



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, May 12, 2008**
Meeting Time: **7:00 pm**

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, May 12, 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, and Dorothea Hooper. Absent was Carolyn Mebert.

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; Sandi Crosson, Director Pupil Personnel Services; Jim Amara, CTC Director; Dan Lynch, City Financial Director; John Gamache, Facilities and Operations Manager; District teachers; District Staff; *Foster's* Reporter; and Julia Huggins, Student Representative to the School Board.

Audra Lurvey moved, Dorothea Hooper seconded, to move items L.1. through L.8., Resolutions of Recognition, forward in the agenda. An oral **VOTE PASSED 6/0.**

L. RESOLUTIONS

1. Resolution of Recognition – Winterguard: Audra Lurvey read the resolution into the record:

WHEREAS the Dover High School Winter Color Guard, a group of thirteen young ladies and five instructors, led by Kerianne Pesko, Dover High School Class of 2000, and

WHEREAS these young people joined together in November of 2007 to participate in the Dover High School Winter Guard program, and

WHEREAS these dedicated individuals rehearse eleven hours a week after school and in the evenings, and

WHEREAS ten of these young ladies also made the third quarter honor roll, and

WHEREAS they won all four of their regular season New England Scholastic Band Association competitions, and

WHEREAS this is the fifth championship for Dover High School in their twenty-four year Winter Guard history, and

WHEREAS the team is led by captains Danielle Pesko and Abby O'Connor, and the guard members are Chelsea Mower, Suzanne Colarusso, Jerrica Demers, Lisa Nordaby, Olivia Alex, Jillian Niler, Natalie Kovalcik, Carrie Carville, Julia Mathieu, Christina Bean, and Kelly Voltz, and



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WHEREAS the Dover High School Winter Color Guard 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 Winter Color Guard and their coaches.

2. Resolution of Recognition – Career Technical Center Students: Beth Setear read the resolution into the record:

WHEREAS the Dover High School and Regional Career Technical Center Business students attended the 2008 State Future Business Leaders Conference on April 3rd and 4th in Manchester, New Hampshire with their advisor Louise Paradis, and

WHEREAS the Agriculture Business and Management students attended the State Future Farmers of America (FFA) Conference on April 3rd through 5th in Bartlett, New Hampshire with their advisor Carrie Bascom, and

WHEREAS these Dover High School students demonstrated hard work, technical knowledge, perseverance, and character throughout the year, and

WHEREAS these Dover High School student's accomplishments earned them several individual and team awards, and

WHEREAS these Dover High School students were awarded 1st Place in Technology Concepts, 3rd Place in Personal Finance, 1st Place in Prepared Public Speaking, 1st Place in Equine Quiz Bowl Team, 4th Place in Demonstration Freshmen Division, 3rd Place in Demonstration Senior Division, 3rd Place in Creed Speaking, (2) members received their State FFA Degrees, member Cassandra Lawson received \$1500.00 in scholarship monies and a Dover alumnus and past FFA President, Sarah Fisher now serves as the State FFA President, and

WHEREAS these Dover High School teams were composed of Future Business Leaders Calvin Boseke, Noah Kabbara, Preetam Sarkar, and Heather Winget, and Agriculture Business and Management students Courtney Brown, Cassandra Lawson, Kacie Melanson, Jessica Morey, Brandon Adams, Wesley Bickford, and advisors, Louise Paradise and Carrie Bascom, and

WHEREAS Student Courtney Brown qualified to participate at the National FFA Conference in Indianapolis, and



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WHEREAS these Dover High School students have 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 these groups of Future Business Leaders and their advisors.

CTC Director, Jim Amara introduced Student Courtney Brown who qualified to participate in the National FFA Conference and asked her to read her award winning speech, Tragedy at the Track.

3. **Resolution of Recognition, WPS Volunteer – Virginia Johnson:** Dorothea Hooper read the resolution into the record:

RE: Virginia Johnson

WHEREAS Virginia Johnson has contributed countless hours volunteering at Woodman Park School in several different aspects. She does this with a great big smile and a super attitude. She shows up at the school on a weekly basis to work in the classroom providing reading and word study support, history enrichment activities to students, and

WHEREAS her cheerful outlook impacts the class environment in a positive way and she was instrumental in making the Tuttle's timeline project a success, and

WHEREAS she purchases classroom materials, including books; every holiday she makes up goodie bags for every student and helps each student make gifts for their families for the major holidays, and

WHEREAS her efforts and commitment have provided a valuable service to the staff and students at Woodman Park School, and

WHEREAS she is a positive role model for the students with high academic standards and promotes life long education and Virginia is the unofficial grandparent for many of the students and is known around the school as "Mrs. Woodman Park,"

NOW THEREFORE BE IT RESOLVED that the Dover School Board and the Woodman Park School community acknowledge the contribution and thank Virginia Johnson for her many hours of dedicated service and devotion to the children and staff of Woodman Park School.

4. **Resolution of Recognition, HSS Volunteer – Ellen Schultz:** Beth Setear read the resolution into the record:

RE: Horne Street School Parent Volunteer – Ellen Schultz



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- WHEREAS** Mrs. Schultz has provided an invaluable service to the students of Horne Street School, and
- WHEREAS** Mrs. Schultz has been the coordinator of the Horne Street School Yearbook for the past two years, and
- WHEREAS** she has attended Horne Street School events and taken numerous photographs, and
- WHEREAS** she has been a key member in the research for the 50th Birthday celebration of Horne Street School as well as the liaison for alumni for the celebration, and
- WHEREAS** she has worked tirelessly at all these activities each year, and
- WHEREAS** her dedication has provided valuable service to the staff and students at Horne Street School, and

NOW THEREFORE BE IT RESOLVED that the Dover School Board and the Dover School community acknowledge the contributions of Mrs. Ellen Schultz for her many hours of dedicated service and devotion to the children and staff of Horne Street School.

5. **Resolution of Recognition, GES Volunteer – Fiona McCabe:** Dorothea Hooper read the resolution into the record:

RE: Fiona McCabe

- WHEREAS** Fiona has contributed countless volunteer hours at Garrison School in many different aspects including the Wee Deliver Program, Library Volunteer, Book Fair Coordinator, and working in classrooms, and
- WHEREAS** She does this with a great big smile and a super attitude and we have come to rely on her as she is always on time and stays until the job is done, and
- WHEREAS** Fiona is responsible for the timely distribution of the Garrison News and she never questions or complains when we are scrambling to finish copies and distribution, and
- WHEREAS** Once she completes distribution of the Garrison News, she processes copy orders for teachers (which means she is here for hours some Fridays), and
- WHEREAS** Garrison can not provide what it does to the students without volunteers like Mrs. McCabe, and
- WHEREAS** She is moving on to the greener pastures of Texas and she will be sorely missed,



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NOW THEREFORE BE IT RESOLVED that the Dover School Board and the Dover School community acknowledge the contributions of Fiona McCabe for her many hours of dedicated service and devotion to the children and staff of Garrison Elementary School.

6. **Resolution of Recognition, DMS Volunteer – Marie Winters:** Audra Lurvey read the resolution into the record:

RE: Marie Winters

WHEREAS the PTA of Dover Middle School provides an invaluable service to its students, faculty, and parents, and

WHEREAS Marie has served as an active member of the Dover Middle School PTA for six years, as Treasurer for the last two years, and as Volunteer Coordinator for 2 years, and

WHEREAS she has helped with numerous PTA sponsored events including the Snow Ball Dance, Teacher Appreciation Luncheon, Jump Up Day, and Career Day, and

WHEREAS Marie helped to coordinate the PTA sponsored Golf Tournament for the enjoyment of students and parents, while also helping at school dances, and accompanying students as a Field Trip Chaperone, and

WHEREAS Marie was a Reception Desk Volunteer for 2 years and, in doing so, has helped countless parents, students, and staff, and

WHEREAS Marie was a vital part of the annual DMS Musicals by helping with programs and ads,

NOW THEREFORE BE IT RESOLVED that the Dover School Board and the Dover School community acknowledge the contribution and thank Marie Winters for her many hours of dedicated service and devotion to the children and staff of Dover Middle School.

7. **Resolution of Recognition, DHS Volunteer – Wendy Harmon:** Britt Ulinski Schuman read the resolution into the record:

RE: Wendy Harmon

WHEREAS the Dover Parents' Music Club provides an invaluable service to the music program at Dover High School, and



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WHEREAS Wendy Harmon has served as a very active member of DPMC, including serving as treasurer, co-president, and chair of the Craft Fair, and

WHEREAS Wendy is always involved in music department activities in some way, whether driving students to events, playing keyboard in the pit orchestra for a show, or playing handbells with the percussion ensemble in a special holiday performance, and

WHEREAS Wendy is actively involved in fund-raising, helping the DPMC raise over \$23,000.00 each year to supplement the music department budget, including marching band staff , equipment, and scholarships for summer camps and college, and

WHEREAS Wendy and her family, including husband Mike and children Tim and Emily, have been active with DPMC for the past 5 years and can always be called upon to take on any task that will help a music department student,

NOW THEREFORE BE IT RESOLVED that the Dover School Board and the Dover School community acknowledge the contribution and thank Wendy Harmon for her many hours of dedicated service and devotion to the children and staff of Dover High School.

8. Resolution of Recognition, Athletics Volunteer – Stacey Hager: Marjorie Fisher read the resolution into the record:

RE: Stacey Hager

WHEREAS Stacey Hager was President of the Dover High School Booster Club for three years, the Vice President for one year, and the Secretary for one year , and

WHEREAS Stacey organized the Ice Hockey Booster Club and helped the organization attain non-profit status, and

WHEREAS Stacey's unselfish efforts and commitment have contributed to the enhancement of the Dover High School Ice Hockey program through fundraisers and the annual Dover Ice Hockey Jamboree, and

WHEREAS Stacey's "Team Mom" status ensured the smooth running of the team by helping to clean and repair uniforms, regular feeding of the players during away contests, and regular cleaning of the locker room, and

WHEREAS The Dover High School Ice Hockey Program is highly respected as a result of Stacey's hard work and commitment, and



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WHEREAS Stacey not only put in many hours during the season, but also throughout the off-season with her hard work, spirit, and vision,

NOW THEREFORE BE IT RESOLVED that the Dover School Board and the Dover School community acknowledge the contribution and thank Stacey Hager for her many hours of dedicated service and devotion to the children and staff of The Dover High School Ice Hockey Program.

B. PLEDGE OF ALLEGIANCE: Beth Setear led the Board in the Pledge of Allegiance.

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

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

- a. **Nonpublic Session #13, April 14, 2008 (Personnel)**
- b. **Regular Session #4, April 14, 2008**
- c. **Nonpublic Session #14, April 16, 2008 (Student Discipline)**
- d. **Nonpublic Session #17, May 5, 2008 (Student Discipline)**

An oral **VOTE PASSED 6/0.**

E. CONSENT AGENDA: Audra Lurvey moved, Dorothea Hooper seconded, to adopt the consent agenda. An oral **VOTE PASSED 6/0.**

1. **Correspondence:**
 - a. **Job Share, Allison Friend-Gray and Amanda Wild, Sixth Grade, Dover Middle School**
2. **Resignations/Retirements:**
 - a. **Cindy Comeau, Elementary Teacher, Garrison School**
 - b. **Cheryl Mahoney, Elementary Teacher, Garrison School**
 - c. **Maureen Sheahan, Elementary Teacher, Horne Street School**
 - d. **Anne Costantino, SPED Teacher, Dover High School**
 - e. **Mary Keys, Art Teacher, Districtwide**
 - f. **Megan Segalla, Math Teacher, Dover High School**
 - g. **Courtney Sessler, Kindergarten teacher, Horne Street School**
 - h. **Scott Battey, Spanish Teacher, Dover High School**
 - i. **Lynne Wissink, Dean of Students, Dover Middle School**
 - j. **Eben Plese, English Teacher, Dover High School**
 - k. **Carol Andre, Special Education Coordinator, Dover Middle School**
3. **Leaves of Absence: None**
4. **Nominations:**



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Sheet 1: 2007-2008, Nomination and Election of Custodians and Paraprofessionals (Childers to Dawson)

Sheet 2: 2007-2008, Nomination and Election of Class/Club Advisors (Brown to Romps)

Sheet 3: 2008-2009, Re-nomination of Professionals Engaged in Teaching and Educators

Sheet 4: 2008-2009, Nomination and Election of Non-Union Personnel (Baker to Worley)

Sheet 5: 2009-2009. Nomination and Election of Academic Coordinator (Tromba)

Sheet 6: 2008-2009, Re-nomination of Administrators

5. **Professional Development Waiver: None.**

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

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

- Kindergarten Parent Meetings were held at each of the three elementary schools. Two major concerns were “equity” – 48% of the Dover students will be able to attend only half-day kindergarten – parents expressed concern over that inequity and spoke about the types of programming that will be offered in the full-day program versus the half-day program and how students may enter first grade being better prepared from the full-day program. Most of the parents left the meeting and they understood – maybe not agreed-with what the District is attempting to do – offer full-day kindergarten for all students over the next two years.. “We have to start somewhere.” Additionally, the elimination of mid-day transportation was a major issue for many. The Superintendent’s office has been looking into alternative transportation to be paid by parents and will continue in those discussions, but, as of today, the District is not providing transportation.
- Ms. Hooper mentioned that a majority of parents at the meeting she attended were very much in favor of full-day kindergarten. She noted, however, there is still a minority of parents that want half-day kindergarten as an option and do not wish their child to attend full-time at their age. “I’m just glad for a couple of years anyway we can accommodate those wishes.”
- Dover High School Roof and Canopy Entrance Update: Dr. O’Connor provided an update on the condition and upcoming repair of the high school roof and canopy.
- Education Funding Adequacy: Legislators continue to work on education funding. A preliminary report last month indicated the new formula calculations would increase the amount of Dover’s aid by 80%. However, there has been an amendment to the bill that would limit the increase any one community could receive, growth or loss, to 15%.
- Dover School District has been identified as a District in Need of Improvement in Reading. We will need to start the process looking at our Reading, much as we did in math – get involved in the 10-step data mining school improvement process to turn these scores around. It is going to be a challenge. Reading is an issue in Dover. We’re



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looking at implementation of a reading curriculum in the next year's budget cycle. We will be looking at this over the year.

- Dover has been selected by the Department of Education to undergo "Focused Monitoring Process". This is a complete review of the Special Education services that will be conducted by the DOE. This is required by federal law. School Districts are selected randomly each year. The Special Ed staff will be working long hours over the next few months on this process.
- Staff contracts will be delivered on Tuesday and Wednesday of this week.
- Elementary classroom enrollments, based on three positions that are not being filled this year, eliminates one elementary teacher from each school:
 - GES – reduce 1st grade teacher bringing enrollment to 21 or 22 students per class
 - HSS – reduce 4th grade teacher bringing enrollment to 24 students per class
 - WPS – reduce 4th grade teacher bringing enrollment to 25 students per classEnrollments will be watched closely throughout the summer. These numbers will be changing.

Ms. Fisher asked the Superintendent what the state standards for enrollment were. Dr. O'Connor noted he would confirm the numbers and get back to the Board.

RECORD NOTE: Ed 306.17 Class Size:

(a) Class size for instructional purposes, in each school shall:

(1) Be:

- a. Kindergarten – grade 2, 25 students or fewer per teacher, provided that each school shall strive to achieve the class size of 20 students or fewer per teacher;
- b. Grades 3 – 5, 30 students or fewer per teacher, provided that each school shall strive to achieve the class size of 25 students or fewer per teacher; and
- c. Middle and senior high school, 30 students or fewer per teacher; or

(2) Have received approval under alternative compliance requirements as provided in Ed 306.29, for any category listed in (1) above that does not meet the standards in (1) above.

(b) These class size requirements may be exceeded for study halls, band and chorus, and other types of large group instruction, including but not limited to, lectures, combined group instruction, and showing of educational television and films.

(c) In the interest of safety, the maximum number of students in laboratory classes in such areas as science and career and technical education shall be determined by the number of work stations and the size and design of the area. In no case shall the number of students in laboratory classes exceed 24.

Dr. O'Connor noted that four on the evening's Consent Agenda are retiring with a combined total of over 125 years of experience, most of those years at Garrison. Cindy Comeau, Cheryl Mahoney, Marureen Sheahan, and Mary Keays. They will be missed by the community. He then noted that Dean Lynne Wissink is also retiring – he congratulated her on her recent marriage

Barbara Szabunka provided information on recent and upcoming events happening at Horne Street School.



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Dustin Gray provided information on recent and upcoming events happening at Garrison Elementary School.

Patrick Boodey provided information on recent and upcoming events happening at Woodman Park School.

Larry DeYoung provided information on recent and upcoming events happening at Dover Middle School.

Chris George provided information on recent and upcoming events happening at Dover High School. He also explained ticket distribution for the upcoming graduation. Each student will be given 3 tickets. They may purchase 3 additional tickets at \$2.00 each. Unsold tickets will be made available for those who already purchased 3 tickets. Principal George then discussed a letter posted on EdLine and sent to parents outlining some of the issues associated with student use of cell phones. He asked parents to discuss appropriate use with their children and requested parents work with the school to curb this ongoing problem.

James Amara gave the following reports:

1. **“Principal Search Committee:** Members of the committee have completed the process of reviewing, discussing and interviewing candidates for the position. After six interview sessions the committee has recommended two names to Dr. O’Connor for consideration. They are Ms. Deborah Migneault, Assistant Principal from Nashua High South and Ms. Tracy McCaffrey, Dean of Students from Salem High School. Both candidates received a unanimous recommendation from the committee.

On Tuesday May 13 and Thursday May 15 each candidate will have an opportunity to meet the faculty and staff at Dover High School at 2:45 in the school’s Library. A question/answer session has been scheduled. I would also like to take this opportunity to thank all the members of the search committee for their dedication, time, and effort in helping us reach this stage of selection. Many hours were dedicated by all in reviewing, meeting and interviewing these candidates for this most important position.”

2. **“On May 8th the National Technical Honor Society** held its award night in partnership with Somersworth and Rochester CTC

A total of 112 students participated with 32 students from Dover being in attendance or inducted. A tremendous turnout out of 300 family members and friends were present at the ceremony hosted at Liberty Mutual Insurance in Dover. Special thanks to our School Board members Doris Grady and Carolyn Mebert for attending, John O’Connor, Superintendent of Schools, and our faculty and staff from Dover. Special- Special thanks to our Culinary arts Department and Joe Pirkola for some great appetizers. Special thanks to Kathleen Costello, CTC Counselor, who was responsible for the entire coordination on behalf of Dover.

And a round of applause to one of our own graduates of the class of 2000 Mr. Sean Kelley our guest speaker. Sean graduated from our Electrical Department, went on to college and



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majored in Electrical Engineering and is now the PILOT of the Deep Sea Submersible Alvin located at the Woods Hole Oceanographic Institute, Woods Hole, Massachusetts.”

3. **“New Program:** We are in the serious and meaningful discussion stage with Mr. Charles Bogdan, who is the apprentice program administrator at the Portsmouth, Naval Shipyard. The discussions are focused on a NEW CTE program in Welding Technology. Our plan is to utilize the nuclear submarine welding training facility located at the Naval Shipyard as our instructional classroom for students in grades 11 and 12. This pre-apprentice program will have students trained under the direction of master welders/instructors. The multi-million facility, equipment, materials, and laboratory will be available to our students as part of this planned pre-apprenticeship initiative. Students who complete this two year program will not only receive some of the best training in the world from some of the best instructors in the world, but will also have the opportunity to enter the full paid apprenticeship program culminating with an associate’s degree from the Department of the Navy and Certificates and Qualifications from the Department of Labor. When complete and if approval from Washington is granted, a full proposal will be made to the Dover School Board concerning any budgetary impact with regards to transportation, scheduling and any instructional costs. We are hopeful that this PILOT is one of many affiliations that the Career and Technical Center will establish with the Portsmouth Naval Shipyard to bring state of the art career and technical education to our communities and students.”

4. **“The Five Year Perkins Plan:**
As of 2008, each Career and Technical Center will have to submit a five year plan (2009-2013) based on thirteen specific citations (questions) that need to be addressed by each Career Tech Center in New Hampshire. The thirteen items focus on:
 1. Planning and Coordination
 2. Academic and Technical Integration
 3. Modernizing and Expanding the CTC and CTE
 4. Academic and Technical Integration
 5. Post-Secondary Linkages
 6. Size, Scope and Quality of your CTC
 7. Industry Involvement
 8. Service to Special Populations.
 9. Career and Academic Counseling
 10. Recruitment and Retention of Faculty
 11. Incorporating Rigorous and Challenging Courses.
 12. Professional Development Plans
 13. Local Goals
 13. Core Indicators of Performance-data driven requirements.”

Audra Lurvey moved, Beth Setear seconded, to accept the Superintendent’s report. An oral **VOTE PASSED 6/0.**

F. STUDENT REPRESENTATIVE REPORT: Julia Huggins reported on the following recent and upcoming activities at Dover High School:

- Variety Show two weekends ago, SAT and AP testing, and the Prom all went very well



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- A lot of spring sports events have taken place with more to come
- Upcoming events include – 11th grade NECAP testing; Art Club's Empty Bowls Event on May 14th from 5 to 7 pm to benefit local food banks; Honors Art is having its end of year exhibit this Friday; Final school newspaper issue will be this month as well as the student literacy magazine; the Final Open Mic Night will be held on the 18th of May.
- Ms. Huggins then expressed the concern of many students over the shut down of the Teen Center due to budget cuts. She indicated many students relied on daily programs and the safe, positive environment it provided. She urged as many people as possible to attend the upcoming City Council budget workshops to speak to the Council about this issue.

H. COMMITTEE REPORTS:

1. Cable Committee: Audra Lurvey reported that she is a member of the new Cable Committee that will decide how to use the franchisee money. They meet Thursday night and if anyone has any concerns or questions, contact her by Thursday.

2. Dover Adult Learning Center: Ms. Grady read the following report:
"Two quick things from the adult learning center:

- Graduation has been moved from Tuesday, June 17 to Thursday, June 19, 7:30 p.m. at Dover High. School Board members are invited to join other dignitaries on the stage - please RSVP to the Center.
- The Center's annual extravaganza yard sale is this Saturday, May 17, 8:00 a.m. - noon at the McConnell Community Center. Lots of great bargain and all proceeds go toward learning center programs and student services.
- Last but not least, the Center's "NOT TO BE MISSED" annual International Culture Fair is Wednesday, May 21 for the Morning Fair ~ St. Thomas Episcopal Church Parish Hall and Thursday, May 22 for the Evening Fair ~ McConnell Community Center"

3. Curriculum Planning Council: Ms. Hooper read the following report:

"The Curriculum Planning Council met at DMS on May 1st.

This meeting focused on curriculum updates in mathematics K – 12.

At the elementary level, Everyday Math continues to be the program for grades K – 4, the pacing of the math units has improved, and student progress is being measured by common assessments and end of unit testing which provides direction for instructional change and re-teaching. There is a need for professional development for newer teachers and a more highly developed workshop for more experienced teachers. There are plans to explore supplemental materials, review grade level benchmarks, unpack GLE's for grade 1 and to do some staff development on line.



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Karen Berg reported that the DMS is using Scott Foresman in grade 5 and a resource binder has been created for each teacher. Grades 6-8 are using Glencoe with all types of resources including Kaleidos which provide prepackaged lessons and support files. In grade 7 they also use Glencoe Algebra and grade 8 uses Prentice Hall and McDougal Litel Algebra I. At this level there is a need for training in the use of Kaleidos software, more calculators, new protractors, and manipulatives. The middle school also noted a need to mentor new math teachers and train them in unpacking GLE's and the use of smart boards and common assessments.

Kathy Bessette reported on the Math Common Assessment. She noted a need to improve the process focusing on accuracy in reporting item analysis and checking on the validity of the questions. The assessment makes it easier for teachers because the results come back faster and you can adjust your instruction to meet student needs. The next step indicated is for the teachers to get together by grade levels to determine how they have done on the GLE's and where are the trouble spots. All these steps should translate into improved state testing.

Dave Bennett reported on the status of math at the high school. He discussed two new courses, Basic Algebra and Integrated Math. The combining of the CP and TP courses are complete and a new Algebra Applications course will be offered to accommodate students impacted by this combining. The math department is getting some volunteers for tutoring and presentation of workshops which has been helpful in providing a service at no cost to the district. There is a need to complete course competencies and refine the scope and sequence of several courses.

The next meeting will be June 5th which will include a presentation by the Physical/Wellness/Health and Guidance Departments."

4. Professional Development Committee Meeting: Ms. Hooper read the following report: "The Professional Development Committee met at DHS on May 7th.

We began with a discussion of what would be the most valuable way to spend the six early release days approved by the School Board. At the elementary level there was a stated need to focus on literacy (reading and writing), mental health, science (a new program is being instituted), and technology. The committee felt that technology should be integrated into each subject area making it more meaningful and better used. At the high school level there is a need to work on refining competencies and teaching in a bloc schedule.

There are going to be a plethora of workshops offered during the summer. Starting in May, the reading specialist at DHS will be offering several refresher workshops. Later in the summer there are workshops being planned in mentoring, technology, literacy, science, and on using smart boards and manipulatives.

The Dover School District LOTI 2007-2008 results were distributed. This is a report done by Learning Quest and evaluates our use of technology. Dover ended up with a mid-level priority rating in the overall results.



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We continue, as a district, to focus on math. A retired University of New Hampshire professor, Ken Appel, will be offering math workshops for teachers on both the elementary and middle school level.

During this meeting, there was a discussion on the value of the NWEA testing to teachers. As you know, the Board voted to end the funding of this test after this academic year. Teachers serving on this committee seemed to think that the NWEA's had value and there are teachers using the results to streamline teaching for their students. In addition, it was pointed out that Special Education staff use the NWEA's in formulating the IEP's for special needs students. We may want to revisit our decision to terminate that testing if we find ourselves with any extra money."

5. Dining Facilities Meeting: Ms. Hooper read the following report:

"The Dining Facility Council met May 8th at Woodman Park School. Ms. Laurie Verville, Business Manager for the Dover SAU, chaired the meeting.

We heard a presentation by Nate Duclos from the UNH Office of Sustainability about the Farm to School Program. As program coordinator Nate outlined his goals:

- 1) to find a market for New Hampshire farmers
- 2) to get local foods into the schools
- 3) increase student exposure to healthful foods and provide them with food education

Schools already participating in the Farm to School Program have been buying apples and cider from local growers through Saunders Fruit and Produce. Our 2nd speaker was the owner of this company, Mark Saunders, who is a Dover based distributor.

With the speakers, the group discussed what other types of foods could be purchased locally (ie – maple syrup, honey, bread, water, some vegetables, etc.). The short growing season in New Hampshire does pose some problems and a discussion ensued on the feasibility of fresh freezing some products. Another problem was a long payment process (3 months) for paying a farmer. (**RECORD NOTE:** Business Manager, Laurie Verville, clarified that the Dover Food Services invoices are paid within 30 days.) Another option that might interest some schools would be to establish a pilot program and buy directly from a farmer.

It was noted that we are already bringing in local apples and have been working on increasing student education in healthful eating. The gym/health teachers, school nurses, teachers and cafeteria personnel have been making students aware of food content, offering more varied foods, and discussing food needs in lessons.

Mrs. Verville gave us information on HB 1435 that, if passed, will impose strict standards for foods and beverages sold in public schools.

Two meetings were then scheduled:



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- 1) committee members will meet May 15th at DHS from 10 to 11 to tour the kitchen facilities and
- 2) we will meet on June 11th at 9am in the Garrison School cafeteria to discuss the Annual Health, Wellness and Nutrition Task Force Annual Report due to the School Board August 2008.”

I. POLICY - CHANGES – PROPOSALS: None.

J. POLICY ADOPTION:

- a. **ECAC – VANDALISM:** Chairperson Fisher reviewed the policy:

VANDALISM

“Vandalism is defined as the willful damaging, destruction or defacing of school-owned property. This definition also applies to any deliberate tampering with or misuse of district computer network services or equipment. It shall also include the willful damaging, destruction or defacing of property used by the school district in conjunction with related services such as school buses, on field trips, and other school-sponsored events that may occur off-campus.

Students found to have vandalized school property will face discipline in accordance with applicable Board policies. The Building Principal is authorized to report such acts of vandalism to local law enforcement authorities. Additionally, the District may seek financial reimbursement from either the student(s) or the students’ parent/legal guardians for such damage caused.

If the vandalism is caused by someone other than a student of the District, the District may proceed with all legal remedies available to it under the law, including criminal prosecution.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in vandalism, the Building Principal shall:

1. Identify the students involved;
2. Notify the students’ parents/legal guardians;
3. Decide upon disciplinary and/or legal action;
4. Take any constructive actions needed to guard against further student misbehavior;
and
5. Seek appropriate restitution.

Students and community members are strongly urged to report incidents of vandalism and to cooperate with school officials in identifying the individuals responsible for causing vandalism.”



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Audra Lurvey moved, Dorothea Hooper seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 6/0.**

b. **EEAE – SCHOOL BUS SAFETY PROGRAM**: Chairperson Fisher reviewed the policy:

SCHOOL BUS SAFETY PROGRAM

“The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least two times a year (Oct.-May) to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.
5. The Board authorizes use of video and/or audio surveillance on school buses to ensure the health, welfare, and safety of all students while riding on school buses.

The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.”

Audra Lurvey moved, Dorothea Hooper seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 6/0.**

K. SUBMISSION AND PAYMENT OF BILLS: Beth Setear moved, Audra Lurvey seconded, to direct the Business Manager to pay manifest #08K in the amount of \$3,149,176.69. A roll call **VOTE PASSED 6/0.**

L. RESOLUTIONS:

9. Resolution to Establish “The Wave” Charitable Trust Account: Business Manager, Laurie Verville, reviewed the resolution:

WHEREAS: the Dover School District receives, from time to time, donations from private individuals or business organizations for specific purposes, and



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WHEREAS: the Dover School District has already established a student activity agency account called “Green and White Fund,” used for monies raised by student organizations, and

WHEREAS: the Dover School District also engages in charitable sales promotions from the public, and

WHEREAS: the charitable and private donations must be accounted for separately from the “Green and White” agency fund,

NOW, THEREFORE, BE IT RESOLVED, in accordance with Chapter 7, RSA 7:19, the Dover School Board requests to establish an expendable trust fund to be named “The Wave” and funds thereto to be deposited in said trust account and managed by the City of Dover, Trustees of the Trust Fund.

Ms. Verville explained she had worked with City Finance Director and the State Attorney General’s Office to establish an expendable trust account in which we are defining the amounts of money which private organizations donate to the District for specific purposes. Mr. Lynch added that the resolution is to move forward to establish a trust fund administered by the Board of Trustees of Trust Funds to oversee monies donated to the school for specific purposes. This enables others to donate to the fund without establishing themselves as a 501C3 organization. The money would go to the trustees and through an established process, the trustees would be notified to make a payment for the specific purpose of the donation. By state statute, there needs to be someone established that has fiduciary responsibility for these donated monies.

Ms. Grady noted she had trouble with the last line of the resolution, “deposited in said trust account and managed by the City of Dover, Trustees of the Trust Fund” and asked if any member of the School District or School Board on that Board of Trustees. Mr. Lynch stated it was comprised of himself and two other members of the public. Ms. Verville stated money could only be expended with the School Board Chair or Vice-Chair’s signature, just as the current manifest report submitted to the Board to pay monthly bills.

Ms. Grady noted “I had difficulty with the City of Dover Trustees of the Trust Fund which kind of sets that money in charge of the City side...” Mr. Lynch stated that was not correct and Ms. Grady asked if that was a guarantee. Mr. Lynch indicated that by statute, the funds could not be used for anything other than for what the donation is made. Ms. Grady stated, “There have been times in the history of this city when some of the monies are in a trustee fund, and when somebody goes to get the fund, it’s been distributed somewhere else. I guess that’s why I had a question there, do we have somebody on that Board of Trustees that can oversee the School Department part of it.” Dr. O’Connor noted, “Everything they do is public. Nothing is done in private. They’re constantly reviewed as well.” Ms. Grady asked, “Guaranteed?” Dr. O’Connor stated, “Guaranteed.” Ms. Verville added, as an additional safeguard, the School District performs a monthly reconciliation with the finance office.” Dr. O’Connor added, “Keep in mind, we have been asked by the auditors to do something about this for years, and finally, the



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Attorney General's Office stepped in and said, you really are out of compliance here. That's why we're doing this."

Audra Lurvey moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

10. Resolution for Authorized Signature: Business Manager, Laurie Verville, reviewed the resolution:

RE: Authorized Signature

WHEREAS federal applications demand a School Board authorized signature, and

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

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

Audra Lurvey moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

11. Resolution for Special Education Funds Business Manager, Laurie Verville, reviewed the resolution:

RE: Special Education Federal Funds

WHEREAS although IDEIA Part B allocations for next year have not yet been finalized, districts have been advised to use the FY'08 allocation figures for planning purposes, and

WHEREAS with the same allocation as last year, Dover would receive \$714,570 for Part B, with, per State and Federal directive, a proportional amount being allocated for Charter School and private school students with disabilities, to provide specific services as outlined in IDEIA-2004 and \$17,403.50 for Preschool for FY09, and

WHEREAS the Pupil Personnel Services Director, after consultation with staff of both public and private schools, and with parent input at team meetings, recommends the following utilization of federal special education funds for FY 09:

Continued funding of previously established positions to include Child Find services, three special education teachers, Speech Assistant to supplement programs at Garrison and Horne Street School, two school psychologists, a family services facilitator, a preschool teacher for students with Autism, and



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additional related services for all students, both District wide and in private schools.

WHEREAS it is recommended that funds continue to be utilized for an intervention specialist and reading specialist at Dover High School; consultation from an Autism specialist; staff development training for both public and private school staff in literacy, Rtl, transition, drop-out prevention, and co-teaching models; and the purchase of materials and equipment related to the instruction of special needs students, and

WHEREAS it is recommended that Preschool funds be used to fund summer programming, additional support services and materials and supplies for preschool students with educational disabilities;

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of federal IDEIA Part B and Preschool funds for FY09 as recommended above.

Audra Lurvey moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

12. Resolution for Dover Adult Learning Center Funds: Business Manager, Laurie Verville, reviewed the resolution:

RE: Dover Adult Learning Center of Strafford County Education
Funding 2008-2009

WHEREAS the Dover Adult Learning Center Director, after consultation with staff, recommends the following utilization of federal adult education funding for FY 09:

Adult Learner Services (formerly Adult Tutorial Program)
Adult Basic Education Program
Adult Basic Education Program/Health & Human Services
Citizenship Education Program
Adult Diploma Program
Dover Adult High School for Special Needs

in such amounts as designated by the Bureau of Adult Education or as required for anticipated programming in 2008-2009

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board authorize the Superintendent or his designee to apply for 2008-2009 adult literacy program funding from the Bureau of Adult Education, New Hampshire Department of Education, for FY09 in support of the programs listed above.



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Audra Lurvey moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

13. Resolution for Career Technical Center Perkins Grants Funds: Business Manager, Laurie Verville, reviewed the resolution:

RE: Career & Technical Education Carl Perkins Federal Funds

WHEREAS Although Carl Perkins Program Improvement grant allocations for the coming year (FY 2009) have not yet been finalized, regional centers have been advised to use last year's allocation figures for planning purposes, and

WHEREAS with the same allocation as last year, Dover would receive \$163,236 for improving career and technical education programming, and

WHEREAS the Career and Technical Education Director, after collaboration with teachers, program advisory committees, and New Hampshire Department of Education staff, recommends the following utilization of federal career and technical education funds for FY 2009:

continued funding for the improvement of academic skills, strengthening connections with postsecondary education, preparing students for occupations in demand that pay family supporting wages, and investing in effective, high quality programs;

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of federal program improvement funds for FY 2009 as recommended above.

Audra Lurvey moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

14. Resolution for Title Federal Funds: Business Manager, Laurie Verville, reviewed the resolution:

RE: Federal Funds 2008-09

WHEREAS Federal funds allocations for Titles I, I, Part D, II, III, IV and V have not yet been finalized, districts have been advised to use last year's allocation figures for planning purposes, and

WHEREAS If allocations remain stable for FY09 Dover will receive:
\$821,006 for Title I (Elementary and Secondary Education Act)
\$ 84,429 for Title I, Part D (Neglected and Delinquent Funds)
\$357,201 for Title II (Highly Qualified Teachers)
\$ 18,327 for Title III (English Speakers of Other Languages)



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\$ 26,373 for Title IV (Safe and Drug Free Schools)
 \$ 6,235 for Title V (Innovative Education Program Strategies)

with, per State and Federal directive, a proportional amount being allocated for the qualifying and participating private schools and

WHEREAS The Title I Project Manager and the Director of Curriculum, Instruction and Assessment after consultation with public and private school staff and administration at local and state level, recommends the following utilization of the Federal funds for FY09:

WHEREAS For Title I:
 Woodman Park – Part time Parent Resource Coordinator, part time Enrichment Coordinator, 9 full time and 6 part time tutors, one full time Family Outreach Coordinator, project administration, benefits, professional development, supplies and related materials, summer programming for at risk students K-4
 District summer programming for all district incoming kindergarteners.
 St. Mary Academy - One part time literacy tutor, benefits, related supplies and materials

WHEREAS For Title I, Part D:
 Dover Group Home - 1 part time evening tutor, benefits, supplies, books, computer equipment.
 Dover Children’s Home 1 - Independent Living Counselor, benefits, supplies, books, computer equipment.
 Dover Middle School - 1 part time social worker, benefits and supplies.
 Dover High School - 1 .3 Intervention Specialist, 1 full time classroom aide for the learning lab, part time after school tutors, part time drug and alcohol counselor, benefits, and supplies.

WHEREAS For Title II:
 For the three elementary schools - Three class size reduction elementary teachers, three .5 literacy facilitators for the district, project administration, benefits, professional development activities and related materials
 Horne Street School - 1 full time literacy aide, 1 part time literacy aide, benefits.
 Private schools - professional development.

WHEREAS For Title III:
 Garrison - 1 part time ESOL tutor, benefits, supplies and related materials.

WHEREAS For Title IV:
 Elementary schools – 3 mentor coordinator stipends and benefits



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Dover Middle School – 4 mentor coordinator stipends and benefits, part time social worker, related materials
Dover Middle School - Anti-bullying program
Dover High School - portion School Resource Officer
Dover High School - part time Drug and alcohol counselor
Private schools - Salaries, equipment, and supplies.

WHEREAS

For Title V:

Horne Street School - 1 part time literacy aide, supplemental materials
Private schools – workshops and equipment.

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of Federal Titles I, I, Part D, II, III, IV, and V funds for FY09 as recommended above.

Audra Lurvey moved, Beth Setear seconded, to adopt the resolution. An oral **VOTE PASSED 6/0.**

M. OLD BUSINESS: None.

Ms. Grady asked for the opportunity to address an issue of great concern to her. There was no objection.

“This evening as we came to our seats, we were presented with a flyer, and the flyer says, “Where is the Dover School Board?” The Dover School Board is sitting here making the best decisions we possibly know how to make. I take a little offense at this because I know I, and the other members of this Board, have made the best decisions that they can possibly make to run the school system that we now work with.

The article is entitled, “Superintendent O’Connor’s Agenda.’ This is not his own agenda, but a community agenda. Because taxes are not within our reach, increases in fuel, gas, and food, have gone to the point where your regular citizen has not been able to afford it. Coming from this, meant we as a Board had to make tough decisions. Decisions that we didn’t like when we worked with the budget, and decisions we don’t like now. We had loss of staff, loss of librarian, and loss of programs, among many heart-wrenching decisions this group had to make. How can one blame Dr. O’Connor? We were elected to make these decisions.

He’s accused of spending \$7,000 for guitar cases, and we didn’t do that. We eliminated many guitar cases. ‘\$9,000 for his unused vacation time’ – it was must cheaper to do it now than when he retired because you would have dug deeper into your pocket book then you have now. ‘\$43,000 for furniture and furnishing for his new office’ - it’s not his new office. It’s the office of every member of the SAU. SAU has been in this city hall for 100 years. We have for years been pretty much edged out of the building, and they’ve wanted us to leave, and we’re finally leaving and we’re going to the McConnell Center to the fourth floor. Do we go without any furniture? Anyway, the money, I don’t think, comes from the school budget. We have a debt to do that



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work as part of the Joint Building Committee, of which I am one. '\$135,000 for animal science program and sheep barn, complete with heat and electricity' – the \$135,000 is not for a sheep barn. I guess my reason for bringing it under old business, is I've read this in the papers I've picked up...it's not a sheep barn. Go up and see just exactly what that is, and that's a complete program for the children in Career Tech that we have in the city that we are defending.

It said he used the tax cap to promote his own agenda while at the same time, cutting jobs and programs on his hit list. I think you should know that when we did the budget, I think it was done as well as anybody, including the City Council. Number one, he allowed all the administrators to present their wish lists. Then it was his duty to take that and cut it as much as he could and then he brought it to us. We added some, and we took some out, and we didn't give him everything he wanted.

It says, 'Where are we? Where is the School Board?' We're right here. We're all making the best decisions at every meeting that we come to that we can make. Not always what we would necessarily pursue, but occupying our seats as representative of the citizens and voters of this city. And, I guess I take offense that one man, had to take the blame for what's here when it's seven more of us who had to help make that decision."

N. NEW BUSINESS:

1. Policy CHCA – Garrison, Horne Street, and Woodman Park Schools, Handbook Approval:

Audra Lurvey moved, Beth Setear seconded, to approve the elementary school handbooks with one correction. Garrison Elementary School, Page 39, Title I coordinator is incorrect and should be updated.

An oral **VOTE PASSED 6/0.**

2. Award Bread and Milk Bid: Business Manager, Laurie Verville, requested the Board approve a request by Food Services Director, Mark Covell, to award a bid for Bread to low bidder, Weston Bakeries and Milk to low bidder, HP Hood, for the upcoming school year.

Audra Lurvey moved, Beth Setear seconded, to award the bids as recommended. A roll call **VOTE PASSED 6/0.**

3. Request to Enter into Multi-Year Agreement with Primex³: Business Manager, Laurie Verville, requested the Board approve a request to extend our participating agreement for property and liability coverage with Primex through June 30, 2011. By extending coverage one year beyond our current commitment (June 30, 2010), the District will save an additional 5% on its annual premium. This agreement will result in a minimum savings to the District of \$7,000.00 each fiscal period.



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Audra Lurvey moved, Beth Setear seconded, to approve the business managers request to extend the participating agreement for property and liability coverage with Primex until June 30, 2011. A roll call **VOTE PASSED 6/0.**

O. ADJOURNMENT: At 8:45 p.m., Audra Lurvey moved, Beth Setear seconded, to adjourn the meeting. An oral **VOTE PASSED 6/0.**

BETH SETEAR SECRETARY
May 13, 2008