

Chairperson, Marjorie Fisher, called a meeting of the Dover School Board to order on Monday August 13, 2007, at 7:05 p.m. in the City Council Chambers.

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

Also present were Superintendent John O'Connor; Laurie Verville, Business Manager; John Gamache, Facilities and Operations Manager; Patrick Boodey, Principal Woodman Park School; Chris George, Principal Dover High School; Dustin Gray, Principal Garrison School; Rich Barrett, DTU President; Fran Meffen, DMS Guidance; Kim Lyndes, DMS Dean; and James Amara, CTC Director.

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

C. CITIZENS' FORUM: Rich Barrett requested the Board table Item I.4. – DTU Positions – Job Description updates, until he had an opportunity to review them and make comments and corrections before acceptance.

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

- a. **Nonpublic Session #23, July 9, 2007 (Personnel)**
- b. **Regular Session #7, July 9, 2007**

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

E. CONSENT AGENDA: Doris Grady moved, Carolyn Mebert seconded, to remove items 6.a. and 6.b from the consent agenda to be tabled until the September 10, 2007 Board meeting. An oral **VOTE PASSED 5/1 (Lurvey opposed).**

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

1. **Correspondence:**
 - a. **Dover Police Charities request to waive time constraints and fees for fundraiser on December 14, 2007**
 - b. **Garrison Baptist Church request to waive time constraint for rental of DHS November 7 through 11, 2007**
2. **Resignations/Retirements:**
 - a. **Karen Steele, Network Manager Administrative Assistant**
 - b. **Walter Estes, Custodian, Garrison Elementary School**
 - c. **William Hunt, Sixth Grade Teacher, Dover Middle School**
 - d. **Cynthia Friedman, Paraeducator, Woodman Park School**
3. **Leaves of Absence: None.**
4. **Nominations:**
 - Sheet 1: Nomination and Election of Administrative Personnel (McKenney)**
 - Sheet 2: Nomination and Election of Teachers (Allen to Walker)**
 - Sheet 3: Nomination and Election of an Aide, Custodian, Paraeducator, and Secretary (Briggs to Wimberlee)**
 - Sheet 4: Federal Project Nominations 2007-2008**

Sheet 5: Nomination and Election of Coaching Positions (Hippert to Houdegbe)

5. **Professional Development Waiver: None.**
6. **Extended Travel (Student Trips):**
 - a. **Request for Preliminary Approval, Dover Middle School Washington DC Trip, June 3 to June 7, 2008**
 - b. **Request for Preliminary Approval, Dover Middle School Costa Rica Trip, April 17 to April 24, 2008**

6.a Request for Preliminary Approval, Dover Middle School Washington DC Trip, June 3 to June 7, 2008 & 6.b Request for Preliminary Approval, Dover Middle School Costa Rica Trip, April 17 to April 24, 2008: Doris Grady requested these items be tabled until the September 10th meeting to give Ms. Meffen time to provide additional information for her request for a trip to Costa Rica. Dr. O'Connor asked Ms. Meffen to review the following items and make them available for the next Board meeting:

- What constitutes students removal from a trip (i.e. suspension?). Check with Mr. Patrick so that criteria agrees for both trips.
 - Provide more detail on Trip Insurance & Liability Insurance
 - What is the minimum number of students required to hold trip (RECORD NOTE: Per Fran Meffen, there is no minimum)
 - Value of the activity to the particular class group or class groups
 - The relationship of the activity to a particular aspect of classroom instruction
- Ms. Meffen will collect this information and provide to the Board prior to the next Board meeting.

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

- On Monday, August 27th, the district will have access to AYP information and Follow the Child Growth Reports. On August 28th, this information will be released to the public. The 2007 AYP reports are based on October 2006 NECAP results for grads 3-8 and the 2005/06 NH-Alt results. Schools and districts receive full credit (100 points) for each student score that is proficient or better (levels 3 and 4) and partial credit (80, 60, 40, 20) for student scores below proficient levels (levels 1a, 1b, 2a, and 2b). 2007 AYP Reports for high schools are based solely on graduation rate because there was no test given last spring due to the transition to NECAP. 2007 AYP reports for districts are based on October 2006 NECAP data for grades 3-8, the 2005/06 NH-Alt results, and the May 2005 NHEIAP tests for high schools.
- For the first time, NH will also be releasing school, district, and statewide growth target reports, for informational purpose only. This will allow one to see how many students in each of the subgroups made their individually calculated growth targets. In addition, each school will receive a roster of all students included in both teaching and testing year reports indicating whether or not they achieved their 2006 target and what the target is for 2007.
- State Department of Education Title grant allocations reflect significant funding decreases for fiscal year 2008. The decreases range from -13% to -38% for an approximate \$70,000 total decrease between the 2007 and the 2008 allocation. The Superintendent gave examples of specific reductions in programs that will occur due to these cuts. He noted that the impact on the administrative assistant position will reduce

the hours of work from 35 to 27.5 per week. He stated he would be requesting the Board approve 7.5 hours per week to be covered by local funds for the 07/08 school year.

- The Superintendent discussed the rationale for the purchase of land adjacent to Dover High School. There had been statements made by members of the community questioning the appropriateness of spending this money for additional land when there is a need to update the existing school infrastructure. He noted the district is not buying that land for use tomorrow – rather it is an investment for the future. He noted the likelihood of acquiring additional land around the existing school is not very high, and he believes the Board “did a good job of thinking about the future.”
- School Principals Dustin Gray, Patrick Boodey, and Chris George provided updates on school building preparedness and progress being made over the summer; staff hiring status; Camp EXPLORE in the elementary schools this week; and upcoming events for the start of school.
- Business Manager, Laurie Verville, provided a facilities projects update, including the following summer initiatives:
 - HSS: New bus loop is on schedule to be finished prior to start of school
 - HSS: Boiler project is on schedule. Plans have been made to provide hot water by the start of school and heat prior to the colder weather.
 - GES: Painting has been completed in hallways and classrooms
 - GES: Classrooms from Horne Street School redistricted to Garrison School have been relocated
 - DMS: Classroom relocations have been completed and work is ongoing to install new surveillance cameras
 - DHS: Walker auditorium has been painted
 - DHS: Work on the Dunaway Field walkway is complete
- Dr. O'Connor introduced the new Career Technical Center Director, James Amara. He spoke briefly about the “first 24 days” on the job and stated he was impressed with Dover’s Administrative staff. Ms. Hooper and Ms. Grady each noted that Mr. Amara appears to have “hit the ground running,” and has impressed them already. They thanked him for his energy and efforts so far.

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

G. STUDENT REPRESENTATIVE REPORT: There was no student representative report.

H. COMMITTEE REPORTS:

a. Parking Committee Meeting: Ms. Hooper gave the following report:

“There was a meeting of the Parking Committee on July 30th. Chaired by Kim Stephens, Dover High School Dean. Also in attendance were Dixon Worley, Parking Supervisor at the High School, Sergeant Marn Speidel, Commander of the Parking and Traffic Bureau, and Dorothea Hooper, Dover School Board member.

The purpose of this newly formed committee is to attempt to solve the high school parking problem which, while around for a long time, has gotten increasingly worse since the explosion of student population at the high school. We are attempting to be better neighbors to property owners who are impacted by students parking in their neighborhoods to avoid paying the cost of parking at the high school or who cannot get a parking space at the high school.

Some students seem to think that the \$100 fee to park at the high school for a year is excessive. Actually it breaks down to 55 cents a day to park in a school lot within ¼ mile of the school, that is cleared of snow. Students who do not wish to pay this fee which finances parking lot personnel, plowing, and paving, find places on city streets to park. Often they erroneously park on private roads owned by condo associations or park improperly blocking drives or fire hydrants.

Sergeant Speidel noted that the police cannot ticket student cars unless they are parked improperly or there are posted no-parking signs. Condo associations need to have student cars towed off private property.

Proposed solutions discussed included:

1. Getting parents more involved and informed.
2. Bring the issue to the student council for assistance.
3. Perform utilization studies throughout the year that would allow us to minimize empty spots during the day by oversubscribing spaces.

Add additional parking spots by redesigning Daley Drive as a one-way street and creating 35 to 40 additional parallel parking spots. Or consider moving the existing softball field to the new land acquisition and extending the existing B lot into the present softball field.”

b. Vocational Trust - Carolyn Mebert reporting: The Vocational Trust met recently and members had an opportunity to meet the new CTC Director, James Amara. The Trust is looking into partnering with “There’s No Place Like Home” (a group much like Habitat for Humanity). They build homes for needy families. Somersworth Building Trades program has built a home for them and it was sent to New Orleans. Last year’s Building Trades house, a large cape, is located on Reading Street and is for sale if anyone is interested.

I. POLICY - CHANGES – PROPOSALS:

a. New Policy IMG – Animals in Schools: Ms. Fisher noted this draft policy is available on the school’s website for review. Ms. Hooper asked Dr. O’Connor the reason for the policy and if it was related to the CTC animal grooming program. The Superintendent stated it was recommended by the NHSBA and applies to pets brought in for show-n-tell or classroom pets such as hamsters. He stated he believed it was a good idea to implement this policy.

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

b. Policy ACAB – Sexual Harassment and Sexual Violence: Dr. O’Connor noted that the only change to this policy was to update administrator’s names and asked the Board to waive the one month table policy and adopt the changes this evening.

Dorothea Hooper moved, Audra Lurvey seconded, to suspend the rules to adopt the policy in its first reading. An oral **VOTE PASSED 6/0.**

Audra Lurvey moved, Carolyn Mebert seconded, to adopt the policy in its first reading. An oral **VOTE PASSED 6/0.**

c. Policy AC-R – Nondiscrimination Regulations: Dr. O'Connor noted that the only change to this policy was to update administrator's names and asked the Board to waive the one-month table policy and adopt the changes this evening.

Dorothea Hooper moved, Audra Lurvey seconded, to suspend the rules to adopt the policy in its first reading. An oral **VOTE PASSED 6/0.**

Audra Lurvey moved, Carolyn Mebert seconded, to adopt the policy in its first reading. An oral **VOTE PASSED 6/0.**

d. DTU Positions – Job Descriptions: Chairperson Fisher noted these draft job descriptions are available on the school's website for review.

Audra Lurvey moved, Carolyn Mebert seconded, to table the job descriptions until the September meeting. An oral **VOTE PASSED 6/0.**

Dr. O'Connor requested Board members, DTU President, Rich Barrett, and other interested persons provide comments/suggestions/changes to the Superintendent or Kim Lyndes, who is chairing the committee to update district job descriptions, so changes may be made prior to the second reading.

J. POLICY ADOPTION: None.

K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Beth Setear seconded to direct the Superintendent to pay manifest #08-B in the amount of \$1,543,283.32. A roll call **VOTE PASSED 6/0.**

L. RESOLUTIONS: Chairperson Fisher read the following resolution into the record:

**APPROVAL TO EXPEND FROM SCHOOL LUNCH PROGRAM FUNDS FOR
KITCHEN EQUIPMENT**

WHEREAS The School Lunch Program operates as a special revenue fund and has a positive fund balance, and

WHEREAS The Woodman Park Elementary School is undergoing an addition and extensive renovations to the building, cafeteria, and kitchen facilities, and

WHEREAS The Dover School Board, during the capital planning process accepted a proposal dated February 12, 2007, for the School Lunch Program to appropriate up to \$40,000 from its fund to replace outdated and non-compliant kitchen equipment, and

WHEREAS It is in the construction plans to install such equipment during the summer of 2007 and be ready for use prior to the start of the 2007-2008 school year, and

WHEREAS The School Lunch Program Director has carefully researched and obtained competitive pricing for specific food service equipment, and

WHEREAS This expenditure would require financing its purchase over a three-year period,

NOW, THEREFORE, BE IT RESOLVED that, the School Lunch Program wishes to proceed with the purchase of kitchen equipment in the amount of \$32,020.49 from Food Equipment Solutions, and enter into a Lease/Purchase agreement.

Audra Lurvey moved, Carolyn Mebert seconded, to adopt the resolution. A roll call **VOTE PASSED 6/0.**

M. OLD BUSINESS:

1. Enrollment Issues: Superintendent O'Connor reviewed current enrollment statistics with the Board, highlighting an area of concern at Garrison Elementary School. He recommended the Board authorize to hire one additional elementary classroom teacher for 3rd or 4th grade due to high enrollment numbers. Ms. Hooper asked, "Is there a nice way to say 'I told you so?'" Ms. Grady agreed and added that historically, enrollments decrease in October, noting by as much as 100 at the high school. Her recommendation was to wait until then to hire an additional teacher if needed. Dr. O'Connor agreed that could happen at the high school but noted that elementary enrollments typically increase right up until school starts. He added, "If we don't add the teacher now, we will disrupt the start of school by moving children once school has begun." He ended by stating he did not believe that is in the best interest of the children. Ms. Fisher agreed, noting this had been done a few years ago at Horne Street School and did not work well – for children or parents.

Beth Setear moved, Audra Lurvey seconded, to approve the hiring of one additional elementary school teacher for Garrison. A roll call **VOTE PASSED 5/1 (Grady opposed).**

Dr. O'Connor recommended the School Board authorize local funds to pay 7.5 hours a day to replace shortfall Title funding for the Administrative Assistant position discussed during Superintendent remarks. The cost will be \$5,236.14 in salary and \$5,299.72 in benefits for a total of \$10,535.86.

Audra Lurvey moved, Beth Setear seconded, to authorize \$10,535.86 local funds to allow the position to remain at 35 hours per week. A roll call **VOTE PASSED 6/0.**

N. NEW BUSINESS:

1. Dover High School Dome Canopy: Dr. O'Connor presented a PowerPoint presentation of the current condition of the Dover High School Dome Canopy, pointing out areas of decay and degradation. Documentation was provided for the estimated cost of repairing the structure and ranged from \$30,000.00 to \$45,000.00. The Superintendent also noted that estimates to demolish the structure range from \$16,000.00 to \$30,000.00. He then shared opinions of contractors and architect, Gary Goudreau, on the feasibility of repairing the structure. The consensus is that it is a safety issue and, as Ms. Hooper noted, "Common sense dictates our first concern should be safety." Ms. Grady agreed, if this presents a safety hazard, it should be removed. Dr. O'Connor cautioned Board members to be cautious about any decision about removing the structure as it could have an impact on the community. He added that the facilities manager is soliciting additional renovation and cost schedules. He then asked members of the community to contact Board members or the Superintendent's office if they have knowledge of the history of the domes.

Carolyn Mebert suggested the Superintendent ask Foster's to write an article asking for community input on the subject. (RECORD NOTE: The Superintendent spoke with Foster's on Tuesday, August 14th. They toured the high school structure and an article will be printed in the paper on the topic.) The item was tabled until the September 10th agenda.

2. **Policy DD – State and Federal Funding Quarterly Report:** Business Manager, Laurie Verville, reported the Project Activity for 2006/2007 Federal Projects as of June 30, 2007 is on schedule with total obligations and disbursements of \$2,761,294.32 or 89%.
3. **Policy DFC – Special Funds Update:** Business Manager, Laurie Verville, reported fund balance activities for all special funds as of June 30, 2007. She noted these accounts are subject to audit.
 - o Food Services - \$73,715.18
 - o Alternative School Funds - \$98,966.79
 - o Facilities Funds (Including Field User Fees, Facilities Rentals, Athletics, and Parking Lots) - \$73,724.09.
4. **Health and Wellness Policy Update:** Business Manager, Laurie Verville, provided the following report:

“I. INTRODUCTION:

The Dining Facility Council is a Committee for the Dover School District that monitors the nutrition programs as outlined in RSA 189:11-a, Food and Nutrition Programs and Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act. The Committee is comprised of District employees in food service management, student health services, physical and health education teachers, and administration.

II. GENERAL PURPOSE:

The primary purpose of the Committee, during the 2006-2007 academic year, has been to evaluate the Student Wellness Policy (Code JLCF) that was adopted by the Dover School Board on June 12, 2006. Section 8 of the policy stipulates that the School Wellness Policy will be reported to the School board on an annual basis, and prior to the start of the new school year.

III. PROGRESS STATEMENTS:

At the final fiscal-year meeting, held on June 14, 2007, the Committee discussed at great length and acknowledged positive achievements as a result of Policy JLCF.

The school meals program has conducted the following practices during the 2006-2007 school year, and the Committee recommends that they be continued in the future:

- Food service staff have been trained in basic Hazard Analysis and Critical Control Point (HACCP) sanitation.
- Alternative Education students are offered three entrée choices.
- More fresh fruits are offered at the high school—fresh produce is delivered 10 times a year.
- Dark leafy lettuce is used more often in salads.
- Lunch menus are posted on the school website with carbohydrate and fiber count.
- Vending machines owned by the school lunch program offer healthy vending choices.

- Food service program conducts taste-testing at least one time per month in the upper grade levels.
- More emphasis is placed on eating low sugar foods and snacks; low sugar breakfast is served at the elementary level.
- In grades 1-4, more students are requesting a salad for lunch.
- Nursing and food service staff are communicating better and are contacting parents if their child is purchasing excessive snacks.

At the curriculum level, the following positive initiatives are being reported by the Committee:

- Some health classes have been included in taste testing.
- Several elementary teachers have engaged the students in making healthy snacks in the classroom.
- The Alternative Education Program encourages students to buy healthy foods that are integrated into their lifestyle.

Efforts by faculty and support staff have resulted in the following improvements:

- Bake sales are conducted at a minimum.
- Soda is no longer being sold in the locker rooms; water sales only.
- The food and candy sales at the high school student store have decreased.
- Coaches no longer request to sell candy as a fundraiser; groups are getting creative selling candles, plants, jewelry, etc.
- School newsletters feature more information about healthy snack choices and food offerings.

IV. RECOMMENDATIONS:

The annual progress assessment by the Committee has observed several deficiencies in which the District still must make improvements to adhere to the Student Wellness Policy. In addition to the previous Progress Statements, the following are reasonable and what the Committee believes are attainable goals during the 2007-2008 school year:

- Taste testing to be performed on a bi-weekly basis at the high school by the Food Service Program to generate more interest in the lunch program.
- Limit one pre-packaged snack to students at the elementary level.
- Food Service Director to conduct refresher HACCP course to be conducted in early fall 2007.
- Appoint a District representative to speak with program coordinators of the YMCA and after-school programs to encourage purchasing healthy snacks for the students.
- Circulate a revised list of healthy food alternatives to all schools at the beginning of the school year.
- At the elementary level, place more emphasis on an activity rather than celebrations surrounded around sweets. PTA and PTO will be involved in this discussion.
- Administration to follow up with some staff who still use candy as a behavior modification tool.
- Section 6 of Policy JLCF, bullet #3 reads, "Students will not be denied recess as punishment." Committee recommends removing this language from the policy. Occasionally, students need additional instruction time and recess is an excellent opportunity to work with that student. Committee believes current language can be misinterpreted.

Establish specific meeting dates, in advance, during the 2007-2008 academic year to continue with a periodic review of the policy.”

Ms. Verville pointed out the committee’s request to revise policy JLCF to delete bullet #3 which reads, “Students will not be denied recess as punishment,” because it has been misinterpreted to suggest students may not miss recess, even for academic reasons. After a brief discussion, Board members agreed this item should not be deleted from the policy because they believe denying recess is sometimes used for punitive reasons. They did concur that the Health and Wellness Committee could suggest language to clarify the intent of this item, but agreed the statement should not be deleted from the policy.

- 5. Award Contract for Towing Services in Fiscal Year 2008:** Business Manager, Laurie Verville, explained she received only one bid for towing services from Cass Towing in fiscal year 2007. She indicated she contacted Cass Towing and they agreed to provide service at the same rate as last year, \$70.00 an hour with a \$45 storage fee. Ms. Verville requested the Board extend the contract for towing services in FY 2008 to Cass towing.

Audra Lurvey moved, Beth Setear seconded, to extend the contract for towing to Cass Towing in fiscal year 2008. A roll call **VOTE PASSED 6/0.**

- 6. Award Bid for Microsoft Office Licenses:** Business Manager, Laurie Verville, requested the Board award a bid for 750 Microsoft Office Licenses to the low bidder, Software House International at \$43.00 each for a total of \$32,495.00.

Audra Lurvey moved, Beth Setear seconded, to award the bid for 750 Microsoft Office licenses to Software House International in the amount of \$32,495.00. A roll call **VOTE PASSED 6/0.**

- 7. Award Bid for Professional Facilities Needs Assessment:** Business Manager, Laurie Verville, requested the Board award a bid for Professional Facilities Needs Assessment Study to the low bidder, New England School Development Council (NESDEC), for the amount of \$24,786.00.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for Professional Facilities Needs Assessment to NESDEC in the amount of \$24,786.00. A roll call **VOTE PASSED 6/0.**

- 8. Award Bid for Passenger Activity Bus for the Alternative School:** Business Manager, Laurie Verville, explained that after reviewing five bid submissions for a 14-passenger activity bus to be purchased by the Dover Alternative Education Fund, it is recommend the bid be awarded to Patsy’s Bus Sales for a dual rear wheel drive unit in the amount of \$40,750.

Ms. Verville added that she was also requesting the Board to approve the financing of this unit by proceeding with a three-year municipal note.

Board members had questions about the three-year financing and asked the Business Manager to bring back specific cost information before voting on the financing portion of the request.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for the Passenger Activity Bus for the Alternative School to Patsy’s Bus Sales, pending the financing portion until the September 10th School Board meeting. A roll call **VOTE PASSED 6/0.**

O. ADJOURNMENT: At 8:59 p.m., Audra Lurvey moved, Carolyn Mebert seconded, to adjourn the meeting. An oral **VOTE PASSED 6/0.**

August 14, 2007