

A meeting of the Dover School Board was called to order by Chairperson Marjorie Fisher on Monday, May 9, 2005, at 7:05 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; Bailey Rigg, Network Manager; Christopher George, Principal of Dover High School; Murray Ingraham, Director of Curriculum; Anne Watson, Principal of Woodman Park School; Perry Plummer, Dover Fire Chief; Joanne Eaton, Manager of Facilities and Operations; Dover High School Percussion Team and Parents, and Marcus Weisgerber, *Foster's*.

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

Audra Lurvey moved, Heather Orion-Hindle 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:

Dorothea Hooper presented the following resolution to members of the Dover High School Percussion Ensemble:

RESOLUTION OF RECOGNITION

WHEREAS the 2005 Dover High School Percussion Ensemble, a group of 14 musicians, two instructors, and one director joined together in November as group of musicians with high expectations for the season, and

WHEREAS the 2005 Dover High School Percussion Ensemble received first place in Concert A Division at all of the 2005 New England Scholastic Band Association (NESBA) competitions for the 2004-2005 season, and

WHEREAS the 2005 Dover High School Percussion Ensemble was awarded the 2005 NESBA Percussion Ensemble Championship in Concert A Division with a score of 88.7, and

WHEREAS the 2005 Dover High School Percussion Ensemble was the first to receive this prestigious award in all the history of the school, and

WHEREAS the 2005 Dover High School Percussion Ensemble received the fourth highest score of all first place division ensembles, and

WHEREAS the 2005 Dover High School Percussion Ensemble members, led by Captain Eben Hearn, and included Jackie Lounsbury, Steve Johnson, Samantha Case, Nick Kane, Tiffanie Methevien, Sarah Jesserun, John Hatcher, Tim Harmon, Kevin Grupe, Michele Enos, Mike Mayo, Joe Visciano, Bryan Marsh, and

WHEREAS the 2005 Dover High School Percussion Ensemble Instructors, George Reagan and Dan McGary, both graduates of Dover High School and former students of Director Michele Boulanger, and

WHEREAS the 2005 Dover Percussion Ensemble demonstrated hard work, perseverance, and character throughout the season, and

WHEREAS the 2005 Dover High School Percussion Ensemble, on April 2nd, 2005, at Dartmouth High School in Dartmouth, Massachusetts, became the 2005 NESBA Percussion Ensemble Concert A Champions, and

WHEREAS the 2005 Dover High School Percussion Ensemble has brought great pride, recognition, enthusiasm, and honor to themselves, to their parents and families, to Dover High School, and to the City of Dover,

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board applauds, honors, and recognizes the many achievements of the 2005 Dover High School Percussion Ensemble and their instructors.

C. CITIZENS' FORUM: No one addressed the Board.

D. APPROVAL OF MINUTES: Doris Grady moved, Kara Winton seconded, to accept the following minutes. An oral **VOTE PASSED 7-0.**

1. Nonpublic Session #18, April 11, 2005 (Personnel)
2. Regular Session #4, April 11, 2005
3. Nonpublic Session #19, April 13, 2005 (Student Discipline)
4. Nonpublic Session #20, April 18, 2005 (Personnel)
5. Workshop #1, April 18, 2005 (Kindergarten Review)
6. Nonpublic Session #21, April 20, 2005 (Student Discipline)

E. CONSENT AGENDA:

Carolyn Mebert moved, Audra Lurvey seconded, to approve the consent agenda. An oral **VOTE PASSED 7/0.**

1. **Correspondence:**
 - a. Request for Waiver of Time Requirement, St. Mary Parish Craft Fair, November 12, 2005
 - b. Gretchen Clancy & Sharon Shea – Job-Share Request letter dated April 12, 2005
2. **Resignations/Retirements:**
 - a. Kevin Fitzgibbon, Dover High School, Business/Computer
 - b. Carl Vancelette, Dover High School, English Teacher
 - c. James McKenna, Dover High School, Guidance Counselor
 - d. Francis McNally, Dover High School, Dean of Students
 - e. Kenneth Latchaw, Director of Dover High School Regional Career Technical Center
 - f. Marie Caswell, Dover Middle School, 5th Grade Teacher
 - g. Leah Phillips, Dover High School, Chemistry Teacher

- h. Stanley Holmes, Facilities and Operations, Custodial Supervisor
- i. Rebecca Lenzi, Dover High School, Marketing Teacher
- j. Tracy Burns, Garrison Elementary School, Secretary
- k. Gail Johnson, Woodman Park School, Title I Tutor

3. **Leaves of Absence:** None.

4. **Nominations:**

Sheet 1: Nomination & Election of Teachers: (Howard)

Sheet 2: Nomination & Election of a Secretary, Aide, Custodian, and Summer School Staff: (Ellis to Vesper)

Sheets 3 to 5: Nomination & Election of DALC Staff

Sheet 6: Nomination & Election of HUB Staff

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

- a. Carol Castellan, Japan Fullbright Memorial Fund Teacher Program, 3 Weeks, October 2005
- b. Cynthia Schram, Suicide & Self-Mutilation workshop, Portland, ME, June 28, 2005 (summer)
- c. Thom Kelley & Lynda Demers, SkillsUSA/VICA National Competition, Kansas City, MO, June 20-25, 2005

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

7. **Extended Travel (Student Trips):** None.

Doris Grady recognized the many retirees on the evening's consent agenda:

"I'd like to speak to many of the people on the resignation list on behalf of the whole Board. Looking At this list, I sat down this afternoon and said 'Wow! How does one start to show any appreciation for so many very important members of our staff and administration?' I was really at a loss for words; did not have the words, and really didn't know what to say. We as a Board would like to thank you for the many years you have given, and I mean given, to the children of our community. You'll be remembered for many years to come, and when a child comes up to you and says, 'Thank you so much for what you did to contribute to my life,' only then will you know how important you were to them and to all of us. In the list, we have some people, administrators and staff, who total pretty close to a couple hundred years. We're looking at people like Jim McKenna, Fran McNally, Kenny Latchaw, Rebecca Lenzi, and Gail Johnson. And, for all of them and the time they've given us, we say thank you and come back and spend some more time with us if you can."

Chairperson Fisher stated that the message was from the entire Board and that they appreciated all the hard work they did for the District over the years.

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

1. Educational Information:

- There will be two administrative positions opening at the end of this school year with the retirements of Ken Latchaw and Fran McNally
- Jackie Adams reported that Dover is the recipient of \$129,997 Workforce Investment Act grant

- The class of 1955 is holding its 50th class reunion this year; A donation has been made and is being matched by the class of 2005, towards the purchase of a flagpole for Dunaway Field
- The Superintendent has reviewed all three elementary handbooks to ensure updates were made in accordance with Board comments at the last School Board meeting; all three have added the Transportation Policy, pulled grading information, and added PBIS information

Superintendent O'Connor asked the principals in attendance if they had comments for the Board.

Principal DeYoung reported that a fourth grade Step-Up meeting is being held at Dover Middle School on Tuesday, May 10th and that 2005/2006 school placement letters will be mailed in early July.

Anne Watson reported that the Woodman Park School Running Club, spearheaded by third grade teacher Lynn Allen, held an end-of-program event last week at the school. Radio station WTSN broadcast live from the school. Ms. Watson thanked staff members who made the event a success. She also noted that Senator Iris Estabrook and Board members Dorothea Hooper and Audra Lurvey were in attendance.

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 review of events that took place during March for Pi Day at Dover High School. Money was raised through a Wade Boggs baseball raffle, Red Sox Ticket, \$50 Best Buy certificate. The math department raised \$1100 to be donated as follows: 1/3 to HUD; 1/3 to Senior Book Scholarships; 1/3 to bankroll next year's Pi Day events. Mr. Keegan also reported that there was a Varsity Show last weekend at Dover High School; National Technical Honor Society induction will be held May 10; National Honor Society induction will be held May 11; and the World Arts Club will hold a fundraiser, "Empty Bowls", on May 18th from 5:00 to 7:00 p.m.

H. COMMITTEE REPORTS:

1. Dover Adult Learning Center - Doris Grady reporting: Ms. Grady stated that she and Ms. Lurvey and Ms. Hooper had attended a DALC evening event. She reported that DALC will be holding a Portsmouth Harbor Cruise on June 9 from 6:00 to 7:30 p.m.; Graduation will be held on June 21, 2005 at Dover High School starting at 7:30 p.m. Ms. Grady added that during the evening's events, attendees had been provided information that she felt was important to share.

DALC Enrollment and successes for 2003-2004:

- 15 Adult High School diplomas were awarded and 176 GED's were awarded. 2,815 people participated in the program that year.
- From their opening in 1968 to today, 4,781 people has received diplomas or GED's through DALC.

Ms. Grady stated they should be commended for their efforts.

I. POLICY - CHANGES - PROPOSALS: None.

J. POLICY ADOPTION:

1. **Policy BFD – Policy Dissemination**: Dorothea Hooper moved, Heather Orion-Hindle seconded, to accept the policy in its second reading. An oral **VOTE PASSED 7/0**.

POLICY DISSEMINATION

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 Board 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 Board, and to persons in the community insofar as conveniently possible. A manual 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.

2. **Policy IICAA – Extended Travel**: Kara Winton moved, Dorothea Hooper seconded, accept the policy in its second reading. 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.
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 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. (Note: All chaperones must complete a criminal background check, at District expense, at least one month prior to departure.)
2. 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**: Heather Orion-Hindle moved, Kara Winton seconded, to accept the policy in its second reading. 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.
- The ability to work cooperatively 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.

K. SUBMISSION AND PAYMENT OF BILLS: Heather Orion-Hindle moved, Kara Winton seconded, to authorize the Business Manager to pay manifest 05-K in the amount of \$2,724,071.30. A roll call **VOTE PASSED 7/0.**

L. RESOLUTIONS:

1. Resolution of Recognition – DHS Percussion Ensemble: See above.

2. Authorized Signature: Marjorie Fisher read the following resolution into the record:

RE: Authorized Signature

WHEREAS federal applications demand a School Board authorized signature, and

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

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

SUBMITTED BY: **Marjorie Fisher, Chairperson**
 Dover School Board
 Ward 6

Dorothea Hooper moved, Kara Winton seconded, to adopt the resolution for Authorized Signature. An oral **VOTE PASSED 7/0.**

M. OLD BUSINESS:

1. 2005-2006 Athletic Handbook Approval: Peter Wotton reviewed with the Board recommended changes in the athletic handbook for 2005-2006. He explained that he and Principal George reviewed grades for quarters 1 and 2 and found the following data:

- As a result of quarter 1 grades of this school year, 5 student-athletes completed the winter season and the required Academic Probation as a result of a GPA between 1.5 and 1.99
- All 5 of those student-athletes raised their 2nd quarter GPA; four raised their GPA above the required 2.0. The fifth student-athlete did not raise their GPA above the required 2.0 and was subsequently declared academically ineligible for the remainder of the winter sports season.
- Therefore, 80% of student-athletes on academic probation raised their GPA average above the 2.0 mark.

- 111 of the entire student population received a quarter 1 GPA between 1.5 and 1.99. Of those 111 students, 18 raised their GPA above a 2.0, or 16% of the general school population.
- The student will be considered on Academic Probation for the purpose of athletic eligibility for one grading term/quarter.
- The student will attend a minimum of one after school tutoring session, provided by the school, per week for the entire hour.
- Students may only be considered for waiver/probation for one consecutive term. Probation is terminated if a student achieves a 2.0 GPA at the end of the term. If a student's GPA is below 2.0 at the end of the term, the student will not be eligible for athletics and will not be considered for a waiver for the new term.

Mr. Wotton went on to explain that 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 stated his belief that the academic assistance would benefit those students as well. Mr. Wotton added that the change would not lower standards, but rather, would offer more 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. Mr. Wotton stated that the student would be tutored and would be required to raise his or her quarterly GPA to a 2.0 or above at the end of the probationary period to remain eligible for athletics.

Ms. Hooper stated her opinion that, as long as the standard is kept at 2.0, it did not matter to her if it was up from a GPA of .5, 1.0, or 1.5. She then asked Mr. Wotton if other schools in the area imposed tougher standards than the NHIAA eligibility guidelines. Mr. Wotton stated he did not know exactly but that he believed that Dover was one of the toughest. Ms. Hooper then asked Principal George if he agreed with Mr. Wotton's recommendations. Mr. George stated "Absolutely," citing that 80% of the student-athletes raising their GPA's to 2.0 or greater in contrast to 16% of the general population shows that the program is successful.

Audra Lurvey moved, Doris Grady seconded, to approve changes to the 2005-2006 Athletic Handbook. An oral **VOTE PASSED 6/1** (Orion-Hindle opposed).

N. NEW BUSINESS:

1. Children's Fire Safety Festival Update: Fire Chief Perry Plummer presented Board members with a CD, *City of Dover Fire & Rescue Children's Fire Safety Festival*, containing songs written and sung by Dover firefighters. He stated that the goal of the annual Children's Festival is to "get the message" across to students in grades k-4 so that they "know it by heart" by the time they reach grade 5. Chief Plummer then thanked all teachers, principals, administrators, and staff in all three elementary schools for their great support. He explained that the program started 12 years ago at the Dover Ice Arena; moved to the Strand Theater; and, three years ago, the show was brought in-house. The Dover firefighters fundraise \$10,000 to \$12,000 each year to raise funds to enable them to travel to all three elementary schools. Each child received a t-shirt, CD, and bag of brochures containing fire-escape, babysitting, and seatbelt safety to share with their families. Ms. Hooper thanked Chief Plummer and stated that she saw the show this year at Garrison School and it was both entertaining and educational. Ms. Fisher noted that she had missed the show because she was out of town, but that her

grandson called her to tell her that they would have to review “where we’ll meet if there is a fire” after he saw the show.

2. Superintendent’s Evaluation: Chairperson Fisher stated that this was her first year serving on the Board where a thorough, comprehensive evaluation of the Superintendent had taken place. She explained the process followed by the Board in performing the evaluation – Board members met in March and performed a six page individual review of the Superintendent’s performance. They then met as a group to reach a consensus of the Superintendent’s performance in his first year in service. The consensus was that Dr. O’Connor is doing very well meeting goals and expectations, and that the Board is more than satisfied with his performance.

3. District in Need of Improvement (DINI) Update: Jean Briggs explained that Dover had been designated as a District in Need of Improvement (DINI) by the State Department of Education based on NHEIAP scores in one sub-population of Special Education Students at DMS and DHS in mathematics. The DINI committee consists of 24 members. However, eight members of the committee are participating in a Root Cause Analysis graduate-level course. This subgroup consists of Dave Bennett, Liz St. Cyr, Paula Glynn, Karen Berg, Sandy Crosson, Murray Ingraham, and herself are charged with the DINI Date Report. Root causes of “what needs to be improved” are being identified. Why were the scores low? They are looking at testing data, teacher practices, math strategies, curriculum, instruction, and assessment. The next step is District Processes, then Climate and Culture. By the end of June, the course wraps up, and then they move on to the Hope Institute in Nashua for a week. Take this data and look at what are the solutions. A plan tied to the root causes is due to the State Department of Education in September 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. By 2014, all students must be performing in a “proficient” category, which for New Hampshire means “basic.” This can affect whether a District will get Title I funds or not.

Dr. Murray Ingraham stated that this was the most comprehensive effort he has seen during his tenure to try to identify root causes in of what needs to be improved in mathematics in Dover to find recommendations for solutions. He added that the DOE is also increasing testing next fall to include grades 3 through 8 for the first time.

4. EdLine Program Overview: Bailey Rigg presented an overview of the EdLine program and its potential for the Dover School District. To access the site, users log onto www.dover.k12.nh.us and choose the EdLine link. Parents and citizens can access information from School board policies to individual teacher’s information on homework and student’s information on progress. The goal is to have all teachers using the site by the start of the 2006/2007 school year.

5. Award Horne Street School Sprinkler Bid: Business Manager, Laurie Verville, requested the Board award a bid submitted by the John L. Carter Sprinkler Company in the amount of \$126,603 (not including water line, painting, and electrical work) to install a wet and dry sprinkler system at the Horne Street School. Ms. Verville explained that she would obtain separate pricing for water line, painting, and electrical work, and the expectation is that the overall cost will be approximately \$175,000 (less than the amount of the remaining two bids received).

Kara Winton moved, Carolyn Mebert seconded, to award the bid to John L. Carter Sprinkler Company in the amount of \$126,603. A roll call **VOTE PASSED 7/0.**

6. Award Tennis Court Resurface Bid: Business Manager, Laurie Verville, requested the Board award a bid to Vermont Tennis Court Surfacing in the amount of \$5,978 for a 3-coat color application to resurface the tennis court. She noted that this would be a "short-term" fix with the hopes this will carry the courts for approximately 3 years without further degradation, until funds will be available to perform the required major repairs. Ms. Fisher asked why there was such a large difference between the bids (\$5,978 to \$19,990.00) received. Ms. Verville explained that some bidders had scheduling conflicts, some had labor problems, and others were construction companies who were not specialists in tennis court resurfacing. Vermont Tennis Court Surfacing has done work for the City of Dover and comes highly recommended.

Carolyn Mebert moved, Kara Winton seconded, to award the bid for tennis court resurfacing to Vermont Tennis Court Surfacing in the amount of \$5,978. A roll call **VOTE PASSED 7/0.**

7. Award Track Resurfacing Bid: Ms. Verville requested the Board award a bid to Maine Tennis & Track in the amount of \$25,725 to resurface the Dover High School running track. She explained that the running track had been completed almost six years ago but a final coating was never applied. Mr. Wotton advised that the expectation is that this final coating will last a minimum 10 years.

Kara Winton moved, Carolyn Mebert seconded, to award the bid for track resurfacing to Maine Tennis & Track in the amount of \$25,725. A roll call **VOTE PASSED 7/0.**

8. Approve Facilities Fund Expenditure – Tennis Nets: Ms. Verville requested the Board approve a facilities funds expenditure in the amount of \$405.00 to replace tennis nets at Dover High School.

Kara Winton moved, Carolyn Mebert seconded, to approve the expense of \$405.00 from the facilities fund to purchase new tennis nets. A roll call **VOTE PASSED 7/0.**

9. Request for Funding/Waive Bid Process-WPS Conceptual Design & Site Plan Engineering Services. – R.W. Gillespie: Business Manager, Laurie Verville, requested the Board waive the bid process and approve an appropriation of up to \$8,000 to hire R.W. Gillespie to perform soil testing and geo-technical work for the Woodman Park School Design Team. This work should be done simultaneously with the Conceptual Design process, for which a bid has been solicited.

Dorothea Hooper moved, Doris Grady seconded, to appropriate up to \$8,000 for R.W. Gillespie to perform engineering services at Woodman Park School. A roll call **VOTE PASSED 7/0.**

O. ADJOURNMENT: At 8:21 p.m., Kara Winton moved, Doris Grady seconded, to adjourn the meeting. An oral **VOTE PASSED 7/0.**

Respectfully submitted,

AUDRA LURVEY, SECRETARY
Dover School Board
AL/kgb
May 10, 2005