



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: City Council Chambers  
Meeting Date: **Monday, September 8, 2008**  
Meeting Time: **7:00 pm**

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, September 8, 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; Dustin Gray, Garrison School Principal; Mal Forsman, Horne Street School Principal; Patrick Boodey, Woodman Park School Principal; Larry DeYoung, Dover Middle School Principal; Debi Migneault, Dover High School Principal; Paula Glynn, Title I; Jean Briggs, Curriculum, Instruction, and Assessment Director; Julia Huggins, Deb Hackett, DTU President, Parks Christenbury and Sara Fisher, Cable Ad-Hoc Committee; and Parents of Students.

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

**C. CITIZENS' FORUM:**

- Karen Haas, Garrison Parent, expressed her concern about the class size and asked the Board to consider adding support staff to assist in the first grade classrooms at Garrison School. Ms. Haas also questioned the number of out-of-district placements at Garrison and noted she had heard the school was considering increasing all kindergarten students to full day. She questioned how that could be considered when there was overcrowding in the first grade.

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

- 1) **Nonpublic Session, August 11, 2008 (Personnel)**
- 2) **Regular Session #8, August 11, 2008**
- 3) **Special Session #3, August 25, 2008**
- 4) **Nonpublic Session, August 25, 2008 (Personnel)**

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

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

1. **Correspondence:**
  - a. **NH Feline Fanciers, Inc Request for Waiver of Rental Time**
2. **Resignations/Retirements:**
  - a. **Mary Towle-McKenney, Alternative School Secretary**
3. **Leaves of Absence: None.**
4. **Nominations:**



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- a. **Sheet 1: Nomination and Election of SPED Aides, Kindergarten Aides, Tutors, and Noon Aides (Barrett to Wentworth)**
- b. **Sheet 2: DALC Staff Nominations**

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

6. **Extended Travel (Student Trips):**

- a. **Dover Middle School Washington DC Trip, May 26-29, 2009**

**F. SUPERINTENDENT’S REPORT:** Superintendent O’Connor addressed the following issues:

- Garrison teachers were asked recently to perform an informal survey of half-day kindergarten parents to assess the feasibility of a complete full-day program. Of the 34 parents in the half-day program, half stated they would go to full-day. There is no discussion of adding another full day kindergarten now; however, this is important data for consideration of next school year. It may be possible to eliminate all half-day classes if the majority of parents want full-day.
- Superintendent O’Connor reviewed current elementary enrollments. He noted there had been registrations and withdrawals and it is expected these will continue for the next few weeks until the official October 1<sup>st</sup> count is taken.
- Ms. Fisher asked the superintendent how many out-of-district students were attending each of the schools. Dr. O’Connor stated there were 10 to 15 out-of-district students in each of the three elementary schools and noted, if all were made to return to their district school, it would essentially be “a wash.”
- Dr. O’Connor made an apology to parents for approving the distribution of a flyer for Maple Meadows in error. The flyer did not conform to district policy but when he recognized his error, they had already been sent home with elementary students. He promised to be more vigilant.

Dr. O’Connor then invited each of the building principals to report on the opening of their schools. Principals Migneault, DeYoung, Boodey, Gray, and Forsman all reported smooth openings with few problems. Each then gave an overview of the many activities that took place during the first two weeks of school and reported on a few upcoming events.

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

**G. STUDENT REPRESENTATIVE REPORT:** Julia Huggins reported that the school year started off “great” at Dover High School. The student body is fantastic. Sports are already proving to be successful. Clubs are underway and the student council is busy planning the many activities for the upcoming year including a canned food drive pitting Dover High against Spaulding and a spring carnival which they hope to make an annual event. She reported she has heard some feedback from students concerned that the middle school should have its own resource officer instead of sharing with the high school. The students are concerned the officer



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will not be able to handle both schools effectively. Ms. Huggins ended by stating it has been “a really energetic start.”

## H. COMMITTEE REPORTS:

**1. Cable Ad Hoc Committee, Audra Lurvey Reporting:** Ms. Lurvey gave the following report: “This is a report of the Cable Ad Hoc Committee that is working on a plan to carry out the provisions of adding a studio and Community Cable Channel within the Cable Franchise Agreement with Comcast that was negotiated last year.

Currently, we are at the beginning stages of a plan to utilize a portion of the McConnell Center in the area of the current school dept offices. We have solicited a bid for the fit-out of this space which came in at \$240, 000. This amount is over the budgeted amount of \$150,000 raised by the Cable Franchise Fee. Seven other contractors toured and expressed interest in the project, however in spite of an extended deadline, no other contractors bid on the work.

There has been some discussion about the possibility of using School Building Aid for a portion of this build out. This would necessitate approval by the school board. This approval would be contingent upon the City Council providing the funds for the project from the Dover Net fund, which houses the Cable Franchise Fee.

In order to have this project remain under budget, Doug Dede has volunteered to serve as the Committee Liaison for this project. Within this capacity, Mr. Dede’s experience and desire to serve the community of Dover will save considerable funds, which would otherwise be spent on a Clerk of the Works. Also, Parks Christenbury has volunteered to work with students from the CTC on the wiring and network drops for this project.

Mr. Christenbury and I are happy to answer any questions you may have regarding this committee and project.”

Ms. Hooper asked where specifically they were thinking about putting this. Dr. O’Connor explained it would be on the third floor, at the far end of the building, directly under the existing Special Education and Curriculum Offices.

Ms. Grady stated, “You’re asking the School Department to retrofit the third floor. Are we still at the spot where the City’s expecting the School Department to take out the \$250K loan to do this project? Supposedly paid, because we get a discount, supposedly paid out of the funds from the City or is the City going to do it, or is the School Department going to do it, or who’s going to handle the money?”

Parks Christenbury explained the Cable Ad-Hoc Committee is asking for the Superintendent to apply for building aid in the amount of \$240K which was the high bid from the contractor who is currently doing the job at the school. “You’ve spoken to me at length about the concern about how this would be paid back, and we’ve discussed that at length on the committee, and the intention of the City manager and the committee is that there will be no money that comes from



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the Dover taxpayer. This will be funded completely by the cable franchise fee; by the people that pay into the fee that are Comcast customers. What we're looking at doing is transitioning the actual monies that are taken in to the School Department. If this goes as planned, the School Department would, in effect, take charge of the checkbook. It wouldn't be the case where you would have to go to the City Council and ask for the Council to appropriate funds – because I know there's a concern there, some people raised the possibility that – what happens if the Council rejects the funds and then the School Department still has... That's not the intention. The intention is, as we had preliminary talks because we're still formulating how this is going to transition, the grand scheme is that transitions into control of the School Department including the funds would go to the School Department... There's a lot of really interesting things that can happen with this program. One of the things we've always talked about is, how do we share employees instead of this wall we have that the School Department has its own employees as well as the City. As this transitions, there's the possibility several of the employees will be City employees who are shared by both sides – the web design person; the overall administrator that is going to operate this. I can assure you here tonight, especially after our last meeting, Doris, that if the School Department applies and borrows the fund, the money will be given to the School Department. It's not a case where you're going to have to go to the City and get those funds. We'll transition those funds to the School Department's control."

Ms. Grady responded, "I hear you saying 'you're working on plans.' You're saying 'there is a possibility...' I find it difficult for you to come in and ask the Board for a vote, 'yes, we're going to do this on the third floor,' until the plans are in order and you can come to us and say, 'this is the plan - are you in favor of it or aren't you?' I know that twice the bid went out and you had no bids. When did these last bids come in?"

Mr. Christenbury responded, "They came in last month and there was an extension made on them because we tried to work with a couple of different vendors, but there's just no interest in the scope of that size job that's there. We've gone out twice on it. The biggest problem is, in order to do this, you either have to use the existing contractor's clerk-of-the-works or hire one, and Mr. Dede has volunteered to serve in that role as a volunteer which immediately takes about \$60K of the cost out of the picture. As Audra said, the second largest component is the actual purchase and installation and purchasing of the electronics which I volunteered to do with the students at the school. That's the only way we're going to get this off the ground. If we took this program and tried to farm the whole thing out, it's just not going to happen probably for several years. Where the schedule is, I think we do have a plan. We do have the layout and we do have what we're requesting to do. It's a rough finish-out of those rooms. We just need to get the contractors in to do it but we also have to put the financing put in place. What we're asking is to answer some questions tonight and hopefully, Dr. O'Connor will be able to come back at your second board meeting asking for a vote to apply for the school aid grant that would substantially reduce the impact to the rate payers and allow us to get this operation off the ground for next year."

Ms. Grady noted, "I'm still confused. The School Department has been in City Hall, basically at no major cost to the City. We borrowed \$500K, so that's part of a loan. Then we helped the City with another \$250K, and now we're looking at saying to the state, 'this is going to be a school



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project, run by the school' so therefore, we can get it less than the City. So, the City's saying again, will the School Department pick up this money. I'm having difficulty with all of this debt being on the School Department side, taking it away from the City side, where that affects how much money we can borrow, and the City has that approximately \$1 million on their side that's still free to borrow. As far as I'm concerned, you come in with a plan, and I'm only one of seven, you come in with a plan, and show me what the plan is; you tell me that the money's coming in to us, not to the City; that it will be in the hands of Dr. O'Connor, we'll start on the third floor and use that money and that's what will keep that unit going; and I believe in the contract, they go from that one and there are two others to build, one at the high school and work on this one here, according to the contract with Comcast. So until somebody can give me a definite statement and not, 'there are plans in the offering,' 'it is a possibility,' I want it in black and white. The Board can vote the way they want to but I want to make sure I know what I'm voting for as far as the taxpayer is concerned."

Cable Ad-Hoc Committee member Sara Fisher responded to Ms. Grady's concerns. "There's \$150K in the DoverNet fund that was appropriated last year. We have the money – it's there. The original bid came in prior to us forming this committee, it came six months ago. So that is a top number, \$240K. We're using that number to see how much aid we can get. We anticipate, and will not spend, more than \$150K that we have now in the rough build-out of these rooms. We have \$150K, we're going to spend \$150K, hopefully less, to build these rooms. We may need additional money. If we need additional money, we have to go to the City Council and ask for them to take it from their fund balance to be paid back. How we get our money is from the cable users and it's there. We know that every quarter we're going to get this many thousands of dollars. So, we're not asking the school to have any debt. There is no debt associated with this right now." Mr. Christenbury added, "The word taxpayer has come up – again, the taxpayer is never affected by this program. This program is funded solely and exclusively by the rate payers of Comcast. As Sara said, there's \$150K there. If we can successfully apply for and get the grant aid, we believe we can do the room now that we have volunteers involved, for substantially less than the \$150K. The money that we have over will be used to purchase the electronics equipment. If there isn't enough and there is an interest on the City Council, the City Council has the authority to go into fund balance and in effect, use fund balance to help us purchase some of the electronics, but the caveat would be that that money is replaced with cable franchise money. Remember, there's \$150K in there now, from the initial pay in. But it will be, long-term payout, approximately a quarter of a million dollars a year is going to come into this program from Comcast under this contract."

Ms. Grady added, "I understand that. I've asked some questions. I've had two different answers. If the School Department goes on that third floor, we're paying rent upstairs. Are we going to pay rent on the third floor? Is that money totally going to be the franchise money that's going to take care of that rent? And I got two different answers."

Mr. Christenbury responded, "All costs incurred from the build-out of the rooms, from the purchase of the electronics, to the room's share of the cost of the McConnell Center, all costs will be paid by the cable franchise fee. No school money from the taxpayers, I can assure you of



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that right now, that's not an if or a maybe, all costs incurred from this program will come from the cable franchise fee."

Ms. Grady stated, "At my meeting that I went to with Mr. Dede and Mr. Bannon, they said at that meeting, yes, we were going to have to pay. I then discussed it with the City Manager, and he said, 'no we're not.' So I'm not sure..."

Mr. Christenbury reiterated, "I can assure tonight, right now, Doris, all costs – and I'll say it again, every and all costs incurred by this program including any utility or rental cost to McConnell Center for the rooms, any cost for the build-out of the rooms, any costs for the electronics, all maintenance, everything is coming from the cable franchise fee. There is no tax dollars going to be involved in this program, period. And I can assure you that."

Ms. Grady added, "I understand the tax dollar. I want an answer to whether or not we are going to pay rent. Whether we're going ..." Dr. O'Connor interrupted, "He said no, no." Ms. Grady reiterated, "It's because I've asked questions of Mr. Joyal, I've asked questions of Mr. Dede, I've asked questions. I'm not getting the same answers everywhere and I don't want to put the School Department in a situation until I know."

Mr. Christenbury responded, "That was the purpose for the formation of this committee and that's what we've resolved in the first couple of meetings. I'm here tonight to tell you, there will be no costs incurred on the School Department. All monies for this program will be paid for from cable franchise dollars." Ms. Grady asked, "So that money's going to pay off the \$250K that we're going to have to borrow and get a percent..." Mr. Christenbury interrupted to clarify, "There's already \$150K on hand. What we're asking for, and there is continually quarterly more payments coming in. We're not asking the School Department to float a quarter of a million dollar bond. As a matter of fact, when the school aid comes through, we've already said we're only going to spend what we have for cash on hand. If we're successful in obtaining this school aid, then the state will pick up between 30% and 40% of the cost, and rightfully so because this is a program for the students and that's why we're applying for the grant. This program is going to be run mainly by the School Department, by students, and by teachers, so it's rightfully so that Dr. O'Connor applies for this grant."

Ms. Grady asked, "But will the state aid, or the state department, give us state aid for a program whose money is going to come through the franchise money, through the City to us? Are they going to allow that? Do you already have your answer?" Dr. O'Connor replied, "That money that comes from the franchise fee comes in as revenue. We're going to use that revenue. The state has no say whatsoever in terms of where the revenue is coming from."

Mr. Christenbury offered to answer any further questions Ms. Grady or other Board members might have in the future.

Britt Ulinski Schuman asked whether the additional revenue would affect the school's budget under the tax cap. "I don't want us to get any less money..." Mr. Christenbury explained, "The City Manager brings up an interesting point that, because as it shows on your ledger sheets



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when it comes in, it actually helps the School Department in respect of the tax cap because you have a larger overall budget. So there's actually a payoff by having this on your side of the ledger." Ms. Ulinski Schuman asked if this would cause any more administrative work, tracking dollars and numbers. Dr. O'Connor stated, "This will become a School District program. I think Mrs. Grady, some of the issues that you've raised have come about as a result of the various plans that have been discussed concerning this space. There have been a variety of plans over the last year. The most recent, and the one that seems to be generating a great deal of buzz in the community, is that the School District would take over the running of the public access television system here in Dover. We would establish through our Career Technical Center, a television/animation/videography program that would basically be housed here in the McConnell Center. It would be an off-site work location for students that we would bus students to and from. The idea is to have a studio here in City Hall, have one over in the McConnell Center on the third floor for various Boards, School Board meetings and so forth, have a third studio or the possibility of a remote studio based out of the high school so that we can generate football games and have that broadcast on public access. We'd be able to broadcast when the drama club is putting on a production, using various remote equipment that would all be tied back into the McConnell Center. Funding for that program would come from the Cable Franchise fee, ongoing on a regular systematic basis that would be used exclusively to run this type of a program...There is a plan on how to address those rooms. What we don't have in writing yet is how the School District would take on this program. Let's look at what the overall costs would be and we're in the process of trying to pull some of that together for you."

Ms. Grady noted, "The original contract with Comcast and the City of Dover, as I read it, indicated there would be three different studios. First originally was supposed to go to the high school, secondly was to go here, I think, and third over to McConnell. Somewhere along the line, you have a signed contract that that's what it says you're going to do. But somebody changed the contract. And is that contract change agreeable between Comcast and the City? To me a contract's a contract." Mr. Christenbury stated, "There's a misunderstanding and I was fortunate to serve on the tail end of that committee. The contract in where we're talking about the high school and here and the middle school, Comcast could care less which one we build out or where. The reason there's an item in the contract as to where studios will be located is very simple. In order to get this picture to people's homes, the signal has to get up to Sixth Street where that big antenna is. That's what's known as the Head End. All the video has to get there. Currently, there's a cable that originates from this building that goes up there. That's how we get the picture up there. One of the nice things about the McConnell Center is there is a cable from this building to the McConnell Center that will allow us to input the video over there and get that up to the Head End. The reason that there was any specification in the contract about the high school was that there is no cable to the high school. So we insisted that Comcast at their expense has to put in the cable from the high school to the Head End. ..There was an assumption that maybe the first studio would be at the high school. Therefore, we told Comcast through the contract that if we insist, that Comcast would immediately have had to put that line in. Comcast could care less about which studio we build out first. All their financial obligation under this contract to them is they have to eat the expense of putting the cable in, which is fairly expensive, to run from the high school up there. So when we're ready to do that, that's what this contract is about. It's not about a contractual obligation that Comcast is going to say, 'oh, you



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didn't build it at the high school.' As a matter of fact, it's in their financial interest that we don't ask them to put that cable in yet. There's a little bit of a misunderstanding of why these specific locations were added."

Ms. Fisher asked the Superintendent for advice on the Board's next step. Dr. O'Connor stated, "We are in the process of looking for a scope and sequence from an existing program either here in New Hampshire or somewhere else to see how they're running their program. We're trying to garner that information. We're also looking at what would be the cost of personnel necessary to do this as well." Ms. Fisher asked, "So when you get that and come back to us with that, would it be alright if Parks' come back then." Mr. Christenbury asked, "The only thing I would ask tonight is, we do have a time line for the application for the grant, so I would ask that, in the next two weeks prior to your next meeting, where hopefully Dr. O'Connor can come back before you to ask to apply, if you have any questions on that specific portion, please contact any member of the committee as soon as possible."

Ms. Hooper asked, "Parks, you mentioned that Councilor Dede volunteered to be clerk-of-the-works and that saves us about \$60K. Did I hear that correctly?" Mr. Christenbury responded "yes." Ms. Hooper then asked, "How much have you saved us by doing what you and your committee have done?" Mr. Christenbury responded, "By not having brought in a consultant in a job of this scope would probably be between \$50 and \$100K. It's very expensive because it's a very small field." Ms. Hooper stated, "It's just incredible to me that so many citizens of Dover step up to the plate and save this kind of money, for both the City and the School Board. It's really a great thing."

Ms. Grady added, "In the bids that you got, I was made to understand through Mr. Joyal that it was just to be a basic retrofit and the final work would be the responsibility of ours with your money to finish off the rooms like the fourth floor is. So are you saying in the bid that you have, \$240K, is just a bare necessity, and then somebody, School Department or someone has to finish those rooms off with that money. It's like we're starting with \$130K and we need \$500K to get it to the point where it's usable." Mr. Christenbury stated, "The bids were to take those rooms and sheetrock them, put the electrical in, and put in the HVAC." Ms. Grady added, "That's right. That's not finished. I would want them to understand it's not finished." Sara Fisher added, "Every quarter we replenish the fund. Just because we have \$150K today, by the time we get to, after we purchase the equipment, thinking about what type of carpet we want or what the necessity is in the meeting room, there will be more funds there." Mr. Christenbury added, "The money's paid on a quarterly basis. The first couple years it's closer to \$280K and as it transitions into year four and five, it's about a quarter million dollars a year. There's significant funding that comes in as we build-out and as we decide...it's all going to be paid as I said earlier, by the cable franchise fee. The other exciting thing is, once we have something to show, the other thing we're going to go after is corporate donations and sponsorships like Liberty Mutual and others. As Dot alluded to, there are a lot of people that are ready to step up to the plate but they want to see this thing to get off the ground, they want to see movement before they do. So that's where we're at."



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Ms. Grady ended by saying, "I may be alive, Parks, when you get to that point, and I may not be. But, I want to make sure that Kathy puts everything I've said in the record so you can go back and look at that record when I'm gone. Because I'll bet I'm pretty close to at least 50% right of what I'm saying."

**I. POLICY CHANGES: None.**

**J. POLICY ADOPTIONS: None.**

**K. SUBMISSION AND PAYMENT OF BILLS:** Audra Lurvey moved, Carolyn Mebert seconded, to direct the Business Manager to pay manifest #09-C in the amount of \$2,280,285.59. A roll call **VOTE PASSED 7/0.**

**L. RESOLUTIONS: None.**

**M. OLD BUSINESS:**

**1. Annual Progress Report Dining Facility Council – Policy JLCF:** Superintendent O'Connor requested this item be tabled until the October meeting when the Business Manager will be available to answer questions.

**2. Retirements and Rehires – Cost Analysis:** The Superintendent reviewed a spread sheet containing separations from the Dover School District affecting the General Fund. "Looking at all of these changes, plus and minuses, we are approximately \$300,000 to the good on these trade offs." He noted there are still approximately 10 people who have not made insurance selections and that will have a negative affect on the total, but "not too, too great."

**3. Enrollment K-8 Review:** See Superintendent's Report.

**N. NEW BUSINESS:**

**1. Title I Reading Review Update:** Paula Glynn provided the following report:  
"Based on our comprehensive needs assessment conducted last year our goals were:

- Collaborate with SPED to implement an intervention model so that time and resources can be used more effectively. The goal is to plan appropriate services for appropriate children and be less concerned with student labels.
- Research and invest in corrective reading remedial programs for all children scoring below the proficient level. These children often need a very different and very direct approach. Our goal is to match them to programming that meets their unique needs.
- Provide appropriate professional development to Title I tutors and SPED paraprofessionals so that they are more effective in servicing struggling readers.



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- Devise a plan to increase parent involvement.
- Devise a plan to more effectively meet the needs of out transient population.

Our intent is to execute these goals to a high degree of excellence. Time is essential in allowing us to implement these changes fully, and to fine tune programming as we go. Having said that, we are well on our way to reaching the above-stated goals. The following changes in Title I programming at WPS have been made this fall:

- 50 minute intervention blocks for each grade level have been built into our schedule at WPS. Given all the scheduling constraints we were dealing with, this was no easy feat! All children who need support services are being pulled during this time period, which maximizes the efficiency of our resources. It also allows classroom teachers to have their entire group of children in class for longer periods of time. Scheduling these intervention blocks into the schedule has allowed us to start servicing students earlier than we ever have before, at least since I've been there.
- Given our SINI status and the fact that the NECAP assessment begins on October 1st, we determined that it would behoove us to prepare our children for the NECAP assessments with a more determined and focused effort. All 3<sup>rd</sup> and 4<sup>th</sup> grade children who scored below the proficient level in reading last year are receiving very specific test taking practice through NECAP Prep workbooks. These children are receiving small group test taking practice and support in their intervention blocks. NECAP Prep workbooks have been purchased for all 3<sup>rd</sup> and 4<sup>th</sup> graders so that those students not participating in intervention blocks can still receive practice in class.

Much research has been conducted over the past 6 months on specific intervention programs. Our research has led us to the following conclusions for WPS:

Leveled Literacy Intervention, written by Fountas and Pinnell and published by Heinemann, will serve WPS as a very strong first line of intervention for all students. This intervention program matches beautifully with the philosophy and best teaching practices emphasized in Literacy Collaborative and Dover's Growing Readers. It is modeled after Reading Recovery, a one on one model, which has yielded great results for us at WPS. Yet it is designed for small groups so that far more children can be serviced.

In addition to the Leveled Literacy Intervention program, we will be continuing our Reading Recovery Program for first graders and our Horizons, a fast track direct instruction program for first through fourth graders.

We will be piloting a number of intervention programs this fall to determine which best match the needs of our children before investing significant dollars in any one of them. These programs include:



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Foundations – a phonetic program for K-3  
Earobics – a multisensory phonemic awareness program for K-3  
Wilson Basic Fluency Program – fluency program for 2-4  
QuickReads – Fluency and comprehension for 2-4

- Professional development for Title I tutors will be ongoing and delivered both in-house and by outside experts. Already Title I tutors have received training on delivering instruction on the NECAP Prep workbooks. In addition they have received training on how to administer the PALS and will shortly receive training on administering the Benchmark Assessment. In January they will receive 3 days of training on implementing the Leveled Literacy Intervention Program. They will also be trained on each new intervention as it becomes part of our programming.
- Our Parent Resource Room is now up and running and staffed by our coordinator, Jo Maden. We began the year by having a “coffee and conversation” hour for K parents and parents new to the school on the first day of school. Our parent programming will be starting soon and the attached brochure gives you an idea of the direction in which we’re heading.
- We have created a transient team tasked with specifically addressing the needs of transient students as soon as their arrival at WPS. The team consists of a reading specialist and former classroom teacher, a Reading Recovery teacher, a social worker and our parent resource coordinator. Together they will create a protocol for beginning to meet the needs of transfer students and their parents on their very first day at Woodman Park. Our goal is to keep them very much on our radar screen so that they don’t become lost in the shuffle and therefore suffer academically and socially.

As you can see, we are moving forward with several changes and are excited about seeing results ultimately in student achievement. Thanks you for listening and I would be happy to address any questions you might have.”

**2. Award Bid for Interactive White Boards:** Dr. O’Connor requested the Board award a bid for Interactive White Boards and installation to GreenPages Technology in the amount of \$20,650.00. Ms. Fisher asked if money was budgeted for this purchase. Dr. O’Connor stated it was. Ms. Lurvey asked why this purchase had not gone to bid with the white boards purchased the previous month by the technology manager because buying in larger quantities oftentimes saves money. Dr. O’Connor stated these boards were for the Career Technical Center but he would have the business manager research this and provide a response.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for Interactive White Boards and installation to GreenPages Technology in the amount of \$20,650.00. A roll call **VOTE PASSED 7/0.**

**3. Award Bid for Hotplate Restaurant Equipment:** Dr. O’Connor requested the Board award a bid for Hotplate Restaurant Equipment to Northeast Food Service in the amount of \$2,896.00.



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Ms. Hooper asked the Superintendent why only one bid was received. Dr. O'Connor stated he would have the business manager respond as soon as possible.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for Hotplate Restaurant Equipment to Northeast Food Service in the amount of \$2,896.00. A roll call **VOTE PASSED 7/0.**

**4. Award Bid for Flat Screen Computer Workstations:** Dr. O'Connor requested the Board award a bid for Flat Screen Computer Workstations to low bidder, AATD American, in the amount of \$9,026.70.

Ms. Lurvey again asked why this purchase had not gone to bid with those purchased the previous month by the technology manager. Dr. O'Connor again stated t he would have the business manager research this and provide a response.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid Flat Screen Computer Workstations to low bidder, AATD American, in the amount of \$9,026.70. A roll call **VOTE PASSED 7/0.**

**5. Award Bid for Restaurant Dining Tables:** Dr. O'Connor requested the Board award a bid for Wood-Edged Restaurant Dining Tables to the only bidder, Northeast Food Service in the amount of \$10,734.15. Ms. Hooper asked whether the wood edged tables were of better quality than the self-edge tables quoted at \$10,128.90 by the same vendor. Dr. O'Connor stated that was correct.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for Wood-Edged Restaurant Dining Tables to the only bidder, Northeast Food Service in the amount of \$10,734.15. A roll call **VOTE PASSED 7/0.**

**6. Award Bid for Commercial Grade Gas Range:** Dr. O'Connor requested the Board award a bid for a Commercial Grade Gas Range to the only bidder, Northeast Food Service in the amount of \$7,248.00. Ms. Lurvey asked if the amount included installation fees. Dr. O'Connor stated installation is usually performed by a plumber and the District has a plumbing contract in place.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for Commercial Grade Gas Range to the only bidder, Northeast Food Service in the amount of \$7,248.00. A roll call **VOTE PASSED 7/0.**

**6. Summer Professional Development & Curriculum Work:** Director of Curriculum, Instruction, and Assessment provided an overview of the professional development initiatives that occurred over the summer of 2008. A total of 310 staff members attended curriculum and professional development workshops. The breakdown follows:



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### Summer 2008

<b>Curriculum</b>	
Teachers participating in curriculum initiatives	115
<b>Professional Development</b>	
Literacy Institute	26
Science training (includes 4 interns)	76
Critical Friends Training	10
Freshman Academy Institute	7
Manuscript Writing	3
Cursive Writing	4
Writing Workshop	21
Math/Science Conference	8
Using Manipulatives	9
Everyday Math	11
Camp Technocality	20
<b>TOTAL</b>	<b>310</b>

Ms. Briggs also provided Board members with a list of all professional development workshops and the names of teachers who attended the successful series. She acknowledged the extra hours and hard work that many of the District staff put in over their summer months.

7. **Homeless Update:** Cindy McKenney, Homeless Liaison for the District, provided an overview of the previous school year's homeless statistics in Dover schools as well as some of the duties she performed to assist these students and families.

Dover School District  
 Homeless Students August 2007 – July 2008

Total number of identified students Preschool – Grade 12: 61

Grade	Number of Homeless Students
Preschool	1
Kindergarten	4
1	10
2	6



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3	2
4	3
5	4
6	5
7	5
8	7
9	3
10	5
11	1
12	5

Referrals by school: DHS – 14 students  
 DMS – 21 students  
 HSS – 3 students  
 GES – 5 students  
 WPS – 17 students

Students living:

- at shelters (My Friend’s Place/Dover and Rochester shelter): 13
- with relatives/friends: 26
- in motels: 4
- in car: 1

Students living in transitional housing (after residence in shelter): 9

Students with special needs: 2

ESL students: 2

Unaccompanied youth: 8

Homeless due to fire: 5

Homeless due to foreclosure: 4

Homeless due to domestic violence: 2

Homeless due to illness of parent: 1

Teen pregnancy: 1

Homeless due to incarcerated parent: 1

Unaccompanied youth at DHS who graduated in June and is attending college in fall 2008: 1



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### Transportation:

- Provider or Lilac City Taxi
- Within district: 3
- Out of district: 4
- Reimbursement for gas mileage to parent/guardian: 2

### Other liaison duties included:

- Shopped for and provided basic clothing, toiletries and school supplies for 30 students.
- Purchased: 1 uniform for DHS culinary student  
Basic soccer equipment for DMS student
- Linked medical care for 2 unaccompanied youth.
- Personally provided transportation for numerous medical appointments for 2 unaccompanied youth at DHS.
- Met with guidance personnel from DHS to explain my role in assisting students and their families, and the guidance counselor role in helping to identify and connect homeless youth with me.
- Maintained close contact with all schools, guidance staff and the SPED office to provide services and information to assist homeless students.
- Attended state workshop on homelessness in October 2007, and a school district/community collaboration symposium in March 2008.

### Summer 2008:

- A grant was written and approved in partnership with the Portsmouth school district in May 2008. Funding for Dover provided: 5 summer camp scholarships for homeless students; partial reimbursement for transportation costs for the 07-08 school year; clothing/supplies for summer camp participants and back-to-school clothing/supplies assistance for fall 08; a transportation workshop with representatives of The Provider, Dover and Portsmouth school districts to clarify and expand communication between agencies.
- Applied for and received donation of 35 backpacks from Citizen's Bank "Gear for Grades" program. Backpacks are being distributed through My Friend's Place and Dover school guidance offices.
- Met with administration from My Friend's Place to help facilitate the transition to school for the shelter's families.



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**8. Elementary School Summer Program Recap:** Cindy McKenney, Summer School Federal Program Coordinator, provided an overview of the 2008 Dover Summer School initiatives.

- Total staff of 35 teachers and aides
- 67 students at elementary level
- 175 kindergarten students
- Transportation provided for 60 students

Project BEFORE – Woodman Park School students entering Grade 1 (Title I funding):

- 4 teachers: Wendy Nasberg, Jill Piscitelle, Jessica Morton, Emily Nasberg
- 15 students attended program
- 12 out of 14 students were assessed with both the pre-test and post-test.
- 35% showed positive growth in their scores.

Project MORE – Woodman, Garrison and Horne Street students entering Grade 2 (Local funding):

- 3 teachers: Renee Bennett, Emily Tucci, Kristin Johnson  
3 aides: Debra Conroy, Connie Dubois, Tina Lavallee
- 25 students attended the program
- 24 students were given both pre-test and post-test in oral reading.
- 52% showed positive growth in their scores.

Project ENCORE – Woodman Park School students entering Grades 3 and 4 (Title I funding):

- 2 teachers: Elaine Marhefka, Meaghan Cowan  
1 aide: Liz Norris
- 18 students attended the program.
- 17 students were given both pre and post-test in oral reading.
- 45 % showed positive growth in their scores.

Camp EXPLORE (All elementary schools, Title I funding):

Woodman Park School teachers: Lisa Simko, Jill Fitzhenry, Leah Weeks, Liz Dubois  
 4 aides: Meghan Kelley, Wendy Nasberg, Molly Stanton, Deb Calabrese  
 Total students that attended summer program: 62

Horne Street School teachers: Amanda DeCew, Mary Buese  
 2 aides: Janet Lapoint, Amy Grieg  
 Total students that attended summer program: 48

Garrison Elementary School teachers: Michelle Greve, Alana Cushing, Marcia Minerowicz, Sarah Moyer  
 4 aides: Jean Schwab, Shannon Yerardi, Stephanie Lund, Wendy Mello  
 Total students that attended summer program: 65



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**9. Student Assessment and Data Tracking:** Jean Briggs, Director of Curriculum, Instruction, and Assessment, provided the Board with the Dover District Assessment Schedule for the 2008-2009 School Year.

She noted the District has gone from six writing prompts to four. The writing prompt committee works very hard – and it is very complicated – to find prompts by grade level, match the rubrics, arrange for the scoring – it is labor intensive and they are hoping the payoff will be the NECAP writing scores going up.

Additionally, they are continuing with the math common assessments. These are a good way for teachers to pace their instruction. Students need mastery of certain skills and the testing due dates are listed, so teachers ensure they cover the skills by the due date so that ensures a little more equity. By the end of the year, we know our students are exposed to these skills.

PAL's complete battery is listed. The calendar is pretty self-explanatory.

The State Department of Education issued a press release that Assessment Builder has been purchased by the state of New Hampshire through Performance Pathways. Performance Pathways and Performance Tracker are a way to look at NECAP scores. The state is making it available to the District. As of August 1<sup>st</sup>, there will also be available Assessment Builder. Ms. Briggs noted they are looking at it carefully because after Level 1, it costs money for Levels 2 and 3 and they want to make sure what is offered is a good match for the District's needs. They will attend training to review the software. Level 1 allows you to import two assessments to be added to the NECAP information so you can correlate by student SASID and ID to, perhaps, the math common assessment exam and the writing prompt scores. If that works really well, ultimately if you wish to pay the \$5,000 additional, you can get Assessment Builder Level 3 that allows you to create your own assessments, tied to the standards, and feed them in through the bubble reader and it will correlate it to the other information. Ms. Fisher asked if the fee was \$5,000 flat rate or per year. Ms. Briggs stated the fee is to be paid each year.

**O. ADJOURNMENT:** At 8:35 p.m., Audra Lurvey moved, Carolyn Mebert seconded, to adjourn the meeting. An oral **VOTE PASSED 7/0**.

BETH SETEAR SECRETARY  
September 9, 2008