

A meeting of the Dover School Board was called to order by Chairperson Marjorie Fisher on Monday, April 11, 2005, at 7:00 p.m. in the City Council Chambers.

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

Also present were Superintendent Dr. John O'Connor; Laurie Verville, Business Manager; Daniel Keegan, Student Representative; Richard Barrett, DTU President; Peter Wotton, Director of Athletics and Physical Education; Larry DeYoung, Principal of Dover Middle School; Jean Briggs, Director of Federal Projects; Patrick Boodey, Freshman Dean; Barbara Szabunka, Principal of Horne Street School; Kenneth Latchaw, Director of Dover High School Regional Career Technical Center; Jaclyn Adams, Director of Special Education; Bailey Rigg, Network Manager; Francis McNally, Dean of Students, Dover High School; Christopher George, Principal of Dover High School; Dennis Bentley, Principal of Garrison Elementary School; Murray Ingraham, Director of Curriculum; Anne Watson, Principal of Woodman Park School; Teachers, Parents, and Citizens of Dover; and Marcus Weisgerber, *Foster's*.

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

Audra Lurvey moved, Kara Winton seconded, a motion to suspend the rules to move item L., Resolutions, to be heard at this time. An oral **VOTE PASSED 7/0**.

L. RESOLUTIONS:

Superintendent O'Connor recognized the Dover High School Boys' and Girls' Basketball team members, many of whom were in attendance at the meeting. He noted the following areas of achievement:

The Varsity Girls' Basketball Team achieved an overall record of 18-7 and was the Class L 8th place seed team. He congratulated team coaches and various team members, with special notice paid to Captains Amy Smith, Lauryn Furtney, and Nikki Jenis, and other academic award winners from the team. Dr. O'Connor thanked them for an excellent year and for making all of Dover proud.

The Dover Boy's Basketball team achieved the title of 2004-05 state runner-ups with a 19-5 record. Superintendent O'Connor congratulated coaches and team members, with special mention made of Adam Lirette, Joe Cheslock, Kevin August. Dr. O'Connor thanked them for an excellent year and for making all of Dover proud.

Dorothea Hooper presented the following Resolution of Recognition to the Dover High School Ice Hockey Team, congratulating them for an excellent year of achievement:

WHEREAS the Dover High School Ice Hockey Team, a group of 27 players, four coaches, and 3 managers joined together in late November as group of young hockey players with high expectations for the season, and

WHEREAS the Dover High School Ice Hockey team had 5 players recognized for scholar athlete awards, and

WHEREAS the Dover High School Ice Hockey Team had 2 players named to the New Hampshire Ice Hockey All State Team, and

WHEREAS the Dover High School Ice Hockey Team was a State Finalist and runner-up during the 2002-03 season, and won the Division II State Championship during the 2003-2004 season, and

WHEREAS the 2004-05 Dover High School Ice Hockey Team was motivated by the 2003-04 State Champion Dover High School Ice Hockey Team, and

WHEREAS the Dover High School Ice Hockey Team finished the regular season in First Place with a regular season record of 14 wins 1 loss and 1 tie, and

WHEREAS the Dover High School Ice Hockey Team “reversed the curse” by being the first team in divisional history to finish the regular season in first place and to win the state title, and

WHEREAS the Dover High School Ice Hockey Team defeated tournament opponents Goffstown 5 to 2 and Bow by a score of 4 to 0, and

WHEREAS The Dover High School Ice Hockey Team was led by seniors Kyle Alberto, Nick Barraclough, Davis Drolet, Brian Fuller, Geoffrey Goss, Chase Mawby, Joshua Upham and underclassmen, Todd Bartlett, Chris Bolton, Zach Bourque, Trenton Downum-Kotruch, Joshua Doyon, Taylor Frase, Joshua Hager, Daniel Hart, Jeremy Hersey, Benjamin Johnson, Zachary Joy, Joshua Leone, Tony Ly, Andrew Noiles, Travis Paola, Nick Pelletier, Ben Poulin, Kevin Sullivan, Mike Tiano, and Zach Woodward, and

WHEREAS the Dover Ice Hockey Team demonstrated hard work, perseverance, and character throughout the season and

WHEREAS the Dover High School Ice Hockey Team, on March 13th 2005, at the Whittemore Center in Durham New Hampshire, defeated long-time rival Oyster River High School 6 to 1 in the NHIAA state championship game, and

WHEREAS the Dover High School Ice Hockey Team 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 Ice Hockey Team and their coaches.

C. CITIZENS' FORUM: Chairperson Fisher announced that the School Board would be presenting their adopted budget to the City Council during a workshop meeting being held on April 20, 2005. She added that a public hearing would be held after that date. Ms. Fisher encouraged concerned parents and citizens to attend those meetings, and also to contact their state representatives, to express their concerns about funding the School District budget.

Valerie McKenney, Westwood Circle, Dover, expressed her concerns with the projected \$1.6 million shortfall in state adequacy funding and presented Board members ideas on potential areas for consideration in making budget cuts if necessary.

Stacey Hagen, Reyners Brook Drive, Dover, asked Board members to remember the importance of athletics and extra-curricular activities in raising well-rounded students while making budget cuts.

Joanne Maden, Fieldstone Drive, Dover, asked Chairperson Fisher to clarify the upcoming School Board budget adoption process. Ms. Fisher stated that the School Board would go forward with their adopted budget and present it "as is" to the City Council on April 20th. She again asked all concerned citizens to call their state representatives and attend the April 20th meeting to address their concerns to the City Council.

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

1. Nonpublic Session #12, March 9, 2005 (Student Discipline)
2. Nonpublic Session #13, March 14, 2005 (Personnel)
3. Regular Session #3, March 14, 2005
4. Nonpublic Session #14, March 16, 2005 (Student Discipline)
5. Nonpublic Session #15, March 23, 2005 (Student Discipline)
6. Nonpublic Session #16, March 28, 2005 (Personnel)
7. Nonpublic Session #17, April 6, 2005 (Student Discipline)

D. CONSENT AGENDA:

Audra Lurvey moved, Heather Orion-Hindle seconded, to remove item 4., Nominations, from the consent agenda to be considered separately. An oral **VOTE PASSED 7/0.**

Kara Winton moved, Heather Orion Hindle seconded, to remove item 7.b, Student Trip to Cooperstown, NY, Preliminary and Final Approval, from the consent agenda to be considered separately. An oral **VOTE PASSED 7/0.**

Kara Winton moved, Carolyn Mebert seconded, to approve the consent agenda as amended. An oral **VOTE PASSED 7/0.**

1. **Correspondence:**
 - a. Dover Chamber of Commerce, Rental Fee Waiver, Rain Dates - Cochecho Arts Festival, Summer, 2005
2. **Resignations/Retirements:**
 - a. Jennifer Sprague, Horne Street School, Kindergarten Teacher
 - b. Renee Brochu, Dover High School, World Language/French
 - c. Jan Williams, Administrative Assistant, Technology
 - d. Lindsay Raynes, Dover High School, Spanish
 - e. Patricia Petit, Dover High School, Latin
3. **Leaves of Absence:** None.
4. **Nominations:**

Sheet 1: Nomination & Election of Teachers (2004-2005): Howard
Sheet 2: Nomination and Election of a Secretary, Aide, Custodian and Summer School Staff: (2004-2005) Vesper
Sheet 3: Dover Adult Learning Center Staff Nominations (2004-2005)

Sheet 4: Renomination of Administrators (2005-2006)

Sheet 5: Renominations for Professionals Engaged in Teaching and Educators (2005-2006)

Sheet 6: Nomination and Election of Non-Union Personnel (2005-2006): Baker to Weeks

Sheet 7: Nomination and Election of Class/Club Advisors (2005-2006): Dascoulias

5. **Overnight or Out-of-State – Staff Travel Requests:**

- a. Laurie Verville, ASBO Conference, May 19 & 20, 2005, Killington, VT
- b. Jennifer McCarthy & Susan Looker, Oral-Motor Therapy Workshop, June 2, 2005, Portland, ME
- c. Kelly Warren and Rebecca Pazdon, Transforming the Difficult Child, May 16, 2005, Portland, ME

6. **Professional Development Waiver:** None.

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

- a. Student Trip, Washington DC, departing May 31, 2005, Final Approval
- b. Student Trip, Cooperstown, NY, departing May 19, 2005 through May 21, 2005, Preliminary & Final Approval

4. Nominations: Superintendent O'Connor suggested that nominations be tabled until the May 9th Board meeting for two reasons: The projected \$1.6M adequacy aid shortfall and a change in law (Title XV, Education, Chapter 189) that states, in part, "Any teacher who has a professional standards certificate from the state board of education and who has taught for one or more years in the same school district shall be notified in writing on or before April 15 **or within 15 days of the adoption of the district budget by the legislative body, whichever is later, if that teacher is not to be renominated or reelected, provided that no notification shall occur later than the Friday following the second Tuesday in May.**" Dr. O'Connor stated that this change in the law enables municipalities to deal with teacher renewals when the budget process is not in sync with the April 15th deadline.

Heather Orion-Hindle moved, Kara Winton seconded, a motion to table Item 4, Nominations, until the May 9, 2005 School Board meeting. An oral **VOTE PASSED 7/0.**

7.b Preliminary and Final Approval, DHS Student Trip to Europe, April, 2005: Kara Winton asked Peter Wotton whether the proposed trip would cost the District any money. Mr. Wotton explained that funds for the trip were raised through fundraising and donations. Ms. Winton then asked why the Director of Athletics was requesting both preliminary and final approval in the same evening, questioning why preliminary approval was not sought in January when the application was submitted to Cooperstown. Mr. Wotton explained the application process required that he submit 10 "possible dates" and that he had just received notification of the actual date for the trip. This late notification was the reason why final approval was being requested.

Heather Orion-Hindle moved, Audra Lurvey seconded, a motion to grant final approval for the trip to Cooperstown scheduled to depart on May 19, 2005. An oral **VOTE PASSED 7/0.**

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

- **Educational Information:**
- Jean Briggs reported that the District recently received \$42,000 Title II Part D grant money for technology.
- Ken Latchaw reported that Electrical Trades I and II will be included in Running Start, the program established by the Technology Colleges in New Hampshire. Students now earn college credit when they earn a B or better in these classes.
- Jackie Adams received a letter from the State Department of Education reporting the Special Education Program Review for the District has been approved.
- The Superintendent responded to a letter signed by over 70 Horne Street School parents concerning class sizes at the school. The response was published in the school's monthly Horne Street *Buzz* newsletter. The article included information stating that the School Board, Superintendent, and Principal continue to monitor enrollments and will address additional staff if it becomes necessary.
- Dr. O'Connor reviewed adequacy aid history for the benefit of the public. The following monies were received in previous years:
 - 2001 - \$4,966,000
 - 2002 - \$6,258,000
 - 2003 - \$6,337,000
 - 2004 - \$5,578,000
 - 2005 - \$4,465,000 was the projected amount for Dover during fiscal year 2005 budget preparation. An additional \$1.2M was actually received. The City Council appropriated an additional \$600,000 of the \$1.2M to the School District. Approximately \$500,000 of that money was used to make infrastructure improvements.

Dr. O'Connor went on to explain that during this year's budget preparations, the law stated Dover would receive \$6,693,000 in adequacy aid for fiscal year 2006. However, a new bill is being considered that would lower the amount to \$5,980,000 (a \$1.6M shortfall). He explained that the proposed School Board fiscal year 2006 budget represents a 7.0% increase over last year, with 6% attributed to fixed costs (salaries, transportation, fuel, benefits, etc.) He noted that the only additional items contained in the fiscal year 2006 budget were math textbook adoption and additional technology, with the remainder of the 1% attributed to staff that were hired after last year's budget approval. Dr. O'Connor stated that he and the administrators began the exercise of reducing the workforce to accommodate the \$1.6M shortfall. Together, they created the following preliminary list of items that would need to be eliminated to address this reduction in adequacy monies:

- 15 teachers
- 20+ paraeducators
- 2 custodial/maintenance staff
- 5 secretarial positions
- several administrative staff cut-backs
- sports programs
- computer technology and infrastructure
- ROTC

The Superintendent stated that he felt this would be a monumental step in the wrong direction for Dover.

Chairperson Fisher again invited the public to attend the April 20th City Council meeting to address their concerns. Heather Orion-Hindle added that it is important that citizens

contact their Dover state representatives with their concerns. "They need to know the impact of this loss of educational funding on our community."

Kara Winton moved, Heather Orion-Hindle seconded, a motion to accept the Superintendent's report. An oral **VOTE PASSED 7/0**.

2. Education Achievements: See above.

G. STUDENT REPRESENTATIVE REPORT: Daniel Keegan gave a brief report. He stated that the third quarter had just ended at Dover High School and report cards would be sent home soon. He also noted that was Diversity week at Dover High School, and the students and staff would be emphasizing the importance of differences and acceptance of all people. Upcoming events include a Project Graduation fundraiser spaghetti supper this Wednesday and a Jazz Desserts Concert on Thursday at 6:30 P.M.

H. COMMITTEE REPORTS: There were no committee reports. Upcoming meeting reminders included:

- Marjorie Fisher reported the next JBC meeting is scheduled on April 19, 2005 at 6:00 P.M. in the Superintendent's Office.
- Carolyn Mebert reported that the Survey Committee will meet on Friday, April 15, 2005.
- Marjorie Fisher reported there will be a Woodman Park School Design Team Meeting on April 14, 2005 at 6:30 P.M. in the Woodman Park School Library.

I. POLICY - CHANGES - PROPOSALS: (3).

1. **Policy BFD – Policy Dissemination:** Superintendent O'Connor explained a change was being proposed because all District policies are now available on-line. Only one hard-copy policy manual will be kept in the Superintendent's office.

Audra Lurvey moved, Heather Orion-Hindle seconded, to table the policy until the May 9, 2005 meeting. An oral **VOTE PASSED 7/0**.

POLICY DISSEMINATION

~~The policy manual is a public document.~~ **School Board policies are public documents.** The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the ~~Committee~~ **Board**, and to persons in the community insofar as conveniently possible. Manuals will be available for inspection at the Superintendent's office. **All policies will also be available online through the School District website, www.dover.k12.nh.us.** ~~each principal's office, and the public library.~~

~~All policy manuals shall remain the property of the School Committee and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the school district.~~

2. **Policy IICAA – Extended Travel:** Superintendent O'Connor explained that changes were made based on discussions during the previous month's Board Meeting.

Heather Orion-Hindle moved, Carolyn Mebert seconded, to table the policy until the May 9, 2005 meeting. An oral **VOTE PASSED 7/0**.

EXTENDED TRAVEL

In-state, overnight school funded trips are exempt from this policy. However, they must comply with policy IICA – Field Trips and Excursions. Clubs and other school-approved organizations that engage in **in-state**, overnight activities are also exempt from this policy but must also comply with policy IICA.

Foreign or domestic overnight travel with significant educational value is permitted following approval of the Building Principal, Superintendent, and School Board.

Approval by the School Board shall consist of preliminary approval (permission to plan and to commit funds) and final approval (permission to proceed). Except to determine interest/feasibility, no substantive discussions of foreign travel can be conducted with students until preliminary approval is granted by the School Board. Requests for final approval should be scheduled for the regular School Board meeting approximately one month prior to departure. The School Board may rescind final approval in the event the government issues a travel advisory for any areas on the itinerary or if the safety and well being of the students may be jeopardized by acts of terrorism or government instability.

Overnight trips shall, to the extent possible, be scheduled during school vacation periods. If the trip extends into the school days, a waiver request must be approved by the superintendent and the School Board.

Costs of such trips must be the responsibility of the participating students and their parent/guardian. The sponsoring organization is encouraged to ensure availability of financial assistance to those students otherwise qualifying, but for whom the economic strain is too severe.

Requests for preliminary approval submitted to the School Board shall include:

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
3. Inclusive dates of trip.
4. General itinerary. ~~Place or places to be visited.~~
5. **Cost per student.**
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
7. Permission forms to be reviewed with and signed by parents.
8. Statement of source and nature of insurance coverage.
9. Decision and opinion of the Principal and Superintendent.
10. Release from duty of any staff member by the Superintendent.
11. Financial benefit to **trip leader and chaperones** ~~staff members~~ must be disclosed (eg: plane fare, accommodations, **future awards or credits for travel, bonus points, cash or gift awards**, etc.)
12. Cost to the District.

Requests for final approval submitted to the School Board shall include:

1. Names and addresses of all students and **chaperones**. ~~adults participating.~~ (Note: All **chaperones** ~~adults~~ must complete a criminal background check, at **District** ~~their own~~ expense, at least one month prior to departure.)
2. ~~Name and addresses of adults providing student supervision.~~ **The only adults allowed to travel with the students will be those assigned as chaperones.**
3. Adult/Student ratio.
4. Confirmation permission forms, **student code of conduct contract which will include Standards for Behavior**, and telephone contact notification submitted to the principal.

A copy of this policy and release shall be provided to pupils and parents along with materials distributed on extended trips. Pupils and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. **Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip**
2. **Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip**
3. **Students will not purchase body art or piercing services while on a school sanctioned trip**
4. **Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants.**

3. **Job Description – Facilities and Operations Manager:** Superintendent O'Connor explained that the only change was to add supervision of custodial personnel back into the job description. Carolyn Mebert asked for a definition for the wording under Specific Duties of the Manager, item "Works **harmoniously** with custodial, maintenance, and grounds personnel..." Dr. O'Connor stated it would be the ability to work cooperatively with personnel. Dr. Mebert suggested the wording be changed to "**The ability to work cooperatively with custodial, maintenance, and grounds personnel, and other staff members in the various schools.**" Superintendent O'Connor stated the change would be made prior to the second reading.

Audra Lurvey moved, Kara Winton seconded, to table the policy until the May 9, 2005 meeting. An oral **VOTE PASSED 7/0.**

TITLE: MANAGER OF FACILITIES AND OPERATIONS

QUALIFICATIONS: Two years of college or technical school or related field including courses in business administration, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities such as:

- Have hands-on experience in the development of operating budgets.
- Have the ability to develop and apply administrative policies and procedures ensuring effective and efficient operations.
- Have personnel/employee-relations experience.
- Have experience preparing and presenting oral and written reports and presentations.

- Have knowledge of required training and safety programs for all employees.

REPORTS TO: Business Manager

SUPERVISES: Custodial Supervisor, Facilities Coordinator, Administrative Assistant, ***Custodial***, Grounds and Maintenance personnel.

SPECIFIC DUTIES OF THE MANAGER OF FACILITIES AND OPERATIONS INCLUDE:

- Responsible for the planning, coordination, and administration of the buildings, grounds, and maintenance programs of the Dover School District in accordance with federal, state, and local laws and School board policy.
- Coordinates and supervises the capable staffing, evaluation, scheduling, supervision, and training of all Facilities and Operations personnel.
- Provides positive leadership and maintains a constant awareness of departmental activities in relationship to the entire school system.
- Administers a comprehensive program of buildings and grounds maintenance under the direction of the Business Manager, utilizing short/long range planning techniques for current operating budget, as well as capital improvement budget.
- Responds to emergency calls relating to building or grounds after regular school hours.
- Possesses working knowledge of mechanics of school equipment such as boilers, electrical, heating, and plumbing equipment, heat controls, ventilation, and air conditioning.
- Works harmoniously with ***custodial***, maintenance and grounds personnel, and other staff members in the various schools.
- Maintains a coordinated inventory control program for all areas of the department to include the care and custody and replenishment of all custodial and maintenance parts, supplies, and equipment.
- Schedules and retains outside services and personnel when necessary to satisfy grounds and or maintenance needs.
- Reports major custodial/maintenance needs and requirements to the Business Manager with recommendations.
- Develops controls and expends annual budget funds designated for buildings and grounds care and maintenance.
- Inspects all school building, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
- Ensures the annual inspection of all buildings by the City of Dover Building and Fire Inspectors.
- Maintains appropriate records, reports, and general information.
- Continually evaluates methods and procedures to improve efficiency and economy in all operations.
- Deals with appropriate suppliers, solicits quotations, and issues purchase requisitions.
- Participates in the process of site selection and the development of architectural plans, supervising the planning of sites and facilities construction.
- Works with building principals in establishing emergency evacuation procedures.
- Institutes and maintains an ongoing energy conservation plan in the District, making recommendations regarding energy needs to be Business manager and School Board.
- Serves as a representative to the Dover School Board's facilities committees.

- Coordinates the organization, Maintenance, and supervision of the Maintenance Center in the District.
- Performs related responsibilities as assigned by the Superintendent of Schools or his/her designee.

EVALUATION: The Business Manager will evaluate this position annually based on performance and responsibilities.

J. POLICY ADOPTION: None.

K. SUBMISSION AND PAYMENT OF BILLS: Kara Winton moved, Dorothea Hooper seconded, to authorize the Business Manager to pay manifest 05-J in the amount of \$2,753,031.90. A roll call **VOTE PASSED 7/0**.

L. RESOLUTIONS: See above.

M. OLD BUSINESS:

1. District in Need of Improvement (DINI) Update: Jean Briggs updated Board members on the DINI Committee process. She explained that the committee consists of 24 parents, teachers, and administrators who meet to discuss what can be done to make students and children succeed, especially in the area of math. Eight members of the committee participate in a Root Cause Analysis graduate-level course. Sub-committee members meet weekly and the entire committee meets monthly. For the first month, the focus is on curriculum assessment and instruction. In the upcoming months, they will deal with climate and leadership. Root causes of “what needs to be improved” will be identified and the committee will develop a plan to accomplish these goals. This plan is due to the State Department of Education in October and will also identify how the District wishes to spend \$50,000 in grant money for school improvement. The state is funding districts identified as being in need of improvement to implement improvement plans.

N. NEW BUSINESS:

1. Policy IHBC – Courses Require Minimum Enrollment or Waiver: Christopher George outlined proposed courses with closely related curriculum that have been combined to keep course enrollments above the minimum of eleven, courses that have been cancelled due to low enrollment, and those for which he was requesting a waiver. Ms. Grady questioned whether 9 students signed up for select choir was typical of a high school of the size of Dover and if it might be better to teach a “regular” choir. Mr. George stated this class was designed for advanced students with a background in music reading and voice. Dorothea Hooper stated that she supported Mr. George’s request and noted that the Board support classes that challenge top performing students. Audra Lurvey questioned whether it would be feasible to allow students from surrounding communities to “tuition-in” for some of the AP courses offered at Dover high School. Mr. George indicated that the administration would be very open to that possibility, and noted that home-schooled students already attend some of the more advanced courses and extra-curricular activities.

Kara Winton moved, Dorothea Hooper seconded, to approve the Dover High School request for waivers courses with low enrollment (Select Choir, Math Strategies, AP Statistics, AP Biology, AP Chemistry, OP Physical Science, and Diversified Occupations). An oral **VOTE PASSED 7/0**.

2. Policy CHCA – Handbook Approval DHS:

Principal George requested the School Board approve a revised mission statement for Dover High School. He explained that the revised mission statement was reviewed and discussed with input from parents, students, faculty, Board members, and community. He added that the guidelines for NEASC accreditation require that the “mission statement and expectations for student learning shall be developed by the school community, and approved by the faculty, the School Board, and any other school-wide governing organization.” Audra Lurvey read the mission statement into the record:

Dover High School and Regional Career Technical Center Mission Statement

We as an educational community inspire excellence and address our students' academic, career, and social needs. We challenge our students to meet high expectations in an environment that is safe, supportive of creativity, and nurturing of mutual respect and personal responsibility.

Academic Expectations

- Read, write, and speak effectively
- Access and analyze information
- Solve problems resourcefully and effectively

Social & Civic Expectations

- Assume responsibility for one's actions
- Treat self and others with respect
- Work cooperatively with others
- Set personal goals for education and career
- Understand the importance of personal wellness
- Make positive contributions to the community
- Foster a sense of belonging among its members

Kara Winton moved, Dorothea Hooper seconded, a motion to accept the Dover High School and Regional Career Technical Center Mission Statement. An oral **VOTE PASSED 7/0.**

Peter Wotton reviewed with the Board recommended changes in the athletic handbook for 2005-2006. The proposed revision would expand the eligibility of Dover students to participate in athletics from the current 1.5 GPA to include all students that are eligible under the NHIAA eligibility guidelines. He explained the rationale for the change was that students who would otherwise be eligible to compete in athletics, but who have below a 1.5 GPA, lose out on the tutorial assistance that is offered to other students with a slightly higher GPA. He ended by stating his belief that the academic assistance would benefit those students as well. Heather Orion-Hindle voiced her concern that this appeared to lower standards for students. Mr. Wotton stated his belief that the change would not lower standards, but rather, would offer students after-school tutoring so that they may participate in sports. He added that staying in touch with those students would be beneficial and they would be participating in a positive outlet, sports. Kara Winton requested clarification and asked if this change would affect those students with a 1.5 or less GPA. Mr. Wotton stated that was correct. Dr. Mebert asked Mr. Wotton if he could advise the number of students this change would affect. Mr. Wotton stated he could only make a guess. Dr. Mebert asked if the expectation was that the student's grades would

improve. Mr. Wotton stated that was correct; the student would be tutored and would be required to raise their quarterly GPA to a 2.0 or above at the end of the probationary period to remain eligible for athletics.

Carolyn Mebert moved, Doris Grady seconded, a motion to table the change to the athletic handbook until the May 9, 2005 meeting. An oral **VOTE PASSED 4/3**.

Christopher George reviewed major changes to the 2005-2006 Dover High School Handbook with Board members. Dorothea Hooper commended Mr. George for the apparent effort taken in preparing the handbook.

(Record Note: The administration recommended that the current practices for a first offense with drugs or alcohol be changed so that students in possession of drugs or alcohol would not be taken to the School Board's disciplinary Committee but, instead, would be suspended for three days and the administration would consider a contract, in-house or outside counseling, and a substance abuse program outside the school. Rejection of those administrative recommendations would lead to an extension of the out-of-school suspension and a School Board disciplinary hearing.)

Doris Grady questioned the use of the word "consider" in the change to the "Drug and Alcohol Policies: First Offense" because she felt the language should be stronger. Mr. George stated that the proposed change for student first offense drug and alcohol offenses was the biggest, and indicated he could change the wording to "mandate" if it made the Board feel more comfortable.

Heather Orion-Hindle stated she did not think the change was appropriate, adding her belief that all drug and alcohol offenses should be addressed by the board. Dorothea Hooper stated that she has been on the School Board's Disciplinary Committee for many years and noted that "9 out of 10 times" the committee accepts the administration's recommendations. She added her opinion that repeat offenders should come before the Board, but that she had faith in the building administrators to handle first offenses appropriately. Kara Winton agreed with Ms. Hooper. Marjorie Fisher stated that the policy had been changed during a previous administration when there were concerns about the equitable treatment of students but that was no longer of concern to her.

Dorothea Hooper moved, Carolyn Mebert seconded, a motion to approve the Dover High School 2005-2006 Handbook as submitted. An oral **VOTE PASSED 6/1** (Orion-Hindle opposed).

- 3. Policy CHCA – Handbook Approval DMS:** Mr. DeYoung stated that he and the high school administrators had conferred so that statements changed in the high school handbook were also reflected in the middle school handbook. He added that they worked to align drug, alcohol, and discipline policies with the high school. Ms. Hooper commented that the cooperation between Dover Middle and High Schools was apparent and "a very good thing."

Kara Winton moved, Carolyn Mebert seconded, a motion to approve the Dover Middle School 2005-2006 Handbook as submitted. An oral **VOTE PASSED 6/1** (Orion-Hindle opposed).

- 4. Policy CHCA – Handbook Approval GES:** Superintendent O'Connor asked Board members to consider all three elementary handbooks at once since the changes in all three

were minor. It was noted that Horne Street School's handbook was the only one that reflected new report card information and also that transportation policy information was inconsistent between all three handbooks. Ms. Grady recommended the Board table approval of the handbooks until changes were made to make transportation and report card information consistent between all three. The Superintendent suggested that the Board's transportation policy, as well as the student dress code policy, be added to each handbook as an addendum. He added that printing would not occur until after the April 18th meeting when report card updates will have been reviewed by the Board and could be incorporated into all three handbooks.

Kara Winton moved, Carolyn Mebert seconded, a motion to approve the three elementary school 2005-2006 handbooks with the provision that administrators add the current transportation policy and updated report card information prior to printing and distribution. These additions must also be consistent between schools. An oral **VOTE PASSED 6/1** (Grady opposed).

5. **Policy CHCA – Handbook Approval HSS:** See 4. above.

6. **Policy CHCA – Handbook Approval WPS:** See 4. above.

7. **Policy CHCA – Handbook Approval Alt School:** Jaclyn Adams reported that the Alternative School handbook had been revised to reflect changes to the Dover High School handbook. She highlighted one major change of note to her - the "grading" of field trips.

Carolyn Mebert moved, Dorothea Hooper seconded, a motion to approve the Alternative School 2005-2006 handbook. An oral **VOTE PASSED 7/0**.

8. **Policy CHCA – Handbook Approval DALC:** Mr. Verschueren stated that few changes were made to the DALC handbooks for 2005-2006. He noted that the high school curriculum added a ½ credit requirement for citizenship and that the administration had fine-tuned expectations for behavior.

Dorothea Hooper moved, Kara Winton seconded, a motion to approve the DALC 2005-2006 handbook as submitted. An oral **VOTE PASSED 7/0**.

9. **Policy DD – State and Federal Funding:** Laurie Verville provided an overview of the Federal Projects Activity Report as of March 31, 2005. Total Federal Grants received equaled \$3,263,550.41, with a cash remaining balance of \$2,092,638.92.

10. **Policy DIC – Special Funds Update:** Laurie Verville reported that as of March 31, 2005, the Facilities Fund contained \$38,097.73 minus reserve encumbrances, leaving a fund balance of \$27,306.03. Also as of March 31, 2005, the Special Revenue Funds and Food Services ending fund balance was \$65,561.11.

11. **In-District Transportation:** Laurie Verville reported that during discussions with Provider representatives while revising the language of the current agreement, she encouraged them to prepare a short- and long-term proposal for services through fiscal year 2010. The proposal submitted allows only a 3% increase per year for years 2006 through 2010, representing an approximate 12% increase over a five-year contract. Ms. Verville stated that given current market conditions relative to fuel, labor, and liability costs, she encouraged the Board to lock in for a five-year term with Provider.

Dorothea Hooper moved, Kara Winton seconded, a motion to accept Provider's proposal for a five-year contract. A roll call **VOTE PASSED 7/0.**

12. Early Release Day Proposal 2005-2006: Barbara Szabunka presented the 2005-2006 Early Release Day proposal to the Board. Dorothea Hooper stated that she felt it was a very clear plan and thanked Ms. Szabunka for her work. Ms. Winton questioned whether teachers were provided with a copy of the early release plan. Ms. Szabunka stated that they were given a copy of the plan in their faculty handbook at the beginning of each school year.

Doris Grady expressed a concern about the proposed November 9th early release date. She noted that there were already two days out of school for a teachers' workshop on November 4th and the Veteran's Day holiday on the November 11th. Ms. Grady added her opinion that this might cause a hardship for parents who need to make childcare arrangements and asked if the November 9th early release day could be changed to a date in December. Ms. Szabunka stated that early release days were planned to be in common with Somersworth and Rochester, but a change to December 7th would still remain in common with Somersworth. Her opinion was that would not cause any problem. Kara Winton noted that Thanksgiving break would be held only one week later so she would support a change from November to December.

Kara Winton moved, Dorothea Hooper seconded, a motion to move the November 9, 2005 early release day to December 7, 2005. An oral **VOTE PASSED 7/0.**

Kara Winton moved, Dorothea Hooper seconded, a motion to accept the Early Release Day Proposal for 2005-2006 as amended. An oral **VOTE PASSED 7/0.**

Ms. Szabunka asked to mention a few exciting events that occurred at Horne Street School during the previous week:

- Teacher Nancy von Wahlde received a National Gardening Grant from Home Depot for the amount of \$500.
- Students collected over \$2,700 during a three-week period to present to the Dana Farber Cancer Institute.
- The author of Skippyjohn Jones, the schools "mascot" for the school year, came to Horne Street School on Friday and conducted writing workshops with the children. A fiesta was held that evening with 600 people in attendance.
- The Hannaford Helps School Program contacted last Friday which school raised the most, \$1000.
- Jean Briggs asked Ms. Szabunka to report that 185 people attended the Dover Reads finale.

O. ADJOURNMENT: At 8:30 p.m., Carolyn Mebert moved, Kara Winton seconded, to adjourn the meeting. An oral **VOTE PASSED 7/0.**

Respectfully submitted,

AUDRA LURVEY, SECRETARY

Dover School Board

AL/kgb

April 12, 2005