



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, April 14, 2008**
Meeting Time: **7:00 pm**

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, April 14, 2008, at 7:00 p.m. in the City Council Chambers.

A. ROLL CALL: Present were Marjorie Fisher, Beth Setear, Audra Lurvey, Britt Ulinski Schuman, Doris Grady, Carolyn Mebert, and Dorothea Hooper.

Also present were Superintendent John O'Connor; Laurie Verville, Business Manager; Patrick Boodey, Woodman Park School Principal; Dustin Gray, Garrison School Principal; Chris George, Dover High School Principal; Barbara Szabunka, Horne Street School Principal; Larry DeYoung, Dover Middle School Principal; Jean Briggs, CIA Director; Andrea Elliott, Dover High School Instructional Dean; Michael McKenney, Dover High School Dean of Students; James Verschueren, DALC Director; Sandi Crosson, Director Pupil Personnel Services; Paula Glynn, Title I Director; Jim Amara, CTC Director; Kim Stephens, Freshman Dean; District teachers; District Staff; *Foster's* Reporter; and Julia Huggins, Student Representative to the School Board.

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

Audra Lurvey moved, Carolyn Mebert seconded, to move Item N.1 – Resolution of Recognition, to this point in the agenda. An oral **VOTE PASSED 7/0.**

Audra Lurvey presented a Resolution of Recognition to the Skills USA Team:

N.1. Resolution of Recognition- Skills USA

WHEREAS the Dover High School and Regional Career Technical Center 2008 Skills USA team, a Group of Twenty-two (22) Career Technical Students and Six Advisors joined together on March 30, 2008 as a group of young Skills USA Participants, and

WHEREAS the Dover High School 2008 Skills USA team demonstrated hard work, technical knowledge, perseverance, and character throughout the year, and

WHEREAS members of the Dover High School 2008 Skills USA team won a total of eleven individual medals, and

WHEREAS members of the Dover High School 2008 Skills USA team set a school medal record, and

WHEREAS the Dover High School 2008 Skills USA team members were awarded eleven (11) medals: (3) Three Bronze - one in Collision Repair Technology, one in Cosmetology, and one in Industrial Motor Control; (3) Three Silver medals awarded in Commercial Baking, Cosmetology, and Residential Wiring; and (5) Five Gold medals awarded to Collision Repair Technology, Commercial



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Baking, Cosmetology, Cosmetology Long Hair, and Residential Wiring, and

WHEREAS the Dover High School 2008 Skills USA team was composed of students Aaron Dube, Brian Newsky, Robert Teixeira, Joshua Tennis, Dylan Bisson, Joseph Coddington, Melissa Chapman, Gillian Roun, Ashley Green, Erin O'Brien, Savannah LaRue, Alexandra Merrill, Caitlin Hanrahan, Tara Wake, Cody Fowler, Matthew Martin, Eric Hope, Jacob Fowler, Jameson Athanasiou, Casey Hanson, Ryan Couch, and Nicholas Simmons, and advisors, Lynda Demers - State Director, Thomas Kelley, Dale Hickman, Ron Comeau, Joseph Pirkola, and P. J. Adams, and

WHEREAS the Dover High School 2008 Skills USA team had (5) five members qualify to participate at the National Skills USA Conference in Kansas City, and

WHEREAS the Dover High School 2008 Skills USA team has brought great pride, recognition, enthusiasm, and honor to themselves, to their parents and families, to Dover High School, and to the City of Dover,

NOW THEREFORE BE IT RESOLVED that the Dover School Board applauds, honors and recognizes the many achievements of the Dover High School 2008 Skills USA team and their Advisors.

C. CITIZENS' FORUM:

1. Darlene Shanahan, Woodman Park Pre-School Paraeducator, asked the Board to support passage of the Paraeducator Contract on the evening's agenda.
2. Jennifer Katz, Samuel Hanson Ave, kindergarten parent, asked the Board and Superintendent to readdress mid-day transportation for half-day kindergarten students, citing security concerns with noontime pick ups at schools. She asked the Board to consider ways to help these parents.
3. Melissa Stevens, Samuel Hanson Ave, kindergarten parent, shared her concerns on the implementation process being followed for next year's full and half day kindergarten. She noted her disappointment and stated there are still many unanswered questions for incoming parents.
4. Denise Jorgenson, 27 Cushing Street, spoke in support of the Paraeducator Contract on the evening's agenda. She asked the Board to vote unanimously for the contract to pass the City Council.
5. Rich Barrett, DTU President, spoke in support of the Paraeducator Contract. He also asked the Board to address clearly and quickly the issue of providing help for the Middle School Nurse. He stated she has seen over 10,000 students so far this school year and she will be gaining an additional 14 diabetics for next school year.

Ms. Fisher advised the Superintendent will be holding meetings at each of the 3 elementary schools within the next few weeks. The purpose of these meetings will be to address continuing concerns of incoming kindergarten parents. Letters will be mailed to all incoming kindergarten parents this week advising the dates and times of the meetings.



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D. APPROVAL OF MINUTES: Audra Lurvey moved, Doris Grady seconded, to accept the following minutes:

- a. **Nonpublic Session #7, March 10, 2008 (Personnel)**
- b. **Regular Meeting #3, March 10, 2008**
- c. **Nonpublic Session #8, March 17, 2008 (Student Discipline)**
- d. **Nonpublic Session #9, March 26, 2008 (Student Discipline)**
- e. **Nonpublic Session #10, March 31, 2008 (Student Discipline)**
- f. **Nonpublic Session #11, March 31, 2008 (Personnel)**

An oral **VOTE PASSED 7/0.**

E. CONSENT AGENDA: Audra Lurvey moved, Carolyn Mebert seconded, to adopt the consent agenda. An oral **VOTE PASSED 7/0.**

1. **Correspondence:**
 - a. **Job Share Proposal, Sarah Petersons & Carrie Russell, Dover Middle School Special Education Case Managers**
 - b. **Rental Waiver of Time, Murray Irish Dancers, August 9, 2008**
2. **Resignations/Retirements:**
 - a. **Lisa Scolaro-Santy, Dover High School, Science Teacher/Academic Coordinator**
 - b. **James Chamberlain, Teacher, Alternative School**
 - c. **Elsie Domingo, Librarian, Dover Middle School**
 - d. **~~James Chamberlain, Vocational Teacher, Alternative School (Duplicate)~~**
 - e. **Kathy Latchaw, Sixth Grade Teacher, Dover Middle School**
 - f. **Robert Thompson, Social Studies Teacher, Dover Middle School**
3. **Leaves of Absence:**
 - a. **Katie Lewis, Horne Street School, Grade 2**
 - b. **Jennifer Beams, Dover Middle School, Grade 6**
4. **Nominations:**

Sheet 1: Nomination and Election of Custodians, Food Service Worker, and Non-Union Personnel (Childers to Martin)

Sheet 2: Dover Adult Learning Center Staff Nominations for SY 2007-2008
5. **Professional Development Waiver: None.**
6. **Extended Travel (Student Trips):**
 - **Request for Final Approval Dover Middle School Washington DC Trip**
 - **Initial Field Trip Permission Request for Dover High School Europe Trip over April 2009 Vacation**



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Audra Lurvey moved, Carolyn Mebert seconded, to move Item N.3 – Policy IIBC – Waiver Approvals, to this point in the agenda. An oral **VOTE PASSED 7/0.**

N.3. Policy IIBC – Minimum Enrollment Waivers: Andrea Elliott reviewed Dover High School course enrollment information.

She reported that, over the past four years, there has been a steady increase in students adding rigor and depth to high school programs. This is due, in part, to increased state standards and also to the demands of colleges and universities. Ms. Elliot then cited various examples of changes to course requests, ranging in increases from 23% to 135% for some requests. Next, Ms. Elliott reported enrollments for new programs:

Biotechnology-12 total Project Lead the Way - 31 total LNA - 44 total

She then reviewed courses with low enrollments that have been dropped from the course of studies for 2008/2009:

Gender Studies 3 students Cut 3/4/08	History Musical Theater 7 students Cut 2/17/08
Guitar Ensemble 0 students Cut 3/4/08	Oceanography 2 students Cut 3/5/08
Plant Biology 6 students Cut 3/7/08	History Medieval Europe 10 students Cut 3/11/08
World Geography 2 students Cut 3/10/08	Agriculture II 1 student Cut 3/7/08

Additionally, the following courses with low enrollment have been combined or absorbed in other classes as shown:

Drawing & Printmaking combined Total 20 students
Ceramics I&II combined Total 17 students
Painting I & II combined Total 18 students
Drawing IV & Honors Art Total 13 students
Advanced Keyboarding & Songwriting combined Total 12 students
Visual Basic & C++ Program combined and redefined as Game Design Programming Total 17 students
Clothing I&II combined Total 29 students

Ms. Elliott then outlined 5 courses that do not meet Board policy for 11 students enrolled in a class and requested permission to offer them:

- African American Studies -10 students (Semester 2 elective – anticipated additions to enrollment. Need space in semester II next year for students who require an English credit.)
- AP Biology - 8 students (Ms. Fisher asked if this course could be offered through PLATO. Ms. Elliot stated it could not due to the lab component.)

Aquaculture II - 8 students (Semester 2 elective – there are 60 students enrolled in the new Life Sciences Explore program. Anticipated additions to enrollment after 1st semester)

Ms. Mebert and Mrs. Hooper asked Ms. Elliott to explain further the waiver request for Aquaculture II, citing a past history of low enrollments. Ms. Elliott explained that the aquaculture, agriculture, and animal science components have been combined and are now offered in Life



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Science Explore. 60 children are signed up for Life Science Explore next year. They cannot go into animal science until the following year because that is a two-year block. The only place left for them is to enroll in a second semester elective. This course would provide that elective.

Dr. O'Connor reminded Board members that last year, the District petitioned the DOE to decertify some CTC programs, including aquaculture, horticulture, and floraculture. Some of those programs have been put into an exploratory program for Sophomores to "experience different things" before they commit to a certificate level program. This is one of those exploratory offerings.

Ms. Mebert asked whether this program could combine with what is going on at UNH that has an aquaculture program at the Isles of Shoales and other places. Mr. Amara stated that could be investigated. He added that students currently attending the Explore Program are showing interest in keeping aquaculture. He believes that once the exploratory is completed, more students will go into agriculture and aquaculture.

- Building Construction II – 6 students (Second year of program for students currently enrolled in Building I. Enrollment in the new Explore Program in Building tech is at 77.)
- Engineering Tech II – 7 students (Second year of program for students currently enrolled in Engineering Tech I. Program is in transition to Project Lead the Way with enrollment of 27 in first year. Enrollment in new Explore Program in Engineering is 46.)

Audra Lurvey moved, Carolyn Mebert seconded, to approve an enrollment waiver for African American Studies. An oral **VOTE PASSED 7/0**.

Audra Lurvey moved, Carolyn Mebert seconded, to approve an enrollment waiver for AP Biology. An oral **VOTE PASSED 7/0**.

Audra Lurvey moved, Carolyn Mebert seconded, to approve an enrollment waiver for Aquaculture II. An oral **VOTE PASSED 6/1 (Hooper Opposed)**.

Audra Lurvey moved, Carolyn Mebert seconded, to approve an enrollment waiver for Building Construction II. An oral **VOTE PASSED 7/0**.

Audra Lurvey moved, Carolyn Mebert seconded, to approve an enrollment waiver for Engineering Tech II. An oral **VOTE PASSED 7/0**.

Audra Lurvey moved, Carolyn Mebert seconded, to move Item N.6 – Ratify Paraprofessional Contract, to this point in the agenda. An oral **VOTE PASSED 7/0**.

N.6. Ratify Paraeducator Contract: Dr. O'Connor reviewed the proposed changes to the Dover Paraeducator Contract submitted to the Board. There is a total of \$43,876.00 in "new" money, representing a 2% wage increase. This total increase in wages, including steps already built into the contract, will total approximately \$50,000.00. Additional benefits of cost added to the contract include a half-day vacation (\$4,698), a severance package (\$3,200) and an



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increase to the District for Dental coverage (35% to 40% = \$432.00) for a total increase of \$52,206.00.

Ms. Fisher thanked Beth Setear and Dorothea Hooper for their hard work on the negotiation committee. She noted her concern was that she had 'heard the message' from the City Council that they will not pass any contract with an increase in benefits and believes they will reject this contract.

Carolyn Mebert stated she agreed with Ms. Fisher that the increase in benefits would not pass City Council. She also had concerns with a one-year contract and would like to see a longer one.

Ms. Grady stated her only fault with the contract is that it covers only one year. She noted that would mean there would be three contracts up for renegotiation next year.

Ms. Setear stated that while there was a slight increase in benefits, she believed those were certainly offset by the concessions made. She added they had negotiated a one-year agreement and would hope the next contract would be for a longer period of time.

Ms. Hooper stated she would support the paraeducator contract. She noted the paraeducators are the most poorly paid staff in the District upon whom our teaching-staff rely heavily. She added her belief there were only minor increases in benefits and noted the District can not expect to attract and maintain good staff with such poor wages.

Ms. Lurvey agreed with Ms. Hooper that the paraeducators are excellent but that she, also, was concerned the Council would not pass the contract. Ms. Britt Ulinski Schuman agreed with Ms. Lurvey's comments.

Dorothea Hooper moved, Beth Setear seconded, to ratify the one-year Dover Paraprofessional Contract as presented. A roll call **VOTE FAILED 2/5 (Ulinski Schuman, Mebert, Lurvey, Fisher, and Grady opposed)**.

At 9:10 p.m., Audra Lurvey moved, Dorothea Hooper seconded, to take a ten-minute break. An oral **VOTE PASSED 6/1 (Mebert opposed)**. The meeting resumed at 9:20 p.m.

E. SUPERINTENDENT'S REPORT: Superintendent O'Connor addressed the following items:

- Drop Out Figures for school year 2006/2007 were 13.6% in Dover. That is slightly below the state average. Some cities (Salem) with a much lower (3.9% drop out rate) were realized through an enhanced relationship between the city's adult education, GED, and alternative programs. Dover is working on these same kinds of enhancements to lower the drop out rate.
- Concerned parents have been phoning about lice in the schools. The Superintendent advised that each school will send home to parents an informational pamphlet on prevention and treatment in the next two weeks.



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- District Salary and Benefit information for fiscal year 2007 was sent to *Foster's* today. Look for them to be published soon in *Foster's*. Superintendent O'Connor explained it took his staff a week to compile the information because district files are kept by fiscal year and the request was for calendar year. That required staff to review changes made during the fiscal years and to adjust benefits numbers for the calendar year.

Dr. O'Connor also provided definitions for the information provided to *Foster's*:

Total Compensation

This section contains the departments, classifications, employee names, and amounts of wages, overtime, benefits and total compensation by calendar year. Reflected are the costs to the City for all wages and benefits accorded to employees under the Merit Plan, bargaining unit contracts, individual contracts, and federal and state regulatory requirements. Below are the definitions for the four "Amount" columns.

Wage Amount – Includes base wage or salary amounts, shift differentials, longevity, on call and call back pay, professional and technical skill pays, actual paid time off (holiday, disability, jury duty, court appearance, bereavement leave, maternity leave, military leave), uniform and vehicle pay, imputed income for life insurance premiums. The costs are based on the date payment was made to employees.

Overtime – Includes overtime wages paid to employees based on the date payment was made to employees.

Benefit Amount – Includes the employer cost of FICA, Medicare contributions to the New Hampshire Retirement System, health and dental insurance premiums or buyout payments, life insurance premiums, and amounts related to compensated absences.

Total Amount – This column adds the Wage Amount, Overtime, and the Benefit amounts together giving the total City cost of the compensation package received by the employee for the calendar year.

In accordance with the Right to Know Law, RSA 91-A the City is not allowed to breakout the detail of the insurance benefit amounts by individual as this falls into the category "invasion of privacy" and thus is considered confidential and exempt under the Right to Know Law (RSA 91-A:5 IV) and the Health Insurance Portability Accountability Act (HIPPA).

- The Superintendent will schedule three separate kindergarten meetings at each of the three elementary schools. Letters will be sent to parents of incoming students by the end of the week. The Superintendent also invited all School Board members to attend.
- The DOE will release Annual Yearly Progress Reports on May 7th. These will identify Districts and schools in need of improvement.
- Two bills coming up for vote: SB539 – Adequacy Aid and HB 1645 which reform the state pension system. Dr. O'Connor explained both bills will have a significant financial impact for the District if they do not pass. He requested the Board convey to him the level of support for him to speak to legislators on their behalf. Chairperson Fisher asked for a straw vote of Board members in favor of both bills passage. **The Board voted 7/0 in favor of both bills passage** and instructed the Superintendent to notify legislators of their position.



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- Dr. O'Connor recognized the retirement of two long-standing employees who have been very dedicated to the District: Elsie Domingo with 25 years as librarian and Kathy Latchaw will close to 25 years as an elementary teacher. He noted both will be missed!

Principals Szabunka, George, Boodey, DeYoung, and Gray reported on upcoming and past events occurring at each of their schools.

Dorothea Hooper requested Principal George explain the process for guests to attend the upcoming high school graduation being held at the UNH Lundholm Gymnasium. Mr. George explained each student will have access to 6 guest passes. 3 will be given free and they may purchase 3 additional tickets at the cost of \$2.00 per ticket. The graduation will be held on June 17, 2008, beginning at 7:00 p.m. Ms. Hooper noted this will be Mr. George's last graduation at Dover High School and he will be missed!

Audra Lurvey moved, Carolyn Mebert seconded, to accept the Superintendent's report. An oral **VOTE PASSED 7/0.**

G. STUDENT REPRESENTATIVE REPORT: Julia Huggins reported on the following items at Dover High School:

- Upcoming prom, vacation, and graduation have been big topics of discussion
- Students are working on prevention projects to raise awareness of alcohol related issues, especially pertinent this time of year
- Seniors are excited and sad to see the Class of 2008 leave Dover High
- Students have expressed concern about changes they hear are being made to
- the After-School Intervention (ASI) policy or the parking policy as a result of students who are tardy to school or to class
- National Day of Silence will be held on April 16th – This is a show of support for gay and lesbian students across the country
- The Dover Teen Center hosted a Band Show last Friday and it was a great success! Over 60 kids attended and 7 Bands performed.

H. COMMITTEE REPORTS:

1. Career Technical Center Update: Ms. Grady reported she attended the regional meeting of the Tri-City CTC Directors (Somersworth, Rochester, Dover) to review updated to the Regional Contract based upon comments made by the Department of Education. She also reported that Jim Amara provided an exciting tour of the CTC and recommended Board members contact the director and schedule their own tour. Ms. Grady then reported some of the major highlights that have been accomplished at the Dover High School and Regional Technical Center over the past school year:

- Reorganization of the CTC exploratory program into 5 exploratory clusters. This has been highly successful in attracting students who wish to focus on similar careers – as an example: the Building Technologies Exploratory program includes electrical, woodworking, and building construction.



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- After school middle school career exploration for students in grades 7 & 8 through the CTC outreach initiative.
- After school internships for high school students in partnership with Wentworth-Douglass Hospital, the Northeast Biotechnology Center and the NH. Community Technical College.
- Introduction of hydroponics into the Agricultural (Life Science) program – received a \$3,000 grant and added trout farming.
- Produced an Information DVD on the CTC
- New career technology programs for the 2008/2009 school year include the Pre-Engineering Academy, Project Lead the Way, for grades 10 through 12 with a start-up grant of \$50,000; Licensed Nursing Assistant (LNA) program for grades 11 and 12; and the Biotechnology/Biomanufacturing Academy for grades 11 and 12.
- Expansion of the current C++ computer programming course with the major addition of “Gaming Technology.”
- Expansion of the Animal Science Program to include barn Management and Care of Small Animals.
- They continue to investigate additional programs including the Central Processing Technician Certification (CPT) program with Wentworth-Douglass Hospital and an off-site Welding Technology program with the Portsmouth Naval Shipyard.
- The “No Place Like Home” project continues the construction of a modular home for a NH flood victim.
- The “Green Home” project, in partnership with the Dover Trust, is designing and constructing a state-of-the-art, super insulated and electrical efficient home to be built on Prospect Street in Dover. They are currently attempting to partner with Public Service of New Hampshire for additional expertise and resources.
- Students are also working on (or completed) the following projects: Design, construction, and installation of a handicap ramp for the Ageless Dreamers Organization; Assisting Dover Federal Housing Authority with housing renovations; Telecommunication installations at the McConnell Center; Building a coat-rack for middle school students; Constructing Young Children Chairs for Dover Reads; Building guitar cabinets for the middle school music program; and there has been a major increase in Work Based Learning programs, including after school work experience, job shadowing, career fairs, internships, and apprenticeships.
- Student Recognition and Accomplishments: Skills USA – 22 participants, 11 medal winners (5 gold, 3 silver, 3 bronze); Future Farmers of America – 12 participants with 7 receiving awards; Future Business Leaders of America – 4 participants with 2 receiving awards.
- The future for the Career Technical Center: Continue to upgrade, improve, and expand current and new programs; Expand the after school, middle school outreach program; Continue to investigate new CTC program areas such as Multimedia Productions, Design, Landscape Management, Masonry, Welding Technology, Energy Technology, among others.
- Working towards offering an evening CTC program in cooperation with DALC.



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2. Dover Adult Learning Center: Ms. Grady read the following report: “The adult high school program began March 31 with two new offerings. In addition to the full complement of evening classes at Dover High, students are taking two, free, after school classes (Screenwriting at Barrington Middle School and Algebra at Nute High School). These new opportunities are available as a result of new efforts to prepare for the coming requirement that students attend school until age 18. Dover High teacher, Sam Little, is also teaching an afternoon English class at the high school.

On March 22, the Center held its annual Open House for Public Officials. The director of the NH Bureau of Adult Education, Art Ellison, made a presentation and led a discussion on the new law requiring students attend school until age 18.

The Board of Directors is working hard on the goals of the Center’s 3-year strategic plan, adopted in January. Mission statements for each component of the Center’s program have been created.

The Center’s annual yard sale will be held Saturday, May 17 at the McConnell Center. Donations are welcome starting May 1st. Bring donations to the Center at McConnell. (No clothes or electronics, please.)

The Center’s annual International Culture Fair will be in May this year. The daytime fair will be Wednesday, May 21st, 10:00 a.m. to noon in the Parish Hall at St. Thomas Episcopal Church. The evening fair will be held Thursday, May 22nd from 7:00 to 8:00 p.m. at the Learning Center.” The Board of Directors has welcomed a new member – Cheryl Sanborn. Ms. Sanborn is a long-time friend of the Center. She currently works at Waste Management in Rochester.”

I. POLICY - CHANGES – PROPOSALS:

- a. **ECAC – VANDALISM:** Audra Lurvey moved, Carolyn Mebert seconded, to table the policy for second reading at the regular May meeting. An oral **VOTE PASSED 7/0.**
- b. **EEAE – SCHOOL BUS SAFETY PROGRAM:** Audra Lurvey moved, Carolyn Mebert seconded, to table the policy for second reading at the regular May meeting. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTION: None.

K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Carolyn Mebert seconded, to direct the Business Manager to pay manifest #08J in the amount of \$3,485,356.53. A roll call **VOTE PASSED 7/0.**

L. RESOLUTIONS:

1. Resolution of Recognition – Skills USA: See above.

2. Resolution Edward D. Lozier Scholarship Funds:



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Marjorie Fisher read the resolution into the record:

WHEREAS: the Dover School Board approved policy IKG, Establishments of Scholarships, and

WHEREAS: this policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds," and

WHEREAS: In memory of Edward C. Lozier, a member of the Dover High School faculty, an annual scholarship in the amount of \$100.00 will be granted to a Dover High School senior who plans to pursue education at a career technical school in the field of auto technical or auto collision.

NOW, THEREFORE, BE IT RESOLVED the Dover School Board requests the Dover City Council accept the establishment of the Edward D. Lozier Scholarship and allow the City of Dover to be Trustees of these funds.

Audra Lurvey moved, Carolyn Mebert seconded, to adopt the resolution. An oral **VOTE PASSED 7/0.**

M. OLD BUSINESS:

1. Title I Report: Paula Glynn presented the following Title I update to the Board. "As you know, I assumed the role of Title I director on July 1st after our very competent previous director, Jean Briggs, became the district curriculum director.

My first directive from Dr. O'Connor in my new role was to evaluate the effectiveness of the Title I Program as it currently operates at Woodman Park School. The process of evaluating the program has been a very useful exercise not only in providing information to Dr. O'Connor and you on our status but primarily in allowing me to get a comprehensive understanding of how we are functioning along with our strengths and weaknesses, and where to direct the program as we move forward.

Just to refresh your memories, at the current time the Title I program operates at 2 schools in Dover. Primarily it operates at Woodman Park, but we also have a small program at St. Mary's. The focus of this report is on the status of the program at Woodman Park.

Currently we have 18 staff members providing services to children under Title I funding - 5 part-time and 13 full-time. This includes my position as well as a full-time social worker. In addition, several staff members serve in a dual role of classroom tutor and Reading Recovery teacher. The remaining 12 staff members serve as classroom Title I tutors.



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We are considered a school wide Title I school which essentially means that because of our high poverty count all children in the school are eligible for Title I services. However for the purposes of this report it is important to understand that when I refer to Title I children I am specifically speaking about those children who qualify for free or reduced lunch.

My report is fairly extensive and includes a fair amount of student data. I have only given you the executive summary of my report in which I have attempted to summarize and analyze the data. However if you are interested in seeing the whole report I will gladly make it available to you. Carolyn, you may find some of the data useful for the grant that you are working on.

This evening, in the interest of time, instead of summarizing the entire report, I have chosen to highlight a few items that I found particularly significant, and in some cases surprising.

The first point of interest is the transient nature of our population

- Generally our Title I population remains stable in number from year to year. Our Title I population makes up approximately 45% of our entire population from year to year. However the players within that 45% are constantly changing. The extent to which they change was a surprise to me! I discovered that over the past several years we easily lost approximately 25-30% of our Title I population during any given year, but we also gained as many new Title I children during the course of the year. This provides us with quite a challenge because in many respects we are servicing a moving target. We put lots of resources and energy into some children only to have them move before we can reap the benefits. We then have new needy children move in and we start all over again. This is important information to understand when planning academic services for our Title I children. Although there is little we can do to prevent kids from moving, it would behoove us to put a program in place to serve those children moving in. Many of them have attended a number of different schools and are severely lacking in their skill development. I believe that we need to have specific accelerated intervention programs in place just to help these kids catch up with the curriculum. Who knows how long they will be with us, but, it is inevitable that a good percentage will be with us for high stakes testing. I believe we can be more proactive with this situation.
- The second point of interest in looking at student data was the fact that we have a significant number of families who are not designated as Title I, but whose incomes I believe hover really close to the financial cut off. This became clear to me when I realized that it was not at all uncommon for students to be in and out of Title I status from year to year. If you look at our student data you'll see that the difference in academic performance between Title I kids and non -Title I kids is not always that significantly different, meaning that we have a large number of non-Title I kids also struggling. This group of students resembles the Title I population not only in terms of academic performance but also in its transient nature. This fact too has implications for programming. Even with a large Title I staff we are spread thin when it comes to providing the children with enough academic support. I believe that through collaboration and restructuring with SPED, we can become more efficient with our



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resources and time. Our children without a doubt overlap and they all need extensive intervention. We need to plan appropriate services for appropriate children and not be as concerned about how these children are labeled. I believe we have the resources it's a matter of rethinking how we use them.

- The third point of interest has to do with how Title I tutors are delivering services to children. At least half of the tutors aren't really delivering remedial services. That's not to say they aren't working hard because they are. But what they're providing the children is additional reading practice in the same format as it was delivered by the classroom teacher. For some children this may be enough, but for the majority of the children needing intervention they need a more systematic, phonics based, direct approach to instruction. We do not have this type of remedial curriculum in Title I currently. I believe it would be beneficial to our children and the program as a whole to invest in a menu of corrective reading programs as well as providing professional development to the tutors on how to implement them.

These are just a few point of interest from the report. Much more specific information is available in the complete report.

In summary then is the Title I Program at WPS effective as currently implemented? It's still a very complex question to answer because we have no control group to show us how our Title I children and a significant number of non Title I children would be performing without the services of our Title I program as it is currently structured. However, I am willing to say we can do better. I strongly believe that addressing the following issues will help increase the achievement of our children.

- Collaborating and restructuring with SPED to implement an intervention model so that we can all use our time and resources more efficiently.
- Again, working with SPED, outing a plan in place for our transient students. A catch-up type of program that addresses their unique needs would be beneficial.
- Research and invest in corrective remediation reading programs for our students scoring below benchmark.
- Provide professional development to our Title I tutors and SPED paraprofessionals so that they can implement corrective reading programs.

To this end, Ahn Murphy and I have been working very hard to begin a pilot program this spring with a corrective reading program entitled Horizons. We have 12 staff members training this Friday on this program so that it can be implemented by the end of the month. We are excited that for the first time Title I staff and SPED staff will be working closely together to meet the needs of all our kids regardless of labels."

2. Dover High School Block Scheduling Update: Dover High School Dean, Kimberly Stephens, reported the following to the Board:



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“The scheduling committee would like to begin by thanking everyone that has contributed to the thoughtful conversation and consideration of a new DHS schedule. We must first recognize the individuals that went to visit other schools, read through the literature, interviewed students and gathered student feedback, performed room and space analysis, attended the scheduling committee meetings, reported to the faculty and school board, surveyed the faculty, facilitated chalk talks and lunch discussions, met in small interest groups to work toward solutions, introduced and embedded the idea in their classroom curriculum, and all of the individual conversations that occurred throughout the halls and teacher’s lounge.

The scheduling committee would like to announce that all the faculty votes (vote taken April 2nd) are in and the results for a new schedule are complete. The breakdown of the faculty vote fell into one of 3 categories; modified 4x4, AB, or some other response.

99 members of the faculty preferred modified 4x4
38 members of the faculty preferred AB
7 members of the faculty chose some other response

Therefore, DHS will present and recommend the modified 4x4 to the school board as the schedule to adopt in year 2009-2010.

The scheduling committee recognizes the work toward implementation has just begun. We know there are concerns surrounding lunch, content continuity, the impact on the freshman academy, loss of instructional time and truncating of classes, as well as all around professional development; however, we cannot forget the opportunity a new schedule creates for students. We will now be able to offer more student options, flexibility within the schedule, longer blocks to meet our mission statement, and increase our CTC enrollment. Everyone is encouraged to remain part of the conversation and strive for creative solutions.”

Board members asked Ms. Stephens to provide a clearer explanation of the modified 4X4 schedule. Ms. Stephens stated there would be a semester of courses from September to December in 90 minute blocks. A second semester of courses would run from December until June. The modification would allow some courses (like music) to run year round. Ms. Setear asked if the high school was looking at block scheduling just because surrounding Districts operate this way. Ms. Stephens stated it is because the needs at Dover High School demand the flexibility. The idea is to free up students to take more courses in other areas, like the Career technical Center. This would also help students who excel more flexibility in course loads and students who need to repeat to do so in the same school year.

Ms. Lurvey noted this would potentially allow a student to earn 2 English credits in one year. Ms. Stephens indicated that was correct.

Dr. O'Connor stated he would like to schedule a workshop in early September to lay out what the modified 4X4 block schedule will look like; issues associated with the changes' in-service faculty training requirements; and costs associated with the change. Ms. Stephens indicated



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she will also bring a calendar of events back to the Board at that time. The Board thanked Ms. Stephens for her update.

N. NEW BUSINESS:

1. CTC Recruiting Film: Career Technical Center Director, Jim Amara, presented a ten-minute video for the Board and Public. The video production was made to share with students and community members to introduce them to course offerings and challenges available to them at the CTC. The DVD, produced by an outside production company, shows Dover High Students discussing their courses and career choices as a result of taking CTC courses. Board members congratulated Mr. Amara and his students on the fine production and requested he have it placed on the School's web site and Channel 22 for additional community viewing. Mr. Amara thanked the community for all of its support in the development of new programs this year.

2. Approve Central Processing Technician Program – Health Curriculum: Career Technical Director, Jim Amara, explained that Wentworth Douglass Hospital is offering an additional opportunity related to health care to the students of Dover High School, Central Processing Technician (CPT) Level I. This training will be under the guidelines established by the International Association of Healthcare Central Service Material Management (IAHCSMM) and will be conducted at the Wentworth Douglass Hospital. Training will begin in September 2008 and will take place during the day at no cost to the District. The program will be open to students entering grade 12 who can commit a minimum of 400 hours during the school year to complete the curriculum. Graduates of the program are then eligible to take the nationally (and internationally) recognized IAHCSMM exam that extends to Level IV.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the addition of the Central Processing Technician Program, at no cost to the District, to the Career Technical course of studies. An oral **VOTE PASSED 7/0**.

3. Policy IIBC – Minimum Enrollment Waivers: See Above.

4. Compensation Distribution: Superintendent O'Connor asked for a motion to instruct the Business Manager to transfer \$9,910.00 from salary accounts to line item 1000-50-2321-140-000-00, Compensation Leave, to cover the cost of twenty accumulated vacation days by the Superintendent. Ms. Hooper noted that paying compensation now will save money in the long run since it will be compensation at a lower rate than upon retirement.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the Superintendent's request for compensation for twenty days accumulated vacation leave. A roll call **VOTE PASSED 7/0**.

5. Dover High School Roof Update: Dr. O'Connor provided updated information on the status of the Dover High School Roof Inspections:

- September 8, 2006 RPF Associates conducted eight bulk material sampling tests in various areas of the DHS roof and found no asbestos.



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- March 13, 2008 Dr. O'Connor, Laurie Verville, Gary Goudreau, Steve Silver and John Gamache met to discuss the existing roof and procedures to determine the current roof conditions from both visible and core tests. These findings will help to determine the written specifications needed to ensure the District with proper replacement. The District agreed to have more core tests, pull tests and an infra-red analysis done to see what exists under the membrane.
- March 26, 2008 RPF Associates conducted several more material sampling tests in areas not covered in the 2006 analysis and found no asbestos.
- March 26, 2008 Steve Silver of Goudreau & Assoc. instructed Melanson Roofing to drill several holes to conduct both core and pull tests. The results of the core tests showed one inch of form board, two inches of gypsum covered by a previous half inch gravel asphalt roof, an additional layer of form board, followed by a top, outer layer of Carlisle EPDM fully adhered membrane.
- The results of the pull test showed two different readings. The first being 290 PSI and the second at 480 PSI. Note: The first test did not have a good fix on the roof which may have caused a lower PSI. This is why a second test was conducted. A PSI of 300 is considered to be satisfactory.
- April 2, 2008 Infra-Red Analyzers was contacted to schedule a moisture analysis report. They would call back within two weeks as the weather improved.
- April 11, 2008 Infra-Red Analyzers called to notify us they would be in contact with us on Monday April 14, 2008 to set up a day of the week when they would visit DHS and conduct their analysis. They schedule their weekly jobs each Monday by viewing the weekly weather predictions.
- April 16, 2008 Steve Silver scheduled Olympic to conduct both a fastener pull-out and an adhesion test to determine the condition of the gypsum. Melanson Roofing will be here to assist with this process by patching the holes made in the roof membrane.
- April 18, 2008 Goudreau & Associates plans to be substantially complete with their bid documents, awaiting testing results for pull out/adhesion and infrared analysis. Based on these test results, GAA will note areas on the roof plan, and add language to the specification to cover the scope of unit pricing for possible deck repair or replacement by the Contractor.

Dr. O'Connor stated that once all tests are completed and we receive all of the data, we can prepare an RFP.

6. Ratify Paraprofessional Contract: See above.

7. Policy CHCA – Dover High School Alternative School Handbook Approval: Dr.

O'Connor explained there was only one change submitted for the Alternative School Handbook for the 2008/2009 school year.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the 2008/2009 Alternative School Student Handbook as submitted. An oral **VOTE PASSED 7/0**.



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8. Policy CHCA – Dover High School Handbook Approval: Dr. O'Connor reviewed the Dover High School 2008/2009 handbook changes for the Board and asked Michael McKenney, Dean of Students, to answer questions they Board might have. Chairperson Fisher referenced comments made earlier by Student Representative Julia Higgins and asked if any changes had been made to the After-School Intervention (ASI) policy or the parking policy as a result of students who are tardy to school or to class. Dean McKenney stated changes to the ASI policy and parking policy were being discussed but no changes had been made to the handbook.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the 2008/2009 Dover High School Student Handbook as submitted. An oral **VOTE PASSED 7/0.**

9. Policy CHCA – Dover Middle School Handbook Approval: Dr. O'Connor reviewed the Dover Middle School 2008/2009 handbook changes with the Board. Chairperson Fisher asked why the transportation policy had been deleted from the handbook. Principal DeYoung explained most Board policies were deleted to save printing costs. Parents are now directed to EDLINE to review those policies on-line. Ms. Fisher expressed concern for those families who do not have internet access. Mr. DeYoung stated the information could be sent home to parents with bus passes. Ms. Fisher indicated she was not as concerned with the method, but was adamant that the information be made available to all households. Dr. O'Connor stated he would make sure that the transportation policy "gets out"!

Beth Setear asked why the Student Internet Guidelines requiring student signature was being deleted from the handbook. Dr. O'Connor explained that students sign only one form while attending the District's schools. The form is placed in the student's cum file and travels with the student. A new form is not required each year.

Ms. Setear also asked why the last two pages, number 35 and 36, (Dover Middle School Handbook Agreement Form and Dover Middle School "Keeping out Children Safe" parent/guardian signature required forms) were being deleted from the handbook. Principal DeYoung stated that appeared to be in error and he would add both pages back in the handbook.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the 2008/2009 Dover Middle School Handbook with the changes discussed -placing pages 35 and 36 back into the handbook- An oral **VOTE PASSED 7/0.**

10. Policy CHCA – Dover Adult Learning Center Handbook Approvals: DALC Director, Jim Verschueren, explained there were only two changes of significance made in the four handbooks he submitted (Staff Handbook, Dover Adult High School Diploma Program Diploma Student Handbook, Students in Credit Classes, and Student Handbook for Adult Basic Education, GED Preparation, English for Speakers of Other Languages). Those two changes are: 1. Incorporated acceptance of Virtual Learning Academy Charter School credits for required courses, and, 2. to stay in line with DHS, Revised graduation requirements to add third math and reduce social studies by ½ credit and reduce elective credits from 8 to 7.5 to keep total credits at 20.



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Audra Lurvey moved, Carolyn Mebert seconded, to approve the 2008/2009 Dover Adult Learning Center Handbook as submitted. An oral **VOTE PASSED 7/0**.

Ms. Hooper took the opportunity to congratulate Mr. Verschueren on a job well done and on the fine publicity he has garnered for the center.

11. Policy DD & DFC – Federal and State Funds Update: Business Manager, Laurie Verville read federal and fund balance activity balances into the record:

- Project Activity Report for 2007-2008 Federal Projects as of March 31, 2008 indicate total expended funding of \$2,392,904.04 – Total obligations and disbursements of \$2,116,657.55, with 72% of funds obligated and disbursed leaving 28% funds remaining.
- Food Service Fund Balance as of 3/31/08 is (70,703.13). Anticipated receivables through 6/30/08 are \$367,029 leaving an estimated fund balance on 6/30/08 in the amount of \$296,325.87.
- Alternative School Fund Balance as of 3/31/08 is \$62,198.16. Anticipated tuition receivables through 6/30/08 are \$27,655.20 for an estimated fund balance on 6/30/08 of \$89,853.36.
- Enterprise Funds fund balance as of 3/31/08 is \$87,657.20.

12. Budget Review- Special Education Services, Utilities, & Snow Removal: Business Manager, Laurie Verville, provided the following updated School Financial Report:

“Tuition revenues are projected to be down by nearly \$330,000.00. The number of Barrington and Nottingham students originally registered in September were 390 and 120, respectively. As of the March 21st enrollment report, Barrington’s enrollment was 364 and Nottingham’s was 114. The reduction of 32 students at approximately \$10,000.00 each is equivalent to our revenue shortage.

Special education placements have increased by six new placements at the high school level. During the budget development process in 2007, we expected to place 18 students in out-of-district specialized facilities. During 2008, this count has increased to 24, and at an approximate cost of \$30,000.00 per student accounts for an \$180,000.00 deficit in special education placements.

The revenue and special education shortages are being covered through a series of conservative spending measures. For example, equipment, and supply purchases have been constrained to emergency needs only. A minimal number of severance payments have been approved and will total approximately \$37,200.00 compared against the average annual payout of \$225,000.00. Lastly, several salary line items have generated savings through employees’ early resignations.



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Utility costs, including snow removal, have been over-expended by \$62,600. These costs are being covered through budget adjustments from facilities function codes for repairs, district-wide projects, and new equipment.

Through continuous monitoring and conservative spending measures, I am confident that the District will be able to cover its revenue shortage, maintain its balance under the appropriated amount, and complete the 2008 fiscal year in the black.”

13. Approve Gate Receipt Expenditure to Repair Batting Machines: Business Manager, Laurie Verville, requested the Board approve a request by Peter Wotton to expend no more than \$1,650.00 from the Athletic Gate Receipt Enterprise Fund to repair a baseball batting machine and purchase infield mix for the baseball infield at Dover High School.

Audra Lurvey moved, Carolyn Mebert seconded, a motion to authorize the Business Manager to expend no more than \$1,650.00 from the Athletic Gate Receipt Enterprise Fund to repair a baseball batting machine and purchase infield mix for the baseball infield at Dover High School. A roll call **VOTE PASSED 7/0.**

14. Approve Request to Enter into Energy Consulting Services Contract: Business Manager, Laurie Verville, made the following request:

“Attached you will find the contract drawn up by Attorney Allan Krans for both the City and School to proceed with the award, and enter into an agreement for an energy consultant. In my Progress Report dated March 5th, I indicated that the City secured grant funds to hire a consultant who would work with both entities in developing an RFP for an energy performance contract. Funding has been obtained from the State of New Hampshire, and the financial piece remains the sole responsibility of the City. I have already advised the City Manager that the District is not in a position financially, this year or next year, to appropriate funds for a consultant.

Since this is a joint effort between the City and School District, the contract requires the Superintendent’s signature. The optimum result from an energy performance contract is to accelerate renewable energy resources, and generate savings through a successful energy management program. Thank you in advance for your support on the above.”

Several Board members noted they were of the belief that UNICCO would be providing energy management services, including making recommendations on how the District will be able to save money on energy expenses through recommended changes. Ms. Setear asked the Superintendent to “recheck the record” and Dr. O’Connor stated he would do so and get back to the Board.

Because it will be of no cost to the District, however, Audra Lurvey moved, Carolyn Mebert seconded, to authorize Superintendent O’Connor to sign the City Manager’s contract with American Development Institute, Inc. An oral **VOTE PASSED 7/0.**



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15. Award Out-of-District Special Education Transportation Contract: Business Manager, Laurie Verville, explained she recently solicited a public bid to obtain competitive pricing for out-of-district transportation services for special education students. Seven bidders were solicited but only one bid was received. Ms. Verville requested the Board approve a 2 year contract for out-of district special education transportation only, with the Provider, Inc. in the amount of their bid.

Ms. Grady asked the Business Manager to verify the contract is for special education students only. Ms. Verville stated that was correct. Ms. Grady noted there had been recent discussions about problems encountered by the tri-city career technical centers currently using Provider transportation. She asked the business manager if there would be a contract, separate from the bid documents, to outline the District's expectations and remedies in the event of complaints. Ms. Verville indicated the bid documents would become the contract.

Audra Lurvey moved, Carolyn Mebert seconded, to award a two-year bid for out-of-district special education transportation to the Provider. A roll call **VOTE PASSED 7/0**.

16. Dover School District Capital Asset Assessment Report: Superintendent O'Connor reminded Board members they authorized NESDEC to undertake a capital assessment review on three schools (Garrison, Horne, and Dover High School). The Board also tasked them to review enrollments and make projections for the upcoming school years.

This information has been received in the Superintendent's office. Dr. O'Connor stated he would like to schedule a workshop on May 19th to review the information in detail to understand building needs and enrollment projections. He noted the report indicates the overall value to repair the three buildings over 5 years is approximately \$56 million. Additionally, projected enrollments show an increase of approximately 200 elementary students over the next 5 or 6 years (Horne Street is at capacity; Garrison is near capacity; there is some room at Woodman Park for growth).

Board members asked the Superintendent to schedule the workshop to discuss the reports during the workshop session scheduled on May 19, 2008.

O. ADJOURNMENT: At 9:50 p.m., Audra Lurvey moved, Carolyn Mebert seconded, to adjourn the meeting. An oral **VOTE PASSED 7/0**.

BETH SETEAR SECRETARY
BS/kgb
April 16, 2008