

A meeting of the Dover School Board was called to order by Vice Chairperson Heather Orion-Hindle on Monday, January 10, 2005, at 7:02 p.m. in the City Council Chambers.

A. ROLL CALL: Present were Dorothea Hooper, Kara Winton, Carolyn Mebert, Audra Lurvey, Doris Grady, and Heather Orion-Hindle. Absent was Marjorie Fisher.

Also present were Superintendent Dr. John O'Connor; Laurie Verville, Business Manager; Dr. Murray Ingraham, Curriculum Director; Jim Verschueren, DALC; Daniel Keegan, Student Representative; Richard Barrett, DTU President; Jean Briggs, Director of Federal Projects; Christopher George, Dover High School Principal; Francis McNally, Dover High School Student Dean; Barbara Szabunka, Horne Street School Principal; Andrea Elliot, Dean of Instruction; Patrick Boodey, Freshman Dean; Larry DeYoung, Dover Middle School Principal; Peter Wotton, Director of Athletics & Physical Education; Phil Reed and Maria Minickiello, CATA; and Damien Troise, *Foster's*.

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

Board members agreed to suspend the rules for Dorothea Hooper to make a special presentation to Barbara Szabunka who was selected as the New Hampshire Principals Association Principal of the Year. Ms. Hooper noted her two great joys in serving on the Dover School Board: helping students and recognizing outstanding people. Ms. Hooper spoke about Ms. Szabunka's leadership skills, the friendly ambiance of Horne Street School, her professional demeanor, and thanked her for her dedication to the citizens of Dover. She then presented Ms. Szabunka with a bouquet of roses. Ms. Szabunka thanked the Board for their recognition and added her appreciation for her staff and students. She closed by stating that "we have great people, great families, and great students" at Horne Street School.

C. CITIZENS' FORUM: Maria Minickiello, Cocheco Arts & Technology Academy (CATA) Director, stated that CATA is a charter high school slated to open on January 24, 2005. She went on to explain that in accordance with the New Hampshire Charter Law, state aid (\$3,340 per pupil) is to be paid by the district to the charter school. She went on to say that the law states that state aid shall follow the child. Therefore, the minimum amount due for the remainder of the 2004-05 school year is \$1670 per student for 12 students from Dover High School for a total of \$20,040. Ms. Minickiello then requested that the district pay \$3050 per student for the 12 students for a total of \$36,600, the figure based on CATA's actual per pupil cost.

D. APPROVAL OF MINUTES: Kara Winton moved, Carolyn Mebert seconded, to accept the following minutes. An oral **VOTE PASSED 6-0**.

1. Nonpublic Meeting #49, December 13, 2004 (Personnel)
2. Regular Meeting #12, December 13, 2004
3. Nonpublic Meeting #50, December 15, 2004 (Student Discipline)
4. Nonpublic Meeting #51, December 21, 2004 (Student Discipline)
5. Special Session #1, January 3, 2005 (Election of Officers)
6. Nonpublic Meeting #1, January 5, 2005 (Student Discipline)

E. CONSENT AGENDA: Dorothea Hooper requested item 2.f., resignation letter from Brian Donovan, Dover High School, English teacher, be removed from the consent agenda to be considered separately. There was no objection.

Kara Winton moved, Carolyn Mebert seconded, to approve the consent agenda as amended.
An oral **VOTE PASSED 6-0.**

1. **Correspondence:** None.
2. **Resignations/Retirements:**
 - a. Ann Taylor, Dover High School, Diversified Occupations Teacher
 - b. Debra Turner, Dover High School, Chemistry Teacher
 - c. John Robak, Dover Middle School, Instructional Aide
 - d. Renee Behringer, WPS & DMS, Part-Time Art Teacher
 - e. Jennifer Johnston, Horne Street School, Paraprofessional
 - f. Brian Donovan, Dover High School, English
3. **Leaves of Absence:** None.
4. **Nominations:**

Sheet 1: Nomination & Election of a Secretary, Aide, Custodian, and Summer School Staff (Boldt to Speidel)

Sheet 2: Nomination & Election of Teachers (Phillips)
5. **Overnight or Out-of-State – Staff Travel Requests:**
 - a. Diane Gormly, National Title I Conference, January 29 – February 1, 2005, Atlanta, Georgia
 - b. Freshman Academy Teachers (4), NWEA Workshop “Climbing the Data Ladder”, February 10 & 11, 2005, Sanford, ME
 - c. Elizabeth Chamberlain, NSCI Effective Schools Conference, March 9 – 13, 2005, Scottsdale, Arizona
6. **Professional Development Waiver:** None.
7. **Extended Travel (Student Trips):**
 - a. Final Approval, Dover High School Student Trip to Spain, February Vacation, 2005

Item 2.f. Resignation - Brian Donovan, Dover High School, English – Dorothea Hooper remarked that Mr. Donovan has been teaching in the Dover Schools for 27 years and his was “the most generous letter of resignation” that she has ever seen. Mr. Donovan’s letter requested any money normally spent on parting gifts be donated to the Dover High School Scholarship fund instead. Ms. Hooper ended by thanking him for his generous offer.

Kara Winton moved, Carolyn Mebert seconded, a motion to approve item 2.f. on the consent agenda. An oral **VOTE PASSED 6-0.**

F. SUPERINTENDENT'S REPORT:

1. Educational Information:

Superintendent O'Connor asked Federal Projects Director, Jean Briggs, to address the Board. Ms. Briggs reported that the district received a “Granite State Reads” grant, funded by Verizon, in the amount of \$3,600. The money will be used to purchase books for students, a banner for Dover Reads, and a visit by the author of the book chosen for the third annual Dover Reads event, “*Granny Torrelli Makes Soup*” by Sharon Creech.

Christopher George, Dover High School Principal, provided Board members with an overview of a charter for the newly established Teaching and Learning Team at Dover

High School. He explained that the group will become a standing committee that will serve as a clearing-house for restructuring efforts at Dover High School and will work towards creating substantial change in a manner that helps coordinate those changes and provide stakeholders with a voice in the process. Mr. George requested that a member of the School Board become a team member to "keep the Board apprised of discussions and plans for future initiatives and to broaden the community representation." Superintendent O'Connor requested that any interested Board member contact Mr. George directly to become a member of the team. Doris Grady thanked Mr. George, stating this was "a great idea for Dover High School" and that she appreciated his efforts.

Superintendent O'Connor stated that he had been contacted recently by parents requesting that the Dover Schools consider scheduling future February vacations on a week separate from Massachusetts' schools. Dr. O'Connor noted the need for Dover to keep its calendar in synchronization with other Tri-City partners (Somersworth and Rochester) but that he will keep this in mind while preparing the school calendar in future years.

The Superintendent explained the process he followed in making the decision whether to cancel or delay school due to inclement weather. He assured everyone that the decision is taken very seriously. He advised that he consults with the City of Dover road services, the Dover Police Department, two subscription weather services, and other area superintendents. Based upon feedback from all of these sources, the superintendents collectively make a decision whether to cancel or delay school.

Kara Winton moved, Doris Grady seconded, a motion to accept the Superintendent's report. An oral **VOTE PASSED 6-0**.

2. **Education Achievements:** See above.

G. STUDENT REPRESENTATIVE REPORT:

Daniel Keegan stated that several students approached him and requested that he ask the Superintendent what criteria is used in determining when to cancel or delay school. The Superintendent reiterated that he first calls the City of Dover Superintendent of Roads who describes the status of road conditions in Dover. He then contacts the Dover Police Department to ask if police vehicles on patrol are seeing accidents. Additionally, he consults with two weather services and the superintendents of Barrington and Somersworth schools before a decision is made to cancel or delay school.

Mr. Keegan then noted that Wednesday's forecast was for snow and, since it is an early release day, questioned whether there would be a two-hour delay or if school would be cancelled for the entire day. Dr. O'Connor stated that if conditions warranted, he would probably cancel for the entire day since a delayed opening would allow for only two hours of school. Mr. Keegan then asked if the graduation date would be moved because of snow days. Dr. O'Connor stated that the graduation date would not be set until early spring, but yes, it would be possible for the date to be revised based upon snow day cancellations.

Daniel Keegan ended his report noting that students at Dover High School were collecting money for tsunami victims and there is a semi formal scheduled for Saturday, January 15, 2005.

Carolyn Mebert moved, Doris Grady seconded, a motion to accept the Student Representative's report. An oral **VOTE PASSED 6-0**.

H. COMMITTEE REPORTS: None.

I. POLICY - CHANGES - PROPOSALS: (1)

1. **Policy BCB – School Committee Officers:** Kara Winton moved, Doris Grady seconded, a motion to move Policy BCB to the floor for discussion. An oral **VOTE PASSED 6-0**.

Dorothea Hooper asked if there were any changes being proposed to the policy, noting that it was last updated on October 11, 1988. Superintendent O'Connor explained that the policy was on the agenda by Board member Heather Orion-Hindle's request. Ms. Orion-Hindle stated the reason she requested the item be placed on the agenda was because the policy had not be reviewed since 1988 and because it contained the statement that "the chairperson is elected by secret ballot." Ms. Hooper noted that the policy referred to the School "Committee" and that it hould be updated to reflect the new title of School "Board."

Kara Winton moved, Carolyn Mebert seconded, a motion to table the policy until the February 14th meeting. An oral **VOTE PASSED 6-0**.

J. POLICY ADOPTION: (2)

1. **Job Description – School Nurse RN:** Carolyn Mebert moved, Kara Winton seconded, a motion to move the job description to the floor for discussion. An oral **VOTE PASSED 6-0**.

Superintendent O'Connor explained that the job description had been reviewed by all members of the district's nursing staff to accurately reflect their current duties.

Kara Winton moved, Carolyn Mebert seconded, a motion to approve the School Nurse RN job description. An oral **VOTE PASSED 6-0**.

Job Title: School Nurse - RN

Department: Dover School District, SAU #11

Reports To: Building Principal, Federal Projects Director, and Superintendent

Summary:

- Assumes responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students in the school district.
- Provides for the promotion and maintenance of health as well as the prevention of illness and injury.
- Responsible for direct and indirect care given to students in compliance with school district policies, professional standards of practice, physician's orders, and the Individual Health Plan, including 504 and IEP.

- Functions in accordance with the school district's policies and procedures and the New Hampshire Nurse Practice Act and Code of Ethics for Registered Nurses.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Organizes, administers, and manages school health services, such as MMS Health Module record recording.
- Administers prescription, over the counter, asthma, and emergency medications.
- Responsible for the formulation, revision, and implementation of the Individual Health Care Plan, which includes care of chronically ill students/handicapped, developmental disabilities (i.e. feeding tubes, toileting).
- Coordinates the health screenings, physical examinations, and immunization programs at school. Interprets the health screening results to parents and teachers and assists in the follow-up and referral of children.
- Acts as liaison between the physician, school, community, and the child's home in improving the holistic health needs of school children.
- Participates in the development of Individual Educational Plan and 504 when appropriate.
- Assists in the development of an ongoing student safety and child protection program.
- Respects the dignity, confidentiality, and rights of all students and staff in accordance with HIPPA/FERPA.
- Upholds regulations and laws related to confidentiality, reporting of child abuse and neglect, and other health-related requirements (i.e. communicable diseases).
- Provides leadership in the planning of proper emergency care and first aid for sudden illnesses and accidents incurred during school activities.
- Participates in critical incidence team planning and implementation procedures.
- Serves as a health consultant and resource person for health education in classroom, and to individual students and staff.
- Serves as a resource for the coordinator of the Health Curriculum.
- Insures the maintenance of accurate health records for all children to the district, state or other appropriate agencies, including Medicaid.
- Provides in-service training for health-related issues to staff members of the district.
- Assists in the preparation and implementation of the school health services budget.
- Monitors, reports and recommends change for safety hazards and sanitary conditions in the school environment to appropriate authorities as necessary.
- Maintains professional competencies through in-service educational activities and professional growth programs.
- Monitors attendance and truancy issues as related to student health and safety.
- Manages Federal Free and Reduced Lunch applications.
- Implement substitute coverage plan and provide appropriate communication as necessary.
- Performs other duties as assigned by principal or designee.

Supervisory Responsibilities:

There are no supervisory responsibilities for this position.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Graduate of a Board certified School of Nursing
- Bachelors or Masters degree encouraged.
- 2 – 3 years experience as a registered nurse required, preferably in area of pediatrics and/or emergency nursing.

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended Internet software and recommended Word Processing software.

Certificates, Licenses, Registrations:

- Must hold a current Registered Nurse license in the State of New Hampshire.
- Must hold current certificate in CPR.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is that of a school setting.

2. GBCB – Staff Conduct: Doris Grady noted that there was a typographical error in paragraph four of the new policy – “award” should read “aware.” The School Board secretary made note of the error and stated it would be updated in the final typing of the approved policy. Heather Orion-Hindle questioned whether this policy was intended to address a staff dress code. The Superintendent explained that staff dress was enforced by the individual building administrators on an as-needed basis and that it was not the intention of this policy to address it.

Kara Winton moved, Carolyn Mebert seconded, a motion to adopt policy GBCB – Staff Conduct. An oral **VOTE PASSED 6-0.**

STAFF CONDUCT

The Dover School District expects all staff members to maintain the highest professional, moral, and ethical standards in their conduct with students.

The interaction and relationship between staff members and students should be based upon mutual respect, trust, and an understanding of appropriate boundaries between staff and students. These interactions and relationships should be consistent with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrators whenever they are unsure about conduct that may constitute a violation of this policy.

Staff members have the responsibility to notify the appropriate administrator or the superintendent if they become aware of a situation that may constitute a violation of this policy.

Students and/or their parents or guardians are encouraged to notify the principal or other administrators if they believe that a staff member or student may be engaging in conduct that violates this policy.

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving any kind of abuse will result in a referral to the Department of Human Services and/or law enforcement.

K. SUBMISSION AND PAYMENT OF BILLS: A motion was made and seconded seconded, to authorize the Business Manager to pay manifest 05-G in the amount of \$2,642,692.92. A roll call **VOTE PASSED 6-0.**

L. RESOLUTIONS: None.

M. OLD BUSINESS:

1. Dover High School Program of Studies: Andrea Elliot provided Board members with additional information on the Dover High School Program of Studies for the 2005-2006 school year. She began by reviewing enrollment projections and anticipated staffing needs for physical education and wellness courses.

The State Department of Education requires high school students earn 1 ½ physical education credits for graduation. Dover High School currently offers 4 physical education options to all of its students: Wellness I, Wellness II, Heath, and Personal Fitness. Based upon enrollment projections for 2005-2006, the class of 2007 (juniors) had 1 credit in grade 9 and ½ credit in grade 10 and will not need additional credits. A small number of students in the class of 2007 have no physical education credits and will need to take an elective. This equates to a total of 40 sections requiring 4 full time teachers.

For the 2006-2007 school year, the class of 2009 (juniors) will need additional physical education credits for graduation. This equates to 54 sections requiring 5.4 full time teachers.

Ms. Elliot then made a comparison of course selections offered at Dover High School for technology and arts education credits (1/2 credit is required by the State of New Hampshire in each subject area for graduation) and noted there are 15 choices for students to earn this ½ credit in technology and 39 choices in arts education. Lastly, Ms. Elliot provided Board members with a comparison of health and wellness courses offered in other New Hampshire high schools, noting that those schools offered between 6 and 14 courses for their students to earn the required 1 ½ credits for graduation compared to Dover's 4 course offerings.

Upon completion of Ms. Elliot's presentation, Kara Winton moved, Carolyn Mebert seconded, a motion to adopt the Dover High School 2005-2006 Program of Studies. A roll call **VOTE PASSED 6-0.**

N. NEW BUSINESS:

1. School Improvement Plans on AYP for Dover High and Dover Middle Schools: Superintendent O'Connor reminded Board members that School Improvement Plans to address AYP at Dover High and Middle Schools had been forwarded in their December 22nd items packet for their information. He explained that No Child Left Behind mandates that schools failing to make Annual yearly Progress (AYP) must submit this information to the New Hampshire State Department of Education to address plans that will result in continued progress to address improved test results of the cohort groups that lead to the designation as a failing school.

- 2. Cocheco Arts & Technology Academy (CATA) Request for Tuition:** Superintendent O'Connor explained that the Cocheco Arts & Technology Academy (CATA) was requesting tuition for 12 Dover students who will transfer to the academy at the end of January. He added that the law states that "state aid shall follow the child." The state per-pupil rate for this school year is \$3,340. That means this year, \$1,670 per student is the tuition owed CATA for the half year and would require the district pay \$20,040 to CATA. He added that a charter school may ask the district to fully fund at their level of cost to educate each student. The CATA annual tuition is \$6,100 per pupil and the amount CATA requested was \$36,600.

The Superintendent went on to explain that state law also allows the district to issue a promissory note for adequacy monies owed to charter schools and that would allow the district to send the money to CATA in the next school year. The reason for this is because state adequacy money is paid to the district one year in arrears.

Dr. O'Connor then recommended the Board approve the issuance of a promissory note for \$20,040 at this time with the caveat that, if the district has money remaining at the end of this fiscal year (June 30, 2005), payment will be issued in full at that time.

Dorothea Hooper moved, Kara Winton seconded, a motion to accept the Superintendent's recommendation to issue a promissory note for \$20,040 at this time with the caveat that, if the district has money remaining at the end of this fiscal year (June 30, 2005), payment will be issued in full at that time. A roll call **VOTE PASSED 6-0.**

3. Policy DD – State and Federal Funding Update: Business Manager, Laurie Verville, provided the quarterly update on state and federal funding. As of December 31, 2004, the total expected federal funding amount is \$3,058,274.94 with 38% of the funds already obligated.

4. Policy DIC – Special Funds Update: Laurie Verville, Business Manager, read fund balances as of December 31, 2004 for Enterprise and Special Revenue Funds into the record:

- Field User Fees: \$3,151.90
- Facilities: (\$2,142.14) (This deficit is caused by the payment of overtime salaries for custodians in anticipation of rental receipts)
- Athletics: \$12,056.83
- Parking Lots: \$1,917.02
- Total Enterprise Fund Balance: \$14,983.60
- Food Service Funds (89,696.28) (This fund is showing a negative balance because the district is waiting for state aid and receipts for meals)

5. Approval of Agreement between Liberty Driving School & Dover School District: Dover Adult Learning Center (DALC) Director Jim Verschueren explained that Shepard's Driving School is currently contracted with the district to provide driver education program services for Dover resident students. He added, however, the annual renewal of Shepard's Driving School licensure will be delayed until a hearing to be held on January 28, 2005. He explained that the delay is not related to the program or operation of the driving school, or any complaints against the driving school or Ms. Shepard's operation of it. Instead, there was an apparent misunderstanding surrounding a suspension of Ms. Shepard's driving license during the previous summer. As a result, a hearing has been scheduled for January 28, 2005.

Students are currently scheduled for driving instruction. In order to provide the scheduled classes, Mr. Verschueren requested the Board approve an interim contract with Liberty Driving School. The contract is for the same cost as Shepard's driving school and would run from January 11 to March 17, 2005, or until Shepard's Driving School receives its new license. Liberty Driving School employs the same teachers and uses the same curriculum as Shepard's Driving School and would provide a seamless educational experience for the students.

Kara Winton moved, Carolyn Mebert seconded, a motion to approve the agreement between Liberty Driving School and the Dover School District from January 11, 2005 through March 17, 2005. A roll call **VOTE PASSED 5-1**. (Orion-Hindle opposed.)

6. Approval of Bid for Computers in the Regional Career Technical Center: Dorothea Hooper moved, Doris Grady seconded, a motion to award a bid for computers in the Regional Technology Center to the lowest bidder, Zones, Inc., for 27 desktop systems at \$617.13 each for a total cost of \$16,662.51. A roll call **VOTE PASSED 6-0**.

7. Approval of Bid for Smart Boards Interactive White Boards & LCD Projectors:

Kara Winton moved, Carolyn Mebert seconded, a motion to award a bid for two different models of Smart Board Interactive White Boards to the lowest bidder, Zones, Inc., for \$1,150 and \$1,463 respectively.

Business Manager, Laurie Verville, explained that specifications were sent to five companies, and an ad was placed for three days in *Foster's*. Four bids were received and, after reviewing the results and district needs, a decision was made not to purchase LCD projectors at this time.

Kara Winton asked the Business Manager to explain the difference between the two prices quoted for the two models, 560 and 580. Laurie Verville stated she was not sure but would investigate and provide that information to the Board. Jean Briggs added that the boards were being purchased using Title II, Part D funds - 2 boards for each elementary school, 2 boards for Dover Middle School, and 1 board for Dover High School. (RECORD NOTE: Laurie Verville investigated the different models and pricing. The difference between the two models is the size. Model 560 is 48" x 36" and Model 580 is 57 ½" x 43".)

After this discussion, a roll call **VOTE PASSED 5-1**. (Winton opposed.)

O. ADJOURNMENT: At 7:59 p.m., Carolyn Mebert moved, Kara Winton seconded, to adjourn the meeting. An oral **VOTE PASSED 6-0**.

Respectfully submitted,

AUDRA LURVEY, SECRETARY
Dover School Board
AL/kgb

January 11, 2005