



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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

Chairperson Marjorie Fisher called a meeting of the Dover School Board to order on Monday, November 9, 2009, at 7:04 p.m. in the City Council Chambers.

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

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 Dean, Christine Boston; Dover High School Principal, Deborah Migneault; Dean of Instruction, James Dupille; Director of the CTC, James Amara; Dover DTU President, Deb Hackett, Robert McCrory and Ken Appel, School Board Electees; Fran Mroz and ESL staff; Technical Support Services Manager, Chris Roberge; David Goldsmith; and Sue Vitko.

B. PLEDGE OF ALLEGIANCE: Dorothea Hooper led the Board in the Pledge of Allegiance.

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

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

- a. Nonpublic Session #26, October 5, 2009 (Contracts)
- b. Regular Meeting #10, October 5, 2009
- c. Nonpublic Meeting, November 4, 2009 (Student Discipline)

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

E. CONSENT AGENDA: Beth Setear moved, Carolyn Mebert seconded, to approve the consent agenda:

1. Correspondence:
 - a. Request dated October 3, 2009, from NH Feline Fanciers for Waiver of Rental Time
 - b. Destination Imagination (DI) Program letter dated October 12, 2009 re: Increasing Dover Student Involvement
2. Resignations/Retirements:
 - a. Elizabeth Simpson, Dover Middle School, Intervention Specialist
 - b. Kathleen Rosewall, Dover Middle School, Teacher
 - c. Dorianne Barr, Dover Middle School, 7th grade Math Teacher
3. Leaves of Absence: None
4. Nominations:

Sheet 1: Nomination and Election of Aides (Campbell to Sheen-Hartwell)



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Sheet 2: Nomination and Election of Extra-Curricular Staff (Keach)
Sheet 3: Nomination and Election of Coaching Positions (Bennett to Zopf)
Sheet 4: Nomination and Election of Federal Projects Positions

5. Extended Travel (Student Trips): None.

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

SUPERINTENDENT'S REPORT: Dr. O'Connor reported on the following items:

- Welcome to Robert McCrory and Kenneth Appel, future School Board members.
- Our Equine Science program will hold a special open house for parents, future Dover and area students, and the general public on November 19th from 3 pm to 8pm. The open house will take place at our off-site location located at the Myhre Equine Clinic, located on 10 Road Rd. in Rochester.
- Report on student absences – ranged from 271 down to 70 absent students at Dover Middle School and from 54 to 72 students absent at Woodman Park School.
- Unicco is doing a good job of facilities sanitizing and disinfecting – additional training is ongoing.
- Saturday, November 21 there will be a tour of Garrison and Dover High Schools for Board members, Planning Board, and City Councilors to explain the purpose of the CIP request. An email will be sent to the Board to confirm the date and time.
- The Thanksgiving Day football game between Dover and Portsmouth will be held at 10:00 AM at Dunaway Field.
- A letter was received from Mr. Fitzgerald asking the Board to continue to support Destination Imagination. Letters will be forwarded to administrators telling them to contact Mr. Fitzgerald if they are interested in participating.
- There are issues with the revised Garrison School traffic issues. The restructured traffic plan was recommended by the TAC committee but is not working as was hoped. Dustin Gray will go back to review the issues.

The Superintendent asked Laurie Verville, Business Administrator, to provide a brief budget update. Ms. Verville reported that the 2009-2010 District budget was 'frozen' at the end of September, and continues to be frozen, to ensure the District ends the year 'in the black.' She also stated the District must continue to be very cautious with expenses for the remainder of the school year.

Dr. O'Connor invited School administrators to share items of interest occurring in their schools.

Ms. Migneault also provided the Board with follow-up information on topics requested during the previous Board meeting:

- Band scheduling issues did become an issue due to the large number of students in band and chorus. Band members who are in study hall either take the study hall and have take marching band after school or are signed up for VLACS (an online course). If they choose not to do that during period three, they'll continue to do that at home. Some



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are also practicing their instruments during that time as well. Some also take chorus; some do independent studies; some are doing on-line courses. Freshmen who are in band on green day are in wellness on a white day. Next semester, the sophomores will have health on the off days. Next year, they administration is looking to tweak that block of time to break it into 45 minutes classes called “skinnys” for the year.

- Library use was an issue. The morning hours were expanded. Now open at 7:10 am and usage in the mornings has increased. Students may go during lunch time. Teachers may also conduct their classes. With the number of computers (30) in the library, they can accommodate up to three classes at a time (or 1 class if each student requires computer access for the lesson)
- Homework has been an issue. They heard from parents and students. The faculty worked during the last early release day to discuss a resolution to that and teachers have been asked to limit homework for no more than two hours for a senior (30 minutes per class) understanding that honors and advanced placement classes may require a little bit more reading.

Beth Setear asked Ms. Migneault to explain the policy followed for students who are using cell phones during the day to call friends, parents, or send text messages. Ms. Setear asked, “Once a student has been discovered as having used their cell phone, what happens?”

Principal Migneault explained it would depend upon the circumstances. “Is it something that is damaging or hurtful to them or to others? The phone is ALWAYS taken by a teacher or administrator will take it and bring it to the office. If it’s just usage, they can pick it up at the end of the day. If it happens repeatedly, the parent has to come in to pick up those phones. If it’s done as an act that is damaging or hurtful, then we need to investigate as to what the connection is...why he or she was using the phone at that point. That’s part of the investigation on a particular disciplinary action.”

Ms. Setear then asked, “If a student refuses to give up their phone, what happens?” Ms. Migneault explained, “Normally, we keep the phone and we ask the parents to come in.” Ms. Setear clarified, “If they refuse to give it to you, what happens?” Ms. Migneault sated, “Then that’s another addition to the discipline. Parents are contacted and, I believe the student, I know I try to go in under certain circumstances to talk to students to try to get the student to turn it over without getting into more trouble. Other than that, we have to call the parent and say the child refuses to turn over this phone and the parent will usually talk to the child at that point.” Ms. Setear then asked, “Having high school aged students, I’ve heard that students have been suspended for not handing over their phone.” Ms. Migneault noted, “It could be because that’s a reasonable request from an adult to hand over a phone, and that’s clearly written, that you’re refusing a reasonable request to hand over a phone.” Ms. Setear continued, “Could we be creative in solving the problem without suspending students?” Ms. Migneault responded, “I’m not sure it’s always a day out – it’s got to be something added to the use of the cell phone and the refusal. Usually, there’s got to be something else tied to that suspension to send a student out of a class for a period of time.” Ms. Setear asked Ms. Migneault to investigate and get back to the Board on that stating, “I would be really encouraging people to think of creative solutions to the cell phone problem rather than suspension.” Principal Migneault stated she would see if



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any suspensions were given simply for the refusal to turn over a cell phone and report back to the Board.

Dr. O'Connor then introduced Career Technical Center Director, Jim Amara, who reported on the following items:

- CTC has contracted Mr. Steve Silverman/Technology Consultant from its 09/10 Perkins Funds in the amount of \$3,500 to assist the Technology Committee in submitting a \$ 149,899 grant proposal to the NH Department of Education for a district wide k-12, 21st "Century Classrooms Project" grant under the American Recovery and Reinvestment Act. The balance of this investment will also be used to help the technology committee finalize its Technology Plan for submittal to the NH Department of Education It was agreed by all that this was an excellent leverage of CTC/Perkins funds. The goal of this grant is to identify and secure the technologies, lessons enhancements, professional development and resource needed to create and integrate these 21st Century classrooms into the Dover Public Schools. Grant was submitted in early November of this year.
- Animal Science Open Barn on Saturday October 31 was very successful with over 300 adults and children attending the event.
- Our Equine Science program will also have a special open house for parents, future Dover and area students and the general public on November 19th from 3 pm to 8pm. The open house will take place at our offsite location located at the Myhre Equine Clinic, located on 10 Road Rd. in Rochester.
- All School board members present and future will be invited to attend our proposed Firefighting and EMS Academy advisory committee meeting on Thursday, December 3. This will be the final meeting prior to bringing this forth to the board for full approval and implementation. A very detailed agenda is planned for this luncheon meeting. Hope that many of you will attend.
- Dover CTC web site is up and running....some additions and improvements forthcoming but very suitable at this stage for public view and information-Please Visit!!
- The New England School of Metalwork/Mobile Welding Training Center will be at the Career Tech Center all this week giving instruction to Auto Collision, Automotive and Fine Art students and faculty on a variety of up-to-date Arc Welding Techniques. You are all invited to stop by and observe or learn some welding skills.
- Approached by Federal Savings if we would accept a donation that would pay for recent Trust Building Trades Bus. The only stipulation would be small advertisement on the sides that would say donated by Federal Trust with their logo. Mr. Amara asked the Board if he could accept this donation.



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Dr. O'Connor reminded Board members of their policy on accepting donations as well as their policy on accepting items with advertising. He stated he will review both policies with Mr. Amara and bring the item back to the Board in December.

Beth Setear moved, Carolyn Mebert seconded, to accept the Superintendent's report. An oral **VOTE PASSED 6/0.**

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

- Speaker Todd Crandall – “Racing for Recovery” spoke on alcohol and drug addiction. It was a very powerful message.
- New policy – all afterschool clubs now take attendance

H. COMMITTEE REPORTS:

1. **Professional Development Committee, Dorothea Hooper reporting:** Ms. Hooper gave the following report:

“There was a meeting of the Professional Development Committee on Oct. 14th chaired by Ms. Jean Briggs-Badger, Director of Curriculum, Instruction, and

The first order of business was to review the attendance at workshops held over the summer. There were 32 workshops offered, many teachers attended and feedback was good. There was about a 50/50 split between in-house presenters and those brought in from out of district. There was some attempt to determine why some teachers did not attend -----was it timing, need for child care, or what? How can we accommodate summer schedules more effectively?

The second order of business was to focus on future needs. The committee felt there was a need to resend the P.D. Needs Assessment to get feedback from teachers as to where they feel a need for additional training. Also, some of our staff, nurses, librarians, guidance counselors, etc. often feel left out of professional development when workshops do not relate to their fields.

Discussed where we go next. Some of the ideas included:

1. Big Brother is watching ---DINI, SINI, FM.
2. The Unpacking is Done, Now What?
3. Performance Tracker
4. Using Formative Assessment Data to Drive Instruction
5. Interdisciplinary Planning
6. Classroom Management strategies
7. Creating An Engaging Classroom

Planning has begun for Early Release Days. The tentative schedule would be: Sept. (How to Write a Focus Lesson, Oct. (Guided Reading Training), and March (Vertical Integration). Other months included meetings on the building level.



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Lastly, committee members were given a list of meeting dates for the year. Our next meeting is Nov. 18th.”

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

“There was a special meeting of the Dining Facility Council on Oct. 28 at the SAU office.

The object of this meeting was to prepare the annual progress report of this committee for presentation to the School Board for approval.

Our discussion revolved around up-dating last years report to reflect the improvements made in food services with the goal to raise the nutrition level of student meals. Some of the improvements included:

1. additional parent representation on the council bringing unique expertise to the group.
2. additional interns from UNH who are part of it nutrition program
3. in addition to using the Farm to School Program our CTC program has begun supplying greens to the food services.
4. most of the school stores are offering healthier snacks.
5. school clubs and classes are looking for alternative fundraisers replacing candy with wrapping paper, bulbs, coffee, etc.
6. there has been an increase in serving fresh fruits and vegetables.

Areas that still need work include:

1. Edline and the school website need to be checked for updated information.
2. our healthy snack list needs to be updated.
3. enforcement of the district policy on wellness needs to be enforced at the building level.
4. more documentation needs to be provided concerning claims of improvement.
5. need to get organizations who use the school facilities on board with healthier snacks.

Our next regular meeting will be Nov. 4th”

3. Wellness Advisory Committee, Dorothea Hooper Reporting: Ms. Hooper gave the following report:

“There was a meeting of the Wellness Advisory Committee (formerly the Dining Facilities Council) on Nov. 4th.

Chaired by Laurie Verville, SAU Business Administrator, new members were introduced. Mark Covell, Dining Program Director distributed circulars that related to better nutrition. One was the “Monthly Munch” which talked about coming school snack programs and the inclusion of more greens on the cafeteria menus. The 2nd flyer was “Grub on the Go” which listed healthy foods that can be eaten on the run, good snacks, and the value of proper hydrating. These will be distributed in each Dover school.



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The committee went on to review the board's Student Wellness Policy. Members asked questions about current state standards, standards of the school lunch program and nutrition guidelines. There was also discussion on fundraising in the schools and the food given to students in after school programs using our facilities.

It was decided at this meeting that our former name of Dining Facilities Council did not reflect the ongoing involvement we wished to have in promoting healthy foods in our schools. For that reason we re-named ourselves the Wellness Advisory Committee. This better reflects the expansion of our concerns.

The committee's next meeting will be December 16th at 3pm."

4. **Joint Building Committee, Doris Grady reporting:** Ms. Grady gave the following report:

"We have been off to a slow start but, better to be sure than sorry! Horne Street School JBC meets tomorrow evening at 5:30 PM at the Horne Street School. Grounds have not been broken at this time, but after a walk-through tomorrow and final discussion, we should be on our way with the development of the new six room addition and renovation of the older section of the building. There have been several issues to be discussed and, hopefully, all will be in the mode of 'move on Horne'."

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

a. POLICY EHAA – SCHOOLNET ACCEPTABLE USE POLICY: Beth Setear moved, Carolyn Mebert seconded, to table the policy until the December meeting. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTIONS:

a. POLICY IMBD – EARLY GRADUATION GUIDELINES: Doris Grady commented on the policy: "I found the early graduation guidelines a little more severe for the students who are at the top of our levels who seem to know what direction they want to go in; who seem to be prepared and know what they want to do. And I found a lot of educational restrictions. I definitely am a person who approves of early graduation. I believe in students having the time, who want to pick up a course at UNH or any neighboring college, should have that opportunity. My reasoning for this – if you look at policy IHBI, Alternative learning Plans, this is for students who do not meet requirements for graduation. Read the paragraph that says, 'Alternative learning plans may include, but are not limited to, extended learning opportunities, independent studies, private instruction, and they're approved by the Superintendent or his designee. The purpose of alternative learning plans is to provide students with educational experiences that are meaningful.' I find that for the top of the group, searching out a college for college credit is also meaningful. In the alternative plan, 'They may include extended learning opportunities taken for credit, but taken to supplement regular academic courses.' As I read through these, Instructional Needs for Students with Different Talents, to me the students who are very successful in school



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have a talent of their own. It says, 'In order to meet the instructional needs of students with different talents, administrators and staff should explore alternative learning programs such as extended learning opportunities, alternative learning plans, and distant education.' On earning credits, that one says, "Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies in compliance with the district specified curriculum and assessment standards.' In reading those, to me, one gives you one opportunity yet in Early Graduation Guidelines, there are all kinds of restrictions that the others don't apply to. So, I'm having trouble looking at six of these and personally, it would be of my opinion, I can't vote for Early Graduation Guidelines basically because there are so many other opportunities given to the other students at the high school." Chairperson Fisher asked Ms. Grady if it was that she felt the Early Graduation Guidelines are too restricted. Ms. Grady agreed that was a "good way to put it."

Principal Migneault explained that students on an alternative learning plan can also request early graduation. "There are different ways to get to graduation as long as they have enough credits. The early graduation is just a criterion for us to see, 'are you ready to move on? Have you done everything you can here?' It is done in conjunction with guidance and parents and students. Those are just questions we ask as we proceed. The student fills out the form and passes that in and says, 'What is your future goal? Why are you leaving us early? Have you done all your credits, etc? What course did you take? And are you all set to move on?" In a student on an alternative learning plan, some of them are going for early graduation. They 'speed up' by taking a VLAB on-line course, or independent study, or some other advanced work. Some students have already done all of the course work that they can – if they're artistically talented and have taken all of the art courses – they're ready to move on. So, it might be a combination of both. But the early graduation is really the last, as you say probably restrictive thing, because it is our last opportunity to make sure they've met all the guidelines; have met all the state requirements and are ready to move on – who know what they want to do with their future."

Beth Setear moved, Carolyn Mebert seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 5/1 (Grady opposed)**.

b. POLICY IKFB – CREDITS AND GRADUATION FORM FIFTH YEAR HIGH SCHOOL

STUDENTS: Beth Setear moved, Carolyn Mebert seconded, adopt the policy in its second reading. An oral **VOTE PASSED 6/0**.

c. NEW POLICY IKC – EARNING OF CREDIT: Beth Setear moved, Carolyn Mebert seconded, adopt the policy in its second reading. An oral **VOTE PASSED 6/0**.

d. NEW POLICY IFA – INSTRUCTIONAL NEEDS OF STUDENTS WITH DIFFERENT

TALENTS: Beth Setear moved, Carolyn Mebert seconded, adopt the policy in its second reading. An oral **VOTE PASSED 6/0**.

e. NEW POLICY IHBI – ALTERNATIVE LEARNING PLANS: Beth Setear moved, Carolyn Mebert seconded, adopt the policy in its second reading. An oral **VOTE PASSED 6/0**.



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f. NEW POLICY IMBA – DISTANCE EDUCATION: Beth Setear moved, Carolyn Mebert seconded, adopt the policy in its second reading. An oral **VOTE PASSED 6/0.**

K. SUBMISSION AND PAYMENT OF BILLS: Beth Setear moved, Carolyn Mebert seconded, to direct the Business Manager to pay manifest #10-E in the amount of \$4,157,421.52. A roll call **VOTE PASSED 6/0.**

L. RESOLUTIONS: None.

M. OLD BUSINESS:

1. APPROVE MANAGEMENT OF 403(B) EMPLOYEE BENEFITS IN-HOUSE: Doris Grady moved, Dorothea Hooper seconded, to table the item until the December meeting after the Superintendent has an opportunity to obtain additional information from City Attorney. An oral **VOTE PASSED 6/0.**

N. NEW BUSINESS:

1. REQUEST FOR TUITION TO GREAT BAY LEARNING CHARTER SCHOOL: Dr. O'Connor explained that Exeter Region Cooperative SAU #16 had sent a request to the Superintendent asking for additional tuition for Dover students attending the Great Bay eLearning Charter School.

Beth Setear moved, Carolyn Mebert seconded, to approve payment of \$3,000 in tuition to Great Bay eLearning Charter School for each of the Dover students attending their school with the understanding that the same amount will be requested next year as well. An oral **VOTE FAILED 0/6 (all opposed).**

2. DRAFT 2010-2011 BUDGET ADPOTION SCHEDULE: Beth Setear moved, Carolyn Mebert seconded, to approve the draft budget workshop schedule. An oral **VOTE PASSED 6/0.**

November 2 nd – 12 th	Budget due to Business Administrator	
December 9 th	Budget due to Superintendent	
December 10 th -31 st	Superintendent Review Period of Proposed Budget	
January 11 th	Budget Distributed to School Board at Regular Meeting	7:00
January 25 th	School Board Budget Workshop 1	6:30
February 2 nd (Tues)	School Board Budget Workshop 2	6:30
February 8 th	School Board Regular Meeting	7:00
February 17 th (Wed)	School Board Budget Workshop 3	6:30
February 22 nd	School Board Budget Workshop 4	6:30
March 1 st	School Board Budget Workshop 5	6:30
March 8 th	School Board Regular Meeting	7:00
March 15 th	Budget due to City Manager	

Note: Highlighted meetings are previously scheduled, regular School Board meetings



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3. TECHNOLOGY UPDATE – 18 MONTH REVIEW OF ACCOMPLISHMENTS AND CHALLENGES AHEAD: Chris Roberge, Technical Support Services Manager, gave the following presentation:

Going Faster...

- ▶ Changes and upgrades were needed in the following areas...
 - ▶ Infrastructure changes include:
 - ▶ Network upgrades
 - ▶ Server upgrades
 - ▶ District Wi-Fi
 - ▶ More effective content filters
 - ▶ Centralized MMS Server
 - ▶ New Email System
 - ▶ Desktop changes
 - ▶ Faster PC's and Laptops
 - ▶ Better use of PC and Laptop money

Network Upgrades:

- All network switches have been upgraded to Cisco 2960 devices operating at 100 Mbps.
 - Much faster access to local resources.
 - Much more stable environment.
- Internet access at each schools is at least 8 Mbps
- Future Goals:
 - Faster WAN access at HSS, WPS and DMS.
 - VLAN's will provide for network segregation.

Server Upgrades

- Each school now features a minimum of 1.5 TB of data storage space.
 - All "PC" style servers are gone, replaced with high-capacity, fault-tolerant Systemax Servers.
 - 2 TB Storage devices at DHS and DMS.
 - High capacity HP Tape Backups at each school.
- Future Goals
 - Windows Server 2008?

District Wi-Fi

- We now have District-wide Wireless access to SchoolNET.
 - Wireless throughout DHS, with the exception of the World Language wing.
 - Hot spots at all other schools.
- Future Goals



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- Better coverage.
- Personal laptop Internet access is coming...

Content Filter Upgrade

- SonicWall devices did a poor job of blocking inappropriate sites from many students.
- Cyberoam devices are far more effective, blocking nearly all external proxy servers.

Centralized MMS Server

- MMS has been moved to a central server at DHS with the following benefits:
 - Fault-tolerant RAID-5 server.
 - Assessment Module allows for storing of more test scores than ever before.
- Future Goals:
 - Better opportunity for standardization across District.
 - We are looking for a way to easily extract this information in web-report format.

Email System

- Future Goals:
 - Exchange 2010 will offer a much better web interface for faculty and staff!

Faster PC's and Laptops

- A matter of \$\$\$
- Roughly 1700 PC's, with approx. 100 being added annually.
- Older systems still need to be replaced.
- PC + Monitor + Keyboard/Mouse = \$600 each.
- Future Goals:
 - Windows 7 adoption will be necessary in the coming years.
 - Better use of PC and Laptop money...

Better Use of PC and Laptop Money

- Three new desktop technologies piloted this year:
 - nComputing Devices
 - WYSE Thin Clients
 - Netbooks
 - Working through the bugs!
- Future Goals
 - One step workstation provisioning

Intouch Alert System

- Three new desktop technologies piloted this year:
 - nComputing Devices
 - WYSE Thin Clients



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- Netbooks
- Working through the bugs!
- Future Goals
 - One step workstation provisioning

Additional Projects

- The District Technology Plan.
- Financial Software upgrade.
- Automated substitute calling.
- Curriculum Integration needed!
- Additional technical help at DHS needed!

Possible MMS/Edline/Web Upgrade

- There may be an opportunity to improve access to student information throughout the District by examining our use of MMS, Edline, GradeQuick, SchoolCenter, etc...

Future Goals Summary

- Faster WAN access at HSS, WPS and DMS...
- VLAN's will provide for network segregation...
- Better Wireless coverage...
- Personal laptop Internet access is coming...
- Windows 7 adoption will be necessary in the coming years...
- One step workstation provisioning...
- Better use of PC and Laptop money...
- Exchange 2010 will offer a much better web interface for faculty and staff...
- Improved access to student information.

Ms. Grady commended and thanked Mr. Roberge for the amount of work he has accomplished "from where we were to where we are" had made "great strides."

4. APPROVAL FOR THREE PERCEPTION SURVEYS IN JANUARY – MARCH 2010: Jean Briggs-Badger requested the Board approve three perception surveys to be given this year for students in grades 4-12, K-12 teachers, and all parents during the January to March time frame.

Ms. Briggs-Badger explained the *Education for the Future* initiative has created a valid and reliable set of questionnaires for students, staff, and parents. The questionnaires have been updated over time, based on feedback provided by *Education for the Future* customers. The questionnaires have shown the impact of school change on student, staff, and parents. In addition, the questionnaires have provided valid and reliable information for schools to know what needs to change in order to get different results. Questionnaires can be used to discover the perceptions that people have so that we can improve the negative perceptions and build on the positive ones. Perceptual data are valuable and useful to ensure positive changes in schools and entire districts.



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Ms. Briggs-Badger went on to explain that *Education for the Future* designs and analyzes the results of these questionnaires. The results help schools improve operations and attain student achievement increases. Rationale for taking the surveys was provided along with the grouping of disaggregated data to be provided to the District. There was some discussion about the value of the disaggregated data the District would receive, and Board members asked whether the District would also have access to the data itself.

After discussion, a motion was made and seconded to table this item until Ms. Briggs-Badger and Dr. Mebert have an opportunity to speak with the survey company to ensure the District will have access to the data for additional review. An oral **VOTE PASSED 6/0**.

Record Note: Carolyn Mebert left at 9:00 P.M.

5. REVISED REPORT CARD K-4 APPROVAL: Jean Briggs-Badger thanked all of the individuals who worked with her to bring this document before the Board. She then reviewed highlights of the report card changes recommended by the Report Card Committee with the major change being they will be sent on a Trimester schedule (December 4, March 24, and June 18). They also implement the use of standards-based reporting using the State Department of Education Grade Level Expectations (GLE's). These cards will provide information on a student's developmental abilities and progress in attaining learning standards in each subject.

A standards-based report system measures each student against a concrete standard instead of measuring how well the student performed compared to other students. Standards-based reporting measures how well students are doing in relation to the grade level standards, encouraging all students to do their best. The committee's hope is that standards-based report cards, together with teacher conferences, will provide a more comprehensive and meaningful way for parents to understand and support their child's learning.

Ms. Grady asked if the mathematics requirements for fourth grade only went to "compares/orders decimals and fractions" for fractions. Ms. Briggs-Badger explained that was correct and once again, based on the state GLE's.

Ms. Setear stated that having sat on the committee, she appreciates how hard the teachers worked and supports the significant change of moving to a trimester reporting system.

Beth Setear moved, Dorothea Hooper seconded, to approve the revised K-4 Trimester, standards-based report card. An oral **VOTE PASSED 5/0**.

6. APPROVE DRAFT 2010-2011 SCHOOL CALENDAR: Dr. O'Connor advised that new law requires the District to add ten reserve days to the end of the school year in case of snow days. He also noted the DTU Agreement states "The work year for teachers...will begin on the Monday preceding Labor Day. Schools shall not be in session on the Friday preceding Labor Day and shall terminate no later than June 30." In order to create a 180 day student calendar and 184 day 2010-2011 teacher calendar, it became necessary to begin school on the Thursday



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before Labor Day. Dr. O'Connor stated he discussed the matter with DTU president, Debra Hackett, who agreed the teachers would report to work on Thursday, August 26, 2010.

Ms. Grady pointed out that the calendar was missing the date of March 31, 2010. Based upon that, a motion was made and seconded to table calendar approval until the December meeting. The Superintendent will have the date added and calendar updated prior to the December meeting.

7. TITLE III – ANNUAL PROGRAM ACCOUNTABILITY REPORT: STATE LEVEL ENGLISH LANGUAGE PROFICIENCY: Fran Mroz gave the following report:

“At present, Dover has 123 English Language Learners in the District. We have the 5th largest ESOL population in the state. If you would open your folders, you will find a blue bar graph which represents enrollments for Dover since 1998. You will notice an increase in enrollment. According to the NH Department of Education, this increase is state-wide...The next graph illustrates the percentage of students from each country. We currently have students speaking 15 native languages from 22 countries.”

Ms. Mroz then introduced her staff: ESOL Teacher, Elizabeth Tong and Support staff Kelly Nevins at Horne Street School; Deanna Rutland at Woodman Park School; and Susan Ervin at Garrison Elementary School. Leanne Anderson and Kim Faustino work at the Dover Middle School; and Fran Mroz works at Dover High School with Gale Galbreath.

“The ESOL program is a combination of push-in and pull-out services. The high school has an ESOL English class for which students receive credit. When parents check a box on our registration form for non-native speakers, the state of New Hampshire mandates that the student be tested to determine if ESOL services are required. When students enter our program, parents are given a brochure with important information about our schools. There is a copy of the elementary and middle/high school brochures in your folders. We also translate the brochure into other languages. Teachers are also provided with information on how to adapt curriculum to meet the needs of their ELL's.

Our services include the four domains of language: speaking, listening, reading and writing. We focus on vocabulary, grammar, and cultural awareness. In the first two years of learning a language, a student acquires Basic Interpersonal Communication Skills (BICS) or social language. They then begin to acquire Cognitive Academic Language Proficiency (CALPS), the language of language arts, science, social studies, and math.”

Ms. Mroz then shared some examples of student's work. She finished by noting, “This September, I learned that the ESOL population in Dover achieved Annual Measurable Achievement Objectives (AMAO's) for the past two years. We are one of only two districts that achieved this status.”

8. APPROVE DRAFT DOVER HIGH SCHOOL PROGRAM OF STUDIES: James Dupille, Dover High School Dean of Instruction, presented a revised draft 2010-2011 Program of Studies



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to the Board for approval. Beth Setear moved, Dorothea Hooper seconded, to approve the draft 2010-2011 Program of Studies. An oral **VOTE PASSED 5/0**.

9. REVISED MEMORANDUM OF UNDERSTANDING (MOU) FOR THE HUB FAMILY

RESOURCE CENTER: Beth Setear moved, Dorothea Hooper seconded, to table this item until the December meeting. An oral **VOTE PASSED 5/0**.

10. APPROVE TUITION RATE FOR NOTTINGHAM: Ms. Verville requested the Board approve the 2009-2010 tuition rate of \$10,710.62 for Nottingham. She then explained the calculation resulting in an increase of 9.7% over the previous school year tuition rate. The formula used in the calculation is based upon language contained in the Nottingham tuition contract. Ms. Verville explained the SAU is in the process of renegotiating the formula with Nottingham to eliminate such large spikes and decreases in tuition calculations from year to year. The Barrington contract could be used as a model. This would provide a more stable budgeting estimation process for both districts.

Dorothea Hooper moved, Beth Setear seconded, to approve the 2009-2010 tuition rate for Nottingham of \$10,710.62. An oral **VOTE PASSED 5/0**.

11. POLICY DD – STATE & FEDERAL FUNDING UPDATE: Ms. Verville reported state and federal project activity:

Project activity for 2009-2010 federal projects as of September 30, 2009: \$3,227,723.50 total expended funding; \$2,174,813.33 authorized funding to obligate; \$3,227,723.50 cash balance remaining; 87% of funds remaining.

Project activity for 2009-2011 ARRA projects as of September 30, 2009: \$1,634,182.78 total expected funding; \$1,580,635.16 authorized funding to obligate; 66% of funds remaining.

Project activity for 2008-2009 federal projects as of September 30, 2009 (Grants that remain open through June 30, 2010) 5% of funds remaining.

12. POLICY DFC – SPECIAL FUNDS UPDATE: Ms. Verville reported the following fund activity balances:

Food Service – estimated fund balance 9/30/09 - \$5,176.15
Alternative School Fund – estimated fund balance 9/30/09 - \$161,362.70
Facilities Fund – Enterprise Fund – estimated fund balance 9/30/09 -\$124,422.37

Dorothea Hooper moved, Beth Setear seconded to accept both of the Business Administrator's updates for State and Federal Funding and Special Funds. An oral **VOTE PASSED 5/0**.

13. QUARTERLY SCHOLARSHIP & TRUST UPDATE: Ms. Verville reported, as of July 31st, the expendable and nonexpendable Scholarship and Trust Fund Balance is \$436,488.00.



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Beth Setear moved, Dorothea Hooper seconded, to accept the Business Administrator's report. An oral **VOTE PASSED 5/0.**

14. POLICY JLCF – ANNUAL WELLNESS REPORT: Laurie Verville explained the Dining Facilities Committee (Renamed "Wellness Advisory Committee"). She then directed Board members to her report on the bottom of page 4 through page 8. "In June of 2008, the committee came up with 17 goals that we wanted to try and achieve throughout the school year 2008-2009. Those goals are listed and then their outcomes. The committee took a very critical approach as to measuring what exactly occurred in the last four years. Did we really accomplish what we set out to do? The goal of the committee is to implement more fresh fruits and vegetables; to be able to quantify them; be able to have that reporting easily accessible to the committee as well as the School Board."

Ms. Fisher asked Ms. Verville to report to the community members who were watching whether they were successful in accomplishing their goals. Ms. Hooper asked to address this item. "I'm not sure that we had a goal of 'flat-out' success. What we had was a goal of steady improvement taking us from where we were...to introducing fresh fruits, fresh vegetables, and most of this is basically sampling. What we need to do is to continue to grow each year, which is why we changed our name, as oversight of the food services, and grow each year until we become a totally healthy cafeteria service. I would encourage the Board to approve this report because I think we made some significant steps...It was quite an unusual committee. We had school nurses, physical education teachers, a nutritionist from UNH, interns from the nutritional department at UNH, several parents...we have some really skilled and talented people on this committee, and people who are really dedicated to this would objective. I don't think you can really measure, have we accomplished everything, no. Nowhere near. But we made a real good start on what we need to do in our cafeterias."

Beth Setear moved, Dorothea Hooper seconded, to approve the Wellness Progress Report. An oral **VOTE PASSED 5/0.**

15. AWARD BID FOR SNOW REMOVAL AND HAULING SERVICES: Laurie Verville asked the Board to award the bid for fiscal year 2009-2010 to low bidder, Marshall Rental Center at \$174/hour for four plows and \$170.50/hour for two trucks to provide hauling. Marshall Rental Center satisfactorily performed snow removal services for the 2008-2009 winter season and reduced their rate by \$1.50/hr from last year.

Beth Setear moved, Dorothea Hooper seconded, to award the bid for snow removal for fiscal year 2009-2010 to Marshall Rental Center. A roll call **VOTE PASSED 5/0.**

O. ADJOURNMENT: Beth Setear moved, Dorothea Hooper seconded, to adjourn the meeting at 9:45 P.M. An oral **VOTE PASSED 5/0.**

Respectfully Submitted,
Beth Setear, Secretary
BS/kgb



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