscal year.

Ms. Grady's last question asked whether the "mentor coordinators" listed under Title IV have always been paid positions, or whether they had been voluntary positions previously. Ms. Briggs stated that a small stipend (\$400 per year) is given to guidance staff at each elementary school for extra effort after their contracted hours to help coordinate the Big Brother/Big Sister Program. At the Middle School, the \$400 stipend is split between the 4 counselors.

Ms. Grady noted that Title IV listed funds for the SRO at Dover High School. Dr. O'Connor stated that local money funds part, federal grants pay part, and the Police Department contributes approximately 50% towards the position.

Ms. Briggs advised the Board that an application was submitted for Title I, Part D funds (Neglected and Delinquent Money). There is approximately \$18,000 money available to use for students at risk. In cooperation with the high school staff, they were in agreement that they wanted to fund a low-ropes course, at Bellamy Field in cooperation with the Rec Department. The grant was approved and work is progressing. She also advised that Early Reading First federal grant money applications are being prepared by Dr. Ingraham - working with the HUB. We were notified Dover is the only District in New Hampshire invited to apply for a full proposal to work with the Ready to Learn Task force. It is approximately \$1 million a year for three years. The focus is on Strafford County, Dover, Somersworth, Rochester, and possibly Farmington, to work with childcare providers and Head Start for professional development on how to teach reading. There is no "match" required. This is a national grant with stiff competition. The application is due May 25<sup>th</sup>. Lastly, partnered with Portsmouth for a competitive homeless grant. There are approximately 47 homeless students in Dover, and Portsmouth has a similar number. The grant is for \$50,000 to focus on literacy at a very young level – Pre-schoolers who are in shelters, doubled up in motels, living with other families have very little in resources. It would provide a home visitor to use the Traveling Tales wagon to transport books directly to the children. Additionally, the money will make money available through the DHS guidance department for homeless/unaccompanied youth ages 14 - 18 to pay for things like Drivers Ed, AP Tests, SAT's to give them these opportunities as well as back packs with school supplies and toiletries for their needs.

Ms. Mebert asked if this grant has a sustainability portion. Ms. Briggs stated that was correct. The homeless grant would be working with businesses in the community for funding. Some agencies are indicating interest in participating. There are no commitments from district local funds. Title I also has a "homeless set-aside" – Dover and Portsmouth will each contribute \$12,500 of the set-aside in matching funds. "Three River Outreach Project" will be the name of the project.

Dorothea Hooper moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE**

**PASSED 6/0.**

**6. Resolution of Recognition- 2007 DHS Percussion Ensemble: See above.**

**7. Resolution of Recognition - 2007 DHS Winter Color Guard: See Above**

At 8:20 p.m., Vice Chairperson Lurvey called a five-minute break. There were no objections. The meeting resumed at 8:25 p.m.

**M. OLD BUSINESS:**

1. **Future Needs Committee: Facilities Proposal:** Nick Skaltsis presented a preliminary facilities report from the Future Needs Committee. He noted that there had been some criticism in the community that not a lot of work had been done and that much remained to be done in the Dover Schools. Mr. Skaltsis then provided the following facility information on improvements/additions, including ongoing (roof work at Horne Street School) and authorized projects, made since 2002:

- Eliminated Modular Classrooms - GES, HSS
- Constructed an Alternative High School
- Removed all underground oil tanks and eliminated use of #4 oil - GES, HSS, DHS, WPS
- Improved Bus Loops and Drop-offs - HSS, DMS, WPS, GES
- New Playgrounds or Fields - GES, HSS, WPS, DHS
- Converted Buildings to Natural Gas - GES, HSS, WPS, DHS
- All Boilers are Circa 2000 and Newer
- Roofs Circa 2000 or Newer - DMS, HSS, WPS, DHS
- Fill Fire Suppression Systems - GES, WPS, HSS
- Constructed 40 New Classrooms
  - 8 DMS
  - 8 DHS
  - 17 WOODMAN (Currently under construction)
  - 4 HORNE
  - 3 GARRISON
- Constructed a Gymnasium, Cafeteria, and Two Libraries
- Administration Office Suites Remodeled - GES, WPS, DHS
- Various Remodeling and Handicap Accessibility Projects

Mr. Skaltsis then reviewed the following list of failing systems found during the Future Needs Committee Facilities Sub-Committee investigations in the three remaining three original structures: Dover High School, Garrison Elementary School, and Horne Street School:

- Exterior Windows
- Entrance Doors
- Interior Doors
- Plumbing/Drains/Water Lines
- Bathroom Fixtures
- Electrical
  - Wiring

- Adequate Power
- Proper Distribution
- Lighting
  - More Energy Efficient
  - Less Harsh
  - Adequate Levels of Lighting
- Security
- Fire Panels/Exit Signage
- Ceilings and Ceiling Tiles
- Heating
  - Replace Radiation
  - Replace Air Handlers
- Ventilation
  - Bathrooms
  - Buildings

Mr. Skaltsis ended by stating a comprehensive Future Needs Committee facilities report will be presented at the June 11<sup>th</sup> Regular School Board meeting. He added there is a need for study and discussion on how to best approach making necessary improvements identified by the committee. He added that a Resolution will be introduced recommending the Board authorize the District to hire a professional consultant to prepare a study to identify the best approach and priority for these building and system renovations.

Dorothea Hooper moved, Carolyn Mebert seconded, to accept the Future Needs Committee's Facilities Updated Report. An oral **VOTE PASSED 6/0**.

**2. Future Needs Committee: Kindergarten Proposal:** Mr. Skaltsis reviewed updated information regarding the implementation of full day kindergarten in the Dover School District. Sign-ups for fall 2007 Kindergarten revealed the following:

- HSS – 52 signed up, then 2 withdrew to enroll in a private full-day kindergarten
- GES – 80 students are signed up; 52 requested full-day (65%)  
19 want AM half-day; 2 requested PM half-day; 7 indicated no preference
- WPS – 77 students are signed up; 55 requested full day (71%)  
22 want half day; 15 want AM and 4 want PM.

Mr. Skaltsis went on to share the following information:

What have we learned over the past year?

- Between 66% and 75% of parents would sign-up for full-day kindergarten
- One-third of parents will choose the half-day program
- Classroom space is available to accommodate a full-day program
- Eliminating the mid-day bus routes will make \$150,000 available for an expanded kindergarten program
- No additional buses are needed for added full-day transportation
- 75% of our elementary teachers, K-3, endorse a full-day program
- Our enrollment will increase modestly if full-day is implemented (Average 225: Forecasted 235+)

What is the personnel budget impact of a full-day kindergarten program (excluding materials, supplies, and furnishings):

Cost	Net Cost
------	----------

50% of students enrolled in full-day                      \$220,000              (\$2,600)  
 75% of students enrolled in full-day                      \$340,000              \$117,000

Cost estimates are based upon the following information provided by the Superintendent:

**All-Day Kindergarten: 50% Partial Implementation**

<u>School</u>	<u>Teacher FTE's</u>		<u>Para FTE's</u>	
	Current	Need	Current	Need
WPS	3	0	3	0
HSS	2	1	2	1
GES	2	1	2	1
Related Arts		1	0	0
Totals:		3		2

**Staff Breakdown**

- 2 Teachers at each school = 40 students full-day program
- 1 Teacher at each school = 40 students half-day program (AM & PM)
- 1 Related Arts Teacher: Health, PE, Art & Music

Cost                      3 at \$60,000 = \$180,000                      2 @ \$20,000 = \$40,000

Number of Students    AM & PM  
 Full-Day              40    20 & 20 =      80 students total

Furnishings:    \$36,000  
 Materials    \$10,000

Savings              Kinder Mid-Day Transportation \$150,000\*  
                             Smart Start Transportation \$ 38,400  
                             Kindergarten Overflow Busing \$34,200

**Total Savings: \$222,610**

Cost: (Personnel) \$180,000 & \$40,000                      \$220,000

Savings:    (222,610)

**Total Savings for District: \$2,610**

\*No mid-day transportation provided

**All-Day Kindergarten: 75% Implementation**

<u>School</u>	<u>Teacher FTE's</u>		<u>Para FTE's</u>	
	Current	Need	Current	Need
WPS	3	.5	3	.5
HSS	2	1.5	2	1.5
GES	2	1.5	2	1.5



1 – First Student is:

- ✓ Second largest private provider of student transportation in the United States and Canada
- ✓ Corporate office is in Cincinnati, Ohio
- ✓ Dover becomes a customer of Region 11 comprising Maine, New Hampshire, Vermont and half of Massachusetts
- ✓ The Region office is in Merrimack, New Hampshire
- ✓ Some other New Hampshire contracts
  - SAU 21, the Hamptons and Seabrook
  - Greenland, Rye, and Newcastle
  - SAU 16
  - Newmarket, Kingston, Epping, Fremont, Litchfield, Nashua, Milford and several others
- Commitment to Safety
- ✓ “IF YOU CANNOT DO IT SAFELY, DON’T DO IT!”
- ✓ Injury Prevention Program (IPP)
  - Employee Safety Contacts
  - Route Hazard Assessments
- ✓ Smith System of Advanced Driving Techniques
- ✓ “Dealing With Young Riders” (Strategy Training Services)
- ✓ “Growing Respect” (Dealing with Bullying)
- ✓ On-Road Observations

2 – Equipment and Technology

- ✓ The buses to be used to service this contract will be 2008, International, 83 passenger equipped as required in the contract
- ✓ Additionally each bus will have a WEBASTO Coolant Heater that preheats the coolant before the bus is started to insure better starts in cold weather and provides immediate heat without having to run the engine. This decrease engine idle time reducing emissions that may impact children’s health
- ✓ Each bus will be equipped with a state of the art, Digital camera system using four camera heads. Three in the front of the bus and one in the rear. This allows the driver area; the step-well area; the front to rear view and the rear to front view to be recorded. Each camera head has its own microphone
- ✓ Protecting children is the number one priority. Each bus will be equipped with the latest version of CHILDCHECKMATE. This system will not allow a driver to leave the bus without first checking for sleeping children. Should a driver attempt to leave the horn and lights will immediately go off. The driver must re-set the alarm system to exit the bus
- ✓ ZONAR System for conducting vehicle inspections and student checks
- ✓ ZONAR GPS to track exact activity of the bus. This is especially important to validate routing, bus stops and driver safety
- ✓ TRANSFINDER Routing System. When fully operational, sometime in the late fall of 2007, the District will be able to access route information via the WEB. Residents of Dover will also have access to the routes via the WEB through the Districts web site. Student lists will be updated regularly allowing drivers and dispatchers and school staff personnel to remain better informed about who should be riding the bus

3 – Drivers, Training and Responsibilities

Drivers

- ✓ All drivers candidates will be processed using the following guidelines:
  - Interview
  - Names Submitted to Superintendent for Approval
  - Physical Performance Dexterity Test (PPDT)
  - Motor Vehicle Records Check
  - Criminal History Background Check (First Student and New Hampshire)
  - Pre-Employment Drug Screen
  - D.O.T. Physical Examination
- Training
- ✓ First Student has several levels of training
  - Experienced drivers will attend a minimum of 8 hours including on the road
  - Others attend a minimum of 40 hours
  - All drivers are required to attend 12 hours of in-service training each school year
  - All drivers will attend the 4 hour Smith System Course
  - Based on the individual's evaluation the manager will determine how many hours of training on student behavior management is needed
- Responsibilities
- ✓ Inspect the bus each day,
- ✓ Check for sleeping children at the end of each and every route
- ✓ Follow School District written policies and procedures
- ✓ Appropriately manage student behavior
- ✓ Report incidents asking for assistance from school administrators
- ✓ Not allow students off at unauthorized stops
- ✓ Update dispatch with any changes in students or requested stops
- ✓ Makes not route changes without prior written approval
- ✓ Be courteous to students, parents, and administrators

#### 4 – Customer Service and Communication

- ✓ First Student's staff understand that the Dover Public Schools are their customers
- ✓ Customer requests will be considered with a view to finding a way to accomplish the task
- ✓ There will be a local supervisor available in Dover when school is in session via telephone and fax
- ✓ In the North Hampton office there is dispatcher and a contract manager available via telephone, fax and email
- ✓ Their shop has four technicians and a lot person
- ✓ They have qualified, State certified trainers
- ✓ The dispatcher and manager make regular calls to school principals and make periodic visits. All calls and visits are recorded on a log
- ✓ Parent calls are logged and returned

During the next two months the First Student staff will be working closely with District staff to insure a smooth transition. They have met with building staff and are meeting with smaller groups to establish procedures to overcome issues that were expressed. Details of this process are best communicated by the District staff to insure First Student is responsive and on track

Dorothea Hooper asked where the First Student offices and buses will be housed in Dover. Mr. Abbott explained the company is currently in negotiations for the use of a few properties in Dover. He added there will be a manned office trailer on-site and will include phones and electricity. Ms. Hooper then asked if prospective drivers will be given a federal, as well as state, background/criminal check. Mr. Abbot stated this is First Student procedure.

Doris Grady asked if the contract was correct, Dover will be provided with an entire fleet of brand new buses. Mr. Abbot stated that was correct. He noted, however, that although all contracts had been placed for bus deliveries prior to the start of school, there is a possibility that not 100% of the new buses will be delivered in time. In that case, substitutions would be made until all new buses arrived.

4. **Approve Elementary and Alternative School Handbooks:** Dorothea Hooper moved, Beth Setear seconded, to approve the three elementary school and Alternative School student handbooks for school year 2007/2008. An oral **VOTE PASSED 6/0.**
  
5. **Curriculum Committee Recommendation Reading:** Jean Briggs requested the Board consider a delay of the Language Arts Reading in the curriculum planning cycle. She explained that moving the cycle ahead one year, the Reading Review Team will have ample time to more thoroughly review the published core curriculums; analyze our current reading data using NECAP, NWEA, DRA, and PALS assessments; review the State Standards and GLE's for curriculum alignment; and attain a more comprehensive understanding of the changes in IDEA law and its implications for classroom practice. This recommendation would also delay the budget implications for the Reading – Language Arts adoption until the 2009 school year, giving adequate time to prepare for a potentially costly adoption.

Dorothea Hooper moved, Carolyn Mebert seconded, to approve the requested extension for one year. An oral **VOTE PASSED 6/0.**

6. **Wellness Curriculum Amendment:** Greg Brown, gym teacher at Garrison School, provided an update to the grade 3-4 PE curriculum to Board members, asking that the sport be added. He noted this meets three curriculum standards: Movement competency, active lifestyle, and physical activity to provide opportunities for life-long learning.

Dorothea Hooper moved, Carolyn Mebert seconded, to approve the request to add golf to the Wellness Curriculum. An oral **VOTE PASSED 6/0.**

#### **N. NEW BUSINESS:**

1. **Detailed Statistical Report on Five Areas of Common Exams at Dover High School:**  
Andrea Elliot, Dover High School Instructional Dean reported the following:

NOTE: For the purposes of this report, the common assessment shall be defined as the midterm and final exams in core disciplines. The specific examples generated in this review pertain only to January 2007 midterm exams.

- I. Purpose of Common Assessment
  - A. Improve student learning
  - B. Measure against standards (local, state, national)
  - C. Consistency of content in multi-section courses, multi-instructor courses
  
- II. Strengths and Weaknesses of Common Assessment and LXR
  - A. Strengths
    - Identifies inconsistencies in delivery of instruction between multiple teachers of the same course
    - Isolates poor questions that need to be redefined

- Provides data for curriculum revision particularly when there is consistent weakness across the curriculum
- Provides springboard for continued departmental discussion regarding curriculum, instruction and/or assessment.

B. Weaknesses

- Use of LXR is limited to objective forms of questions. As we have increased the goal of writing across the curriculum, the review and discussion of common assessments takes additional time.
- Continued perception among some faculty that the main purpose is not to improve student learning but to evaluate performance of staff.
- How does the common final exam improve the learning of the individual student if it is just reflected as a grade? Students are on summer break, do not receive tests back, no opportunity to review and/or reassess.

III. Results of common assessment are compiled by Academic Coordinators and forwarded to the Dean of Instruction. In all areas, results are used to modify curriculum and instruction, prioritize budgetary needs for tests, supplemental materials, and equipment, and to review placement of students both within the high school as well as from sending schools. Specific examples of item analysis, by department, can be found below. Reports of Academic Coordinators are on file in the office of Dean of Instruction.

A. English

- Student recognition of literary devices in context was an area of weakness across the English curriculum in grades 9 thru 12. While literary devices are introduced in grade 9 and the majority of students can adequately define the terms, there was limited ability of students to consistently recognize the device in context.
- Further focus on instruction and continuity of review with occur across all grades and levels so that students are more consistent in their ability to recognize literary devices within the literature they read.
- The English department has also identified the need to include more historical context in the study of literature.
- This is the first year of the new sophomore curriculum with a full semester devoted to writing. Only half the students took writing in the first semester. The writing assessment will be reviewed after the final exam period in June and results from both semesters compared.
- Freshmen English teachers met with the Dean of Instruction and Academic Coordinator for English to review the NWEA scores of students in the three levels of English placement. Classroom successes were compared with the test scores of individual students. Recommendations for changes in placement were discussed. Placement identifiers for incoming students were also reviewed and revised.

B. Mathematics

- Individual teachers reviewed their LxR results, compared them with the results from the same course and other teachers, and submitted to the academic coordinator a plan of action to address areas of weakness. Teachers identified how the material would be reviewed and

reassessed to determine mastery. "Review games" and "Problem Challenges" will be created. Teachers will re-teach and incorporate areas of weakness as they encounter them in new content areas.

- Teachers may use short problem sets to re-assess specific classes with common areas of weakness.
- Open response questions have been added to assessments.
- Teachers continue to unpack the grade level expectations and review their material, instruction, and assessment in light of the expectations of these new state standards.
- One specific area of weakness has been identified across mathematics disciplines. In reviewing a mastery summary report from Algebra I, Geometry, and Algebra II, the areas of linear equations and graphing were identified as areas of weakness at all three levels of mathematics. Curriculum revision will continue to address the introduction and reinforcement of these concepts throughout the math program.

#### C. Social Studies

- The fall was the first semester of the new sophomore Civics course. The course is heterogeneously grouped and all students took the common assessment. Based on the results of the common assessment, several problem areas were identified including the amendments and some aspects of local government. Curriculum development time will be used to further define these topics, to assess additional methods of reinforcing vocabulary, and to pare down the ambitious syllabus.
- In History II, the department witnessed a gap in writing abilities, homework commitment and disciplinary issues in the new heterogeneously grouped course that consolidated previous CP and TP levels. The common assessment identified difficulties with Reconstruction, as well as the Populist and Progressive movements. The connection between Reconstruction and the Civil War is an area that will undergo further development to enhance this content area. In addition, several questions on the assessment will be rephrased for clarification purposes. In addition, social studies teachers will be identified for further staff development in differentiated instruction in order to close the gap that existed in the first year of the consolidated curriculum.
- In Economics, there was a discrepancy between the quarterly grades earned by students and the lack of success on the final exam. In retrospect, teachers feel the need to rewrite the questions on the exam to reflect more general concepts and to present the assessment in a format more familiar to the students.

- Writing will continue to be stressed across all required and elective social studies courses. This was an area identified by the department since 2005.
- Results also determined the need to make some areas of test more clear, particularly illustrations, graphs and maps from which students needed to derive information

#### D. Science

- Physical Science teachers identified atomic structure and lab introduction as areas of weakness for freshmen students. Changes in lab procedures have already been implemented for students taking this course in the second semester. Lab reports have been revised so that students write out all the constants and controls and become more familiar with the concepts. If the review of the final exam in these classes shows improvement, this method will continue in the curriculum for 07-08.
- Teachers are working to develop additional lab activities to reinforce the concepts of polar versus non-polar compounds to address the weaknesses in atomic structure.
- In TP Biology, cell structure and function (mitosis, photosynthesis, and cellular respiration) were the lowest areas on the midterm assessment. To address this area, teachers will re-teach cell structure and function during the units on microbes. Photosynthesis will be reviewed during the units on plants. For 07-08, cell structure and function will be incorporated into as many units as possible to reinforce understanding. Teachers are currently discussing the benefits of moving the study of photosynthesis and cellular respiration to the second semester (in all levels of biology).
- In both TP and CP Chemistry, students struggle with the math required in the course. This area has been identified as an "application" ability. In particular, some students appear to have weak algebra skills. Communication with the mathematics department will seek to establish the math needs of the students in the chemistry courses and determine a framework for the inclusion of more application skills in both areas of the curriculum.

#### E. World Languages

- Review of midterm assessment isolated a weakness on the agreement between adjectives and adverbs for students in Latin II. The instruction of grammar in Latin II was accomplished in isolation and the course curriculum will be modified so that students have more practice on application rather than just identifying the different forms.
- Students in Spanish IV and French IV performed at above average or mastery levels of speaking, listening and reading and above average in writing. Students in Spanish wrote on literary topics and students in French wrote on the origins of educational philosophy in the Middle Ages. There was some difficulty in self-expression in another language,

but overall students showed an understanding of the topics and were able to express their ideas.

- In all levels of French and Spanish, teachers identified some gaps in oral responses. Teachers are working to include additional oral activities in the second semester to provide additional practice time for all students.
- Students in the Fundamental levels of French and Spanish are the “survivors”. In the past, these are students that would have failed or dropped out of the World Language program. Their average to above average performance on the midterm exam is commendable. It is outstanding that more and more students are finding a “home” and success in World Language courses as reflected by the growth of the program over the past five years.
- In addition to review of common assessment, the department discussed misplaced students and unbalanced course loads. They created “student profiles” to help parents and sending schools identify appropriate placements for students and these profiles have been met with high praise from sending schools.

#### F. OVERALL REFLECTIONS

- Departmental analysis of common assessment continues to be a major force in the revision of curriculum and instruction at Dover High School. Continued departmental and interdepartmental conversations are needed to continue the implementation of change in programs.
- All departments expressed frustration with lack of effort and motivation of many students for these comprehensive exams. Several departments have questioned the small percentage of the final grade that the exam represents as contributing to the students lack of commitment to the assessment. Some faculty identified students who “play the numbers game” and know they can fail, or even not take the exam, and still pass the course. Other departments express concern over the impact a poor exam grade can have on a student who otherwise has been very successful in daily classes. These discussions will continue.

2. **Elementary and Middle School Mathematics Common Exam Analysis Report:** Dave Bennett and Sue Vitko presented the statistical information to the Board. Mr. Bennett explained that Data Triangulation uses a minimum of 3 points of data when making instructional decisions. For the purposes of this analysis, the 3 points used were local and state assessments, NWEA data, and teacher classroom assessment. He then provided the following common assessment background information:

- I. Common Assessment Background
  - DINI Plan calls for accountability toward AYP
  - First Common Assessment
    - a. Created by DINI Coordinator and Elementary Math Coach
    - b. MIT’s spearheaded a review - revised the 1<sup>st</sup> assessment

- c. Next adjustment in assessment was to align it to the NECAP form of testing
- d. Reporting the results required a new form created to provide visual feedback.

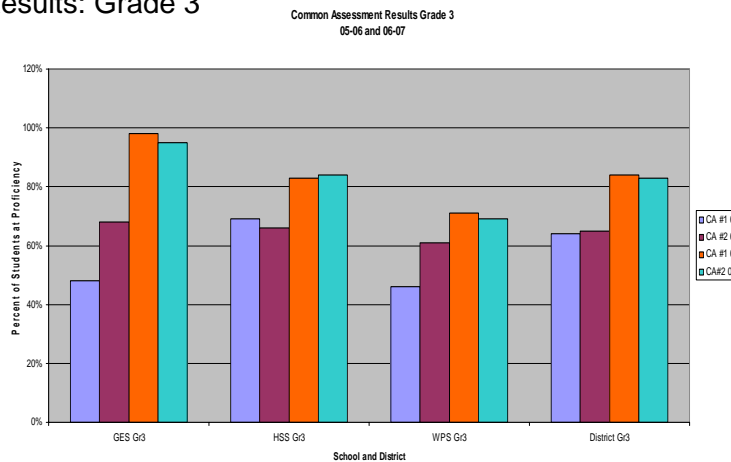
II. Common Assessment Process Revision & Refinement

- a. 2<sup>nd</sup> generation was to connect assessment to GLE's (Fall 2006)
- b. OT's take over the development and revision of the final 3 assessments of 2006/2007
- c. By April 2007, MIT's develop the final generation of the common assessment for 2007-2008
- d. Reporting has been streamlined and principals get copies of final results

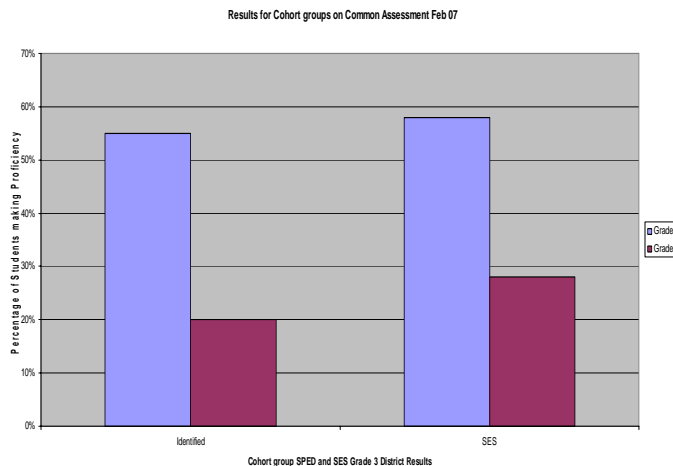
III. Common Assessment Specifics

- a. Grade 3 test questions have remained static over 2 years
- b. Grade 4 questions have become more challenging
- c. Test generations 1 & 2 were primarily "recall" type questions at Webb levels 1 & 2 (Similar to NECAP questions)
- d. Challenge students to demonstrate their learning

Results: Grade 3



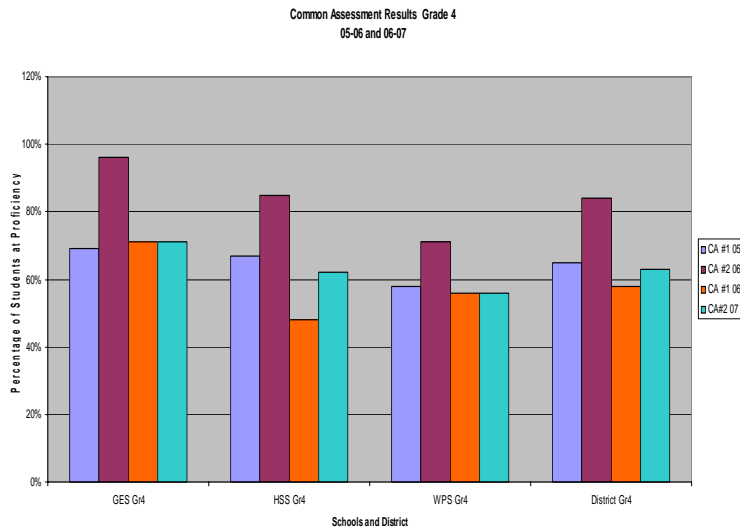
Results for SPED & SES Cohorts on Common Assessment 2/2007 Grade 3 District



Example of Test Question Evolution – Grade 3

- Common assessment #1 Fall 2005
  - Write another name for 88
- Common Assessment #1 Fall 2006
  - $80 = \underline{\hspace{1cm}}$  tens
- a. 12 tens, b. 8 tens, c. 20 threes, d. 7 nines
- Common Assessment #1 Fall 2007
  - What is another name for 88?
- a.  $78 + 8$ , b. 2 less than 90, c.  $20+20+20+10$ , d.  $80 + 10 - 5$

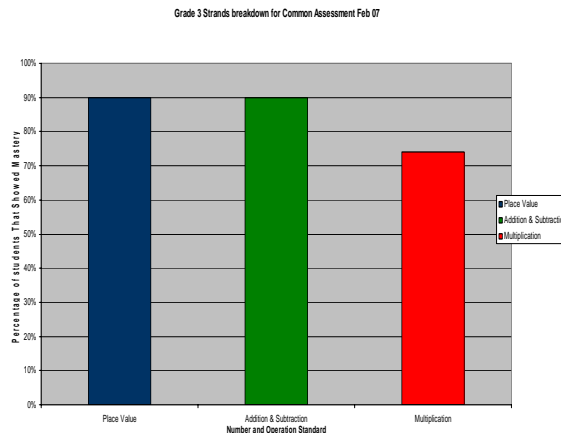
IV. Results Grade 4



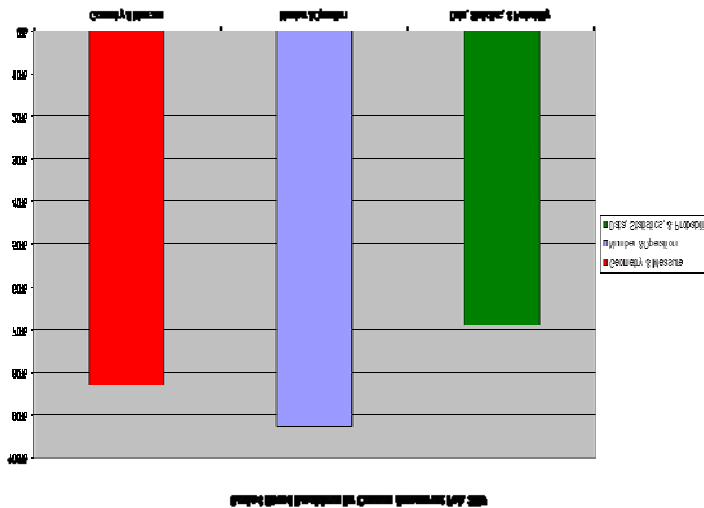
Example of Test Question Evolution – Grade 4

- Common assessment #1 Fall 2005
  - Solve  $3 \times 9 =$
- Common Assessment #1 Fall 2006
  - Choose from the following a number sentence that  $= 3 \times 9 =$
- a.  $40 - 13$ , b.  $27 + 3$ , c.  $4 \times 6$ , d.  $30 - 7$
- Common Assessment #1 Fall 2007
  - Which is not equal to  $3 \times 9$ ?
- a.  $20 + 7$ , b. 2 less than 29, c.  $9 + 9 + 9$ , d.  $3 \times 10 + 3$

V. Results for standards tested 3<sup>rd</sup> grade common assessments of February 2007



VI. Results for standards tested 4<sup>th</sup> grade common assessments of February 2007



VII. Implications for the Classroom

- Creation of “Visible” I Can Statements in classroom to link student work to GLE’s
- Gaps in computation addressed in Grade Level Bridge Document and use of EDM games to reinforce skills
- Importance of games to support computation skills
- Professional Development- EDM new and experienced teachers summer 2006/2007

VIII. Future Recommendations

- Potentially update current EDM curriculum with 2007 materials for both teacher and students
- Continued emphasis on summer professional development for new and veteran teachers
- Staff development for formative assessment to guide classroom instruction

Ms. Vitko stated that the two-year DINI process with Every Day Math has shown the need to place an emphasis on standards and using student friendly language.

3. **Parking at Dover High School:** Dorothea Hooper moved, Carolyn Mebert seconded, to table this item until the June 11 meeting. An oral **VOTE PASSED 6/0.**
4. **Approve Proposed Wages for Cafeteria Employees:** Business Manager, Laurie Verville, asked the Board to approve wage adjustments between 3.1% and 3.5% proposed by the Food Service Director. Carolyn Mebert moved, Beth Setear seconded, to approve the proposed wage increases that are funded by the Food Services self-supporting monies. A roll call **VOTE PASSED 6/0.**
5. **Capital Project Management – Barry Elliot, Clerk of the Works:** Business manager, Laurie Verville, explained the need to hire an individual to properly manage three major

capital projects totaling \$1.4 million – the high school roof abatement and replacement, Horne Street School heating plant conversion, and replacement of the bus loop entrance. She then recommended the Board approve hiring Mr. Barry Elliot at \$35.00 per hour with his part-time wages to be charged to each capital project.

Dorothea Hooper moved, Carolyn Mebert seconded, approval for the Business Manager to hire Mr. Barry Elliot to be responsible for overseeing the three projects over the summer at the rate of \$35.00 per hour to be charged to the capital projects. A roll call **VOTE PASSED 6/0.**

6. **Accept Donation of Funds for Automated External Defibrillator (AED):** Business manager, Laurie Verville, requested the Board accept a donation from Mrs. Martha Haley and family in the amount of \$1,434.50 to fund the purchase of an Automated External Defibrillator (AED) to be housed in the Dover Middle School. Carolyn Mebert moved, Beth Setear seconded, to accept the donation of \$1,434.50 for an AED. An oral **VOTE PASSED 6/0.**

7. **Award Custodial Supply Bids:** Business Manager, Laurie Verville, requested the Board accept her recommendation to award the custodial supply bids for 2007/2008 to the following vendors for the total amount of \$84,252.25:

- a. Central Paper Company – cleaning supplies - \$28,115.68
- b. Clean-O-Rama – cleaners and mops - \$37,728.97
- c. CLS – lighting products - \$12,417.00
- d. Hillyard – gym floor finishing & bathroom cleaners - \$4,332.27
- e. MD Stetson – miscellaneous supplies - \$448.13
- f. Custodial Partners – stainless steel cleaner - \$137.20
- g. Dura Wax – restorer floor finish - \$612.00
- h. Future Supply Corp – gel mist - \$461.00

Carolyn Mebert moved, Dorothea Hooper seconded, to award bids for custodial supplies as requested. A roll call **VOTE PASSED 6/0.**

8. **Award Bid for Rebuild of Parking Lot B Walkway – DHS:** Business Manager, Laurie Verville, requested the Board award a bid for the rebuilding of parking lot B walkway at Dover High School to Cantwell Excavating, LLC in the amount of \$19,850. Beth Setear moved, Carolyn Mebert seconded, to award the bid to Cantwell Excavating, LLC for \$19,850. A roll call **VOTE PASSED 6/0.**

9. **Dover High School Roof – Award Design Contract:** Business Manager, Laurie Verville, requested the Board award a bid for design of the Dover High School roof replacement to Goudreau & Associates in the amount of \$36,000. Dorothea Hooper moved, Beth Setear seconded, to award the bid for the Dover High School roof design to Goudreau & Associates in the amount of \$36,000. A roll call **VOTE PASSED 6/0.**

**O. ADJOURNMENT:** At 10:07 p.m., Dorothea Hooper moved, Beth Setear seconded, to adjourn. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,  
Brandon Foye, Secretary  
May 15, 2007