



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, February 9, 2009, at 7:00 p.m. in the City Council Chambers.

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

Also present were; Curriculum, Assessment, and Instruction Director, Jean Briggs-Badger; Business Administrator, Laurie Verville; 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; Sandra Crosson, Director of Pupil, Personnel Services; Student Representative to the School Board, Emily Martuscello, Peter Wotton, Athletics Director; Dover Reads Coordinator, Cindi McKenney; DTU President, Deb Hackett; Sue Vitko; Dover High School Female Scholar Athletes; and the Fosters' Reporter.

B. PLEDGE OF ALLEGIANCE: Britt Ulinski Schuman led the Board in the Pledge of Allegiance.

C. CITIZENS' FORUM: No one addressed the Board

Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules and bring item L.1. Resolution of Recognition, forward in the agenda. An oral **VOTE PASSED 7/0**.

Audra Lurvey read the resolution into the record:

Resolution of Recognition

Dover High School Female Scholar-Athletes

WHEREAS *Dover High School was represented by seventeen of our finest female scholar-athletes on February 1, 2009 at the Capital Center for the Arts by the New Hampshire Interscholastic Athletic Association and the New Hampshire Athletic Director's Association, and*

WHEREAS *the Dover High School Female Scholar-Athletes have demonstrated hard work, sportsmanship, perseverance, character, and academic excellence throughout their high school careers, and*

WHEREAS *the Dover High School Female Scholar-Athletes have maintained a career Grade Point Average of a 3.33 or higher, and*

WHEREAS *the Dover High School Female Scholar-Athletes have lettered and are currently active in at least two Varsity sports, and*



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

WHEREAS *the Dover High School Female Scholar-Athletes are Shamara Al-Darraj, Kailee Allen, Michelle Bolduc, Sarah Brennan, Samantha Calabrese, Shannon Cogan, Kai Fukunaga, Molly Gile, Jessica Hergot, Krista Johnstone, Curran Leighton, Kelsey Leighton, Emily Martuscello, Christine Naumann, Danielle Pesko, Kaylee Towle, Leah Trush and Katie Zubkus, and*

WHEREAS *the Dover High School Female Scholar –Athletes have brought great pride, recognition, enthusiasm, and honor to themselves, to their parents and families, to Dover High School, and to the City of Dover,*

NOW THEREFORE BE IT RESOLVED *that the Dover School Board applauds, honors, and recognizes the many achievements of the Dover High School Female Scholar-Athletes*

After the presentation of the resolution, Ms. Grady noted there had been much discussion in the news recently about the proposed “dumbing down” requirements of high school athletics. She then stated she hoped the community was watching and called attention to the fact that these students all achieved a B+ or better in order to be awarded recognition by the NHIAA. Ms. Grady ended by stating, “We are all very proud of you.”

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

- a. **Nonpublic Session #1 January 12, 2009 (Personnel)**
- b. **Regular Session #12, January 12, 2009**
- c. **Nonpublic Session #2, January 21, 2009 (Student Discipline)**
- d. **Nonpublic Session #3, January 26, 2009 (Personnel)**
- e. **Special Session #1, January 26, 2009 (Language Arts Curriculum)**
- f. **Budget Workshop #1, January 26, 2009**
- g. **Budget Workshop #2, February 2, 2009**
- h. **Nonpublic Session #4, February 4, 2009 (Student Discipline)**
- i. **Nonpublic Session #5, February 5, 2009 (Student Discipline)**

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

E. CONSENT AGENDA

1. **Correspondence:**
 - a. **Dover Parents Music Club letter dated January 21, 2009 re: Rental Request - Waiver of Time**
2. **Resignations/Retirements: None.**
3. **Leaves of Absence: None.**



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

4. **Nominations:**
Sheet 1: Nomination and Election of teachers (Wyeth)
Sheet 2: Nomination and Election of Paraprofessionals (Fardelmann to Ormond)
5. **Extended Travel (Student Trips): None.**

Audra Lurvey moved, Carolyn Mebert seconded, to pull item 1.a, Request for Waiver of Rental Time for Dover Parents Music Club, for discussion. An oral **VOTE PASSED 7/0.**

Audra Lurvey moved, Carolyn Mebert seconded, to approve the consent agenda without item 1.a. An oral **VOTE PASSED 7/0.**

1.a. Request of Waiver for Rental Time for Dover Parents Music Club: Audra Lurvey moved, Carolyn Mebert seconded, to table the request for a waiver of the 90-day rental policy until Mr. Wotton, Athletic Director, has the opportunity to develop the next school year's athletic schedule. This rental request may impact the Athletic Director's scheduled use of the high school gym. An oral **VOTE PASSED 7/0.**

F. SUPERINTENDENT'S REPORT: Jean Briggs-Badger, sitting in for Dr. O'Connor, spoke on the following items:

- Jan Hennessey recently learned she has been accepted into Rutgers University's Louvre Program for this summer. It is a 2 week art history course taught by the staff of Le Louvre. They only accepted 20 French teachers from the entire country to participate in this very unique course.
- Scott Goodell has been nominated for the NHTEA Teacher of Excellence award for 2009 for his continued dedication and commitment to technology and his students.
- Ms. Briggs-Badger, as curriculum director, reported that she has been conducting "Curriculum Walk-Through Wednesdays" in all of the Dover Schools for the past two years. She noted that the curriculum is very exciting and what she has seen in classrooms is students engaged and motivated in learning. She added that the Science curriculum is being met with great enthusiasm by teachers and students. Ms. Briggs-Badger then thanked the principals for their gracious support of her walk-through Wednesdays.

Ms. Briggs-Badger then introduced Cindi McKenney to provide the Board with information on the upcoming Dover Reads:

Cindi McKenney addressed the following highlights of Dover Reads 2009:

- Book Choice for 2009 is Marley & Me by John Grogan
- All Dover public schools, St. Mary Academy, and DALC are participating this year
- Over 250 books have been distributed to schools and participating agencies with 100 more to be distributed to the community



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

- Kick-off is February 19th from 4:30 to 5:30 p.m. at the Children’s Museum of New Hampshire
- Two community-service projects will run concurrently with Dover Reads:
 - **Pennies for Pets** – penny drive at all schools and some area businesses through March 12
 - Cocheco Valley Humane Society **Animal Wish List** food/supply drive – collection sites at all schools, the Children’s Museum, and DALC through March 19
- Ms. McKenney thanked those who have sponsored the program: Measured Progress, Literacy Friends, Dover Auto World, Dover Teachers’ Union, Holy Rosary Credit Union, Dover Administrators’ Association; HSS PTG; Burns, Bryant, Cox, Rockefeller, & Durkin; and Dupont’s Service Center
- Final Celebration will be held Thursday, March 19th, 6:30 to 7:30 p.m. in the Dover High School Auditorium

Ms. Briggs-Badger then invited all building principals to share items of interest that have happened or are upcoming in each of their schools.

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

G. STUDENT REPRESENTATIVE REPORT: Emily Martuscello, sitting in for Julia Higgins, reported on the following items.

- \$2,500 was raised by 13 students and 2 teachers who participated in the January 31st Penguin Plunge at Hampton Beach
- Student Council members are working with three nutrition majors to create options for school lunch. They hope to come up with new and interesting foods
- Student Council members discussed the recent athletic academic policy. They are in agreement that they would like to have the policy to “remain as is” requiring a 2.0 average to continue to play sports. Council Members and teachers hope to create a volunteer “peer tutoring” program, offering students academic assistance at least twice a week after school. Julia Higgins will bring additional information to the Board when the athletic academic policy is brought back to the Board for consideration.

H. COMMITTEE REPORTS:

1. NHSBA Delegates Convention, Dorothea Hooper Reporting: Ms. Hooper gave the following report:

“On January 17th I attended the New Hampshire School Board Association’s Delegates Convention in Concord as a representative of the Dover School Board.

The morning session dealt with current “hot topics” that directly impacted New Hampshire School boards. These topics focused on the use of e-mail, teacher non-renewal, and an update on the right to know law.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

The afternoon session was for the purpose of voting on the latest positions taken by the association on educational issues. Fifty some school districts from around the state were represented.

It was a very enlightening meeting which gave me a chance to hear state officials, attorneys and School Board Association officers share their expertise. In addition I got a chance to talk with school board members from a wide variety of communities around the state.

I have given the Superintendent copies of the materials I collected to be shared with the board and school departments as relevant. I am happy to announce we are in compliance with what was discussed as mandated by state.”

2. Professional Development Committee, Dorothea Hooper Reporting: Ms. Hooper gave the following report:

“The Professional Development Committee met January 21st at the SAU office. Chaired by Mrs. Jean Briggs-Badger, we began with a recap of early release days held on October 15th, December 10th and January 14th discussing the mental health presentation, DMS data work, and the C.O.R.E process. As part of the discussion the group always focuses on what went well (i.e. strategies in the classroom) and what could be improved (i.e. dialogue between middle school and high school English teachers). Mrs. Briggs-Badger emphasized the importance of getting teacher evaluations after each presentation.

The group went on to review plans for Teacher Workshop Day on March 20th with the scheduled keynote speaker, Joe Sassone who will address school improvement strategies. Also attending will be Todd DeMitchell who will speak on school law.

The rest of the day will be broken down into four 1 hour and 15 minute sessions with teachers choosing topics of value to their particular discipline. Options will differ depending on grade levels. Grades K-8 will meet at the Dover Middle School for their sessions while grades 9-12 will have different workshops at the high school.

Using our own staff’s expertise, the committee discussed possible presenters for the March workshops focusing on a wide variety of topics under the general theme of reading, math, technology and improvement strategies.

The committee looked over the District Calendar for 2009 – 2010 to get an idea of what dates will be available for professional development.”

3. Dining Facilities Council, Dorothea Hooper Reporting: Ms. Hooper gave the following report:

“The Dining Facilities Council met January 22, 2009 at Dover High School. The Council listened to a power point presentation on Guiding Stars by Jim McBride, Director of Information &



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

Systems, and Misty Smalley, Client Services Manager. This program began in 2005 as a storewide nutrition profiling in Hannaford Super Markets. The program is now independent of Hannaford and has been implemented in 1400 supermarkets in 11 states from New England to Florida.

The program rates all edible products in the store and rates them from no rating (does not meet standards), one star (good), two stars (better) or three stars (best) according to the nutritional value of the product. The rating is determined by a panel of nutrition experts who rate on the basis of more vitamins, mineral, fiber and whole grains and less saturated fat, trans fat, cholesterol, sodium and sugar. Data on foods is updated regularly as products are reformulated or new products are introduced. This system aids the consumer in making healthy choices while shopping.

After the presentation, Chair Mrs. Laurie Verville, SAU Business Manager, facilitated a discussion on the advantageous of working with this company, costs to the district (grants are available), and what our food services staff would need to do to collect useable data for ranking of lunches, This would be an area in which our UNH interns would be of good use studying labels and determining good and bad ingredients.

Under old business, discussion revolved around more use of Edline to dispense information, Dover High ECO club concerns over the use of Styrofoam trays, and the recall of peanut butter in the lunchrooms. Our next meeting will be March 26th in the Horne St. School Cafeteria.”

4. Curriculum Planning Council, Dorothea Hooper Reporting: Ms. Hooper gave the following report:

“The Curriculum Planning Council met February 5th at the Dover Middle School.

On the agenda was an update on the Mathematics curriculum 5 through 12. Karen Berg gave an overview of grades 5 and 6 which included texts being used, needed revision of “I Can” statements, and improvement of communication between the elementary and the middle school.

The technology that is now available to teachers is complicated. An illustration of interactive Smart Boards demonstrated by Patti Ogden and Carol Marino brought home the point that teachers need professional development to make the best use of this new technology. Larry De Young, principal of the Middle School noted that there is a change in philosophy concerning math placement. While 5th and 6th graders are heterogeneously grouped, top students in grades 7 and 8 have honors options.

Dave Bennett reported on the curriculum changes at the high school. The compression of TP and CP courses is complete for math and mid-year exams showed improvement in all content areas tested. The challenges the department faces are block scheduling and revising course competencies.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

The social studies department also gave an adoption update. The Middle School reported on the current curriculum scope and realignment. They have more continuity in topic exploration cutting down on repetition of content. Kim Lyndes introduced the grades 5-8 presentation and Stephanie Miller gave an enthusiastic report on the texts and supplementary material available. She noted that there had been terrific changes in the past 4 years of technology available to supplement and individualize instruction.

At the high school, however, Beth Stone noted that very little technology is available to social studies teachers. Installation of cable to the second floor of the school made news and historic events accessible for the first time. This needs to be expanded to the Freshman Academy. Five new courses will be offered next year. Civics will be incorporated into a semester/full credit format as American Government. The issues the high school is still facing are funding technology for the block schedule, text book funding for newly developed courses, alignment of the curriculum K-12, and a more generous supply budget. For the past 2 years social studies has received \$464 for supplies to be divided between 13 teachers.

Chair Jean Briggs Badger distributed a revised curriculum planning cycle calendar to give the math department a bit more time to work on their curriculum. She will be requesting the school board to approve this change. Our next meeting is March 5th."

I. POLICY CHANGES - PROPOSALS: None.

J. POLICY ADOPTIONS:

a. **IHBG – HOME EDUCATION INSTRUCTION**: Chairperson Fisher reviewed the policy for the record:

HOME EDUCATION INSTRUCTION

Eligibility:

The Board recognizes that RSA 193-A provides the legal right for parents to pursue home education within the requirements of enrollment and evaluation set by the New Hampshire State Department of Education (NHDOE).

It is the policy of the Board to work together with parents who desire to use the School District as their home education participating agency, or who desire to utilize the school district for annual evaluation purposes, with the goal of achieving maximum educational success for each home-educated child.

Enrollment Procedures:

Any parent commencing a home education program for a child who withdraws from the School District shall notify the New Hampshire Department of Education, the Superintendent, or a non-public school within five (5) business days of commencement of the home education program. Such notification shall include the names, addresses, and birth dates of all children who are



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

participating in the home education program. If such notice is provided to the Superintendent, s/he shall acknowledge receipt of notification within fourteen (14) days.

A parent planning to continue a home education program after the commencement of such a program shall notify the Department of Education or Superintendent by the first day of each school year of the parents' intent to continue the program.

The Superintendent shall assist parents in making such notification and in complying with applicable statutory requirements.

Conventional attendance policies of the District and State Law apply to all students within the District until the Commissioner of Education, the Superintendent, or a non-public school principal acknowledge the establishment of a home education program, or immediately apply upon the termination of any home education program so acknowledged.

Evaluation Procedures

1. Parents must maintain a portfolio of records and materials relative to the home education program and must provide for an annual evaluation documenting the child's demonstration of education progress at a level commensurate with the child's age and ability, in accordance with RSA 193-A and ED 315.
2. Parents electing to request the school district's participation in the annual evaluation must make arrangements to do so with the District's Home Schooling Coordinator, Ms. Jean Briggs, at least 30 days prior to the end of the public school year. Arrangements for the district's participation will be at the discretion of the building principal based upon the availability of necessary resources. Parents are responsible for making arrangements for formal assessments administered by the school 45 days prior to their student's participation.
3. In cases where the school district does not participate in the annual evaluation, parents are responsible for filing the results of the outside evaluation with the Superintendent's office by July 1 – ED 315.07(g) and (h).
4. Within 21 days of receiving the annual evaluation data, the Superintendent shall review the results of the annual evaluation of the child. If the child does not demonstrate educational progress for age and ability at a level commensurate with his ability, the Superintendent will notify the parents, in writing, in compliance with ED 315.08 and .09.

Re-enrollment into the District Program

1. Parents deciding to re-enroll their children into the school district program following a period of home education will make arrangements with the building principal to provide for an evaluation process to determine appropriate placement in the school's program. Placements will be consistent with the School Board policy governing student placements, and are subject to the same appeal process.
2. Parents are responsible to remain aware of the scope and sequence of the District



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

curriculum and for aligning their home education program in ways that may eliminate conflicts to appropriate placements.

3. Parents must notify the Commissioner of Education and the resident district Superintendent or non-public school principal within 15 days of the termination of the home education program and shall promptly enroll their children with the District in a State of NH approved private school.

Graduation/Diplomas

No certificates or diplomas will be awarded to home-educated students by the School Board. Students must enter the regular school program and complete all necessary graduation requirements to be eligible for a diploma from any district high school.

Legal Reference:

RSA 193-A, Home Education
RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil
RSA 193:1-a, Dual Enrollment
RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils
NH Code of Administrative Rules, Section Ed. 315, Procedures for the Operation of Home Education Programs
See also School Board Policy IHBG-R

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

b. IJOC-E – VOLUNTEER SERVICE STATEMENT & AGREEMENT: Chairperson Fisher reviewed the policy for the record:

Dover School District-SAU #11

Volunteer Service Statement & Agreement

I make this Statement and Agreement in order to provide, and to be authorized to perform, the following uncompensated services to my community:

[Specify Nature and Scope of Services] under the direction

**of: [Identify the Department or Official with
Official Oversight Authority of the Work]**

between [Time Period in Which Work to be Performed]

In performing the specified volunteer service, I acknowledge:

- **that I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;**



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: Monday, February 9, 2009
Meeting Time: 7:00 pm

- that I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them;
- *that I assume full responsibility for my own safety and the safety of others who might be affected by my actions or omissions. I hereby agree to release, defend, indemnify, and hold harmless the Dover School District, its agents, employees, and officers, from any and all claims of illness, bodily injury, personal injury, or property damage, occurring to me or to others, arising from my negligent, reckless wanton, or intentional conduct while participating in this activity.*
- that I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Dover School District, and will honor the direction of Dover School District officials to suspend or terminate service;
- *that I agree to the foregoing in consideration for being permitted to perform volunteer service for and on behalf of the Dover School District.*

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

d. **GCCBC – FAMILY & MEDICAL LEAVE ACT (FMLA) POLICY:** Chairperson Fisher reviewed the policy for record:

FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE POLICY

1. Effective August 5, 1993, (February 5, 1994, for employees subject to collective bargaining agreements) an employee is eligible to request an FMLA leave if the employee has been an employee of the Dover School District for at least twelve (12) months and has worked at least 1250 hours during the twelve (12) month period immediately preceding the leave.

2. Subject to the requirements described in this policy, an eligible employee may request and will be granted up to twelve (12) work weeks of unpaid FMLA leave during any twelve (12) month period for one or more of the following events:

- a. the birth and first year care of a child
- b. the placement of a child for adoption or foster care in the employee's home
- c. the care of the employee's spouse, child, or parent with a serious health condition, or
- d. the employee's serious health condition which renders the employee unable to perform the functions of the employee's position



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

e. the care for covered service members with a serious injury or illness and because of qualifying exigencies arising out of the fact that a covered military member is on active duty or has been notified or an impending call or order to active duty in support of a contingency operation.

1. Qualifying exigency leave—a qualifying exigency arising out of the employee's spouse, son, daughter or parent being on active duty or being notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation—a qualifying exigency includes short-notice deployment; military events and related activities; childcare and school activities, financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and other activities agreed by the District and employee.

2. Military Caregiver Leave (covered service member leave)—the employee, as the spouse, son, daughter, parent or next of kin of a recovering service member, to care for that service member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces when that injury or illness has rendered he/she unfit to perform duties of his/her office, grade, rank or rating.

3. For purposes of calculating the amount of FMLA leave an eligible employee can take, the term "during any twelve (12) month period" means a rolling twelve (12) month period measured backward from the date requested leave will be used (but not earlier than the effective date of the FMLA). For military caregiver leaves, one 26-week leave period in a single 12-month period. The right to take this leave does not renew once a new 12-month period begins and all this leave must be taken in a single 12-month period, although it may be taken intermittently or on a reduced schedule. Note the employee is entitled to a combined 26 weeks for military caregiver leave and all other types of leave.

4. The taking of FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced; provided, however, that nothing in the FMLA shall entitle any employee who returns from leave to the accrual of any seniority or employment benefits during the period of the leave or any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

5. Unless one of the exceptions in the law applies, an employee who takes an FMLA leave for the intended purpose of the leave shall be entitled, on timely return from the leave, to be restored to the position of employment held when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Special rules regarding return to work are applicable to employees, such as teachers, coaches, driving instructors, and special educational assistants, whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

a. When an instructional employee begins leave more than five (5) weeks before the end of an academic term, the employee
may be required to continue taking leave until the end of the term if the leave will last at least three (3) weeks and the employee would return to work during the three-week period before the end of the term.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

b. If the employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of a term, the employee may be required to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the employee would return to work during the two-week period before the end of the term.

c. If an employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of an academic term and the leave will last more than five (5) working days, the employee may be required to continue taking leave until the end of the term.

6. At the election of the employee, during the period of an FMLA leave any group health plan as defined by the FMLA will be maintained for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. When the employee returns from FMLA leave, the employee is entitled to be reinstated to the group health plan on the same terms as prior to taking the leave, without any qualifying period, physical examination, or exclusion based on preexisting conditions. While on an unpaid FMLA leave, the employee will be responsible for paying the employee's portion of the premium, if applicable, by submitting payment to the district's business office on or before each regular payday. However, if the employee is financially unable to pay his/her portion of the premium during the period of unpaid leave, the employer will pay the employee's share of the premium during that period. This will insure that the employee will be reinstated to the same group health plan, as required by the FMLA. The district will pay these costs subject to recovery from the employee on return from leave, under terms to be determined prior to commencement of the leave. The district may recover its share of the premiums for maintaining coverage for the employee under such group health plan during the period of an FMLA leave if the employee fails to return to work (or returns to work but fails to stay thirty [30] calendar days) for reasons other than the continuation, recurrence, or onset of a serious health condition entitling the employee to leave under paragraphs 2-c or 2-d above or other circumstances beyond the employee's control. Certification of inability to return to work as specified and allowed by the FMLA may be required.

7. Where an employee has accrued paid vacation, personal, or family leave, the employer may require, or the employee may elect, to substitute such accrued leave for all or part of any FMLA leave related to birth, adoption/foster care placement, or care for a seriously ill family member. Substitution of paid accrued vacation, personal, or medical/sick leave may be made for all or part of any otherwise unpaid

FMLA leave needed to care for a family member or the employee's own serious health condition. Upon exhaustion of any unaccrued paid leave, the remainder of any FMLA leave will be unpaid. In no case will the combination of paid and unpaid leave used for an FMLA purpose exceed twelve (12) work weeks in any twelve (12) month period, unless an extension of FMLA leave is granted, under the applicable regulation.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

8. FMLA leave for the birth/care of a child or for the placement of a child for adoption or foster care must be taken within the twelve (12) month period which starts on the date of such birth or placement. Regardless of when such leave begins, it will end no later than the end of the twelve (12) month period. Unless specifically permitted, FMLA leave for these purposes cannot be taken on an intermittent or reduced leave schedule.

9. If both spouses are employed by the district, they are limited to a combined total of twelve (12) work weeks of FMLA leave during any twelve (12) month period for the first year care of their child or placement of a child in their home for adoption or foster care. However, each employee may use up to twelve (12) work weeks of FMLA leave during any twelve (12) month period if the leave is to care for the employee's child, spouse, or parent who is suffering from a serious health condition or is necessitated by the employee's own serious health condition.

9. An eligible employee who foresees that a leave will be required for the birth/care of a child or for adoption or foster care placement must notify the district's business office in writing not less than thirty (30) calendar days in advance of the start date of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the employee shall provide such notice as is practicable under the circumstances, ordinarily meaning at least verbal notification within one or two business days of when the need for leave becomes known to the employee.

10. An employee who foresees the need for a leave of absence due to planned medical treatment for the employee or for the employee's spouse, child, or parent should notify the district's business office in writing as early as possible, and shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the district's operations, subject to the approval of the health care provider. Such notice must be at least thirty (30) calendar days in advance of the start of leave, except that if the date of the treatment requires leave to begin in less than thirty days, the employee shall provide such notice as is practicable or at least 2 business days of when an employee knows of need for the leave.

11. If the requested leave is to care for a spouse, child, or parent who has a serious health condition, the employee will be required to file with the district's business office in a timely manner a health care provider's statement that the employee is needed to care for a son, daughter, spouse, or parent and an estimate of the amount of time that the employee is needed for such care.

12. If the requested leave is because of a serious health condition of the employee which renders the employee unable to perform the functions of the employee's position, the employee may be required to file with the district's business office a health care provider's statement as allowed by the FMLA.

13. Subject to the limitations and certifications allowed by the FMLA, only leaves taken under paragraphs 2-c and 2-d above may be taken intermittently or on a reduced leave schedule when medically necessary, provided a health care provider certifies the expected



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

duration and schedule of such leave and provided further that such leave is foreseeable based upon planned medical treatment. The employee may be required to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position. If an instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition or for the employee's own serious condition, and the employee would be on leave for more than twenty percent of the total number of working days over the period the leave would extend, the district may require that such employee elect either (a) to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or (b) to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified and that has equivalent pay and benefits, and better accommodates recurring periods of leave than the regular employment position of the employee.

14. An employee on an approved leave under this policy must report to the district's business office every thirty (30) days regarding the employee's status and intent to return to work upon conclusion of the leave. An employee who was granted FMLA leave for his/her own serious health condition may be required to submit a fitness-for-duty certification before returning to work, subject to the terms set forth in the FMLA and regulations.

15. In any case where there is reason to doubt the validity of the health care provider's statement or certification for leaves taken under sections 2-c or 2-d above, the district may, at its expense, require second and third opinions, as specified by the FMLA, to resolve the issue.

16. The provisions of this policy are intended to comply with the Family and Medical Leave Act of 1993, and any terms used from the FMLA will be as defined in the Act or in the U. S. Department of Labor regulations. To the extent that this policy is ambiguous or contradicts the Act or U. S. Department of Labor regulations, the language of the Act or regulations will prevail.

Legal References:

29 CFR Part 825, The Family and Medical Leave Act of 1993; Final Rule

Audra Lurvey moved, Carolyn Mebert seconded to approve 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-H in the amount of \$4,099,354.98. A roll call **VOTE PASSED 7/0.**

L. RESOLUTIONS:

1. RESOLUTION OF RECOGNITION – DHS FEMALE SCHOLAR ATHLETES: See Above.

2. RESOLUTION FORMATION OF THE HORNE STREET SCHOOL JOINT BUILDING COMMITTEE: Chairperson Fisher read the Resolution into the record:



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

RESOLUTION RE: FORMATION OF THE HORNE STREET SCHOOL JOINT BUILDING COMMITTEE

WHEREAS: the City Council appropriated \$2,300,000 on December 17, 2008 under the Capital Improvements Program to renovate the Horne Street Elementary School, and

WHEREAS: Per RSA 199:3 of the New Hampshire state statute, it is deemed that the Joint Building Committee shall be chosen in equal numbers by the City Council and the School Board to oversee the expenditure of construction funds, and

WHEREAS: There is an existing JBC formed in 2006 to oversee the Woodman Park School expansion and renovation projects,

NOW, THEREFORE, BE IT RESOLVED THAT the Dover School Board hereby appoints the following persons to continue serving in their capacity on the Woodman Park School project as well as the Horne Street Elementary School Joint Building Committee:

**Doris Grady
Carolyn Mebert
Mark Geuther**

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

M. OLD BUSINESS:

1. LANGUAGE ARTS CURRICULUM ADOPTION: Audra Lurvey moved, Carolyn Mebert seconded, to adopt the new Language Arts Curriculum, noting that funding will be discussed during the budget workshop. An oral **VOTE PASSED 7/0.**

N. NEW BUSINESS:

1. ELEMENTARY REPORT CARD UPDATE: Jean Badger-Briggs introduced Sue Vitko to provide an update on elementary report cards. Ms. Vitko provided an overview of the history of the development of the current elementary report.

In fall 2005, Ms. Vitko was the District Math Improvement Coach as part of the DINI math task force process. Teachers kept going back to the report card and issues with the report card. At that time, Ms. Vitko was asked to develop a task force to review the report card.

At that time, School Board members and teachers indicated they wanted a more consistent performance code; they did not want a separate sheet for mathematics reporting; match the



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

GLE's and not Everyday Math; more user-friendly to provide more information to parents; eliminate carbons; eventually wanted electronic report cards with drop-down menus.

Ms. Vitko stated she believed Ms. Grady asked for the “progress code” update because she had received feedback from constituents with questions. Ms. Grady stated she had heard from three different parents asking for clarification of the term “progressing.” Progressing to where to what? Ms./ Grady asked if there was some way to get feedback from parents to see what their questions are.

Ms. Vitko reviewed and defined the performance codes:

E = Exceeds – Child is working at a grade level above their grade level

M = Meets grade level expectation. If the child has an M before the end of the school year, they have already met their end-of-year grade level expectation before they were expected to.

P = Making progress. They are “on-target” with their grade level moving towards an end-of-year grade level expectation.

I = Insufficient meaning they are not on-target for that term for that grade level.

N/A = Not Assessed.

Ms. Vitko continued, “It sounds to me that we need to do a better job of educating teachers first, then parents on exactly what the performance codes mean so they’re not at home...” questioning the codes. She added that she, Ms. Briggs-Badger, and Mr. Gray have held discussions throughout the year on “where they need to go” with the report card. Ms. Vitko asked Mr. Gray to discuss the proposal for an electronic report card with drop-down menus.

Mr. Gray stated he had collaborated with several individuals to work on a “home-grown” electronic version of the report card, using EXCEL. The premise was to make it easier and more efficient for teachers to produce report cards; allowing electronic back-ups for report cards instead of paper; and a cleaner, more professional looking document. Donna Ashman has worked long and hard on the EXCEL version, but it seems as though the use of an EXCEL spreadsheet is not working. They are now looking at software created for this purpose.

Ms. Grady cautioned that electronic grading is only as good as the data entered. If a teacher “punches a wrong number” a student gets an invalid grade and that invalid grade “hangs in forever.” Her own experience has been, if there is a list of assignments by date, if the grades are not posted in a timely manner, if a parent goes in to check on a student, they will not get a true grade. That is because those assignments whose dates have passed for which grades have not been entered, they show as a “0” until the teacher records the actual grade. This causes parents and students to review a “false grade.”

Mr. Gray stated the elementary level report cards will not be available for log-in on a daily basis for parent review. Rather it would be opened only four times per year for teachers to produce the report card. Ms. Grady noted her displeasure with report cards. She would prefer a more subjective opportunity to show how a child is progressing.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

Ms. Vitko reiterated, "I think the bottom line is that we do need to continue to take a look at it. We're only in year two. Can there be improvements? Absolutely! It sounds like just based on some of the emails, we need to tighten up on what exactly the performance code means. We also need to start thinking about what you just voted on and that is the Language Arts. We need to really look at the Language Arts section. That's never been rewritten. Math was rewritten because we were a DINI at the time and now, here we are with reading, so we need to take a look at that. Also, we have a new science program. So, there are lots of components to this report card that need to be reviewed." Ms. Vitko noted that one mistake last time was that there was not a lot of parent involvement. "I think we need to really pull the parents into this."

Ms. Briggs-Badger invited anyone interested in participating in the committee to work on the report card revision to contact her office, 516-6706. Ms. Grady agreed the committee should include parents. Ms. Fisher reiterated that anyone interested should contact Ms. Briggs-Badger at the Superintendent's office for information on how to be part of the committee.

Ms. Vitko noted a parent was present who wanted to speak at citizen's forum with report card comments. Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules to allow the parent, Walter Faasen to address the Board regarding elementary report cards. An oral **VOTE PASSED 7/0.**

Mr. Faasen thanked the Board for allowing him to speak. He stated he is the parent of a second grader and has only seen the elementary report card two times and it is not clear to him, as a parent, to what goal the student is being measured. He asked for clarification of what they are measuring towards. "We are now in the second report card, and measuring to the end of the year, if my son were to have an E, what are we now doing further to advance his studies? If we can have goals by quarter and we have a measurement, we as parents can identify how we can help our children in coaching or further homework that we can come up with. 'Progressing' is another concern that we have where it's just not clear. Part of the explanation we received is 'we didn't measure the student yet on that particular subject so we fill a P in there.' That doesn't really mean anything to us as a parent, so that's an open issue that hopefully can get addressed. I think that maybe the purpose of the report card is more geared as a help for the school system and not necessarily for the students or parent. In the end we need to define, what is the purpose of the report card for our students and for our parents?"

2. AWARD CONTRACT FOR TRI-CITY VOCATIONAL TRANSPORTATION: Business Administrator, Laurie Verville, explained that the current contract for the Tri-City Career and Technical Education Transportation expires at the end of the 2009 school year. In conjunction with Somersworth and Rochester School Districts, a public bid was prepared and submitted to over five transportation companies. Only two bidders responded. The Provider came in as low bidder at the one-third cost of \$36,900 in the first year for each of the three Districts.

Ms. Verville requested the Board renew a three-year contract for Tri-City Career and Technical Education Transportation with the low bidder, Provider Enterprises, Inc. subject to approval by the Rochester and Somersworth's School Boards.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, February 9, 2009**
Meeting Time: **7:00 pm**

Audra Lurvey moved, Carolyn Mebert seconded, to award the three-year contract for Tri-City Career and Technical Education Transportation with the low bidder, Provider Enterprises, Inc. subject to approval by the Rochester and Somersworth's School Boards. A roll call **VOTE PASSED 7/0.**

O. ADJOURNMENT: A motion was made and seconded, to adjourn the meeting at 8:10 P.M. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,
Beth Setear, Secretary
BS/kgb