

A meeting of the Dover School Board was called to order by Chairperson Marjorie Fisher on Monday, September 12, 2005, at 7:05 p.m. in the City Council Chambers.

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

Also present were Superintendent, John O'Connor; Laurie Verville, Business Manager; Jean Briggs, Director of Federal Projects; Kim Lyndes, Dover Middle School Dean; Janet Mason, President of DEOP; Joanne Eaton, Facilities Manager; Cindy Theodoras, former Woodman Park School Principal; Richard Barrett, DTU President; Nancy Dickinson, Para; Diana Pettis, Para; Anne Watson, Principal Woodman Park School; Chris George, Principal Dover High School; Larry DeYoung, Principal Dover Middle School; Peter Wotton, Athletic Director; Dave Bennett, Teacher; Murray Ingraham, Director of Curriculum; Barbara Szabunka, Principal Horne Street School, Anna Parrill, Principal Garrison School; and Marcus Weisgerber, *Foster's*.

**B. PLEDGE OF ALLEGIANCE:** Marjorie Fisher led the Board in the Pledge of Allegiance.

**C. CITIZENS' FORUM:**

Doug Conway, 41 Glenwood Avenue, DPA President, expressed his disappointment with the Board for delaying negotiations until October 24, 2005. He stated that the City Council had voted down the contract on August 10, and on August 15, he had requested the Board begin renegotiations. He emphasized that October 24, 2005 would be a ten-week delay. "This delay only adds to my members' perception that they are not valued." Mr. Conway then explained that the Association has filed an unfair labor practice charge against the school district, mainly for the conduct of member Heather Orion-Hindle.

Superintendent O'Connor explained that DPA Representative Peter Miller, NEA NH, was consulted to determine which dates were available for negotiations. October 3 and October 24 were the only two dates Mr. Miller was available. However, since some Board members had previous commitments on October 3, the first available date was October 24, 2005.

City Councilor Matt Mayberry, 410 Dover Point Road, expressed his support for the Woodman Park School expansion.

Cindy Theodoras, Washington Street, Dover also expressed her support for the plans being presented to the Board for the Woodman Park School expansion project.

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

1. **Nonpublic Session #31, August 8, 2005 (Personnel)**
2. **Regular Session # 8, August 8, 2005**
3. **Nonpublic Session #32, August 22, 2005 (Personnel)**
4. **Special Session #6, August 22, 2005 (Nominations)**
5. **Workshop Session #4, August 22, 2005**

**E. CONSENT AGENDA:**

Heather Orion-Hindle moved, Carolyn Mebert seconded, to remove the item 5.b. Request for Chris Hobson, Leah Weeks, Sharon Shea, Lisa Simko, Jackie Tromba, Anne Watson, to attend

the 2005 National Reading Institute, Providence, RI, November 8 & 9, 2005. from the Consent Agenda for discussion and a separate vote: An oral **VOTE PASSED 6-1** (Hooper Opposed).

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

1. **Correspondence:**
  - a. Tri-Star Gymnastics & Dance, Request for Rental Waiver (Time)
2. **Resignations/Retirements:** None.
3. **Leaves of Absence:** None.
4. **Nominations:**

Sheet 1: Nomination & Election of Teachers (Agakian)  
Sheet 2: Nomination & Election of a Secretary, Aide, Custodian, and Summer School Staff (Agakian to Wisminiti)  
Sheet 3: Nomination & Election of Class/Club Advisors: (Bennett to Thorn)  
Sheet 4: Title I Nomination Letter: (Eslinger to Morse)  
Sheet 5: HUB Family Resource Center Nominations: (Adams to Zulauf)
5. **Overnight or Out-of-State – Staff Travel Requests:**
  - a. Joanne Eaton, APPA Eastern Regional Conference, October 1<sup>st</sup> through 5<sup>th</sup>, Atlantic City, NJ
  - b. Chris Hobson, Leah Weeks, Sharon Shea, Lisa Simko, Jackie Tromba, Anne Watson, 2005 National Reading Institute, Providence, RI, November 8 & 9, 2005
6. **Professional Development Waiver:** None.
7. **Extended Travel (Student Trips):** None.

**5.b Chris Hobson, Leah Weeks, Sharon Shea, Lisa Simko, Jackie Tromba, Anne Watson, 2005 National Reading Institute, Providence, RI, November 8 & 9, 2005.** Doris Grady questioned sending 6 staff members for a two day institute in Rhode Island because it seemed “excessive.” Ms. Hooper stated her opinion that she supported the request because we are emphasizing our literacy programs.

Kara Winton moved, Dorothea Hooper seconded, to approve the request for staff members to attend the National Reading Institute. An oral **VOTE PASSED 5-2**. (Grady and Orion-Hindle opposed.)

Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules to bring item N.1. Woodman Park School Design Team Committee Final Report, to be heard at this time. An oral **VOTE PASSED 7-0**.

**N.1. Woodman Park School Design Team Committee Final Report:** Nick Skaltsis, Chairperson of the Woodman Park School Design Committee, thanked all members who served with him during the development of the conceptual plan: Board Members Doris Grady, Marjorie Fisher, and Audra Lurvey; Superintendent O’Connor; Business Manager, Laurie Verville; Facilities Manager, Joanne Eaton; Principal Anne Watson; Staff Members Martha Bstandig,

Mary Buese, Jean Calculator, Liz Dubois, Jeff Eaton, Carolyn Gaspar, Laura Horan, Claudia Lynch, and Mara Mallett; Community Members Mark Geuther, Mike Palczynski, Donald Rist, Jennifer Stone, and Cindy Theorodas.

Mr. Skaltsis stated that in July 2004, the School Board approved an outline for the rehabilitation and expansion of Woodman Park School. He added that tonight's proposal will be to completely renovate the 82,000 square foot elementary school and includes additions in excess of 30,000 square feet containing 17 new classrooms and a new library. Additionally, plans have been incorporated for a 6000 square foot school district office.

Mr. Skaltsis then outlined the many steps committee members took to formulate the plan for this building which was built over 50 years ago. He stated that the site affords more than 17 acres on the edge of the urban core. Close to 600 students and staff occupy the building each day. Serious problems exist with the plumbing and electrical systems and the aged condition of roofing materials. He noted that the architect has provided the committee with an "opinion of cost" for this work. Based on this, the request will be for \$4.5 million dollars in each of the next two years of Capital funding. An additional \$500,000 for the SAU is being considered for year three.

Mr. Skaltsis reminded the Board that the State of New Hampshire Building Aid program will pay for (30%) \$2.7 million dollars of the total cost of building improvements and new construction. Additionally, the state will fund 40% of the SAU cost. These payments by the state are received over the life of the bond at 1/15 of the total principal amount.

Mr. Skaltsis outlined the work that will be completed in the first and second years of funding and provided an estimated time line beginning in December 2005 (Approval of CIP by City Council) to June 2008 (Estimated Project Completion Date).

Architect Gary Goudreau displayed board site plans, design plans and elevations, highlighting many of the major proposed changes.

The effect on the tax rate was explained. If \$9,500,000 is appropriated in one year, given the current assessed value, the estimate would be a tax rate impact of 41¢ per thousand. Broken down over a three-year period, anticipating a 5% increase in assessed value and assuming a 4.5% bond rate, the tax rate impact would be approximately 15¢ per thousand. In year two, it would also be approximately 15¢ per thousand. In year three, there would be a -2¢ effect on the tax rate. By breaking the project down over a three year period, the net tax effect is 28¢ per thousand versus 41¢ in one year.

Audra Lurvey moved, Kara Winton seconded to accept the Woodman Park School Design Committee plan. An oral **VOTE PASSED 7-0.**

Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules to bring item N.5. Proposal for Addition to Youth Football Concession Stand to be heard at this time. An oral **VOTE PASSED 7-0.**

**N.5. Proposal for Addition to Youth Football Concession Stand:** :Business Manager, Laurie Verville, stated she had received a preliminary drawing from the Dover Youth Football Boosters to add onto the concession stand. She then introduced Chuck Maglaris from Dover Youth Football to answer any Board questions. Ms. Lurvey asked who would be responsible for

maintenance costs associated with the building. Mr. Maglaras stated the funds would come from the league, noting, "As long as we can stay there, we'll pay."

Kara Winton moved, Audra Lurvey seconded, to accept the proposal for the addition to the Dover Football Concession stand. An oral **VOTE PASSED 7-0**.

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

1. **Educational Information:**

- The Student Management Processing Software (MMS) has been upgraded. Some new features will allow district schools to communicate with the Department of Education computer system, allowing them to generate their reports and submit directly to the DOE. Additionally, this upgrade provides the curriculum office with direct access to all five of the schools data bases.
- There continue to be enrollment hot spots. Fifth grade at 273 students (27.3 per class). Fourth grade enrollments are averaging 23.5 students per class. Dover High School enrollments are 10 to 20 students above last year with 1665 full time students.
- The Superintendent reported that Nottingham has contacted him to schedule contract negotiations. The current contract is set to expire in June 2006. Dr. O'Connor asked for two Board members to serve on the negotiating team. Dorothea Hooper and Doris Grady volunteered.
- Annual Yearly Progress results will be released to SAU's on October 17<sup>th</sup>. A public release of the information will be made on October 18 at 10:00 a.m. including preliminary lists of schools in need of improvement.
- Governor Lynch will be visiting the Dover Alternative School on Wednesday, September 14<sup>th</sup> to present an ASPIRE Grant to the staff.

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

Kara Winton moved, Carolyn Mebert seconded, to accept the Superintendent's report. An oral **VOTE PASSED 7-0**.

**G. STUDENT REPRESENTATIVE REPORT:** Erica Sgrignuoli reporting: Sports are up-and-running. Course information night will be held Thursday at 7:00 p.m. Clubs are starting up. Students are planning a fundraiser for victims of Hurricane Katrina.

**H. COMMITTEE REPORTS:**

1. **Policy Review Committee:** Kara Winton reporting. The committee met on August 22<sup>nd</sup> and agreed for the Superintendent to update all policies to reflect current law, revise policy codes in accordance with the NHSBA Policy Manual, eliminate duplicate policies, change "Committee" to "Board." The next committee meeting is scheduled for September 28<sup>th</sup>.

**I. POLICY - CHANGES - PROPOSALS:**

The Superintendent explained that the Board had requested he develop job descriptions for the District Math Improvement Coordinator and Math Instructional Coach. Additionally, a committee headed by Dean Lyndes worked to review all six secretary job descriptions to ensure they were current. The recommended change to policy JECB-E change is to eliminate the annual student census.

1. **JOB DESCRIPTION - DISTRICT MATH IMPROVEMENT COORDINATOR (DMIC)**
2. **JOB DESCRIPTION – MATH INSTRUCTIONAL COACH**
3. **JOB DESCRIPTIONS – SECRETARIES**
4. **Policy JECB-E- CENSUS**

Doris Grady moved, Dorothea Hooper seconded, to table adoption of all policies and job descriptions until the October 10<sup>th</sup> Regular Meeting.

At 8:40 p.m. Chairperson Fisher requested a five minute break. During the break, Vice Chair Heather Orion-Hindle left the meeting. The meeting resumed at 8:45 p.m.

**J. POLICY ADOPTION:** None.

**K. SUBMISSION AND PAYMENT OF BILLS:** Dorothea Hooper moved, Kara Winton seconded, to authorize the Business Manager to pay manifest 06-C in the amount of \$2,342,069.49. A roll call **VOTE PASSED 6-0**.

**L. RESOLUTIONS:** None.

**M. OLD BUSINESS:**

1. **Dover High School Attendance Policy Efforts:** Principal Chris George reviewed the effects of the School Board's policy adopted last year which allows only 18 student absences during the school year. Mr. George reported that as a result of the new School Board policy, the high school administration and guidance teams spent a great deal of time and attention in identifying students with excessive absenteeism, contacting parents, meeting with parents and students, writing to parents, and telephoning parents about the attendance policy and the school's expectations. This resulted in a significant increase in student attendance as well as decrease in tardiness to school. Statistics went from an average daily attendance of 91.8% in 2004 to 93.2% in 2005. He stated his belief that this focused attention will continue to pay off in academic achievement as well as in improving attendance at Dover High School.

2. **DEOP and DTU Negotiating Team Member Assignments:** The Superintendent asked Board members to volunteer to serve on two upcoming negotiation teams. Board members Kara Winton and Audra Lurvey will participate on the Dover Educational Office Personnel Negotiating Committee. Marjorie Fisher and Carolyn Mebert will participate in the Dover Teachers' Union negotiations.

3. **Pepsi Score Board Donation:** Athletic Director, Peter Wotton, was available to answer questions and concerns raised at the August School Board meeting relative to the receipt of donated Pepsi Scoreboards. It was noted that acceptance of the scoreboard, scheduled to be installed at Dover High School Fiske Field, would allow the two existing scoreboards at the high school to be placed in the Woodman Park School and Garrison School gymnasiums. Dorothea Hooper asked if there would be advertising on the board. Mr. Wotton indicated that there would.

Ms. Hooper then asked what the district's obligations would be. Mr. Wotton stated there would be an initial cost of \$6,000 to install the new scoreboard and relocate the two existing scoreboards. Ms. Hooper asked what funds would be used to pay for the installations. Mr. Wotton stated the funds would be taken from gate receipts. Ms. Hooper asked, "What's the trade off?" Mr. Wotton stated that the Dover Athletic Department would sell Pepsi products, Aquafina and Gatorade, but no soft drinks. Ms. Hooper asked if he could get something in writing that would state we would not be forced to change products at a later time. Mr. Wotton stated he would do that.

Ms. Winton asked the age of the boards being moved. Mr. Wotton stated they were five to seven years old. Ms. Winton then asked whether Coke had been contacted to submit an alternative plan. Mr. Wotton stated they were contacted but that he had not heard much back from them. Ms. Winton stated her belief that a 10-year commitment with Pepsi was "too long" a time. Mr. Wotton stated he felt their offer was a "good deal." Ms. Winton then asked whether this issue would have come before the Board if \$6,000 was not required for the installation and moving the three scoreboards. Ms. Verville stated that there was a concern that the district would be held to a contract but that that a letter received from Tim Redden of the Pepsi Bottling Group that indicates the district is not bound to sell their products.

Audra Lurvey moved, Carolyn Mebert seconded, to accept the scoreboard donation from Pepsi and pay \$6,000 for installation and relocation of existing scoreboards. A roll call **VOTE PASSED 5-1** (Winton opposed).

## **N. NEW BUSINESS:**

### **1. Woodman Park School Design Team Committee Final Report:** (See Above)

**2. Approval of Capital Improvement Plan 2007-2012:** John O'Connor presented the proposed Fiscal Year 2007-2012 Capital Improvement Plan. Fiscal Year 2007 allows for a 3-story, 32,000 square foot addition at Woodman Park School. Upon completion of the addition, during the summer and fall of 2006, students will be transitioned into the new wing while renovations begin in the remaining 64,000 square foot building. Ms. Verville stated that the district has received only an opinion of costs at today's market conditions, it is anticipated that \$4,500,000 would be required each year of 2007 and 2008 to finalize all renovations in the building. The proposal also recommends \$500,000 be allocated in 2009 to allow the SAU office to relocate to Woodman Park School. Other administrative departments would be combined with the SAU and the move would free up space needed in the Municipal Building. An additional appropriation for \$250,000 during 2007 is requested to improve busing and parking needs at Horne Street Elementary School and \$1,200,000 has been projected during 2010 and 2011 to make some improvements at Dover High School. The total request of the CIP schedule in the amount of \$11,350,000 is required to be submitted to the City Manager's Office by September 14, 2005.

Kara Winton moved, Dorothea Hooper seconded, to approve the Capital Improvement Plan for 2007-2012 as submitted. A roll call **VOTE PASSED 6-0**.

**3. Request for Appropriation – Survey Services at Woodman Park School:** Business Manager, Laurie Verville, presented a request for up to \$5,000 from CIP funds to complete surveying services at Woodman Park School.

Carolyn Mebert moved, Dorothea Hooper seconded, to approve up to \$5,000 in Woodman Park School CIP funds to complete surveying services at Woodman Park School. A roll call **VOTE PASSED 6-0.**

**4. NEHIAP Test Results – Grade 10:** Director of Curriculum, Murray Ingraham, presented a brief analysis of the May 2005 New Hampshire Educational and Assessment Program results for Dover High School grade 10 students. He noted that there are now four data points where results can be shown for four Dover classes between their sixth and tenth grade scores. He stated there were basically no differences for any class average with its comparable state score. In reading, for the past two years, Dover scores were slightly below the state average for the combined number of students in Advanced and Proficient categories. For mathematics in one year (2004) Dover was below the state by 7 percentage points. When Dover is compared to other large high school sophomore classes in the state for 2005, the reading total percentage of Advanced and Proficient (41%) is in the bottom third. Similarly the percentage of Novice students (22%) is in the bottom third of the range from 12 to 27. In mathematics, both the Dover Advanced and Proficient percentage (38%) and Novice (25%) are in the middle of the schools listed.

Dr. Ingraham then reviewed for the Board some of the instructional initiatives the district would be taking in the future to increase the numbers of Advanced and Proficient students in order achieve the goals of the No Child Left Behind statute which states all children will achieve a Basic level of achievement in reading and mathematics by 2014. The state of New Hampshire has determined for 2004-2005 the percentage of students reaching Basic should be 77% in reading and 64% in mathematics.

**5. Proposal for Addition to Dover Youth Football Concession Stand:** (See above.)

**6. Request for Funding-Athletic Gate Receipts for Weight Training Room Service:** Laurie Verville presented a request for up to \$2,031 funding from athletic gate receipts to service and repair athletic weight training room equipment.

Dorothea Hooper moved, Kara Winton seconded, to approve up to \$2,031 from athletic gate receipts to fund repairs to the athletic weight training room equipment. A roll call **VOTE PASSED 6-0.**

**7. Award Bid for Acer Travel Mate Laptop Batteries:** Business Manager, Laurie Verville, presented a request to award the bid for Acer Laptop Batteries to the lowest bidder, Zone Corporation, in the amount of \$87.96 per battery.

Dorothea Hooper moved, Doris Grady seconded, to award the bid for Acer Laptop batteries to Zone Corporation in the amount of \$87.96 per battery. A roll call **VOTE PASSED 6-0.**

**8. Award Bid for Smart Board Interactive White Boards & LCD Projectors:** Business Manager, Laurie Verville, presented a request to award the bid for LCD Projectors to the lowest bidder, Zones Corporation at the cost of \$865.26 each and the bid for Smart Board Interactive White Boards to the lowest bidder, Headlight Audio Visual in the amount of \$1,823.00 each. Ms. Winton asked the Business Manager if she had an inventory of the number of Smart Boards currently available in the district. Ms. Verville stated she would get that information for the Board.

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Carolyn Mebert moved, Doris Grady seconded, to award the bid for LCD Projectors to Zones Corporation for \$865.26 each and the bid for Smart Board Interactive White Boards to Headlight Audio Visual for \$1,823.00 each. A roll call **VOTE PASSED 6-0**.

**O. ADJOURNMENT:** At 9:35 p.m., Kara Winton moved, Carolyn Mebert seconded, to adjourn the meeting. An oral **VOTE PASSED 6-0**.

Respectfully submitted,  
AUDRA LURVEY, SECRETARY  
Dover School Board  
AL/kgb  
September 13, 2005