

A meeting of the Dover School Board was called to order by Chairperson Marjorie Fisher on Monday, July 11, 2005, at 7:05 p.m. in the City Council Chambers.

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

Also present were Superintendent, John O'Connor; Laurie Verville, Business Manager; Jean Briggs, Director of Federal Projects; Christopher George, Principal of Dover High School; Barbara Szabunka, Principal of Horne Street School; Murray Ingraham, Director of Curriculum; Anne Watson, Principal of Woodman Park School; Patrick Boodey and Kimberly Stevens Dover High School Deans; Peter Miller, UniServ Director, NEA NH; Paraeducators; and Marcus Weisgerber, *Foster's*.

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

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

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

1. Nonpublic Session #28, June 10, 2005 (Personnel)
2. Regular Session #6, June 13, 2005

**E. CONSENT AGENDA:**

Audra Lurvey moved, Kara Winton seconded, to amend the consent agenda to add item 5.b. Overnight travel for Jackie Adams, August 8 & 9, 2005, Jackson, NH. An oral **VOTE PASSED 6-0**.

Heather Orin-Hindle moved, Doris Grady seconded to approve the consent agenda as amended. An oral **VOTE PASSED 6-0**.

1. **Correspondence:**
  - a. Amy Enneking letter dated June 17, 2005 Requesting Additional School Bus Routes
2. **Resignations/Retirements:**
  - a. Carolyn Ohlemeier, English Teacher, Dover High School
  - b. Paul Hitchings, Mathematics Teacher, Dover High School
  - c. Hannah Ring, Teacher, Woodman Park School
  - d. C. Tomas Stimson, Teacher, Dover High School
  - e. John Anderson, Technology Coordinator, Dover Middle School
3. **Leaves of Absence:**
  - a. Kate Pfirman, Garrison Elementary, Grade 3 Teacher
4. **Nominations:**

Sheet 1: Nomination & Election Teachers: (Carver to Schwartz)  
Sheet 2: Nomination & Election of Administrative Personnel: (Stephens to Stopa)  
Sheet 3: Nomination & Election of Teachers: (Connelly to Weeks)

Sheet 4: Nomination & Election of a Secretary, Aide, Custodian, Summer School Staff: (Black to Catalfo)

Sheet 5: Nomination of ESOL Summer School 2005 Teacher: Anderson

5. **Overnight or Out-of-State – Staff Travel Requests:**
  - a. Sam Little, Brunswick High School, ME NESAC Visiting Committee, September 18-21, 2005
  - b. Jackie Adams, overnight conference of the NH Association of Special Education Administrators Annual Academy on August 8 and 9, 2005 in Jackson, NH.
6. **Professional Development Waiver:** None.
7. **Extended Travel (Student Trips):** None.

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

**1. Educational Information:**

- Superintendent O'Connor identified areas of concern regarding kindergarten enrollments and staffing for the next school year. Current kindergarten enrollment at Garrison is 65 students (5 over capacity). 73 students are currently enrolled at Horne Street School and 71 at Woodman Park School. The numbers are higher than last year's and there is typically a surge in enrollment at Woodman Park School over the summer. The Superintendent recommended the Board allow the Garrison Elementary School half-time kindergarten teacher position to increase to full-time. This will accommodate the 5 students already enrolled and, when Horne Street and Woodman Park kindergartens reach capacity of 80 each, those students may be bused to Garrison Elementary School.

Heather Orion-Hindle moved, Kara Winton seconded, a motion to approve the Superintendent's recommendation to add a half-time kindergarten teacher at Garrison Elementary School. An oral **VOTE PASSED 6-0.**

- Enrollments for students moving from second to third grade at Horne Street School have reached 101. There are currently 4 teachers at this grade level which would bring class sizes to above 25. The Superintendent recommend the Board move a fourth grade position that is currently at Garrison School over to Woodman Park. Garrison School's fourth grade enrollment is currently at 95 students. If those enrollments increase significantly, the Superintendent will address the situation at the August Board meeting. In order to accommodate the additional classroom at Horne Street School, Art will be "moved to a cart."

Heather Orion-Hindle moved, Kara Winton seconded, a motion to approve the Superintendent's request to move one teacher from Garrison School to Horne Street School. An oral **VOTE PASSED 6-0.**

- The Superintendent reported that Meghan Forest from Dover High School was recently accepted into the Civic Leadership Academy at the New Hampshire Institute of Politics at Saint Anselm College. He congratulated Meghan for her exemplary achievement.

- The Superintendent advised that the Dover High School Cross Country Team will be participating in an invent at Mt. Washington on Saturday on September 10<sup>th</sup>. All expenses will be paid by the team members.
- The Dover Education Office Personnel president has alerted the Board that their contract expires at the end of the new school year and they would like to begin negotiations as soon as possible. This item will be on the August agenda to identify members of the School Board who will serve on the negotiating committee for DEOP. A committee of Board members will need to be identified to serve on the Dover Teachers' Union negotiating team as well.
- Student attendance at Dover High School was closely monitored by the staff during last school year. The overall attendance for the year rose over a percentage point to 93.27%. At the September meeting, Mr. George will give a highlight of the efforts. It is an important message to let students and parents know we are very concerned about student attendance and we did have students absent for more than 18 days who failed classes. The policy and work at the high school has had a real impact.

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

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

**G. STUDENT REPRESENTATIVE REPORT:** Erica Sgrignuoli reporting: There was no student report to the Board.

#### **H. COMMITTEE REPORTS:**

**1. DINI Committee– Carolyn Mebert reporting:** Carolyn Mebert reported that she has been attending the District in Need of Improvement Committee meetings and stated that it has been a "truly wonderful experience." Dr. Mebert thanked Jean Briggs for her guidance and assistance in helping to make the process move forward successfully.

#### **I. POLICY - CHANGES - PROPOSALS: (1)**

1. **Payments to Charter Schools:** Doris Grady moved, Kara Winton seconded, to table policy adoption until the August 8th meeting. An oral **VOTE PASSED 6-0**.

### **PAYMENTS TO CHARTER SCHOOLS**

The State Board of Education has authorized a Charter school to be operational in Dover, NH. Based upon public policy established by the legislature in RSA 194-B:11, the following language outlines the payment relationship of Adequacy Aid Funds for students, who are Dover residents, enrolled in NH Charter schools. The law is that state aid shall follow that child.

Payments shall be made to the Charter school at the end of each semester upon receipt of a statement from the Charter school indicating the name of the student, current address, grade level (including home schooled students), date of enrollment or withdrawal, and last grade completed by student. The amount of the payment will be prorated, on a per diem basis, based upon this information. The disbursement will be based using the previous year's calculation of

Per Pupil Adequacy Rate as published by the Department of Education. Aid paid to the public school where the student is a resident. The Dover School District will put on notice for the Charter school to provide timely notification of the withdrawal of Dover resident students from their program.

As an alternative, the Dover School District may issue a reimbursement anticipation note to the Charter school as set forth in RSA 194-B: 11, IX for each year in which a resident student attends the charter school. Payments for which shall be calculated in accordance with the guidelines referenced in paragraph 2.

Until such a time as the Department of Education and the Attorney General's Office have made a ruling concerning aid payment for home school students, the Dover School District will withhold payment for those resident students who were home schooled during the period in which Adequate Education Aid was not collected.

**J. POLICY ADOPTION: (4)**

1. **Policy ACG – Sexual Harassment & Sexual Violence**: Kara Winton moved, Carolyn Mebert second, to adopt the policy in the second reading. An oral **VOTE PASSED 6-0**.

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

**I. GENERAL STATEMENT OF POLICY**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment. An individual may use the grievance procedure outlined in this document to file a complaint alleging a violation of sexual harassment.

It is the policy of the district to maintain a learning and working environment that is free from sexual harassment and sexual violence. The district prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the district.

**II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Offensive sexual behavior
5. Graphic verbal comments about an individual's body
6. Sexually degrading words to describe an individual
7. Sexually explicit gestures
8. The display in the workplace of sexually suggestive, sexually demeaning, or pornographic objects, pictures, posters, or cartoons
9. Inquiring or commenting about sexual conduct or sexual orientation or preferences
10. Verbal abuse consistently targeted at only one sex, even if the content of the abuse is not sexual
11. Intentional brushing against a student's or an employee's body
12. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
13. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
14. Any sexually motivated unwelcome touching or
15. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

In order to rise to the level of actionable sexual harassment, conduct creating a hostile work environment must be severe or pervasive. However, it is the intent of the School Board to prevent conduct from escalating to the point that a hostile environment exists. To that end, the conduct described above is considered inappropriate and is prohibited in the workplace regardless of whether it rises to the level of being severe or pervasive.

Sexual harassment is unlawful and hurts employees. When such misconduct creates or contributes to a discriminatory atmosphere in the workplace, it harms not only the direct victim, but all others in the workplace. Accordingly, an employee who engages in sexual harassment shall be subject to disciplinary action up to and including termination.

### III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the district, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate district official as designated by this policy. The district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the Superintendent's office.

- A. ***In each building:*** The building principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the principal must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the principal shall reduce it to written form within twenty-four (24) hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent.
- B. ***District-wide:*** The Dover School Board hereby designates Ms. Jean Briggs as the district Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee, or victim of sexual harassment or sexual violence and also from the building principals as outlined above. If the complaint involves Ms. Briggs, the complaint shall be filed directly with the Superintendent.

The district shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

- C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, or work assignments.
- D. Use of formal reporting forms is not mandatory.

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

### IV. INVESTIGATION AND RECOMMENDATION

By authority of the district, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by district officials or by a third party designated by the district. The investigating party shall provide a written report of the

status of the investigation within ten (10) working days to Ms. Jean Briggs. If Ms. Briggs is the subject of the complaint, the report shall be submitted to the Superintendent.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the district should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the Individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the district may take immediate steps, at its discretion, to protect the complainant, students, and employees, pending completion of an investigation of alleged sexual harassment or sexual violence.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a recommendation that the complaint is valid, the district will take such action as appropriate based on the results of the investigation.
- B. The complainant may appeal the investigations recommendations to the Superintendent (presuming the Superintendent is not the subject of the investigation) or to the School Board.
- C. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district. The report will document any disciplinary action taken as a result of the complaint.

#### **VI. REPRISAL**

The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

#### **VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the district shall comply with said law.

Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged sexual abuse.

#### **IX. DISCIPLINE**

The school district will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge, to end sexual harassment and sexual violence and prevent its recurrence.

#### **X. BYPASS OF POLICY**

Any individual with a sexual harassment complaint may choose to bypass this policy and accompany regulation and proceed directly to the New Hampshire Commission on Human Rights, 2 Chenelle Drive, Concord, NH, phone 603-271-2767; or the Office of Civil Rights, Health and Human Services, Region #1, Room 1875, JFK Federal Building, Government Center, Boston, Massachusetts, 02203, phone 617-565-1340.

#### **XI. DISTRICT EMPLOYEE EDUCATION AND TRAINING**

As part of the general orientation, each recently hired employee shall be provided a copy of this policy and shall be requested to read it and sign a statement acknowledging the policy. IN addition, supervisory employees who have attended a training seminar on sexual harassment, shall meet with employees in their units to advise them of the Board's commitment to eliminate sexual harassment in the workplace, the penalties for engaging in sexual harassment, and the procedures for reporting incidents of sexual harassment.

All supervisory personnel shall annually participate in a training session on sexual harassment and other forms of conduct which will not be tolerated in the workplace. Each participant shall be informed he/she is responsible for knowing the contents of the District's sexual harassment policy and for giving similar presentations to employees. Supervisory personnel will maintain a roster of employees who received the information, including the employee's handwritten name and signature.

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#### ***Administrative Rules***

ED 303.01 (j), 1-9

***See Appendix ACG-R***

- 2. Policy AC -Nondiscrimination:** Kara Winton moved, Carolyn Mebert second, to adopt the policy in the second reading. An oral **VOTE PASSED 6-0.**

#### **NONDISCRIMINATION**

The School Committee is committed to a policy of nondiscrimination in relation to color, race, religion, sex, age, national origin, pregnancy, and disability.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

The School Committee encourages its staff to improve human relations within the schools and to establish channels through which citizens can communicate their human relations concerns to the administration and the School Committee.

**3. Policy AC-R – Nondiscrimination Regulations:** Doris Grady moved, Heather Orion-Hindle seconded, to adopt the policy in the second reading. An oral **VOTE PASSED 6-0.**

After a brief discussion, Doris Grady requested that language regarding Section 504 be sent home to all parents to make them “better aware” of this nondiscrimination regulation. The Superintendent explained that a mailing is sent to parents at the start of the school year as required by law (FERPA) and contains this information. Ms. Grady suggested that policy AC-R be referenced in the annual FERPA letter to parents. The Superintendent stated he will bring the letter to the next Board meeting for their review.

### **NONDISCRIMINATION REGULATIONS**

The Dover school system has a policy of nondiscrimination on the basis of race, color, religion, and national origin (Title IV, VI, & VII of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), age (Age Discrimination Act of 1975 and Age Discrimination in Employment Act of 1967), pregnancy and disability (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act of 1997, and the NH Law Against Discrimination, RSA 354-A.

Inquiries or complaints regarding the compliance of the Dover school system with any of the above nondiscrimination policies are to be directed to the district coordinator, Ms. Jean Briggs, Dover High School, 516-6707. Inquiries may also be made to building principals. Upon request a copy of the district’s grievance procedures will be provided.

Under Title IX, federal statutes consider any kind of sexual harassment a form of sex discrimination which is not only illegal but also unacceptable and impermissible conduct. Sexual harassment is described as an unpleasant work environment caused by unwelcome verbal or physical conduct of a sexual nature that interferes with an individual’s academic or vocational performance. A concern or complaint about sexual harassment should be handled if possible under informal complaint procedures, but if the complaint cannot be resolved at this level, more formal procedures may be pursued as follows.

### **INFORMAL COMPLAINT PROCEDURES**

The complainant will first meet informally with the nondiscrimination coordinator, Ms. Jean Briggs. After obtaining information related to the grievance, the coordinator will seek to resolve the concerns in a prompt and equitable manner. When the case cannot be settled, the coordinator shall inform the complainant of the right to meet with the Superintendent of Schools.

### **FORMAL COMPLAINT PROCEDURES**

When a Title IX complaint has been brought to the Superintendent of Schools, the Superintendent will consider the evidence in the case and rule on any corrective action to be implemented by the coordinator.

Any appeal from the decision of the Superintendent of Schools may be taken to the School Board within ten (10) days, and the School Board will render a decision within sixty (60) days of the appeal after hearing evidence in the case. If the grievance has not been resolved to the person's satisfaction after the School Board decision, further appeal may be made.

For a complaint related to Title VI, Title IX, or the Age Discrimination Act of 1975 nondiscrimination regulations, appeal may be made to the Office for Civil Rights, United States Department of Education; or the Director, United States Department of Education, Office for Civil Rights Region 1, John W. McCormack Post Office and Court House Square, Room 701 , Boston MA 02109.

For an issue considered under Section 504 and/or Title II of the ADA for persons with disabilities, a written statement of the issues which remain unresolved may be submitted to the Section 504 coordinator, Ms. Jaclyn Adams, Woodman Park School, 516-6722, who will convene a team meeting with the building 504 team and parent or guardian to resolve these concerns within ten (10) days. Results will be provided to the parent or guardian in writing.

If the issue is still unresolved, the parent or guardian may request, in writing, the School Board schedule a review meeting within thirty (30) days. Subsequent to the meeting, the Board will provide a written decision to the parent or guardian within ten (10) days.

If the issue is still unresolved, the parent or guardian may request, in writing, an impartial due process hearing in the local school district. The Section 504 coordinator, Ms. Jaclyn Adams, shall schedule in a reasonable amount of time, such a due process hearing with an impartial hearing officer to be hired by the School District. The impartial hearing officer may not be:

- A person who is an employee of a public agency which is involved in the education or care of the student;
- Any person having a personal or professional interest which would conflict with his or her objectivity in the impartial due process hearing; or
- An elected member of a local school board.

Within ten (10) days of the Section 504 coordinator's request, the School District must issue an order of notice to be sent to the parties to the hearing by certified mail with return receipt requested, providing at least twenty (20) days advance notice for the first day of oral hearings. Either party may appeal the decision of the hearing officer to a court of competent jurisdiction within thirty (30) days of the decision.

If no agreement can be reached, the parent or guardian may contact the Director, United States Department of Education, Office for Civil Rights Region 1, John W. McCormack Post Office and Court House Square, Room 701, Boston MA 02109.

**4. Custodial Supervisor Job Description:** Kara Winton moved, Carolyn Mebert seconded, to adopt the job description in the second reading. An oral **VOTE PASSED 5-1** (Orion-Hindle opposed).

Heather Orion-Hindle questioned the need for this position, noting that it had been created to solve a "problem" that no longer exists. The Superintendent stated that the second shift supervisor position is already contained in this year's budget. He added that there are 30 second-shift custodians and to expect the daytime facilities and grounds director to supervisor days and evenings on an alternating schedule might not be in the district's best interest. He stated that a study can be done to determine the need for the position next year.

## **CUSTODIAL SUPERVISOR**

**REPORTS TO:           MANAGER OF FACILITIES AND OPERATIONS**

**QUALIFICATIONS:** High school diploma or G.E.D equivalent and six (6) years of custodial supervisory experience with the ability to demonstrate possession of the following required knowledge, skills, and abilities:

- Strong interpersonal communication skills with ability to effectively communicate with staff.
- Strong supervisory skills with ability to supervise a large group of employees.
- Thorough knowledge of cleaning materials, processes, and equipment.
- Ability and willingness to respond to emergency situations.
- Computer literacy with experience in spreadsheet preparation.
- Knowledge of applicable city, state and federal safety and health related issues including: life safety statutes and regulations, asbestos management, fire inspections, and OSHA regulations.
- Sufficient strength and physical dexterity to perform duties and responsibilities of this job including heavy lifting.
- Valid drivers license.
- Certification by National Association of Housekeeping Managers, preferred.
- Experience in a school environment, preferred.

**SUMMARY:** Under the direction of the Manager of Facilities and Operations, responsible for planning and scheduling work of assigned custodians within the Dover School District, primarily on 2<sup>nd</sup> shift. This also includes the scheduling of available hours, assisting with training, building inspections, interaction with faculty and other staff, evaluation of personnel, products and equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise, plan/schedule work to be performed, conduct inspections, evaluate quality of work, and coordinate daily work hour assignments for staff in buildings to assure appropriate levels of cleanliness.
- Assist in interviewing and recommend candidates.
- Evaluate performance of custodians with written evaluations. Document employee accountability with respect to rules, work quality and quantity, professional behavior, and other performance criteria, as well as employee disciplinary actions.
- Work with the Facilities Coordinator and building occupants to schedule and coordinate work to be performed including maintenance / and special events personnel, as well as coordinating grounds and maintenance activities after regular hours.

- Act as liaison with appropriate training staff to ensure that all custodians receive initial and annual refresher training, as well as on the job assistance, as required.
- Act as liaison with personnel in the District's buildings to maintain communications on performance/special needs.
- Assist with the training of personnel in proper methods of cleaning assigned areas and handling/disposing of blood born pathogens and other body fluids ie: hazardous materials.
- Responsible with the Manager of Facilities and Operations, for establishing/enforcing/monitoring safety rules, practices, and procedures.
- Observe and report safety concerns, defects, deterioration and wear/tear of the buildings and equipment.
- Maintain a system to identify and inventory custodial equipment to indicate model and specifications necessary for proper maintenance, repair, replacement, and assist in planning an ongoing maintenance schedule for each piece of equipment.
- Perform heavy cleaning tasks and routine housekeeping duties, as required, and assist with maintenance when necessary.
- Maintain inventory and issue supplies and equipment for buildings.
- Work with custodial staff and maintenance staff to conduct on-going testing and evaluation of products/equipment, and to establish procedures for cost-effective improvements.
- May be required to reprioritize daily operations/scheduling due to changing environment.
- Consult with the building administrators on methods of improving security in and about the premises.
- Vacation scheduling to maximize staff availability during July-August.
- Respond to emergency situations requiring immediate attention on weekends and nights.
- Perform other related duties as assigned.

**EVALUATION:** The Manager of Facilities and Operations will evaluate this position annually based on performance and responsibilities.

**K. SUBMISSION AND PAYMENT OF BILLS:** Heather Orion-Hindle moved, Carolyn Mebert seconded, to authorize the Business Manager to pay manifest 06-A in the amount of \$5,087,910.26. A roll call **VOTE PASSED 6-0**.

**L. RESOLUTIONS:** None.

**M. OLD BUSINESS:**

**1. Superintendent Evaluation & Contract Renewal:** Marjorie Fisher reviewed for the public the Superintendent's contract for fiscal year 2006.

"When Dr. O'Connor was employed by the Dover School Board, he and the Board agreed to enter into a two-year contract in which the salary and benefits were clearly articulated. This two-year contract is somewhat non-traditional, as most Boards extend Superintendent's contracts ranging from a three to five years. Dr. O'Connor and the School Board mutually agreed on a two-year contract that has a provision which allows the School Board to add a year to the contract at the time of a successful performance review.

Because Dr. O'Connor's performance rating was above average, the School Board added a year to the existing contract. Both parties recognize the benefits of this type of contract. First, the District is not saddled with a long-term commitment to a Superintendent. And, second, the contract provides Dr. O'Connor with safeguards that ensure he will have ample notice if the Board ever decided not to renew his contract. We believe this contract is a "win-win" for both District and Superintendent.

During the annual review process, it's customary for the Superintendent and School Board to look at the compensation package that is defined in the contract. Because Dr. O'Connor signed a two-year contract, where the salaries and benefits package were clearly articulated, the Superintendent did not ask for additional compensation in the form of a salary increase above what was stated in the initial contract.

By the way, the Superintendent's salary increase for this year is 3%. However, Dr. O'Connor did ask the Board to consider two areas to be incorporated into the second year of the contract. The first area of consideration was the request to allow him to accumulate unused vacation days up to a maximum of 50 days of which he would be paid at his per diem rate. The second involved a retirement annuity of \$10,000. At the time of Dr. O'Connor's request in May, the Board felt it was best to delay acting on this decision because of the uncertainty of state adequacy aid funding. However, as that funding picture became clearer, the Board voted in June to allow Dr. O'Connor to accrue vacation days and, also to grant him a retirement annuity. This was approved by the Board on a 4-1 vote. These additional benefits were added to his contract.

As a School Board, we believe that Dr. O'Connor's performance for the past year warranted contract consideration. We felt that he's done a fine job of providing leadership for the Dover School District.

And finally, I believe that the contract we have with our Superintendent is an exceptional value for the community of Dover. We have retained the services of a dedicated, competent, and capable educator who is committed to ensuring all our students receive a quality education."

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

1. **DPA Contract:** During a brief discussion, it was suggested that the Dover Paraprofessional Association Contract be tabled until Dorothea Hooper, a School Board member who served on the negotiating committee, be present. Heather Orion-Hindle and Marjorie Fisher stated that their votes would not change and that they felt the delay was not necessary.

Audra Lurvey moved, Carolyn Mebert seconded, a motion to table approval of the Dover Paraprofessional Association Contract until a Special Session to be scheduled on July 25, 2005. An oral **VOTE PASSED 4-2** (Orion-Hindle and Fisher opposed).

2. **Approval of Federal Funds Abstracts for Title Funding:** Federal Projects Director, Jean Briggs, presented an abstract proposal for FY2006-2006 Dover Title programs:

- a. Title I – Compensatory Education (Remedial Reading and Math)
- b. Title II – Professional Development and Class Size Reduction Funds
- c. Title IV – Drug and Safe Free Schools
- d. Title V – Innovative Block Grant
- e. CSR – Comprehensive School Reform – Garrison School Literacy

Abstracts have been provided for detail. Next year, the proposal will be submitted as a Resolution in May and will include an itemized listing of the use of the money will also be provided at that time. **(RECORD NOTE: School Board policy DD requires a detailed quarterly update of all state and federal funds applied for or currently being spent.)**

Ms. Briggs reported that two weeks ago, Camp Connect was held using Title II Part D Technology money. 40 teachers attended the three-day training at Dover Middle School to learn how to integrate technology into their classrooms. The training went very well.

Marjorie Fisher addressed the CSR grant – Garrison School's Tuft's University reading program. Ms. Briggs noted that Garrison was the only school in the state to receive the grant because it is a non-Title I school. The money was used to bring in the *Learning to Read by Reading* program offered by Tuft's University. There is no local money included in the \$36,000 paid for consultants.

Ms. Grady noted her concerns that two programs, Tuft's and Leslie, were being run at Garrison and Woodman Park Schools respectively. Concerns were expressed that Woodman Park receives literacy and math programs, and Garrison is receiving literacy programs, but Horne does not seem to receive these "extras" for literacy. Ms. Briggs noted that Title V money was funding salary and benefits for literacy aides at Horne Street. "With federal money, you cannot supplant – you must supplement." Last year, Horne Street received \$50,000 of Federal funds to hire literacy aides to give them extra support in the classroom because they are not eligible for Title I funding and did not submit a proposal for the CSR grant.

Ms. Fisher asked what job skills were required for the literacy aides positions. Ms. Szabunka stated there is a requirement of a couple of years of college education or a BA.

Heather Orion-Hindle asked when the CSR Grant money would end. Ms. Briggs stated the third year of funding looks tenuous...there is no guarantee of the third year to continue some of the intensive training. The Tufts model separates the training into three years – oral language, reading training, and writing training – one per year. Garrison staff decided to continue the reading training during this next year and incorporate into that some writing strategies to "really get the reading down pat before moving to something else." Tufts is working to tailor the program to provide a solid, good training experience with the two years we can guarantee funding. Ms. Briggs added that "the significant difference between the Tuft's program and the Literacy collaborative at Woodman Park School was that Tuft's model brings the experts to you and trains everybody all at once. The Literacy Collaborative takes your in-house people, trains them deeply, to go back and be the consultants in your school. The strategies are the same. It is the delivery model that is a little bit different."

Ms. Orion-Hindle asked when the Literacy Collaborative allotment will end. Ms. Briggs stated that next year's costs decreased significantly as Ms. Shea and Ms. Tromba completed the extensive training last year. Ms. Orion-Hindle stated her expectation was that, at the end of the Literacy Collaborative and Tuft's model, "we would have in-district experts on reading and literacy who could then go and teach the remaining staff at the elementary schools so we could provide a comprehensive elementary program." She then asked when the programs would be embedded and disseminated into all elementary schools "so our students at Dover Middle School will have the same background in literacy, writing, and reading." Ms. Briggs noted that all three elementary schools follow the Scholastic curriculum but that the strategies for teaching the different reading skills come through this training.

Kara Winton noted that the Board had already heard about these programs and that district-wide, we are using the same curriculum. Ms. Orion-Hindle asked "what is the ending and what are the end results for this endeavor?" Ms. Briggs stated the end result is to increase student achievement and that these programs add to a teacher's toolbox so that when they are faced with students with different needs, that teacher is best prepared to figure out what the children need to be successful. "When you teach children, you need to have a repertoire to draw on" for children who have different needs to understand how to learn skills. It is an investment in the teacher's skill sets to assist them in facing the various needs. The curriculum is the same.

Marjorie Fisher stated these were great programs but asked when the teachers from Woodman Park would be ready to share their learning with teachers at Horne Street School. Ms. Briggs agreed the dissemination of ideas and having that interchange needs to be looked at by the administration. She stated that Dr. Ingraham is monitoring the curriculum and looking to see how we can take the best of these programs and make it work for all our children and the teachers.

Ms. Grady stated her feeling that of 'all the kids we have in the city, everybody should be exposed to the same things.' Heather Orion-Hindle asked the Superintendent when the Board might be able to see a plan on when the district will conjoin the best of each program and when it might be disseminated to all three schools. Ms. Briggs noted that the Language Arts curriculum cycle is coming up for review this fall, doing exactly that. At that time, the plan is to start the process. Ms. Orion-Hindle asked to see that timeline. "I'm looking for some return on my investment, or at least, an investor profile where I can see what's going on and where it's going." The Superintendent stated he would provide the Board with updates on Dr. Ingraham's curriculum review committee in terms of timeline and the scope of the work that they are doing, including an examination of both staff development models.

Kara Winton moved, Carolyn Mebert seconded, a motion to accept the abstract proposal for Title Programs. A roll call **VOTE PASSED 6-0.**

**3. Elementary Grades 1 through 4 Report Card Revision Status Report:** Dr. Murray Ingraham reviewed draft elementary report cards with the Board and discussed changes already incorporated based on previous Board feedback. He added that one new area of concern identified by teachers working with the review committee was the reporting of mathematics achievement. Based on this feedback, the report cards will be further revised to remove Mathematics Achievement entries and replaced with a note stating that "Everyday Mathematics Quarterly Progress Reports are attached."

The Superintendent advised that these changes will be made and Final Elementary Report Cards will be presented to the Board for approval at the August 8 regular meeting.

**4. Request for Additional Borings at Woodman Park School:** Business Manager, Laurie Verville, requested the Board approve \$2,800.00 of Capital Improvement funds to be authorized for R.W. Gillespie to conduct additional test borings at Woodman Park School in the Silver Street area. Ms. Verville advised that total amount for this geo-technical work was still within the original \$8,000.00 projected budget.

Carolyn Mebert moved, Kara Winton seconded, to approve the expenditure of \$2,800.00 of Capital Improvement funds for R. W. Gillespie to perform additional test borings at Woodman Park School. A roll call **VOTE PASSED 6-0.**

**5. Request for Additional Funding – RPF Associates Hazmat Testing at Woodman Park School:** Business Manager, Laurie Verville, requested the Board approve \$1,000.00 of Capital Improvement funds to be authorized for RPF Associates, Inc. to expand the scope of their work from the original \$3,800.00 allocation to perform additional hazmat testing in newly identified areas (above ceiling tiles, roof, etc.) at Woodman park School.

Kara Winton moved, Doris Grady seconded, to approve the expenditure of \$1,000.00 of Capital Improvement funds for RPF Associates to perform additional hazmat testing services at Woodman Park School. A roll call **VOTE PASSED 6-0.**

**6. Food Service Wage Schedule Approval:** Business Manager, Laurie Verville, requested the Board accept the Food Service Director hourly wage proposal for 2005/2006. The proposal represents a 2-1/2% increase in wages that is in line with other collective bargaining agreements. Food Service workers are not members of any union and the Food Service Program is self-funded.

Heather Orion-Hindle moved, Kara Winton seconded, to approve the Proposed Food Service Wage Schedule for 2005/2006. A roll call **VOTE PASSED 6-0.**

**7. Award Bid for Replacement Lockers at Dover High School:** Business Manager, Laurie Verville, requested the Board award a bid for replacement lockers at Dover High School to CB Seating, the second lowest bidder of the four respondents. (The lowest bidder did not comply with the requirements of the bid in supplying a sample of their lockers and was therefore not being considered.) First floor replacement will cost \$22,160.00 and a partial second floor replacement will cost \$30,000.00. The funds will be taken from the Dover High School Capital Improvement fund.

Heather Orion-Hindle moved, Carolyn Mebert seconded, to award the bid for replacement lockers at Dover High School to CB Seating in the total amount of \$52,160.00. A roll call **VOTE PASSED 6-0.**

**8. Award Bid for URL Filtering Software:** Business Manager, Laurie Verville, requested the Board award a bid for one year subscriptions/renewal of URL Filtering and Anti-Virus Software to the lowest bidder, Higgins Office Products, for the total amount of \$15,610.00.

Heather Orion-Hindle moved, Kara Winton seconded, to award the bid for one year subscriptions/renewal of URL Filtering and Anti-Virus Software to the lowest bidder, Higgins Office Products, for the total amount of \$15,610.00. A roll call **VOTE PASSED 6-0.**

**9. Award Bid for Personal Computers:** The Business Manager asked that the bid be removed from the agenda. A new bid with higher specifications will be solicited at a later date. There was no objection by the Board.

**OTHER:**

Chairperson Marjorie Fisher announced the two School Board members who will serve on the City Wide Reorganization Effort Committee are Doris Grady and Carolyn Mebert.

Superintendent O'Connor stated that parent concerns regarding registered sexual offenders will be added to the August agenda.

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**O. ADJOURNMENT:** At 9:36 p.m., Heather Orion-Hindle moved, Carolyn Mebert seconded, to adjourn the meeting. An oral **VOTE PASSED 6-0.**

Respectfully submitted,

AUDRA LURVEY, SECRETARY

Dover School Board

AL/kgb

July , 2005