



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, July 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, Carolyn Mebert, Dorothea Hooper, and Doris Grady.

Also present were; Superintendent John O'Connor; Laurie Verville, Business Administrator; Patrick Boodey, Woodman Park School Principal; Dustin Gray, Garrison School Principal; Deborah Migneault, Dover High School Principal; Mal Forsman, Horne Street School Principal; Chris Roberge, Technical Support Services Manager; Deb Hackett, DTU President; Staff Members, Citizens, Students, and a Fosters' Reporter.

B. PLEDGE OF ALLEGIANCE: NJROTC Cadets led the Board in the Pledge of Allegiance.

Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules to move item N.1., NJROTC Recognition, forward in the agenda. An oral **VOTE PASSED 7/0.**

N.1. NJROTC Student Recognition: Superintendent O'Connor introduced the VFW Commanding Officer, Mr. Phil Rinaldi, and the VFW Senior Vice Commander, Mr. Tice Leonard, who would be making presentations to two of the Dover High School NJROTC program cadets.

Mr. Rinaldi presented the VFW General Military Excellence Medal to Cadet, Lt. JG Chris Rice. The award is presented annually within each unit to a cadet who is judged to excel in general military excellence by demonstrating outstanding qualities in military leadership, discipline, character, and citizenship.

Mr. Leonard presented the JROTC Scholastic Medal to Cadet Mike Bush. The award is presented annually within each unit to a cadet who is judged to excel in scholastic endeavors such that they are in the top 25% of all Naval Science classes, demonstrate qualities of leadership, and actively participate in constructive student activities such as student organizations or athletics.

Additionally, Mr. Edward Blieler presented a \$1,000 check to the NJROTC Instructor, Master Sergeant Harrison in appreciation of the program. He stated his belief that ROTC "teaches some of the greatest lessons in life," and stated he wanted to see the program continue in Dover. Board members thanked Mr. Blieler for his generous contribution and support of the program.

C. CITIZENS' FORUM:

- Bob Kennedy and Tim Knowles from UNICCO gave a brief presentation on what has been happening over the first two weeks of their contract with the District. They presented the Board with a report of a sampling of mechanical system deficiencies they have observed so far and will begin to correct. This will be an on-going effort and UNICCO will keep the Superintendent and School Board informed. Ms. Hooper asked how many former District staff were employed by UNICCO. Mr. Kennedy reported the



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number to be 12 and stated a great of “team-work” has been taking place. He then reported that UNICCO and previous District staff are working well together.

- Ellen Barton, Karla Wiles, Paul Haas, Laurie Relinski, Doreen Paiva, Kathy Filestra, and Lisa Amarosa, all parents of Garrison School Students, spoke about their concerns with class sizes (especially in the second grade) in the upcoming school year. All asked Board members to please consider hiring more teachers to keep class sizes at the 20 student or less goal of the District.

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

- 1) **Regular Session #6, June 9, 2008**
- 2) **Non-Public Session #22, June 11, 2008 (Student Discipline)**
- 3) **Non-Public Session #23, June 23, 2008 (Personnel)**
- 4) **Special Session #2, June 23, 2008**

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

E. CONSENT AGENDA: Doris Grady made a motion to pull item 2.c., Martha Bstandig Retirement, for discussion. There was no objection.

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

1. **Correspondence:**
2. **Resignations/Retirements:**
 - a. **Jonathan Fischer, Spanish Teacher, Dover High School**
 - b. **Noreen Cloutier, Secretary, Dover High School**
 - c. **Martha Bstandig, Teacher, Woodman Park School**
 - d. **James Gordon, Maintenance Worker, District**
 - e. **Lynn Allen, Teacher, Woodman Park School**
 - f. **Nicole St. Pierre, Teacher, Dover Middle School**
 - g. **Kathy Mutch, Art Teacher, Dover High School**
 - h. **John Gamache, Facilities Manager, District**
 - i. **David Williams, Science Teacher, Dover Middle School**
 - j. **Ellen Riiska, DHS SPED Coordinator, Dover High School**
3. **Leaves of Absence: None.**
4. **Nominations:**
 - Sheet 1: Nomination and Election of Teachers (Boothby to Weilbrenner)**
 - Sheet 2: Nomination and Election of Aides and Food Service Workers (Calabrese to Stanton)**
 - Sheet 3: Nomination and Election of Summer School Paraprofessionals and Teachers (Dawson to Zucaro)**



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5. **Professional Development Waiver: None.**
6. **Extended Travel (Student Trips):**
 - a. **Student Trip to Montreal, Canada, April Vacation 2009, Request for Preliminary Approval**
 - b. **Student Trip to Quebec, Canada, April Vacation 2009, Request for Preliminary Approval**

Item 2.c. Martha Bstandig Resignation: Ms. Grady noted she knew Ms. Bstandig for many years, “back to the time when she came into Sawyer School, teaching first grade, and I’ve followed her ever since... I think many in the audience who are not here tonight may be surprised with the letter that I have.” She then read Ms. Bstandig’s letter of retirement into the record. Ms. Grady continued, “I never really thought Martha would ever leave. For me, as I got a call from her the other night, it was totally unbelievable because the last time I talked to her, she was coming back for another year. She spent 42 years of dedication in our educational system. There are a few thousand children, teenagers, and adults, who I am sure thank her many times over for the preparation in life that she’d given to them. I do not believe any child who Martha had, or Martha touched, is not able to read or not able to do math. Because, if anybody in the system could teach reading, Martha Bstandig could. You have been the very best, Martha, and your students never failed you. For some of us, there will be tears shed and not a dry eye. You have the respect of this community and it will be everlasting. You will be missed, but a little bird has told me that you will be visible throughout the system - in a library, tutoring a child who is in need of help, or over on a carpet, surrounded by children as you read to them. The children are fortunate and the community is happy that you will still be visible in the system. Thank you, Martha.”

Audra Lurvey moved, Carolyn Mebert seconded, to accept item 2.c., Martha Bstandig’s retirement, with regret. An oral **VOTE PASSED 7/0.**

F. SUPERINTENDENT’S REPORT: Superintendent O’Connor introduced new administrators and asked them to comment on their experience so far in the District. Deborah Migneault stated she had met many friendly, patient, and supportive people at Dover High School. She is busy learning about programs, School Improvement Plans, and testing date. Malcolm Forsman, Horne Street School Principal, stated he is working on paperwork and is very impressed with his staff. Mr. Forsman also noted he met with the Horne Street PTG and found them to be enthusiastic supporters of the school.

Dr. O’Connor stated the Dover High School roof project is moving along but noted there has been additional concern with replacing more than originally anticipated decking materials. This will be discussed later on the agenda.

COAST sent a notice to the SAU to alert us to the possibility of a change in the Federal Transit Administration’s policy on School Bus Operations regulations. The proposed policy statement



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includes a tighter interpretation of the regulations and may create a more restrictive stance relative to COAST's ability to continue to operate the Dover High School Routes. COAST staff is currently in the process of assessing the proposed policy statement and will be in communication with the District as more is found out.

Ms. Hooper asked the Superintendent to update a report from the previous meeting when she had asked why we would add an additional ½ kindergarten at Garrison when there is a lack of staff at second grade level at Garrison. "I too support kindergarten but again, the question I raise is why would we do that when we already have a program in place. Are we going to have second graders suffer in order to expand a program we are starting this year?...I see that you have on the agenda an item on enrollments and staff." Superintendent O'Connor stated that would be discussed at that time. Ms. Hooper asked Garrison parents to stay until that item is discussed.

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

G. STUDENT REPRESENTATIVE REPORT: Julia Huggins was not in attendance. There was no student report.

H. COMMITTEE REPORTS:

1. Professional Development Committee : Ms. Hooper read the following report:

"The Professional Development Committee, chaired by Ms. Jean Briggs, met June 11th at Dover High School Ms. Briggs distributed information on the variety of professional development offerings for staff that will be running during the summer. These include workshops on technology, writing, and mathematics. Also distributed was a flyer that listed opportunities for teachers to take on-line professional development courses in the summer through ASCD.

A Dover High School needs assessment summary was discussed. The five topics that were tanked as the highest need at the high school for professional development were:

1. teaching a block schedule
2. content are instructional strategies and differentiated instruction
3. collegial sharing
4. student mental health issues
5. the integration of technology into the curriculum area

The draft plan for early release days during the 2008-2009 school year was discussed. Topics to be included in the six release days will include:

1. literacy K-12
2. writing K-12
3. the new science curriculum K-6
4. teaching the block schedule 9-12
5. teaching in a standards based classroom 9-12



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6. mental health K-12
7. differentiating instruction 9-12
8. collaborative work 7-12

Members were asked if they would be able to serve on the Professional Development Committee for another year. This was our last meeting until September.”

2. Dining Facility Council Meeting: Ms. Hooper read the following report:

“The Dining Facility Council met June 11th at Garrison Elementary School. Chair Laurie Verville, district Business Manager chaired the meeting.

Our task today was to prepare the annual report of the committee for School Board presentation. The discussion concluded that the following had been accomplished:

1. nutrition education has been integrated into varied curriculums including health, physical education, science, and culinary arts and visual displays promoting good nutrition are evident in cafeterias.
2. The School Meals Program offers balanced meal choices and has added 10 to 15% more fruit choices and 30 to 40% more vegetable choices to the menu.
3. the faculty, staff and school community is working together to improve nutrition thought the use of newsletters, nutrition nuggets, and cooperation with outside businesses such as Hannaford’s Super Market.
4. we have made progress with our goal that food should not be used as a reward or punishment but we still have a ways to go educating teachers and parents on healthy snacks substituted for candy and other sweets.
5. while our vending machines are now consistent with the State Vending guidelines, we need to keep working on what is sold in the school store at the high school.
6. we continue to encourage classes and organizations who are fundraising to look for alternates to food sales such as wrapping paper, jewelry, coffee and flower bulbs.
7. monitoring the School Wellness Policy is done through reports to the board after every meeting as well as an end of the year report.

The members of the committee, which include nurses, teachers, administrators, parents, and a school board member, agreed that real progress has been made to change the nutritional value of foods and snacks offered in the school.

Our future plans include:

1. taste testing in the cafeterias to introduce students to more unusual but nutritious foods.
2. receiving new recipes using healthier foods.
3. looking at some UNH students to serve as interns in our food program.
4. better communication with parents to encourage healthy snacks.
5. more education of teachers and parents concerning healthy foods.
6. using the annual Open House to get information out to the community.



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Before adjourning, meeting dates and meeting places for next year were announced. We will be meeting every other month in September, November, January, March and May. Meetings will be held at the various district schools.”

I. POLICY - CHANGES – PROPOSALS:

a. NEW POLICY JLD – SCHOOL GUIDANCE AND COUNSELING PROGRAM: The following new policy was read into the record:

“SCHOOL GUIDANCE AND COUNSELING PROGRAM

The School Board is committed to ensuring a high quality school guidance program that is comprehensive, developmentally appropriate, fosters academic achievement and personal growth, and is provided to all District students in an equitable manner.

The program will include the following:

- Distribution of information and support to students and families about academic programming, community supports, and other relevant information.
- Coordination with national standards.
- Prevention, intervention, and crisis response services.
- Promotion of personal, interpersonal, health, academic, and career development for all students through classroom programs and other services.
- All provisions of NH Administrative Rules, Section Ed 306, Minimum Standards for Public School Approval.

It is the policy of this Board that at all grade levels, school counselors collaborate with parents, students, staff, and community to remove barriers to learning and provide opportunities and supports to empower students to embrace their full potential and achieve their academic and personal aspirations. The guidance counselor is responsible for developing a program or plan that identifies student success in academic performance, social awareness, and career planning.

This policy will be reviewed in accordance with the Board’s policy review process.

Legal References:

NH Code of Administrative Rules, Section Ed 306.13, Guidance Plan

NH Code of Administrative Rules, Section Ed 306.15(b), Provision of Staff, Guidance

NH Code of Administrative Rules, Section Ed 306.39(c) and 306.39(d), Guidance Program”

Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the August meeting. An oral **VOTE PASSED 7/0.**

b. NEW POLICY DFCA – EXPENDABLE TRUST ACCOUNT “THE WAVE”: The following new policy was read into the record:



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“EXPENDIBLE TRUST ACCOUNT “THE WAVE”

The Dover School District engages in charitable sales promotions from the public, and all charitable and private donations must be accounted for separately from the “Green and White” student activity agency fund. In accordance with Chapter 7, RSA 7:19, the Dover School Board established an expendable trust fund to be named “The Wave.” Funds deposited in this trust account are managed by the City of Dover, Trustees of the Trust Fund.

When donations are received from private individuals or business organizations for specific purposes, these funds are to be deposited into the expendable trust account created for this purpose.

The Superintendent shall apprise the Board in writing of the condition and balance of these funds on a quarterly basis. The Superintendent or members of the Board may at any time make formal requests to spend these funds.

Use of these funds shall only be permitted after a formal, written request has been made and an affirmative vote of the Dover School Board has been taken. The bidding process, where applicable by policy, shall be used.

Legal References

RSA 7:19, Chapter 7”

Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the August meeting. An oral **VOTE PASSED 7/0.**

c. IHBAE-E – POLICY FOR INDEPENDENT EVALUATION OF STUDENTS APPROVED FEE SCHEDULE: The following revised policy was read into the record:

“POLICY FOR INDEPENDENT EVALUATION OF STUDENTS APPROVED FEE SCHEDULE EFFECTIVE FY-09

Type of Evaluation	Hourly Rate	Total Cost
Academic	\$110.00	\$1045.00
Cognitive Battery, Including Academic Intelligence	\$110.00	\$1265.50
Neuropsychological	\$137.50	\$1375.00
Social/Emotional	\$250.00	\$3000.00
Speech/Language	\$137.50	\$1375.00
	\$110.00	\$1100.00



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Occupational Therapy (OT)	\$ 93.50	\$ 935.00
Physical Therapy (PT)	\$ 93.50	\$ 935.00
Physician	\$200.00	\$ 600.00

- Time estimate is an average based on a range; time will vary depending on referral question.
- Report writing time is included in costs."

It was noted there was a typographical error on the total cost column for Physician and it should read "\$600.00." Ms. Hooper questioned whether the amounts shown for OT and PT were accurate. After a brief discussion, Superintendent O'Connor stated he would ask the Pupil Personnel Services Director, Sandra Crosson, to review the figures and corrections will be made prior to its second reading.

Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the August meeting. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTION:

a. POLICY EEAEC, ADDENDUM 1 – COAST PASSENGER CODE OF CONDUCT: Ms. Fisher read the policy into the record:

"Passenger's Code of Conduct

The Cooperative Alliance for Seacoast Transportation (COAST) performs a vital public service. COAST's goal is to ensure that this service is delivered safely, effectively and efficiently, in a manner that safeguards the public and protects its employees from the risks posed by inappropriate passenger conduct. COAST reserves the right to refuse service.

For the safety and comfort of all COAST passengers and employees, COAST has established the following definitions and consequences to address prohibited and inappropriate passenger conduct.

PROPER FARE

Everyone riding COAST must pay the proper fare, use a valid ticket, or present a valid pass.

ACTS PROHIBITED

It is unlawful for any person to commit the following acts on a COAST vehicle:

- 1) Smoke or carry any lighted tobacco product or expel the residue of any other tobacco product, including chewing tobacco;
- 2) Consume any alcoholic beverage or possess an open container of any alcoholic beverage;
- 3) Possess, use or sell any controlled substances;



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- 4) Engage in disruptive, disturbing behavior including: loud conversation, profanity or rude insults, or operating any electronic device used for sound without an earphone(s);
- 5) Take any animal onto a vehicle unless its purpose is to assist a person with a disability or in training activities and/or without an appropriate carrier;
- 6) Carry, possess or have within immediate access any dangerous weapon;
- 7) Possess or transport any flammable liquid, combustible material or other dangerous substance such as gasoline, kerosene or propane;
- 8) Litter;
- 9) Loiter;
- 10) Vandalize the vehicle by writing, marking, scribbling, defacing or causing destruction to the vehicle in any manner;
- 11) Beg or solicit by forcing yourself upon another person;
- 12) Excrete any bodily fluid upon or at another person or object while on the vehicle;
- 13) Take any large item(s) into the vehicle (e.g., bicycle, skis, etc.) that cannot be adequately secured (as determined by the bus operator).

TYPES OF MISCONDUCT

- **Illegal Conduct:**
An act that is prohibited and unlawful.
- **Hazardous/Violent Conduct:**
An act that creates the potential for injury or death to any customer, operator, or the general public. Threats of violence are included in this category as well. Any other behaviors are deemed to have hazardous or violent consequences, including, but not limited to the carrying of firearms, explosives, or other hazardous materials on a COAST vehicle.
- **Abusive/Disruptive Conduct:**
A verbal or physical act that is generally offensive, invades the privacy rights of others, or involves physical contact in a rude, insolent, or angry manner. Included in this conduct is the use of profane language found offensive by the bus operator or other passengers. Loud, obnoxious, unpredictable behavior, or other behaviors brought on by intoxication will also not be tolerated by COAST.
- **Disruptive Conduct of Passengers in Accompaniment:**
A passenger accompanied by a minor(s) or someone else for whom he or she is legally responsible for has the task of monitoring said person's behavior. If the person(s) is being disruptive, offensive, or posing a safety risk, the passenger legally responsible for the other(s) must be able to remedy the situation in some way found suitable to the COAST operator.
- **Unintentional Misconduct**
Any act that would qualify as misconduct but is the direct and immediate consequence of the customer's disability, such as abusive language.



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CONSEQUENCES OF MISCONDUCT

The behaviors outlined previously will not be tolerated on COAST vehicles. COAST Operators and/or Management will take direct and fitting action in response to misconduct on the bus.

- Conduct that is deemed illegal/hazardous/violent will be addressed immediately, to include assistance from the appropriate police department, if necessary. The severity of the conduct may result in a permanent suspension of service.
- If one individual is inhibiting the atmosphere for the majority of the passengers, that person will be asked to cease the behavior causing the disturbance. If the behavior continues and the operator feels that the passenger has been given sufficient warning, the operator then has the right to ask the passenger to leave the bus after first consulting with the base dispatcher. If the passenger does not leave the bus after being asked by the operator, the operator should then notify the base dispatcher of the situation so they can either respond on-site to provide additional assistance and/or notify the proper authorities to provide the operator with assistance.
- If this behavior becomes a regular problem for an operator or the company as a whole, the passenger may be notified of a temporary suspension of service. If this suspension occurs, the passenger will not be permitted to ride on a COAST vehicle for up to 90-days, depending on the severity of the misconduct. Every operator will be notified of this situation.
- After the temporary suspension of service is concluded and the passenger is riding COAST once again, it is expected that the problem(s) will have ceased. If this is not the case, and the behavior for which he or she was suspended continues, a suspension of service for a minimum of one year may be issued. Permanent suspension is an option.

CONSEQUENCES OF UNINTENTIONAL MISCONDUCT

- A passenger may be required to ride with a Personal Care Attendant.
- A passenger may be subject to any reasonable accommodation that will ensure safety. This accommodation may last for a time period sufficient to allow the passenger time to learn appropriate behavior or the accommodation may be permanent if the conduct is beyond the passenger's control.

CONDITIONS PROHIBITED

It is unacceptable for any person to be unable to safely control oneself as a result of being under the influence of drugs and/or alcohol.

Should a passenger present themselves in this condition, or should the operator become aware a passenger is in this condition after they have already boarded the vehicle, the operator has the right to refuse service or ask the passenger to leave the bus after first consulting with the base dispatcher. If the passenger does not leave the bus after being asked by the operator, the



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operator should then notify the base dispatcher of the situation so they can either respond on-site to provide additional assistance and/or notify the proper authorities to provide the operator with assistance.

If a passenger's condition becomes a regular problem for an operator or the company as a whole, the passenger may be notified of a temporary suspension of service. If this suspension occurs, the passenger will not be permitted to ride on a COAST vehicle for up to 90-days, depending on the severity of the situation. Every operator will be notified of this situation.

After the temporary suspension of service is concluded and the passenger is riding COAST once again, it is expected that the problem(s) will have ceased. If this is not the case, and the condition for which he or she was suspended continues, a suspension of service for a minimum of one year may be issued. Permanent suspension is an option.

On-Board Video Recording Policy

COAST is implementing on-board video recording to support collision investigations, personal injury claim investigations, heightened on-board safety/security for passengers, complaint reviews and heightened personal safety for our bus operators. To that extent COAST will adhere to the following conditions for the recording of video in vehicles equipped with an on-board video recording system.

Notice of Audio/Video Recording

Notice of the potential for video recording will be placed in all vehicles. Notice of video recording and reviewing procedures and policies will be made available to all employees. Such notice shall state "Attention: surveillance cameras may be on board."

Audio Recording

New Hampshire's eavesdropping statute, RSA 570-A:2, prohibits audio recording of oral communications of third parties except in certain circumstances prescribed by law. COAST will not engage in such audio recording in conjunction with the use of video recording on its buses, except only when ordered to do so by an agency with proper authority under the law.

Video Recording

It is COAST's intent to use video recording as an additional tool for investigating complaints, threats, claims, accidents, incidents, service provision, etc. COAST will continue to use the procedures currently in effect for investigations with or without video recording as the case may be to determine the appropriate action.

1. Limited Use - video recordings will be reviewed only:



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- When there is a specific business purpose and/or a “triggering event” such as: a) a complaint, claim, threat, accusation or assault, b) an accident, c) an incident that would normally be required to be reported by an employee, d) a specific concern raised by a supervisor or manager, e) COAST’s fundamental responsibility to monitor the workplace.
 - When requested by an employee as part of a disciplinary proceeding, specific investigation, or other organizational business.
 - When requested or required by law enforcement or court officials including subpoenaed recordings.
1. Prohibited Use - video recording will not be used for any of the following:
 - Arbitrary monitoring of individual passengers and/or employees in violation of applicable law.
 1. Other Considerations
 - To avoid the release of personal information and video not related to a specific business purpose and/or “triggering event” as outlined above, COAST management will screen all video recordings before allowing any playback of a recording or release of the electronic file to an outside authority.

Electronic Data Storage

All electronic data recorded will be stored for a minimum period according to State statutes. Specific electronic data that captured information relative to a complaint, claim, threat, accusation, assault, accident, incident, an employee’s unsatisfactory performance may be stored for as long as may be necessary.

All electronic data will be considered the property of COAST and kept confidential to the extent required by law.”

Ms. Fisher asked whether this policy should be held for review after the results of legislative review are complete for COAST. Dr. O’Connor stated the change in law would not change the policy other than to make it “inapplicable” if COAST is not longer allowed to transport District students.

Audra Lurvey moved, Carolyn Mebert seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 7/0.**

b. POLICY DJ – PURCHASING: Ms. Fisher read the policy into the record.

“PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and services.



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The School Board declares its intention to purchase competitively without prejudice and to seek maximum education value for every dollar spent.

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the superintendent, and through whose office all purchasing transactions are conducted.

The School Board assigns the superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the district.

Purchasing procedures will be developed by the superintendent or his or her designee to ensure the best possible price for the desired products and services. These procedures will require that all purchases are made on properly approved requisitions and/or purchase orders.

Special arrangements may be made for ordering perishable and emergency supplies.

All employees of the School Board are prohibited from accepting things of material value from companies and organizations doing business with the school district.

The District will not purchase supplies or materials from a staff member of the school district nor from a member of the household of the staff member. See Policy GBEA.

Contracts and agreements for goods and services must be submitted to the SAU Business Office and accompanied by a purchase order. Those contracts and agreements may only be executed by the Superintendent of Schools or Superintendent's Designee who has received a specific delegation of authority in writing allowing the designee to sign the document and the writing evidencing the delegation is attached to the contract or agreement at the time of the execution of the document by the designee.

A copy of this policy will be provided to staff members annually.

Statutory/Regulatory/Policy Cross References

RSA 194-C: 4.II(a)
Rules 303.01(b)"

Audra Lurvey moved, Carolyn Mebert seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 7/0.**

K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Carolyn Mebert seconded, to direct the Business Manager to pay manifest #09-A in the amount of \$6,182,664.67. A roll call **VOTE PASSED 7/0.**



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L. RESOLUTIONS:

1. REQUEST TO REPROGRAM EXISTING CIP APPROPRIATION: Chairperson Fisher read the resolution into the record:

“RE: REQUEST TO REPROGRAM AN EXISTING APPROPRIATION

WHEREAS: On April 11, 2007 an appropriation in the amount of \$1,000,000. was approved for the replacement of the Dover High School Roof; and

WHEREAS: Since the date of adoption, extensive investigation and research of the roof's condition has been performed; and

WHEREAS: Since 2007, roofing materials, labor costs, and the scope of work associated with a project of this magnitude have increased dramatically; and

WHEREAS: Through a competitive bid process, the Dover School District has determined that an additional 450,000.00 is needed to properly complete the work; and

WHEREAS: An appropriation in the amount of \$2,000,000 was proposed and approved by the City Council on May 14, 2008 for renovations and improvements to Horne Street Elementary School; and

WHEREAS: The amount of \$450,000.00 is requested for reprogramming from the Horne Street School Appropriation to the Dover High School Roof Replacement.

NOW THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council approves reprogramming an amount not to exceed \$450,000.00 from the Horne Street Elementary School Appropriation to the Dover High School Roof Replacement Project.

Dr. Mebert asked Superintendent O'Connor to explain why we were requesting additional money for the roof when “we had thermal imaging done, we had had architect looking at it, we had specs put out to roofers that came in with prices...what's going on with this? Why is it costing us more when we had people looking, experts presumably, looking at the roof and giving us prices based on what they saw and the information that we had?”

Dr. O'Connor explained the first estimate for the roof came in late 2006, early 2007. That estimate was provided for the CIP that was approved for 2007. That was done almost two years ago. Thermal imaging was done within the last 6 months. As part of the CIP proposal that went to the council 18 months ago, it was anticipated, based on an in-house expert in roofing, who said it would cost about \$1 million dollars. That money was requested a year and a half ago. Now, the architect is saying he is not certain the \$1 Million allocated is appropriate given what is



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going on with the roof. Thermal imaging and pool testing were conducted and it proved the architect was correct that there was more damage to the underlying surface of the roof – 30% of the roof was wet and had to be replaced. The pull test indicated some gypsum underneath the insulation was pulling off and needed to be replaced. Additionally, wet decking needed to be removed. “We asked for this money well before we had this information...we relied on an estimate based on good faith that was provided to us and it turned out not to be sufficient.”

Beth Setear asked if moving money from Horne Street School to Dover High School CIP would mean there would be a need to ask for more money for HSS in the future. Dr. O’Connor noted that the \$2 million each year for the next five years requested in the CIP were only “place markers”. It was explained to the Council at that time that we were in the processes of doing a major facility study with an outside consultant (that report came in a few months ago). We have intentions of revising out CIP schedule based on that information.

Ms. Fisher asked if this \$450,000 would be enough money to finish the high school roof as she does not want to have to ask for more money later. Ms. Verville stated she had been attending weekly meetings with the construction management firm who are working on the roof now, and a contingency amount has been built-in so this figure should cover it. Dr. O’Connor added, “We are relying on our architect and construction manager when we pulled these numbers together.”

Audra Lurvey moved, Carolyn Mebert seconded, to adopt the resolution. A roll call **VOTE PASSED 7/0.**

M. OLD BUSINESS:

1. Superintendent Evaluation: Chairperson Fisher read a summary of the School Board’s evaluation of the Superintendent. “Evaluating the superintendent is one of the School Board’s most important jobs. It helps develop good Board and Superintendent relationships, provides clarity of jobs, creates job roles, creates common understanding of the leadership being provided, and provides a mechanism for school accountability.

On the evening of May 31, 2008, the School Board met with all members in attendance for the purpose of evaluating the Superintendent of Schools, John O’Connor. This year, the rating for each category was in three levels. A rating of one indicated a value of ‘needs improvement’, two was a rating of ‘proficient’, and three expressed ‘exemplary performance.’ Dr. O’Connor’s average is in the two to three range, indicating his performance for the year being recognized as proficient or exemplary.

There was some discussion as to the rating chart being a bit difficult, but a vast improvement over the past evaluation sheets where we used to have 5 (categories) and the sheets were much longer and complex. There were some statements the Board felt should be removed, as there were words in evaluation statements that made it difficult to determine the best choice of these ratings. Ms. Hooper indicated that she and Dr. Mebert had worked on the first two charts, but maybe some other Board members should meet and discuss evaluation sheets for next year.



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The following is the consensus of the School Board:

- The Superintendent has excellent skills in communication with the School Board. Some examples were Dr. O'Connor's use of weekly emails, his emails to notify the Board of legislative bulletins, and any school emergencies that have occurred.
- The Superintendent should not be the lead negotiator in union contracts. It is difficult for one to establish productive working relationships with bargaining units and manage contracts efficiently.
- The Superintendent is definitely trying to reach his goals and that of the School Board. He sets high standards for the staff and his long hours and multi-tasks.
- The School Board would like to see more community members involved in the committees we have developed.
- The Superintendent is very visible in all district schools and at school events.
- Despite a difficult year with the tax cap which led to monetary restrictions never dealt with before, the Superintendent guided us through the budget process with ease and enabled us to produce a comprehensive, workable budget."

Ms. Fisher then asked if Board members had additional comments. There were none.

2. Enrollments and Staff for 2008/2009: The Superintendent reviewed current student enrollments and staffing as of Friday, July 11, 2008. "Traditionally during the months of June, July, and August, we, as a Board, look very carefully at class enrollments. There have been times over the last ten or fifteen years, Boards have added teachers in July, in August. They've added teachers in September and October, as enrollments change. There are a number of concerns that we have right now that I will share with you.

First, in Garrison, in second grade, our class size is averaging 23.4 students...that's the largest student to teacher ratio in the school. However, if you look at first grade, we're at 22 students; at third grade we're at 21.2; at fourth grade, we're at 20.6. Clearly at Garrison, our class size is higher overall on average by several students at each grade level. But I want you to draw your attention now to Horne Street.

At fourth grade, where we reduced a class teacher, our current class size based on enrollment as of Friday, is at 25 students. That's the highest in the district.

At Woodman Park at grade four, we're at 22 students. Those basically are the three grade levels where we reduced teachers back in February to help us achieve the goal of living within the tax cap (2.8%). So, you have grade two at Garrison, Grade four at Horne, Grade four at Woodman Park, are all over 22 students."

Ms. Hooper asked how the middle school would be impacted when those students move up. Dr. O'Connor stated our class size at the middle school is running 25 to 26 students now and has been for the past few years. "If you were to look at going into fifth grade, 103, that would be the approximate number of students that we currently have."



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Ms. Hooper stated, "... to get back to Garrison. I still think 23.4 is high because what is going to happen is, one or two kids are going to come in before September and it's going to be ballooned up to 25 – 26. That's what always happens, you get a new enrollment. And, very few people, I think, statistically leave Garrison." Dr. O'Connor noted there is flux in all of the schools, perhaps less in Garrison than at Woodman.

Dr. Mebert stated, "I am not terribly concerned with fourth grade. I've read a lot of the research that parents have alluded to here. K-3 seems to be absolutely key. I think we have to do something to get the numbers at 20 or below 20. And it seems to me we've lost a number of senior teachers and we should have some savings from those retirements that we should be able to put towards hiring some nice, young, energetic..." Dr. O'Connor agreed. He stated, "That's what we've done every year when we look at enrollments. We make those decisions to add – last year, we added staff at the high school, out of budget. We added some paras out of budget. When we do that, the money that we save from those retired teachers to the new hires, in most instances we hire at least than what we were paying. That's where we've been able to make up some of the funding in here."

Ms. Grady added her position that, "We have similar concerns every year. We don't have a true number in those particular grades, and we've found...we never really know until September when there is a body in the seat." She asked what the state standard was for classroom size. Dr. O'Connor stated the standard in grades 3 and 4 is 25. Ms. Grady asked how many paraprofessionals would be in these classrooms. Dr. O'Connor stated there are very few educational paras to support teachers during instruction. He noted there may be five left overall in the district, and "in fact, those have gone over the past five years." Ms. Grady added, "If you did the research, every single year we found that we have as many leave as many come in. The numbers we're playing with are approximate, not exact."

Ms. Lurvey asked if any of the schools are no longer taking enrollments. Dr. O'Connor stated enrollments are still open, but there could come a point in time where any new enrollees at Garrison in second grade could end up at Horne Street or Woodman Park Schools.

Ms. Fisher noted Horne Street has 25 students in grade four already. "If we get one more there, 26 kids, I don't care if its 4th grade, 5th grade, or 3rd grade, I don't think we should have 26 or 27 in class." Dr. O'Connor stated if more students enrolled in Horne Street, we would inform them that the likelihood of them attending Horne Street, if these numbers hold up, is very slim. We would then need to look at enrollments at Woodman Park and Garrison to see who could accommodate additional students and provide them transportation to that school as we have done in the past. "That's not the best solution, but if it involves a small number of students versus the cost of a teacher, you have to weigh as a Board and decide what might be in the best interest of the District."

Dr. O'Connor then reviewed kindergarten enrollments. The maximum students per class, based on the number of teachers assigned, is 100 at Garrison, 60 at Horne Street School, and 80 at Woodman Park School. Current enrollments are 95 at Garrison (5 available spots), 60 at Horne Street (at capacity) and 80 at Woodman Park School (6 students over capacity).



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“To accommodate 86 students at Woodman Park, we could not bus any students to Horne Street because they’re at capacity...Garrison has a few openings, but I am not certain it would be beneficial to bus half-time students over there. One of the things we will be looking at is two different options. The first would be to increase class size from 20 to 22 students at Woodman Park to accommodate the 86 students. We could see an increase in those numbers, if that was the case, we could possibly go to 23 or 24 or, add another half time kindergarten class. That is something you are also going to have to look at...Keep in mind, kindergarten classes do have a full-time para. The other classes do not have that luxury.”

Ms. Lurvey asked if there is physical space for additional classrooms in the elementary schools. The Superintendent stated there is room at Garrison and Woodman Park School. Horne Street would need to displace art, or music, or something...”

Ms. Fisher asked if the Board could wait until August to decide whether to add new positions. Dr. O’Connor stated they certainly could, the drawback was it would reduce the pool of applicants available for the positions. He added that the Board could decide this evening to add one teacher even though the majority of Board members agreed there will be a need for two or three additional teachers.

Ms. Hooper asked to make a motion to “...authorize the Superintendent to hire at least one teacher to do the best we can to try to get these class sizes down? I’m looking at second grade Garrison School, that’s the ward I represent, so I’m going to put in a pitch for the teacher there. But I’m also very concerned about Horne Street. We need to start looking for one or two teachers and I agree that we have lost some really senior teachers and might be able to recoup the money through that. Carolyn Mebert seconded the motion.

Ms. Lurvey asked what average teacher salary was being used for budgeting purposes. Dr. O’Connor stated it would be in the \$60 to \$65 thousand range, including benefits. Audra Lurvey added, “I’m all for grass routes organization and people getting out there, but this happens to be the most motivated group. I’ve heard from parents from Woodman Park School too. They don’t happen to be here tonight but they’ve said it. The parents of first graders at Garrison may not even be aware. We just happen to have a group here that’s looking at second grade. I agree, second grade happens to be high, but that just happens to be the group that’s represented.”

Ms. Grady stated, “I stand by the fact that I think we really need to look at our final numbers. Every July, we go to ‘panic city’ and we’re at ‘panic city’ tonight and by the time you get to September and those classes are there, they don’t turn out to be the numbers we start talking about in July. I think it’s too early to vote on where, how, what we put a staff member. These aren’t true numbers yet. We’re not looking at the people who are moving out. And every year we have as many go out as these numbers indicate come in. For me, it’s just too early to make that decision. I would probably vote against it tonight. I just think we’re panicking tonight.”

Ms. Hooper stated she wished to revise her motion to hire an elementary school teacher to ‘be on tap’ for where we need in September...to get the process started. Audra Lurvey seconded the revised motion.



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Ms. Fisher stated her belief that there will be a need for two additional teachers but she agreed with Ms. Grady and felt the Board should wait until August to see more concrete figures before voting on teachers.

Ms. Fisher reiterated the vote is for one teacher for the system. The location and classroom will be decided later. An oral **VOTE PASSED 4/3 (Grady, Fisher, and Setear opposed)**.

Dr. O'Connor then reviewed the District's Available Positions as of 7/14/08:

Dover High School

Special Education Case Manager
Biology Teacher (have potential candidate)

Support Staff

School-Year Guidance Secretary

Alternative School

Student Transition Facilitator

Dover Middle School

Librarian/Media Specialist
Self-Contained Special Education Teacher
50% World Language Teacher-anticipated vacancy

Garrison Elementary School

50% Kindergarten Teacher
Kindergarten Aide
ESOL Tutor-anticipated

Woodman Park School

Title I Tutors (possibly 2)

All Schools

Special Education Paraprofessionals (TBD)

N. NEW BUSINESS:

1. NJROTC STUDENT RECOGNITION: See Above.

2. 2008-2011 Technology Plan Approval: Technical Support Services Manager, Chris Roberge, and Horne Street School Librarian, Linda Smart, provided a very brief overview of the draft 2008-2011 Technology Plan submitted to the Department of Education in June of 2008 and requested for Board approval.



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Audra Lurvey moved, Carolyn Mebert seconded, to approve the 2008-2011 Technology Plan. An oral **VOTE PASSED 7/0**.

Dr. O'Connor took a moment to thank Ms. Linda Smart for all of her volunteer work and cited many instances when she has gone above-and-beyond her duties to help the District. Board members thanked Ms. Smart as well.

3. New Hampshire National Assessment of Education Progress Report: Dr. O'Connor provided the Board with data showing results of Dover student progress on the New Hampshire National Assessment of Educational Progress (NHNAEP) testing and reported the students in New Hampshire were doing well, with placement in the top 15% in the nation.

4. Title IX – Athletics: Draft Report and Request for Funding: Dr. O'Connor shared the results of the Draft Report from the Office of Civil Rights (OCR) for their Title IX Compliance Review addressing equity in sports at Dover High School. OCR found a disparity in the athletic participation rate for females in the District's interscholastic athletic program. In order to address this disparity, OCR advises the District will do the following:

- Upgrade the girls' volleyball team to a fully funded interscholastic varsity team by September 2009
- Conduct annual surveys or assessments of the District's high school and female students to determine their interest in participating in interscholastic athletics and use the results of these surveys to assess the different levels available for every sport (Survey to be conducted no later than May 10, 2009. By June 15, 2009, the District will provide results to OCR.)
- The District will ensure, through whatever means necessary, that the girls' field hockey team is not forced to relinquish its locker room for any visiting boys' teams
- Reports and Schedules must be submitted to OCR by dates included in the report

In response to the OCR draft report, Dr. O'Connor requested the Board fully fund Girls' Volleyball at Dover High School for a total cost of \$7,465 in coaching and official fees to bring the District into compliance. He advised that the athletic director stated transportation costs for the program can be realized through the current transportation funds allotted.

Ms. Hooper asked if Gate Receipt monies could be used to fund this team. Dr. O'Connor stated gate receipts are usually limited to equipment and uniforms. Dr. Mebert also asked the Superintendent to find out whatever is necessary to get cheering identified as the sport it really is. Ms. Grady noted that the athletic director had tried previously to have the federal government recognize the rigorous and time-consuming gymnastics associated with the cheerleading program. Dr. O'Connor confirmed that was correct but noted the federal government still does not recognize this as a varsity sport at this time.

RECORD NOTE: It was noted that OCR does not consider cheering to be eligible for inclusion as an athletic program. Board members asked the business administrator to advise the amount



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of money budgeted in FY 2009 for the cheering program. The amount at the middle school level is \$1,620.00. Dover High School is budgeted for \$17,400.00 (salary = \$15,425.00 and supplies and equipment at \$1,975.00). Ms. Hooper asked the Superintendent to research how to get cheering recognized as a sport.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the Superintendent's request to fully fund the Girls' Volleyball team in the amount of \$7,495 to bring the District into compliance. A roll call **VOTE PASSED 7/0**.

5. Award Towing Bid FY 2008-2009: Budget Administrator, Laurie Verville, requested the School Board award a bid for towing services for the 2008/2009 school year (Dover High School and Middle School parking lots) to the low bidder, Cass Towing, LLC, at the cost of \$75.00 per hour. She noted this cost would be paid by the vehicle owner, not the District.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for towing services to Cass Towing, LLC in the amount of \$75.00 per hour. A roll call **VOTE PASSED 7/0**.

6. Award Bid for Natural Gas: Chairperson Fisher noted this bid had become a controversy around town. Business Manager, Laurie Verville, stated she was not quite sure why there was a controversy and provided background for the bid. She stated that she, the City's Purchasing Agent, and the Finance Director for the Dover Housing Authority reached out to each other in May because of the volatile natural gas market. They determined they should go together to bid to seek a fixed rate over the next 12 months. One set of documents were prepared, clearly stating they were requesting a separate rate for all three entities. The documents asked the bidder to hold the bid price for 5 days to enable each entity's governing body to award their bid. July 9th, the City council met and approved their bid. This evening's meeting is within the 5 day time frame to allow the School Board to review the bid.

Two bids were received. One was for a fixed price from Santa Buckley Energy at \$1.715 combined (city, school, and DHA). The second was from Metromedia Energy & Utilities and is a flexible, swing price bid. That means, if more gas is consumed than was estimated by the bid, the District would pay market price. If less gas is consumed than was estimated, the District would sell it back at market price. Ms. Verville explained she was not comfortable estimating usage because no data was available to help accurately determine gas usage at Horne Street School or Woodman Park School. She added that if the estimate was not near what a utility provider felt it should be for that square footage of buildings, Ms. Verville did not feel comfortable accepting a flexible price bid. Her memo to the Board stated: "Without a solid usage history, a swing price would be too risky; if more than estimated therms are consumed, the District would be required to pay market price." Ms. Verville requested the School Board approve the bid to lock-in for 12 months with Santa Buckley Energy.

Ms. Hooper stated during the previous City Council meeting, there was some concern as to whether the "housing authority would agree to pay several thousand dollars." If not, Councilors indicated they would "leave the housing authority and school district out of the loop." Ms.



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Hooper then asked whether or not the housing authority had agreed to “chip in” towards the costs. Ms. Verville stated, “They (DHA) have agreed to chip in the additional \$4,179.00. The spirit of this bid was that all three entities were responsible for their share. We’re not going to approve for the housing authority; neither are they going to do for us.” Ms. Ulinski Schuman asked why there was a difference between the costs of the City and the District. Ms. Verville stated the difference was because of the number of terms each entity is purchasing

Ms. Lurvey moved, Carolyn Mebert seconded, awarding the bid for natural gas to Santa Buckley Energy at \$1.715 per therm. A roll call **VOTE PASSED 7/0**.

7. Award Bids for District Technology Equipment: Business Administrator, Laurie Verville, requested the School Board award the following bids for technology equipment:

1. Award bid for a total of 76 17-inch flat panel monitors to low bidder, CBE Technologies, in the amount of \$11,517.80.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for 76 17-inch flat panel monitors to low bidder, CBE Technologies, in the amount of \$11,517.80. A roll call **VOTE PASSED 7/0**.

2. Award bid for a total of 120 Personal Computers to low bidder, Higgins Office Products in the amount of \$58,080.00.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for 120 Personal Computers to low bidder, Higgins Office Products in the amount of \$58,080.00. A roll call **VOTE PASSED 7/0**.

3. Award bid for a total of 18 Laptop Computers to low bidder, Higgins Office Products in the amount of \$13,122.00.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for 18 Laptop Computers to low bidder, Higgins Office Products in the amount of \$13,122.00. A roll call **VOTE PASSED 7/0**.

4. Award bid for a total of 11 Cisco 2960 Switches to low bidder, Higgins Office Products in the amount of \$15, 279.00.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for 11 Cisco 2960 Switches to low bidder, Higgins Office Products in the amount of \$15, 279.00. A roll call **VOTE PASSED 7/0**.

5. Award bid for 2 Cisco 3750G-24TS Switches to Higgins Office Products in the amount of \$8,848.00. Although Higgins was the second lowest bidder (CBE Technologies’ bid was \$8,299.48) the request was to go with Higgins with whom the District has an excellent working relationship and because they are known to provide immediate response when service is required. Dr. Mebert suggested the Business Administrator go to Higgins and ask them to match the low bid price. Ms. Verville stated she would.



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Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for Cisco 3750G-24TS Switches to Higgins Office Products in the amount of \$8,848.00. A roll call **VOTE PASSED 7/0**.

8. Award Bid for CTC Technology Equipment: Business Administrator, Laurie Verville, requested the School Board award a bid for personal computer systems in the CTC to Higgins Office Products (28 units at \$15,820.00 and 30 units at \$19,800.00) for the total amount of \$35,620.00.

Dr. Mebert asked why the cost of the CTC PC's was higher (\$565.00 and \$660.00 per unit) than the PC's bid earlier at 4484.00 per unit. Dover High School Computer Technician, Mark Raiche, explained the specs for each of the PC's were different and the main reason the CTC PC's cost more was because of the different processors that the applications require.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid personal computer systems in the CTC to Higgins Office Products (28 units for \$15,820.00 and 30 units for \$19,800.00) for the total amount of \$35,620.00. A roll call **VOTE PASSED 7/0**.

Ms. Verville asked to address one additional item with the Board. There was no objection.

Ms. Verville stated she had previously reported to the Board that the City was looking into soliciting energy performance contract bids and wanted to include the District in their bid request. Permission was given for them to do so. The City has now received bids and is in the process of reviewing them. Subsequent to the solicitation of an energy performance contract bid, UNICCO UGL has taken over the facilities and maintenance work for the District. It is now known that UNICCO is providing the same services that the energy performance contract would cover. Therefore, Ms. Verville recommended the Board withdraw from the City's bid process at this time

Moved, seconded, to stay with UNICCO and withdraw from the City's process. An oral **VOTE PASSED 7/0**.

O. ADJOURNMENT: At 9:30 p.m., Audra Lurvey moved, Doris Grady seconded, to adjourn the meeting. An oral **VOTE PASSED 7/0**.

BETH SETEAR SECRETARY
July 15, 2008