



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, October 5, 2009**
Meeting Time: **7:00 pm**

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, October 5, 2009, at 7:00 p.m. in the City Council Chambers.

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

Also present were; Superintendent John O'Connor; Business Administrator, Laurie Verville; Jean Briggs-Badger, Director of Curriculum, Instruction, and Assessment; Woodman Park School Principal, Patrick Boodey; Horne Street School Principal, Malcolm Forsman; Dover Middle School Principal, Larry DeYoung; Dover High School Principal, Deb Migneault; Dean of Students, Kimberly Stephens; Director of the CTC, James Amara; Dover District Homeless Liaison, Cindi McKenney; DTU President, Deb Hackett; *Foster's* Reporter, Matt Mayberry and Ken Appel, School Board Candidates; Mayoral Candidate, Parks Christenbury; City Councilor Karen Weston; JBC members Mark Guthier and Ray Bardwell; and Leslie Modica, *Fosters*.

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

C. CITIZENS' FORUM:

a. Parks Christenbury, 98 Cocheco St., addressed the Board with his concerns concerning this year's budget development and adoption, stating he was very disappointed in this year's Council's adjustments to the District budget. The budget was passed on June 3rd, and that was when he became disappointed. He figured out the impact of the Council's reduction of the District's revenue by \$200,000. He made his concerns known to members of the Council and they "did the right thing" at the next opportunity; they reversed that. He noted that still "hangs out there" and his belief the incident needs to be addressed because he believes the Council had no business going into the District's revenue line. There is only one bottom line and that bottom line had been passed.

During the summer, there were issues resulting in a \$350,000 shortfall in the City budget. He explained he had talked to a lot of parents who questioned why the School Board was upset since the City gave them money from the sand and gravel account for \$350,000. Those people did not understand the budget process. That \$400,000 was an attempt by Council or Weston to offset a \$600,000 loss of state revenue sharing money that applied only to the City side of the budget. It had nothing to do with the District's budget. It should never have been a District issue – it was to go on the City side of the budget to lessen the impact on that side.

At the last minute, numbers were changed. The City applied \$50,000 of the gravel money to the City side of the budget and \$350,000 to the School Department. The problem is we don't have a "spending cap" in Dover; we have a tax levy cap. What happened that night took a while for people to figure out – That \$350,000 lowered the tax level this year, dropping it down by \$350,000. Next year, when it is budget time, the District is \$350,000 "in the hole." That \$350,000 in the hole should have been \$400,000



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on the City side. Mr. Christenbury added, “In a very clever way, they’ve actually cut your budget before the election has even taken place. It was not fair and it was not communicated correctly to you folks... Now it is too late. That is done. The numbers have gone to the state. Tax rate is going to be set, and the next School Board is \$350,000 in the hole. The bottom line of this that disappoints me is that you folks are going to have to come back and work a little bit harder next year. The City actually benefits from this. When you do the numbers, if you understand the accounting, they’re actually about \$500,000 ‘to the good’ next year. So who get harmed? It’s very simple. The children of the school system got harmed because that \$350,000 has got to come out of your budget in the next budget cycle. The only people that are going to be harmed are the children in the school system... You already know what you’re up against for next year. You’re going to have to cut programs and institute a number of user’s fees... It’s very unfortunate – what I’m trying to get people to understand is – it wasn’t a gift... I know that the School Board is still concerned about it and is looking at some options, and I would ask you continue to look at options because, it wasn’t fair what happened.”

b. John Leggett, Cocheco Lacrosse representative, asked the Board to approve a waiver for rental time on the evening’s consent agenda as it is very important to the club and it would be an opportunity for the Board to show its support and commitment to the youth participating in the program.

c. Ray Bardwell, Spur Road and JBC member, noted an item on the agenda under new business to approve tuition rates for other districts. Since a major high school rebuilding project will need to be accomplished some time down the road, why doesn’t Dover try to become a “master school district” for these outlying towns? Each town would have representation on the School Board, just like it is handled at communities across the country. He questioned why, before Dover spends \$40,000,000 on a renovation project at Dover High School, why not get the other “players involved and see if we can keep them on board for the next 50 to 100 years?”

d. Greg Brown, Garrison teacher and parent, reminded community members that there will be a candy buy back program for Halloween candy on Sunday, November 1st, from 11:00 to 1:00, and the dental office will pay them a \$1 per pound for their candy to be sent to the troops overseas. In addition, there will also be raffles and prizes. The location is J.D. Howard’s Dental in Central Commons Complex on Central Avenue.

Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules and bring item M.1., Old Business, Dover Police Department request for access to surveillance systems at Dover High School, forward in the agenda. An oral **VOTE PASSED 7/0**.

M.1. DOVER POLICE DEPARTMENT REQUEST FOR ACCESS TO AUDIO/VIDEO SURVEILLANCE SYSTEM AT DOVER HIGH SCHOOL: Dr. O’Connor introduced police Captain Anthony Colarusso to address the Board. Chief Colarusso referred to a letter submitted to the Board at its last meeting and stated he was available to answer any of the Board’s questions about the police department’s request. He described the system, the process in which



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the department envisioned it would engage in, and gave examples of when the department might access the system and with what frequency over a period of time. The idea was conceived when the City IT department realized its surveillance system was compatible with the District's surveillance equipment. It was thought that by allowing live access to the equipment would provide additional security measures for the District. The cameras they want to access are at the Middle (4) and High Schools (3). These cameras are located at access ways and entryways looking out into the parking and perimeter areas. Although the cameras would not be monitored continually, they would be helpful during specific, as needed times such as during senior week or when information has been provided to the police department that a fight will be taking place on a certain date. There are extra patrols during those times, but dispatch could also monitor the areas during those times – to be an extra set of eyes and ears for security.

Dorothea Hooper stated she was in support of the idea and felt it would save money by cutting down on things like graffiti and broken windows. She said she saw no harm in it because she felt there was so little privacy left today anyway. She noted it might be a problem to some Board members if it were expanded into the interior of the buildings. Chief Colarusso added that cameras do act as a deterrent if people are aware an area is monitored.

Ms. Setear asked if the police chief was only asking to access the cameras at Dover High School as his earlier letter had requested. Chief Colarusso stated he found out after he wrote his letter that the middle school system was also compatible with the City's equipment and would like access to that school also.

Ms. Fisher asked who currently has access to the school cameras. Dr. O'Connor answered that the facilities department and office staff/administrators at the schools are the only ones with access at this time. Recordings take place at the facilities office but are re-recorded over after 4 to 7 days. Right now, the police department would have to contact the school, if an event was even known, to access the recordings. Dr. Mebert did not agree with the proposal and questioned the value of the live access. She also stated the access would not accomplish scenarios described during the last Board meeting – that of a Columbine type situation where the police could monitor invaders inside of the school. Chief Colarusso stated that was correct, they could not monitor such an event now, but it would be a Board decision if they wanted to do so in the future.

Ms. Setear asked, realistically, how often the Chief felt they would be accessed. Chief Colarusso reiterated, not on a regular basis, rather they would only monitor video live if they had information that something was going to happen. The cameras could monitor when patrols could not be there the entire time – dispatch will NOT monitor, only if specific incidents are known. Chairperson Fisher asked what would need to happen if the Board voted yes. Chief Colarusso stated it would be only a matter of the City's IT working with District facilities to create a pass code through the firewall and it would be set to go.

Audra Lurvey moved, Dorothea Hooper seconded, to approve the Dover Police Department's access to monitor the District's video at Dover High School and Dover Middle School (outside only) as requested. An oral **VOTE PASSED 5/2 (Mebert and Setear opposed)**.



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Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules and bring item M.3., Proposed agreement for McConnell Center Renovation 3rd Floor TV Studio, forward in the agenda. An oral **VOTE PASSED 7/0.**

M.3. PROPOSED AGREEMENT FOR MCCONNELL CENTER RENOVATION – 3RD FLOOR TV STUDIO: Dr. O'Connor reviewed the history of the proposed construction and occupation of the television studio at the McConnell Center that has been discussed over the past few months.

In order to construct a meeting room, technical area, and a room similar to Council Chambers in which to hold televised meetings, the estimated cost will be between \$350,000 and \$400,000. These funds will come from the utility commission's cable franchise fees. Last month, a proposal was submitted asking the Board to apply for state building aid reimbursement (40% reimbursement for a School District project). Because this is a cash project with no bonding, we would be eligible for that 40% return over a five year period and it would be a return of approximately \$125,000 that the District could return to the cable committee.

Ms. Fisher asked if there was anything else in the proposal for which a request was made for building aid. The proposal included the cost of renovating the 3rd and 4th floor hallways. (The 4th floor hallway work has been completed but not included in the District's previous application for building aid.)

Audra Lurvey moved, Doris Grady seconded for discussion, a motion to accept the proposal.

Ms. Grady referred to the last page of the second contract. An addendum was added to the last page and, "they're asking us to assume a portion of the debt obligation the City of Dover, for the renovation (they don't give us the amount) – and, I believe we're being asked to ask the state for extra money to take care of the corridor that's on the fourth floor. Is that correct?" Dr. O'Connor answered in the affirmative. Ms Grady continued, "I object to asking the state to borrow money and change what we were doing from the state...I'd have to (question) the honesty of going to the state and asking for that; and then, going back and asking for money for something we've already completed...I just have trouble with it. I read through this, and occupancy shall begin on October 1st, 2009. I believe when the committee met, you came back and told us this was not going to cost us anything and it says 'the School Administrative Unit 11 shall pay all other costs associated with its use of the premises not referred to above, including without limitation, personnel costs...and other costs associated.' What does 'other costs associated mean'? Could mean they could charge us for any kind of cost. Due to the relationship of the parties, which isn't too good right now, and the non-exclusive nature of the occupancy, there are no provisions for the payment of rent. I think we have to say if that happens 'and will not ever be' if we walk into this. I just have trouble with this whole second agreement they've given to us couldn't vote for it. I think in the beginning we said we weren't interested, and I'm still not interested."



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Dr. O'Connor clarified that the sample contract in front of the Board is a draft, and he made that clear. "I have not sat down with Attorney Krans, who worked on this, to talk specifics. We were going to once we decided whether or not to participate in this project. We would then go back, so I haven't had that opportunity to discuss those finer points of the contract yet." Ms. Grady indicated that plenty of time had passed (August 25th) and questioned why attorney Krans had not yet had the opportunity to get back to the Superintendent. Dr. O'Connor clarified that it was not Attorney Krans who did not contact the Superintendent. Rather, it was the Superintendent who did not contact Attorney Krans.

Ms. Hooper agreed with Ms. Grady. "I would find it difficult to approve of this as it is written. I would vote no based on the corridor that's already completed. I think this would be an inappropriate expense for us (to ask the state for building aid).

Ms. Fisher asked for a vote on the motion to approve the proposed agreement. An oral **VOTE FAILED 0/7 (unanimously opposed).**

Audra Lurvey moved, Carolyn Mebert seconded, to suspend the rules and bring item N.4. Horne Street School Construction and Renovation Plan Approval, forward in the agenda. An oral **VOTE PASSED 7/0.**

N.4. HORNE STREET SCHOOL CONSTRUCTION AND RENOVATION PLAN APPROVAL:

Dr. O'Connor stated the JBC needed Board approval for a revised Horne Street School project proposal, as it differs from the plan the Board originally approved. He then reviewed the proposal the JBC was now supporting:

"When we first made our presentation, we talked about adding a fine arts room to the building, renovating the 50 year old facility, and also expanding the administrative suite. When I talk about the administrative suite, we're talking about the Principal's office, the assistant to the principal, nurse, guidance, and trying to bring everything into a more cohesive format than what we currently have now in the school. Remember, the layout of the school is fifty years old. Perhaps fifty years ago it was okay to house the principal in an 8' X 8' cell, but today, when interviewing staff members or meeting with parents over concerns with children, the Principal cannot do that in his current office. He has to go find space elsewhere around the building. We're trying to eliminate that conflict of finding a room to meet with people on a regular basis."

The Superintendent then moved to an architect plan that the JBC now supports to show the changes from the original proposal. There is only \$6.3 million to do the whole project. The original proposal for the addition of a fine arts wing proved problematic and costly due to site problems. After much discussion by the JBC, they are recommending the addition of 6 classrooms at the end of the existing corridor, along with boys' and girls' bathrooms. The cost will be less than the fine arts wing because of the elimination of site work. The overall cost will fit within the budget. The proposal also calls for an expansion of the existing administrative spaces to include a conference area, nurse, behavior specialist, etc. (similar to the grouping at Garrison School).



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There are currently two kindergartens at the school. A new plan will relocate kindergarten classrooms to the front of the building by the administrative offices. During a meeting two weeks ago, the JBC tasked the Superintendent to contact the Department of Education to see if approval would be given concerning the use of rooms for which a District received building aid for a different purpose. After consultation with Ed Murdough, Building Aid Director for the Department of Education, Dr. O'Connor was told there should be no problem in relocating the kindergarten suite as long as it contains the same overall number of square feet. (The kindergarten classrooms are 1,225 square feet each. The space being considered for the new kindergarten suite is smaller.) In order to comply with the square foot requirement, six 750 square foot classrooms, four to house kindergartens with two common areas between them for use by all four classrooms, could be constructed. The common areas could house the kindergarten kitchens and sand tables, among other things.

Doris Grady asked, "When did the sand tables come in? I've been sitting on that committee...have you heard anything about sand tables, or is it me?" Carolyn Mebert agreed this had not been discussed. Ms. Grady noted, "We can't present that as a sand table room – by the time we get through the building, we don't know what configuration the rest of that building is going to be. That's going to depend on the needs of the kids in the building, where we place them. I was perplexed because I never saw that."

Chairperson Fisher asked the Superintendent how he could present the plan for the kindergarten to the School Board if the JBC had not agreed on it yet. Superintendent O'Connor indicated that after his conversation with Ed Murdough, he reviewed the current configuration of the school and saw no alternatives other than the one he was presenting. He stated he felt it was a reasonable proposal and included it in his request to the Commissioner. He noted in hindsight, it was a mistake to do so and he may have been hasty in including it in this evening's presentation. Ms. Fisher restated, before he could bring it back to the Board, it has to be approved by the JBC. "How can we agree on it if it's they haven't even seen it?"

Dr. O'Connor asked the Board to ignore the kindergarten presentation and look only at the rest of the proposal for \$6.3 million plan. Ms. Fisher asked if that \$6.3 million would cover the administrative area also. Dr. O'Connor stated that it would – the money is there and the JBC has no plans to spend more than \$6.3 million budget.

Ms. Fisher noted she was now "seeing other JBC members look perplexed," and asked Dr. Mebert to speak. Dr. Mebert noted, "There were portions of the JBC that were absolutely vehement about the six classrooms, but not the administrative wing; so what we'd do is move the administrative wing into the other part but that would cut into some of those classrooms and that we didn't want to do. But, now it looks like we're going into those classrooms..."

Again, Ms. Fisher asked, "Why is this back to us when it's not done? To me, it's too..." The Superintendent once more asked the Board to forget the portion about the kindergarten and approve the balance of the plan, including the renovation of the circa 1960 portion of the building.



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Ms. Hooper stated she was embarrassed with the current configuration of the administrative offices. She asked, "How far out are you extending that and what is included in that administrative wing?" Dr. O'Connor stated the administrative wing will include principal office, guidance, conference room, work room, reception area, and possibly the nurse and ESOL offices. Ms. Fisher reminded the Board that the JBC attempted to address the administrative spaces in the school during the last renovation, but the Principal at the time did not want to change the office. Ms. Setear asked if there would be a library computer area expansion into the butterfly garden. Dr. O'Connor stated that would not be the case.

Ms. Grady read from the September 22nd meeting to quote Dr. O'Connor: "Again, not an architect, I believe the construction would involve the six classrooms," (they're there, pretty much agreed to by the full JBC) set of bathrooms (is there) boy's and girl's bathrooms, a library similar to the one down at Woodman Park. The existing library would be remodeled to house administrative offices and nurse's office, and possibly a guidance office could be expanded in the existing principal and reception office areas. She added that the six rooms are what need to be started now. "If we don't, we're going to be next year getting that started. So, getting approval tonight, we're going to need at least the starting position. In making an observation, in looking at that admin area in the front – that admin area has a cost of about \$500,000. We may in the end with the monies we have left have to look at that half a million and rearrange that section some way. I'm in hopes when we leave tonight and you give us permission...the plan fits...give us permission to start the six rooms with the consideration that with the remaining money and refurbishing the inside, that the admin area might change and the reconfiguration may be a bit different, and give the JBC the right to make that change and come back and communicate with you, depending upon what we have for money. Want you to look at something there. Where is the majority of your 400 students? Where are they sitting in that building? They're way in the back of the building. Right now, where have we put the library? In the front of the building. SO when we get into discussion on that, we originally said the library would be in the six rooms. Maybe that's closer to the majority of the kids. That's something we're going to have to weigh. Otherwise, 400 students have got to leave that area, walk down the corridor, and come to the library. That might be something we haven't discussed yet, but looks like it could be for discussion which means exactly what Dr. O'Connor said back in September. What we're looking for today is, does that plan meet agreement of the Board because, according to state law 199.3, no school house can be erected, altered, remodeled, or changed in any city school district unless the plans have been previously submitted to the School Board for that district and received its approval. We can't go anywhere until you people approve something for us tonight. We believe the remodeling part will need to have some leeway and come back and discuss it with you when we get to that point and allow us to start on the six."

Ms. Setear asked if construction could start on the six classrooms as soon as possible. Dr. O'Connor stated that was correct. Ms. Mebert added, "We have gotten umbers from the folks who supply numbers for how much this was going to cost, and we're within budget on this with the administrative addition. Doris expressed concern about this all the way through, and probably will continue to, but, the Board should know that right now, it is within the financial realm that we've been talking about."



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Ms. Grady asked to explain why she has a question on that. “My question, once you hit the old building that you’re going to renovate these windows, and I’ve been on several JBC meetings, you don’t know what you’re going to run into. We have to live within the budget that’s been given to us. When we start in there, if we don’t have the \$500,000 for that, we’ve got to put it in the remaining building. That’s my reason for the objection. Not that if we end up with the money in the end. We also have a parking lot to do. Parking lot’s going to have to come last. When we know what we can do to get that building ready for 500 students.” Ms. Grady added that apartments on Tolend Road and Whittier Street will cause Horne and Woodman Park enrollments to increase and both buildings will need additional space.

Audra Lurvey moved, Dorothea Hooper seconded, to approve the plan for six classrooms and the administrative office addition within the fiscal constraints and the renovation of the entire 1960’s building. (Ms. Grady made a friendly amendment to add, under the direction of the JBC to come back to the Board. Ms. Lurvey agreed.) A roll call **VOTE PASSED 7/0**.

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

- a. **Nonpublic Session #25, September 14, 2009 (Personnel)**
- b. **Regular Meeting #9, September 14, 2009**
- c. **Special Session #5, September 21, 2009, Goal Setting**

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

E. CONSENT AGENDA: Audra Lurvey moved, Carolyn Mebert seconded, to approve the consent agenda:

1. **Correspondence:**
 - a. **Tri-Star Gymnastics & Dance letter of September 10, 2009 requesting Rental Waiver of Time**
 - b. **Cochecho Lacrosse Club letter of September 22, 2009 requesting Rental Waiver of Time**
2. **Resignations/Retirements:**
3. **Leaves of Absence: None**
4. **Nominations:**

Sheet 1: Nomination and election of Aides and Non-Union Staff (Barshaw to Parker)

Sheet 2: Nomination and Election of Extra Curricular Staff (Betournay to Latchaw)
5. **Extended Travel (Student Trips):**

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



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SUPERINTENDENT'S REPORT: Dr. O'Connor introduced Career Technical Center Director, Jim Amara, who gave the following status report:

1. Fire Fighting Academy: Progress continues on developing the structure and organization of proposed program. Curriculum will include Firefighting I whereby students can gain up to six college credits at two local community colleges (Laconia, and Southern Maine) each of which have a Fire Science Major. In addition, students will also receive EMT-Intermediate Certification. The curricula in these two areas have been developed to a level that I would rate as exemplary and comprehensive in breadth and depth. The advisory committee at this time consists of members from the NH Department of Safety Fire Standards and Training, Deputy Chief, Dover Fire Department, Members of the NH Department of Education, CTC Director and Career Services Coordinator, and Dr. John O'Connor/Superintendent. Will expand to include Community College members from program related institutions, parents, and members of the business community.

The program as proposed will be located off site at one of the two fire stations (North or South) in Dover utilizing their training room, facilities, equipment, and on-site technical expertise. A full time instructor will have to be hired to facilitate the program, operational supplies and student transportation costs are still being worked out. A proposed budget for years one and two will be submitted to the superintendent prior to the 2010-2011 budget process. Qualified students in grade 11 would have priority, grade 12 students will be admitted on a space available basis. Will seek state approval as a new CTC program.

2. UNH-Thompson School of Applied Science proposed Landscape/Hardscape program for grades eleven and twelve has been reviewed by the assistant dean of UNH, faculty and staff. At this point high level of enthusiasm and interest to move forward. Program will include an articulation agreement with Thompson School for transferable college credit. Will meet with Dean on October 8th to work on cost of implementing this off site program. Budget proposal will then be forwarded to the Superintendent. Will seek state approval as a new CTC program.
3. Welding Program at Portsmouth Naval Shipyard: Plans for the Welding program are progressing with renewed energy. Two issues remain that are currently being worked on: (1) Shipyard legal officials are researching a question about usage of military resources for this program, (2) security concern, school district will have to supply a school employee(okayed by the CIA, Green Badge) to accompany the students each day and supply another layer of supervision and approved escort.
4. A Mobile Welding Center (8 stations) has been scheduled at the Dover CTC November 9-13. New England School of Metalwork under a grant from the Future Welders Outreach Program will be at Dover High School to train our Auto Collision students in the latest techniques regarding welding of automotive vehicles. Will also use this opportunity to introduce other students that would benefit from this training; i.e. automotive, building



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trades and art. In addition, we are working with the group to open the facility at night during 8th grade parent's night on November 10th.

5. Dover Trust Update: Our original proposal was to build a new home on Prospect St. during the 2009-2010 school year. However, the Trust has been given an opportunity to purchase a home on 55 Church St. as a rehabilitation project for our students. It was the decision of the board and the instructor that this would be a valuable and important learning opportunity for our Building Construction and Electrical students and with a higher profit potential. In addition, the Trust will purchase a small bus and towable tool trailer for the program. This will allow quick transportation to the building site with students and all needed equipment while becoming a valuable addition to our CTC capital inventory that could be used for a number of community and on-site projects.

Ms. Grady asked when Mr. Amara planned to implement the new courses. Mr. Amara stated it would not be until September of 2010. Ms. Grady also asked if Adult Education students were to attend the fire fighting academy. Mr. Amara stated it would depend on tier age. Ms. Grady then asked if the project had been state approved. Mr. Amara stated it had not yet, but will not be a problem. He added his belief that the budget might be the only issue.

Ms. Grady added, "It appears we're coming in with excellent opportunities for students to find a career with all that we've added and it's something we've been looking for for a long time."

Ms. Grady then asked what was happening with the teaching program that she had been asking about "since day one." Mr. Amara stated it is still on "the list" but he has not really pushed it because Rochester has that kind of academy and there is an agreement not to cross over into another district's program offering unless the programs are over-subscribed.

Superintendent O'Connor commented on the following:

- He introduced School Board Candidates in the audience – Matt Mayberry and Kenneth Appel – and thanked them for attending the meeting.
- Letter received from Robert Collins of the class of 1933 thanking the Superintendent for his offer to host a class reunion. However, Mr. Collins stated the reunion was being cancelled due to the physical limitations of the nine surviving members of the class of 1933.
- Dr. O'Connor recognized Mr. Amara who was published in a publication of best practice occurring in technical centers across the United States. In NH, the article was published by Mr. Amara on the outreach activities he and his staff performed for the 8th graders moving on into the high school.
- Dr. O'Connor noted there are currently Board members serving on the DTU (Ms. Grady and Ms. Fisher) and the DEOP (Ms. Hooper and Ms. Ulinski Schuman) teams. He then asked for Board volunteers to participate on the upcoming DPA and DAA negotiations teams.



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- DPA – Beth Setear and Carolyn Mebert
- DAA – Carolyn Mebert and Audra Lurvey
- Dr. O'Connor read a letter prepared by Chris Roberge explaining the reasons behind the recent problems with EdLine access. Ms. Grady asked the Superintendent to post the letter on EdLine for parents to read because she had received many emails on the topic. Dr. O'Connor stated it would be posted online immediately.
(RECORD NOTE: Letter was posted on EdLine on October 6, 2009)
- Dr. O'Connor gave a brief introduction to an emergency alert program currently being tested by the technology department. The plan is to have the system for contacting parents and staff, directly by telephone, during emergencies in place by December 1, 2009.
- Dr. O'Connor then commented on recent events that occurred with the District's Budget:

"Dover is a corporation. It is a single entity with two divisions: municipal division and school division of the Corporation of Dover. The municipal division experienced a \$600,000 shortfall in state revenue. What is not known (or at least not discussed at the Council level) is that we too had our own shortfall. Some of it was as a result of the state's passing on additional costs us (approximately \$100,000 - \$97,000) in retirement costs that were passed on to us. But, we also have a shortfall that was based on Board action. We hired three additional kindergarten teachers; we've hired three additional paraeducators for those classes; we've provided furniture, desks, books, and materials, along with a number of other things that we've done since the beginning of the contract year, July 1st, that indicates we, too, have our own \$600,000 shortfall. We made that very clear to the Council. We, also, are experiencing a shortfall."

"Again, the municipal division looked very carefully at their \$600,000 shortfall and came up with \$200,000 to cover that out of the budget, leaving them with a \$400,000 shortfall. For some unknown reason, and I still have not had a clear reason why this has happened, the Council decided to take their \$400,000 from sand and gravel, and attach \$50,000 to the municipal division and \$350,000 to the School District. Some people might argue that was a "gift" of \$350,000. Well, it isn't technically a gift because our expenditures were reduced by \$350,000 so, it's a gift to offset a loss."

"In this year's budget, it has zero impact on us. Zero impact on the 2009/2010 school year budget. Where it does have an impact is next year. In essence, our approximate \$24 million in taxable revenue income from the taxpayer that makes up our expenditures is being reduced by \$350,000. So we're looking at \$23,630,000. When we start our tax cap formula, we're not starting on \$24 million; we're starting on less. In the end, that means, going into the next budget session, right off the bat, we have to eliminate \$350,000 from our budget. The double-whammy is this: when we calculate our new money based on the tax cap, we start off with a lower number. We will lose money because of that as well. So that \$350,000 will grow. Not a lot, but it will grow. And I think that's unfair to the School District and I think all of you have expressed your concern over this to me and I think, publically as well, that this is going to have an impact on us that I think does not bode well going into the next budget cycle."



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“I wanted to make sure that everyone is aware of that and people understand that the municipality, and the Council who oversees both groups, has passed that on to us. Let’s keep in mind that we came in and used that 2% tax cap language when we developed our budget last year.”

Ms. Grady added – “It has been my frustration for the last week or two, particularly for those Board members who are going to be the seven members starting in January, I’d like to quote something Mr. Carrier said at the meeting on September 23rd. Because it was a resolution of Ms. Weston’s and Carrier’s, they brought the resolution before the Council to right a wrong. I believe it’s a wrong because, in all my time I’ve been here, I’ve never seen anybody or any Council try to get into our revenue first, and then find out they had to change it – and then turn around and get into our regular budget. Personally, I’ve never witnessed such a devastating decision by a body”

“They chose to cut our budget, even before our budget was formed. It’s always been they have the right to cut it at the end when it came to their final decision, but not before we start. And in that quote, when that resolution came in that night, Mr. Carrier was one of the members signing that, and then apparently changed his mind at the last minute, and said he couldn’t vote for it because, ‘the City would end up starting with a \$400,000 budgeting deficit.’ They’d have \$400,000 they’d have to deal with and the school would have no impact. How do you figure if you take \$350,000 away from us, there’s no impact?”

“I think it’s time the parents out there know that it is going to be an impact on the students in this City. And, what’s it going to mean to you? For instance, be prepared to live with decisions like larger class sizes, loss of staff, cuts in music, athletic transportation, plus organizations like the math club and others. We were accused of that at one of the earlier meetings. But the accusation’s going to be right because there’s nothing else that the Board’s going to be able to do. I believe in the process, they (the City) set up a cushion for themselves. They didn’t have to worry about having to cut \$400,000; they threw it over in our lap! And, if they say we haven’t cooperated with them, oh yes we have! We’ve cooperated with them many times. We’ve cooperated with them at the McConnell Center. We picked up some of that debt service that would have been their debt service. We’ve cooperated all the way through, and I feel very, very bad to think that we have this split between the two bodies, and I hope that some way we can get back and be a group of two bodies who can cooperate with one another.

In addition to that, I didn’t hear John mention that we’re going to get hit with another state unemployment bill because...we’re going to be hit with another 5% in unemployment. I think the parents of the children, because the children are going to get cheated, it’s time for you to stand up and protect the educational department.”

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



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G. STUDENT REPRESENTATIVE REPORT: Student representative, Olivia Loos, addressed the following:

- Students are back in school mode. Spirit Week is usually held this week, but because of NECAP testing, it is being postponed. However, because the homecoming football game will still be held this week. Changes had to be made and instead, they are planning a tailgate party for the game.
- Block Scheduling – many students like it and think it's easier to manage their work load with only four classes. Others are finding it hard to keep up with the pace that classes are now. The most frequent complaint is that most students are taking core courses (English, math, science, history) and they are getting a ton of homework and are finding it hard to keep up. Many students thought homework would be easier to manage with fewer classes, but they are finding they are getting much more homework, especially in math and science – They have to stay up late and that is affecting their school performance. It is also affecting other commitments to sports, music, etc. Also a lot of students are complaining, especially in science and math, that the pace is too quick. It appears to the students that they are trying to fit two lessons into one class and trying to fit too much into each class. This makes it difficult for students to absorb all the material being “thrown at them at once.”
- Some students do like block scheduling and are finding it easier to focus on four classes instead of 6 or 7. It also makes the day go by much more quickly and easy.
- Another issue the students are having is with getting to use the library. There are no study halls and the library closes 30 minutes after school and some students cannot get to school earlier in the morning to use the resource.

Ms. Fisher asked the school administrators who were present at the meeting to take note of the student's concerns and find solutions. Ms. Fisher also asked Olivia what courses she was taking this semester. Olivia indicated she had history, Spanish, psychology, and band. The band schedule is “odd” right now because band students have music for one block one day and the next day they have a 90 minutes study hall. That was not supposed to be the case. There was not supposed to be a study hall, but there were no classes for many band or chorus students to fit into their schedule. Dr. O'Conner stated he would have the administration look into what happened and will have something for the Board's November meeting.

Ms. Grady added that she had received many emails and calls from parents whose children are having difficulty getting their homework done. Some parents indicated they sit three or four hours in some instances. Ms. Grady asked that it be corrected and the homework policy be adhered to.

H. COMMITTEE REPORTS:

1. **Dining Facilities Committee, Dorothea Hooper Reporting:** Ms. Hooper gave the following report:



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“Laurie Verville, Chair of the Dining Facilities Committee and SAU Business Administrator, called a special meeting September 30th to examine our 2008 goals in order to make our annual report to the Dover School Board.

The committee discussed each goal in detail. Mark Covell, Dining Program Director was asked to provide data to determine if each goal was met. It was determined that we have increased the intake of fruits and vegetables served in student meals. The Food Service Program did invest in colorful, laminated posters for the school cafeterias that related to nutrition. Some taste testing was done at each school to familiarize students with new foods. Menus are now posted on Edline. The committee has received participation by physical education and health and wellness teachers. Two grants were received; one grant for kitchen equipment and the other for fruits and vegetables. The high school student store is cooperating by omitting candy from its shelves. Working with the Farm to School program is on-going. Elementary schools have cut way back on sweets with more emphasis on activity nor is candy still being used for behavior modification.

Areas that we felt we still needed to work on:

1. outreaching to parents with information tables at night meetings.
2. encouraging more involvement by the PTA/PTO
3. continue to use UNH interns from their Dietetic Program
4. gain cooperation from after-school groups who continue to offer students sweets and carbs
5. revive discussion with the Healthy Stars Food Program
6. be more consistent with placing information in the cafeterias
7. dispense information to parents that they can place restrictions on what their children eat in school and how they do this.

A copy of the committee’s evaluation has been sent to each member in preparation for completing a final report to present to the School Board. This final report will be developed at our next meeting to be held October 28th in the SAU conference room.”

2. Curriculum Planning Committee, Dorothea Hooper Reporting: Ms. Hooper gave the following report:

“There was a meeting of the Curriculum Planning Committee Oct. 1st at the Dover Middle School. Chair Jean Briggs-Badger prompted introductions and welcomed new members at this our first meeting of the school year 2009-2010.

Mrs. Jan Hennessey of the World Language Department gave her report on the implementation year of their curriculum. This department’s enrollment has increased by 370 students to a total of about 1500 students taking language courses. Block scheduling at the high school has been an advantage allowing for a 5th level course for advanced students. Many students are now taking more than one language before graduation. Language teachers are now teaching six sections instead of five. The new texts require a lot more technological supplement. The department has worked to raise the bar for students in speaking, reading, writing, and culture of a foreign language. The middle school program has been moved from the 8th to the 7th grade so



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that all students will have exposure to another language. Mrs. Hennessey was generous in her thanks to staff, administration, and support staff for helping to make their new curriculum run. She particularly wanted me to thank the school board for their support for the curriculum, texts and technical equipment.

Mr. Larry De Young reported on the reteaching and enrichment program being implemented at the middle school. This Next Step Learning program is a school wide intervention system that will ensure that all students have an effective intervention program to improve their basic learning ability on a daily basis. Trained by WestEd and Nick Hardy, Language Arts teachers are working on common formative assessments. This September was used to develop a NECAP testing culture using test prep, practice, and test taking strategies. Once the testing is over, the daily scheduled 30 minute period will be used for the REV IT UP robust vocabulary program.

Mrs. Briggs-Badger distributed both the calendar of task force reports for 2009-2010 and the six year curriculum planning cycle ending with 2014.

Our next meeting will be November 5th.

I. POLICY CHANGES – PROPOSALS: (RECORD NOTE: DRAFT policies are posted on the District website, www.dover.k12.nh.us for review)

a. POLICY IMBD – EARLY GRADUATION GUIDELINES: Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the November meeting. An oral **VOTE PASSED 7/0.**

b. POLICY IKFB – CREDITS AND GRADUATION FORM FIFTH YEAR HIGH SCHOOL STUDENTS: Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the November meeting. An oral **VOTE PASSED 7/0.**

c. NEW POLICY IKC – EARNING OF CREDIT: Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the November meeting. An oral **VOTE PASSED 7/0.**

d. NEW POLICY IFA – INSTRUCTIONAL NEEDS OF STUDENTS WITH DIFFERENT TALENTS: Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the November meeting. An oral **VOTE PASSED 7/0.**

e. NEW POLICY IHBI – ALTERNATIVE LEARNING PLANS: Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the November meeting. An oral **VOTE PASSED 7/0.**

f. NEW POLICY IMBA – DISTANCE EDUCATION: Audra Lurvey moved, Carolyn Mebert seconded, to table the policy until the November meeting. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTIONS: None.



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K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Carolyn Mebert seconded, to direct the Business Manager to pay manifest #10-D in the amount of \$2,652,280.07. A roll call **VOTE PASSED 7/0**.

L. RESOLUTIONS: None.

M. OLD BUSINESS:

1. DOVER POLICE DEPARTMENT REQUEST TO ACCESS AUDIO/VIDEO SURVEILLANCE SYSTEMN AT DOVER HIGH SCHOOL AND DOVER MIDDLE SCHOOL: (SEE ABOVE)

2. REVISED MS-24: Laurie Verville explained that she recently submitted a revised MS-24 report to the New Hampshire Department of Revenue to reflect changes made to the District Budget after the first state submission. The letter forwarding the revised MS-24 included the following information:

“The purpose of the revision is to report a reversal action by the Dover City Council, as noted in an attached resolution adopted on September 9, 2009, a transfer from the City of Dover’s Capital Project Fund, commonly referred to as the Sand & Gravel fund, which amends the School Board’s original approval of \$14,836,813.00 to \$15,186,813.00. The Dover City Council Resolution #2009.08.26-119 is attached for supporting documentation. Contrary to our School Board’s original adoption, we did not request a fund transfer in the amount of \$350,000.00 from the City.”

Audra Lurvey moved, Carolyn Mebert seconded, to accept the new figures submitted by the Business Administrator on the Revised MS-24 sent to the New Hampshire Department of Revenue on September 30, 2009. An oral **VOTE PASSED 6/0** (Ms. Hooper was absent from the room when the vote was taken).

3. PROPOSED AGREEMENT FOR MCCONNELL CENTER RENOVATION – THIRD FLOOR TV STUDIO AT MCCONNELL CENTER: (SEE ABOVE)

N. NEW BUSINESS:

1. ELEMENTARY SUMMER SCHOOL UPDATE: Cindi McKenney, Elementary Summer School Coordinator, provided the Board with the following elementary summer school information:

2009 Dover Elementary Summer School

- 6 weeks, 4 days a week for 3 hours per day
- Total staff of 40 teachers and aides
- 68 students at elementary level
- 229 kindergarten students
- Transportation provided for 68 students (elementary only)



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

- 4 teachers
- 21 students attended program
- 52% of students showed positive growth in their scores.

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

- 3 teachers and 3 aides
- 26 students attended the program
- 80% showed positive growth in their scores.

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

- 2 teachers and 1 aide
- 21 students attended the program.
- 57 % showed positive growth in their scores.

Scores for 2009 reflect an overall higher percentage of positive growth over scores for 2008.

The Title I Traveling Tales van serviced over 200 students this summer with story time, crafts and a lending library at 5 locations around Dover.

New staff this year:

- School nurse for elementary level programs (Title I and SPED funded)
- Parent outreach coordinator to work on attendance and behavior issues (Title I)

Camp EXPLORE (New kindergarten students at all elementary schools - Title I funding):

Woodman Park School:

- 4 teachers and 4 aides
- Total students that attended: 64

Horne Street School:

- 3 teachers and 3 aides
- Total students that attended: 67

Garrison Elementary School:

- 6 teachers and 5 aides
- Total students that attended: 98

Chairperson Fisher and Ms. Grady asked the Superintendent to look at the possibility of revising Camp EXPLORE for next year to allow all kindergarten students to meet all kindergarten teachers. (This will eliminate concerns if classroom assignment changes are required prior to the start of school.)



DOVER SCHOOL DISTRICT

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2. HOMELESS STUDENT REPORT: District Homeless Liaison, Cindi McKenney, provided the following information on homeless students during the 2008-2009 school year:

Dover School District
Homeless Students
August 2008 – July 2009

Total number of identified students Preschool – Grade 12: 62

<u>Grade</u>	<u>Number of Homeless Students</u>
Preschool	1
Kindergarten	10
1	11
2	7
3	3
4	3
5	6
6	2
7	6
8	2
9	5
10	2
11	1
12	1
DALC	1

Referrals by school: DALC – 1 student
DHS – 9 students
DMS – 14 students
HSS – 6 students
GES – 11 students
WPS – 15 students

Transportation for homeless students:

- Contracted with Provider and Lilac City Taxi
- Transportation provided within district: 9 students
- Transportation provided out of district: 8 students

Enrichment:

- Provided tuition for 2 students to attend summer day camp.
- Covered tuition for 1 student to attend SOCC after school program.

Other liaison duties:

- Shop for and provide basic clothing, toiletries and school supplies for 41 students.



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- Provide transportation for families to medical and welfare appointments.
- Contact and visit all Dover food pantries.
- Work closely with staff at My Friend's Place to help facilitate the transition to school for the shelter's families.
- Contact and visit the health care van in Dover.
- Coordinate efforts to assist one DHS student to obtain housing in Transitional Living Program and successfully graduate in June 2009.
- Maintain close contact with all schools, guidance staff, nurses and social workers to provide services and information to assist homeless students.
- Numerous home visits to talk with parents and assist them with needs.
- Attend workshops presented by the NHSDOE and other agencies to share information and keep current with the federal laws regarding homeless students.

Summer 2009:

The Dover School District was eligible for funds through the ARRA program. We applied for and received the full funding available which will enable us to provide the following:

1. Conduct an informational workshop for our school district and area agencies to facilitate the coordination and sharing of information regarding services for our homeless students and their families.
2. Create a library for children and their families at My Friend's Place. This will include a seating area with carpet, beanbag chairs and bookshelves that will contain a wide array of reading material. Quality books and magazines will be a focus of this library. This area will also include portable CD players and nursery rhyme CD's for younger children, encouraging phonological awareness.
3. Conduct monthly parenting workshops, with childcare provided, so that parents can focus on the topic presented. Healthy snacks are also provided.

We also applied for and received a donation of 25 backpacks from Citizen's Bank "Gear for Grades" program, along with 25 more backpacks received from NHSDOE and Feed the Children and all have been distributed throughout the schools.

3. STUDENT BEHAVIOR SURVEY – REQUEST FOR APPROVAL: Kimberly Stephens, Dean of Freshman Students, requested the Board approve the administration of the student behavior survey, identical to the one given last school year, at the Dover High School on December 3, 2009 and at Dover Middle School at a date to be determined.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the request to administer the Student Behavior Survey at Dover middle and high schools. An oral **VOTE PASSED 6/1 (Hooper opposed)**.



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4. HORNE STREET SCHOOL CONSTRUCTION AND RENOVATION PLAN APPROVAL: (SEE ABOVE)

5. APPROVE MANAGEMENT OF 403(B) EMPLOYEE BENEFITS IN-HOUSE: Business administrator, Laurie Verville, reported that final IRS regulations on 403(b) accounts were released on July 23, 2007. This was the first update to 403(b) regulations since 1964. The final regulations will require more direct involvement for employers. Prior to the regulation changes, public education employers had limited involvement in administration and the vendors were responsible for compliance. There were no set rules for information sharing between vendors so an employee could potentially be over-contributing or over-borrowing without any controls in place. Employers did not have to offer plans to part-time or certain groups.

The IRS requirements have been extended to January 1, 2010 at which time we will be required to:

1. A written plan document must be developed and adopted by the Dover School Board
2. New rules on transfers within the 403(b) plan after 9/24/07
3. Need approval by plan sponsor on a request for a hardship, loan or other distribution (No loans)
4. Annual notice about the 403(b) plan to all eligible employees (We send notices at year end)
5. Remit contributions on a timely basis (IRS requirement 15 days – we remit within 5 days)

We currently handle our 403(b) payments in-house and are currently compliant in all aspects of the IRS requirement *except* for the written plan document. I have a template provided by the Association of School Business Officials (ASBO) to do this and should have this in place for your approval on November 9 meeting.

We have contacted several districts in the area to find out how they are handling their 403(b) plans. Rochester and Portsmouth are doing their 403(b) in-house. They both decided to manage their 403(b) in-house to keep the service costs down for the employees and the district.

Other districts have hired a third party administrator. Exeter and Hampton hired Gatekeeper (merged with CPI 7/1/09) and Oyster River hired CPI. The set up fee is \$1000 - \$1500 and a monthly participation fee apply @ \$1.50 - \$3.00 per participant. Our biggest 403(b) vendor, Fidelity, does not accept third party administrators so these employees would need to change their plan – not a good option in this market.

We have reviewed all the options provided and feel that keeping the 403(b) in-house is the best option at this time. If approved, we will draft a written plan document for your approval on the November 9th school board meeting.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the business administrators request to proceed with a plan to bring 403(b) in house and present that plan to the Board at the November meeting. An oral **VOTE PASSED 7/0**.



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6. APPROVE TUITION RATES FOR BARRINGTON AND OTHER DISTRICTS: Laurie Verville, Business Administrator, reviewed the procedure followed in establishing the Barrington tuition rate. Last year's tuition rate was \$10,310.00. The Barrington contract contains a formula that created a baseline and the amount of the overall budget increase from last year to this year, is added to create a new high tuition rate. This year, the percentage is 3.85% that increased the tuition rate to \$10,707.30.

Ms. Hooper asked if there were any plans to create a flat tuition rate for all districts to pay and tell them, it costs this much to attend school in Dover. Dr. O'Connor noted there are two separate tuition agreements, one with Nottingham and one with Barrington. They are slightly different. When those contracts run out, Dover will look at doing something different because the time also coincides with an expensive high school renovation. At some point, the District might also need to consider rethinking the SAU because there is a DOE focus on consolidating districts. Ms. Verville added that she would be coming before the Board in November with the Nottingham tuition rate for approval because the formulas for tuition are slightly different.

Ms. Verville then asked the Board to approve the tuition rates for other school districts in the amounts of \$13,460.15 for elementary students, \$11,294.21 for middle school students, and \$11,864.92 for high school students.

Ms. Fisher stated she had the same question as Ms. Hooper., "Why isn't there just one rate for all communities?" Dr. O'Connor explained that tuition by the Barrington agreement is based upon a formula that created a baseline tuition and then added the amount of the overall budget increase from year to this year to create a new tuition rate. Nottingham's negotiated written agreement is a bit different Barrington. Their tuition rates takes the cost to educate a high school student from the previous school year and deducts the cost of transportation and other fees Nottingham pays independently from Dover and should not have to pay twice. Ms. Grady agreed with Ms. Fisher and Hooper, and asked if there was some way the Board could instruct the Superintendent to come up with a universal tuition figure. She asked, "If you want to come here, this is what it costs you to come to come to our system. We argue every year. You people go to Nottingham, you people go to Barrington. It's an argument every year. Now we have another one for everybody else who comes here. I think it's a lot of work for you and I think it's confusing for everybody." Dr. O'Connor agreed it could be looked at when we go back and negotiate with Barrington and Nottingham. He cautioned, however, that the deductions for items such as transportation would need to be considered. Ms. Grady added, "It just seems it would be so easy to say, this is what it costs to educate a student in the city of Dover. If there is something we can do to work on it and come up with a solution of some kind...If it were one figure, easier for you, easier for the Board." Dr. O'Connor stated Barrington's contract continues for another four years and we could look at this at that time.

Audra Lurvey moved, Carolyn Mebert seconded, to approve the tuition rate for Barrington in the amounts of \$10,508 for elementary students; \$9,346.54 for middle school students, and \$10,707.30 for high school students and to approve the tuition rate for Other school districts in



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the amounts of \$13,460.15 for elementary students, \$11,294.21 for middle school students, and \$11,864.92 for high school students. A roll call **VOTE PASSED 7/0.**

7. AWARD BID FOR AUTOMOTIVE LIFTS AT CAREER TECHNICAL CENTER: Business Administrator, Laurie Verville, requested the Board award the bid for an automotive lift, delivery, and installation at the Career Technical Center to low bidder, AHC Corporation, in the amount of \$4,504.99.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for an automotive lift, delivery, and installation at the Career Technical Center to low bidder, AHC Corporation, in the amount of \$4,504.99. A roll call **VOTE PASSED 7/0.**

O. ADJOURNMENT: Doris Grady moved, Carolyn Mebert seconded, to adjourn the meeting at 9:25 P.M. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,
Beth Setear, Secretary
BS/kgb