



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chambers
Meeting Date: **Monday, January 11, 2010**
Meeting Time: **7:00 pm**

Chairperson Carolyn Mebert called a meeting of the Dover School Board to order on Monday, January 11, 2010, at 7:05 p.m. in the City Council Chambers.

A. ROLL CALL: Present were Carolyn Mebert, Audra Lurvey, Beth Setear, Doris Grady, Kenneth Appel, Matt Mayberry, Audra Lurvey and Doris Grady.

Also present were; Superintendent John O'Connor; Dustin Gray, Garrison School Principal; Mal Forsman, Horne Street School Principal; Patrick Boodey, Woodman Park School Principal; Kim Lyndes and Christine Boston, Acting Dover Middle School Co-principals; Debi Migneault, Dover High School Principal; Jean Briggs, Curriculum, Instruction, and Assessment Director; Sandra Crosson, Director of Pupil, Personnel Services; Student Representative to the School Board, Olivia Loos, Peter Wotton, Athletics Director; Career Technical Center Director, James Amara; DTU President, Debra Hackett; Chief Perry Plummer, City Councilwoman, Dorothea Hooper; Teachers, and Leslie Modica, Fosters'.

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

C. CITIZENS' FORUM:

- City Councilwoman, Dorothea Hooper, 84 Katie Lane: Ms. Hooper introduced herself as the officially named City Council liaison to the School Board. Ms. Hooper congratulated Board members on their recent election and wished them luck, especially during budget preparations.
- Dover Teachers' Union President, Debra Hackett: Ms. Hackett stated her belief that the fact-finder's report on the evening's agenda provides a fair solution for all involved and asked the Board to accept the Fact-Finding Report on the evening's agenda.
- Dover Fire Chief Perry Plummer: Chief Plummer spoke in support of the Firefighter I and Emergency Medical Services Program being proposed for the Career technical Center. The Chief stated the program has full support of the Dover fire department as well as departments in the surrounding areas. The new North end facility has been offered to host this program and equipment at the facility is also available for use by the program. He then noted his belief that it is important to provide opportunities for kids to come back and serve in their community in a career they will love.

Audra Lurvey moved, Matt Mayberry seconded, to suspend the rules and move items N.6., Landscaping/Hardscaping Technology-Horticulture Proposal, and N.7., Firefighter I and Emergency Medical Services Proposal, forward in the agenda to be heard at this time. An oral **VOTE PASSED 7/0.**

N. 6. & N.7. LANDSCAPING/HARDSCAPING TECHNOLOGY-HORTICULTURE PROPOSAL AND FIREFIGHTER I AND EMERGENCY MEDICAL SERVICES PROPOSAL: Dr.O'Connor explained that the Board was not being asked for approval of the programs this evening; rather, the Career Technical Center Director is asking for support for the programs. Approval comes with financial strings that cannot be determined this evening. Funding for the programs will be discussed during the budget process. He asked the Board to send a message to Mr. Amara and the firefighters in the gallery that they support the program and want Mr. Amara to continue to



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pursue it and continue to prepare the documentation that will be required to go to the state for approval. Dr. O'Connor then introduced James Amara to review his proposals.

Mr. Amara noted the Board had received a five-year plan as to what was happening at the CTC two years ago, what's happening now, what will happen (hopefully) in two more years.

When Mr. Amara originally came to Dover, the first item of his plan was to outreach to parents and students of Dover and the surrounding areas as well to see what the CTC could offer and can offer. He then stated his goals were to upgrade programs, develop new programs, provide additional resources beyond Perkins and beyond the school budget. He stated he believes he accomplished that goal within the first two years.

This year's accomplishments includes the fact that the CTC has the highest enrollment of students in Dover taking career technical education classes than has ever been recorded previously. This is a credit to all who are involved in the CTC – parents, students, administrators, community, and staff. Also, new programs have been implemented including the Equine/Animal Science Program in partnership with Myhre Equine Clinic of Rochester which has been very successful!

There are two new proposals (Firefighter Academy and Landscaping Technology) that have come to fruition after a year of working with the Dover Fire Department, the New Hampshire State Standards, working with UNH Thompson School of Science for the landscaping technology, and a very strong advisory committee. Those two programs are ready to go to the state. The funding for these programs is also very reasonable.

For the future, Mr. Amara reported he will continue to look at expansion of the CTC, perhaps not new programs, but certainly upgrading our programs into the green technology area such as the automotive incorporating hybrid technology; electrical department moving into photovoltaic and wind turbine energy; computer technology program getting involved in Cisco Academy curriculum and GIS (Geographic Information Systems). Mr. Amara added that he is also, looking forward to working with the Board and Superintendent to establish an evening program what will be self-supportive for the community – a program that will better utilize our resources and add value to the programs; professional development for the CTC staff; continue to partner with local colleges, universities and the local business community (who have been outstanding in their support!).

Dr. O'Connor stated that the 5-Year Plan for the CTC will be covered later on in the agenda. He then asked if Board members had questions.

Matt Mayberry stated he was a big fan of the CTC and congratulated Mr. Amara on the great job he has been doing. He then asked if Mr. Amara had given any thought toward pursuing a private/public partnership for the funding of these two programs so they can become self-sustained, and whether that is even applicable. Mr. Amara stated Firefighting I represents a partnership between the CTC and the various fire departments within the area. He added, "Obviously, we can't build a fire station; we can't purchase fire trucks or ladders or that kind of



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equipment. Dover has stepped up to the plate, giving us their facility for our students. That will pretty much enable us to put forth a proposal to you to hire an individual that will then instruct our students in the firefighting program as well as the emergency medical service program. Students there will be able to gain 6 college credits in the Firefighter I, and then articulate that to one of the two colleges within Maine or New Hampshire to continue that if they so desire. Emergency medical technician program – students who go through that program are looking at a cost to them of between \$1,000 to \$1,400 if they were to do that privately. That would be part of what they would walk out for. It's a very reasonable cost. I believe we're talking in the \$70,000 range for this program over a two year period if you want to initiate both the 11th and the 12th grade program at once. If you wanted to phase it in, that would be at a lower cost-essentially half of that. There is also tuition reimbursement from those students who are outside the Dover area. That will decrease the cost as well."

Mr. Mayberry asked if it would be appropriate to approach some of our corporate friends who would benefit from this labor pool expanding. Mr. Amara stated, "I will approach anybody!" He noted there are individuals to whom they have outreached in the past who have come through. Whether those same individuals would come forward again, he believes they would. There may be students who cannot afford the various fees and supplies and he believes the corporate partners would step up to the plate to take care of those issues for those students. He added, "Whether they would fund a large portion of the program itself, I can't speak to that at this particular time."

Mr. Amara continued with the Landscaping Technology Program, a partnership with the UNH Thompson School, with whom he has been working for over a year. They have facilities for the CTC to utilize if the program goes forward – greenhouse, laboratory space, equipment, supplies, all will be at the CTC's disposal. This is a career area that students can complete and actually start to go out and work for a landscaper, start their own business, or go on to a community college for further education. The landscaping business is thriving in this area. Beyond landscaping, the program would include hardscaping (walkways, underground sprinklers, water fountains). Tremendous career opportunities and financial awards are available.

Two new programs with a lot of opportunities, Mr. Amara surveyed 10th graders. 44% of the class participated in the survey. 39 wanted to go into the firefighting program and 18 wanted to go into the landscaping (that doesn't include the 11th grade or the rest of the 10th grade class). Mr. Amara stated his belief that the firefighting academy will be the biggest yet with an anticipated 80+ applicants and 40-50+ in the landscaping program.

Mr. McCrory congratulated Mr. Amara on his work with the CTC, noting equine science and robotic engineering have already made an impression on his second grader. Mr. McCrory then asked if this was a dual-college credit right away. Mr. Amara stated the firefighting program will award credits right away; the landscaping program, once that curriculum is implemented, the will work out an articulation with UNH.



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Matt Mayberry moved, Audra Lurvey seconded, to approve the Firefighting and the Landscaping Programs pending funding which the Board will be looking at in February and March. An oral **VOTE PASSED 7/0.**

Audra Lurvey moved, Matt Mayberry seconded, to suspend the rules and move item N.3., Fact-Finding Report between DTU and Dover School District, forward in the agenda to be heard at this time. An oral **VOTE PASSED 7/0.**

N.3. FACT-FINDING REPORT BETWEEN DTU AND DOVER SCHOOL DISTRICT: Dr. O'Connor explained all Board members had received a copy of the fact-finding report, an independent opinion or analysis of the negotiations that have been on-going between the Dover Teachers' Union and the Dover School Board. The procedure for this type of document calls for School Board to review the document and then make a recommendation to accept or reject the document. The teaching staff also will be meeting (Friday) and will have the same opportunity to reject or accept the fact-finding report. Once the Board has made a decision, the next step will be for the report to go to the authoritative body. In this case, that is the City Council- they control the finances – to be accepted or rejected. If accepted by the Council, the District would incorporate the recommendations of the fact-finding report into the contract. A rejection by the Council would trigger a re-negotiation between the Board and the Dover Teachers' Union, starting from scratch. There is a possibility that a mediator could be brought in to assist in the negotiations, but that would be decided by a consensus of both groups.

Dr. O'Connor continued to explain that this evening he is looking for the Board to make a motion to accept the fact-finding report. The motion is to be made in the affirmative, the positive, and seconded, have a discussion, and then vote. A "yes" vote is an indication of support that you are accepting the fact-finder's report. A "no" vote is rejecting the findings of the fact-finding report.

Dr. Mebert noted if it were possible to select portions of the report, she would probably vote a different way than she was going to now.

Audra Lurvey moved, Matt Mayberry seconded, to accept the fact finding report. A roll call **VOTE FAILED 0/7.**

Mr. Appel stated, "I think that it's appropriate that the entire School Board meet in the next set of negotiations in order to get a clear understanding of what is at stake and I put that in the form of a motion. I move that the Board commit itself to meeting with the teacher's representatives as a body." Matt Mayberry seconded for discussion.

Ms. Grady referenced RSA 273-A:12 – noting, "Once it goes to the council, they have 30 days to act on it and according to state law, it will go back to negotiations, but could go to mediation. In mediation the mediator determines how many they want to sit with them or whether they want the whole Board to sit with them. I think that decision takes place then." Dr. O'Connor agreed and read sub-section 4 of the RSA, "If the impasse is not resolved following the action of the legislative body, negotiations shall be reopened. Mediation may be requested by either party and may, at the mediator's option, involve the Board of the public employer."



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Dr. O'Connor added, "Making a motion tonight to have the entire Board participate may be a little premature. I think the way I'm reading this, we go back to negotiations with a Board committee and a DTU committee. Either side could, at that meeting, request the services of a mediator. The mediator would come in and listen to both sides and then determine whether or not the entire Board should negotiate. I know what Mr. Appel is saying, but that may be a step ahead of what the actual law determines. I would think it might be in our best interest to have the new committee, the two members of the Board who are chosen to be a part of DTU negotiations, have that initial meeting with the DTU to determine whether or not a mediator is necessary. At that meeting, it might be appropriate to bring up, 'do you want to expand and negotiate with all of us?' That will give them the opportunity to think about it. They may not want to do that initially... I wouldn't want to impose on them that we are going to take that stance initially."

Matt Mayberry asked if Mr. Appel wanted to withdraw the motion and wait. Mr. Appel withdrew the motion and asked the Board negotiators to let the teachers know that the Board is more than willing to meet with them as a group. Mr. Mayberry noted, "I think we just did, and I'll withdraw my second."

Beth Setear asked to comment. "While I know this process has been very long and frustrating given the fact that this decision has come at a time when we're sitting with new Board members, I think that new Board members may very well want the opportunity to weigh in on those negotiations and put forth positions as to what they think are really important in this new contract, which is part of the reason I voted against the fact-finding report – to give them that opportunity to be part of this decision-making process as we move forward."

Ms. Setear then asked the Superintendent if he know how quickly this could be reviewed by the City Council. The Superintendent stated he would contact the City Clerk's office tomorrow and let the Board know.

RECORD NOTE: Email from the City Clerk January 12, 2010 states this item will be on the January 27, 2010 City Council agenda.

At 7:45 p.m., Audra Lurvey moved, Matt Mayberry seconded, to recess for five minutes. An oral **VOTE PASSED 7/0**. The meeting was called back in session at 7:50 p.m.

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

- 1) **NONPUBLIC SESSION #30, December 14, 2009 (Personnel & Contracts)**
- 2) **REGULAR SESSION #12, December 14, 2009**
- 3) **ORGANIZATIONAL MEETING, January 4, 2010**

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



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E. CONSENT AGENDA

1. **Correspondence: None.**
2. **Resignations/Retirements: None.**
3. **Leaves of Absence: None.**
4. **Nominations:**
Sheet 1: Nomination and election of aides and secretaries (Clark to Winters)
Sheet 2: Nomination and election of coaching positions (Dudley to Grenon)
5. **Extended Travel (Student Trips): None.**

Audra Lurvey moved, Matt Mayberry seconded, to approve the consent agenda. An oral **VOTE PASSED 7/0.**

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

- Dover Reads has been a very successful program for the past ten years. This year's Dover Reads selection is *Zachery's Ball* by Matt Tavares. The kickoff will be on January 22, 2010 from 4 to 8 PM at Barnes and Nobles in Newington. The author will be there to read from his books and sign autographs. Matt Mayberry felt it was important to note that some of the Dover Reads books had been donated by "Joshua's Book of Dreams" in memory of Joshua Plaisted who passed away at the age of three.
- The January 25th School Board Workshop agenda will include –Long-range goals, short-range goals, and District mission statement; a presentation on Differentiated Diplomas; and the Superintendent's Budget Presentation.
- Dr. O'Connor thanked area businesses and others for donations made during the holiday season including The Noggin' Factory, the Greek Orthodox Church, Ross' Furniture, and Relyco.

Dr. O'Connor then invited all building principals to share items of interest:

Dover High School Principal Migneault announced the following upcoming important events:

- Semester I Exams will be held on January 27th and 28th
- Second semester will begin on Friday, January 29th
- Course selection for next year will begin on January 13th
- Wednesday, January 12th, there will be special homerooms at which online course selection instructions will be introduced. The MMS portal is being used so students can go online at home and select their courses. A packet will go home with students during homeroom. This will give log in information; counselors will be available before and after school on certain days listed in the packet going home to help parents and students. They will be available at 7:00 am and 5:00 to



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answer any technical issues or questions about courses; On January 20th, there will be a demo during all four lunch periods for students to show how the process works online; all instructions are laid out; a student's history of credits and current courses will be available online; prerequisites and notes for certain classes will also be contained in the online selection; access will be through the Dover High School site and choose the link for course selection.

- Presentations to area counselors of sending middle schools will be held January 19th after school to review courses in the Program of Studies
- Informational night is scheduled for Dover Middle School and St. Mary Academy on January 26th at 7:00 pm at Dover Middle School. DHS representatives will be in Nottingham on January 27th at 7:00 pm and in Barrington on January 28th at 7:00 pm to present the Program of Studies and the course process. Eighth graders will select their courses in the traditional way through their counselors, on paper.
- Middle school tours for middle school students to visit the high school. Barrington's will be held on February 3rd. Dover Middle School's two tours are on February 17th, and Nottingham on February 18th.

Matt Mayberry asked if students will be given a unique ID for their online registering. Ms. Migneault stated students will be provided a user ID number and a tentative password. Once they sign on, they will change their password to something unique to them. Mr. Mayberry asked if an administrator or guidance counselor will be able to review those selections to ensure they are appropriate for the student. Ms. Migneault explained that students can only select what is available to their grade. Once they make selections and submit them as finished, selections go directly to the guidance counselors at that point. Any time through the process, guidance can sign on and after February 3rd when this process ends, guidance counselors are meeting with every student to review their courses. In order to apply to a CTC program in the first year, students will initially see their guidance counselor to fill out the application.

Robert McCrory asked the opening date for course selection online. Ms. Migneault responded it will open on January 13th and close at 3:00 p.m. on February 3rd. Mr. McCrory also asked if guidance counselors will review course selections to ensure the minimum number of credits is met so students can graduate. Ms. Migneault stated that was absolutely going to occur when counselors meet individually with each of the students to review their selections and make sure they are on the right track. Mr. McCrory asked if Ms. Migneault was envisioning a software application that could be used to review credits to make sure the correct number in each subject area is being met or if it would always be a manual process. Ms. Migneault stated her hope that parents will eventually be able to access the student's transcript for this purpose through MMS.

Beth Setear thanked Ms. Migneault for providing her with information she had requested regarding cell phone discipline at the high school. She stated, "What I do see is that in 08/09, 26 students were given out-of-school suspensions for refusing to hand over their phone; this year so far, 3 have turned their phone over with a resulting after-school-intervention; 6 students have been suspended – 1 in-school, 5 out-of-school; and then 3 after-school-suspensions for those 3 students who turned it over. That number is troubling to me and when I made the request



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initially for numbers, I asked if there is some creative way that the administration could get its need met to stop cell phone usage at the high school (for) students (who) feel that they would rather have an out-of-school suspension than turn over their phone. So that says something to me about their need for privacy of what's contained on their phone. My simple solution would be to dismantle the phone and for you to keep some of it and for them to keep some of it. That works for me. If a student is faced with out-of-school suspension or dismantling their phone for the day, might they not do that?" Ms. Migneault explained the list given to Ms. Setear were simply those with suspensions. Actually, for this year to date, there have been 151 cell phone violations. "These are just those who have 'ramped up' the situation because they were defiant and did not turn it over to the teacher. We have 14 in all at this point, but out of the 151 up to this time, the teacher simply said, 'give me your phone,' they turned it in and parents retrieved it later in the afternoon. It's really the student who just defiantly disobeys the rule. It's a concern to me because it is a safety issue. I don't want any of our students to be on the internet because a picture was taken in a locker room. I don't want a learning environment to be disrupted because a student keeps getting phone calls or is texting and not paying attention to a safety issue. Finally, the IT department has informed us that every time a smart phone is turned on, it is pulling an IP address which means IT has to eliminate all those if they are trouble-shooting. It has become an issue for them over time, particularly with our concerns recently with IT. I think Mark told me 120 on average, per day they have to 'wipe out' when they are trouble-shooting. I hear you, believe me, Out-of-school suspension is not where we want to go. But we're also looking at the students who absolutely refuse to even turn anything over, or call a parent with us, or leave it at home. We will look for different ways to deal with these, absolutely."

Acting Co-Principal of Dover Middle School, Kim Lyndes, reported on upcoming and past events at the school.

- After school opportunities have begun for the students. Basketball, cheering, homework help, after-school enrichment classes (volunteers from the community come in to provide classes and opportunities from wrestling to yoga to cooking), and a 7-week ski program.
- Michael Hoeing won the Geography Bee and will be representing Dover Middle School at the state level challenge.
- Julia Boudreau has an art show on display at the middle school library. Stop by to see it.
- Spelling Bee will be held on January 29th after school.

Mr. Appel asked if the lack of a late bus kept a significant number of students from participating in the after school programs. Ms. Lyndes stated it did. The programs would be much larger if they had transportation. Two years ago, the numbers were much higher. Ms. Lyndes did note that COAST was providing transportation for students to go to the teen center after school. A number of kids do that and they have been talking with COAST about opportunities to expand that for a couple other stops for kids taking programming who live close to the area of the bus.

Mr. McCrory congratulated Ms. Lyndes on the enrichment programs as well as homework help.

Principals Forsman, Gray, and Boodey also provided information on upcoming and past events at their elementary schools.



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Dr. O'Connor closed with an apology to the entire Dover community, particularly parents and staff who had to endure several days without email throughout the District for a week. There were issues that appeared to have been software related. These issues are being addressed. Email is up-and-running. All of the emails that were sent during that timeframe appear to be coming back into our system, even 24 hours after the system was restored. Most communications were received, albeit late, and staff is responding. Steps are being taken so this does not happen again.

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

G. STUDENT REPRESENTATIVE REPORT: Olivia Loos reported on the following items.

- On-line course sign-ups begin on January 13th. Some students do not have internet access at their home. Will there be an alternative for them? (See below for response.)
- The Penguin Plunge fundraiser will be held on February 6th
- A salad bar has been added to the high school cafeteria with excellent reviews
- Students have indicated a general dissatisfaction with the high school bathrooms noting they are "not in the greatest condition" and some students will not use them.

Carolyn Mebert asked Ms. Loos if she know if the bathroom issue was a matter of cleanliness or that they are just "ugly?" Olivia indicated she was not sure.

Dr. Mebert then asked Principal Migneault to respond to Ms. Loos question concerning on-line course sign ups. Will there be an alternative for students who do not have internet access in their home to complete course sign ups. Ms. Migneault stated there is an alternative plan that will be sent home on the information sheet going to students and parents on January 13th.

Audra Lurvey moved, Matt Mayberry seconded, to accept the Student Representative's report. An oral **VOTE PASSED 7/0.**

H. COMMITTEE REPORTS:

a. CURRICULUM PLANNING COMMITTEE - Kenneth Appel reporting: Mr. Appel gave the following report: The Curriculum Planning Committee meeting was held on January 9, 2010.

"The agenda of the meeting consisted of a social studies update presented by Beth Stone and a science update presented by Elaine Marhefka, Dave Goldsmith, Jill Sears, Deb Hackett, and Amy Filipowicz.

The presentations were well organized. At the high school level, information was provided on the changes that had to be made in courses and topics in order to conform with block scheduling. At all levels, the presenters discussed the problems of dealing with inadequate resources and how they were being addressed. The science teachers, in particular, explained in some detail the areas in which they felt that additional professional development would be



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helpful in dealing with some problems resulting from the extremely heavy turnover in science teachers in recent years.

I was particularly impressed by comments, both by presenters and committee members, that the science classes are generating a good deal of enthusiasm among the students. Rather than just learning from lists of definitions, students are learning scientific terms by hands-on laboratory work. Middle school students seem to be reacting well to the new geology class.

Since I am particularly interested in the amount of expository writing students do in courses other than English, I was very pleased to hear that both the social studies and science faculties require a significant amount of written work from their students. However, I did not have the opportunity to discover whether the level of writing required was as high in these disciplines as in English (as I feel it should be). I also asked about the cooperation between mathematics and science departments to insure that science students had adequate mathematical tools to deal with their science problems and mathematics students had scientific motivation for some of their mathematical work. While the science teachers showed enthusiasm for such cooperation, I got the impression they felt that the amount of such cooperation could be increased.”

- b. **JOINT BUILDING COMMITTEES - Doris Grady reporting:** Ms. Grady explained that state law requires the JBC present monthly progress and financial reports to the Board. The following is a summarization of the JBC meeting held January 7, 2010. Ms. Grady reported:

Woodman Park School JBC

“Whereas the policies indicate there must be equal representation by both the Council and the School Board and there had not been a committee nomination to this position for Woodman Park by the Council as of meeting time, this portion of the JBC meeting did not take place. It has been delayed until our next meeting to be held on Thursday, January 21, 2010 at 5:30 p.m. in the SAU office. We have been meeting monthly. However, we will now meet bi-weekly. However, this project is about ready for a wrap-up and we are going to come in under budget. I will report the figures at the next Board meeting.”

Horne Street School JBC

“Whereas there was an appointment change in the make-up of the Joint Building Committee and Bob Carrier became a new member, the meeting was called to order by the Business Administrator, Laurie Verville who called for the election of a chairperson for the Horn Street School project. Karen Weston was named chair and immediately took over the proceedings of the meeting.

The meeting opened with the financial report and then a progress report by Michael Bliss, Clerk of the Works. Work is ongoing and presently, forms have been poured and some backfilling of the grade beams. Concrete was covered by insulating blankets for protection. Anchor bolts for installing leveling plates and grout are being prepared by Bonnett, Page and Stone. There was



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much talk about drainage and proper solution for pipes, etc., and also the need for larger sized windows in the new addition.

The six-room addition is on its way and finally, a contract signed with Bonnett, Page, and Stone to proceed with the project, both of which are very exciting.

Ms. Verville then presented the Board with changes to floor plans that have been developed by Myers Architectural Group along with Malcolm Forsman, the principal, and Dr. O'Connor. Much discussion arose on this issue which still has to be resolved. In addition, the architects were directed to draw plans A and B (as had previously been asked by a member of the JBC but had not been carried through) in order to show us how the administrative area could be divided, both if we do extend the administration's wall and if we don't, inclusive of the cost. Whatever the decision at that time, it must be within the budget. It will also give us an early estimate as we watch what problems we may run into and how the balance of the money will allow us to proceed as the project moves on to the renovation stage.

JBC member, Ray Bardwell, presented committee members with a recommended list of functions and operating policies to study and bring back opinions at our next meeting so a vote can be taken on the policies, in the hope that we can move on smoothly and complete this project with satisfaction and pride. The next meeting of the JBC will be January 21, 2010 at 5:30 in the SAU office in the McConnell Center."

Business administrator, Laurie Verville, presented financial reports for both projects:

Woodman Park School Joint Building Committee, available budget funds in the amount of \$56,455 are left over from that project.

Horne Street School Project – After a commitment for Phase I, the six-classroom addition, the budget availability is \$2,314,489. There is still yet to be added in to that the debt retirement for Fiscal Year 2010. That amount is \$2,242,000 for a total of \$4,556,489 – the

c. WELLNESS ADVISORY COMMITTEE - Carolyn Mebert reporting: Dr. Mebert reported she attended the last Wellness Committee meeting on January 6th and it was reported that the high school the high school students are enjoying the salad bar and about how the elementary students are enjoying getting fruits as snacks. The effort to improve nutrition in the schools seems to be 'paying off' in that the students are enjoying what is being offered. Dr. Mebert then passed a *New York Times* article on 'Scary Meat Products' to Business Administrator, Laurie Verville.

Audra Lurvey moved, Matt Mayberry seconded, to accept the committee reports. An oral **VOTE PASSED 7/0.**

I. POLICY CHANGES - PROPOSALS: None.

J. POLICY ADOPTIONS: None.



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K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Matt Mayberry seconded, to direct the Business Manager to pay manifest #10-G in the amount of \$3,176,053.40. A roll call **VOTE PASSED 7/0.**

L. RESOLUTIONS: None.

M. OLD BUSINESS:

1. OFFICE OF CIVIL RIGHTS COMPLIANCE REVIEW - ATHLETICS: Athletic Director, Peter Wotton, reviewed a timeline of incidents related to the Office of Civil Rights Title IX Closure Report:

I. September 11, 2007 – Letter from US Department of Education/Office of Civil Rights/Title IX sent to John O'Connor stating Dover Public School District was selected for a Proactive Compliance Review to focus on whether Dover High School is providing female students an equal opportunity to participate in its interscholastic athletic program.

II. September 21, 2007 – Dr. O'Connor, Robert Lynch and Phillip Catanzano from the OCR, along with Mr. Wotton met to review expectations of the compliance review process.

III. During the month of November 2007, Mr. Wotton compiled information to respond to the OCR Data Request Report containing 8 standardized questions.

IV. January 15 and 16, 2008 – Robert Lynch and Phillip Catanzano of the OCR conducted a site review of all athletic facilities (on and off-site) and reviewed responses to the Data Request Report compiled by Mr. Wotton.

V. March 20 and 21, 2008 – OCR Representatives met with representatives of all athletic teams – student-athletes and coaches.

VI. May 15, 2008 – OCR submitted a Resolution Agreement to the Dover School District with four recommendations:

1. Upgrade girls' volleyball to fully funded status by September 2009 (School Board voted to upgrade in 2008)
2. Conduct interest surveys of female athletes (done in May 2007 and May 2009)
3. Ensure that girls' field hockey team does not have to move from locker room for visiting football team (This happened on only one occasion in 2007)
4. Continue to offer girls' ice hockey

VII. July 14, 2008 – School Board voted to approve \$7,495 to fund girls' JV and Varsity Volleyball. It was noted at that meeting that the OCR does not consider cheerleading a sport and, therefore, cheering numbers do not count toward female participation numbers – if it had, full compliance would have been realized.



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VIII. May/June 2009 – Interest surveys were distributed and calculated for all females in grades 8 to 11.

- Middle School – 3 girls asked for rugby
- High School – 12 girls asked for rugby; 6 for snowboarding; 4 for dance
- None of these is sanctioned by NHIAA as a sport

IX. December 15, 2009 – OCR issues closure letter to Dover School District

N. NEW BUSINESS:

1. ANNUAL ELECTION OF OFFICERS: Dr. O'Connor reported the following School Board Officers were elected during the January 4, 2009 organizational meeting and requested Board members make a vote of affirmation this evening:

- School Board Chair – Carolyn Mebert
- Vice Chair – Audra Lurvey
- Secretary – Beth Setear

Matt Mayberry moved, Audra Lurvey seconded, to affirm the elections of School Board chair, vice chair, and secretary. An oral **VOTE PASSED 7/0**.

2. SCHOOL BOARD COMMITTEE ASSIGNMENTS: Dr. O'Connor asked for a volunteer to join Doris Grady on the Dover Teachers' Union Negotiating Committee. Robert McCrory indicated he would like to participate on the committee. Doris Grady and Robert McCrory were added to the committee assignment list.

Dr. O'Connor reviewed the list of School Board Committee assignments:

CTC Advisory Committee	<u>Doris Grady</u>
Dover Vocational Trust	<u>Matt Mayberry</u>
Dover Adult Learning Center Liaison	<u>Doris Grady</u>
Joint Fiscal Committee	<u>Entire Board</u>
City Council Liaison	<u>Audra Lurvey</u>
Curriculum Planning Committee	<u>Kenneth Appel</u>
*Discipline Committee	<u>*Carolyn Mebert</u> <u>Beth Setear</u>
Joint Building Committee	<u>Carolyn Mebert</u> <u>Doris Grady</u>



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Mark Geuther – Citizen Representative

Legislative Representative with NHSBA	<u>Robert McCrory</u>
DTU Negotiating Committee <u>Robert McCrory</u>	<u>Carolyn Mebert</u>
DEOP Negotiation Committee	<u>Matt Mayberry</u> <u>Beth Setear</u>
DPA Negotiation Committee	<u>Carolyn Mebert</u> <u>Beth Setear</u>
DAA Negotiation Committee	<u>Carolyn Mebert</u> <u>Audra Lurvey</u>
Wellness Advisory Committee	<u>Carolyn Mebert</u>
Professional Development Master Plan Committee	<u>Kenneth Appel</u>
Standards Policy (IKE) Review Committee	<u>Beth Setear</u> <u>Carolyn Mebert</u>
Facilities Rental Review Ad-Hoc Committee	<u>Audra Lurvey</u>
Dover High School 2014 Committee	<u>Carolyn Mebert</u> <u>Audra Lurvey</u> <u>Beth Setear</u>

Audra Lurvey moved, Matt Mayberry second, to accept the committee assignments. An oral **VOTE PASSED 7/0.**

Mr. Mayberry asked the Superintendent to post the committee information on the web for the public to access. (**RECORD NOTE:** Posted on January 13, 2010)

3. FACT-FINDING REPORT BETWEEN DTU AND DOVER SCHOOL DISTRICT: See above.

4. FIRE SAFETY INSPECTION REPORT: Tim Knowles of UNICCO gave the following report:



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Dover Fire Department (DFD) is documenting fire safety issues throughout all schools. The vast majority of the documented issues have been resolved from previous emails, reports, and verbal communications. From the long list compiled over the summer months and into the winter, a short list still needs to be addressed:

WPS

- A few teachers are still storing items w/in 18" of sprinkler heads
- Snow blower stored inside the building (Requires a shed to be built by CTC over summer months)

GES

- A few teachers are still storing items w/in 18" of sprinkler heads
- Remove old fire annunciator and (2) old strobes not tied into system (work order with Bob Salisbury)
- Snow blower stored inside the building (Requires a shed to be built by CTC over summer months)

HSS

- Fire alarm and sprinkler is being modified as part of addition/renovation (DFD is ok but wants to document ongoing construction changes to panel)
- Snow blower stored inside the building (Requires a shed to be built by CTC over summer months)
- emergency light out in restroom

DMS

- Emergency lighting added to kitchen (estimate \$1,000 for additional lighting)
- Exterior emergency lighting needed at approximately 50% of egress doors (Tim Knowles and Bob Salisbury are currently investigating a design solution before estimating)
- Fire alarm panel needs relabeling of a couple pull stations (simple programming of the panel for Hampshire Fire during next inspection)
- Fire doors need to be tested during next inspection by Hampshire Fire
- Snow blower stored inside the building (Requires a shed to be built by CTC over summer months)
- Elevator recall needs correction (Stanley Elevator, Otis Elevator, and NH Dept of Safety are aware and awaiting Otis to re-engineer this model - scheduled in late January 2010)

DHS

- Add emergency lights to both locker rooms (estimate \$2,500)
- Add emergency and exit lights to library (estimate \$2,000)
- Add additional emergency lights to kitchen and repair (1) light (estimate \$800)
- Add additional lighting outside room 144 and nearby stairwell (need to revisit this work to estimate)

Note - DFD is aware of the substantial capital improvements needed at DHS and would like us to concentrate on the locker rooms this summer.

I suggest, minimally, the following projects be funded with capital money for this summer per DFD's expectation:



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(4) 8'x8' sheds built by DHS CTC students @ \$600/shed	\$2,400.00
Emergency lighting for both locker rooms at DHS	\$2,500.00
Total	\$4,900.00

Matt Mayberry asked if there were funds available now to fund the two high priority items noted for the amount of \$4,900.00. Ms. Verville stated there is no money in the general fund but she suggested the work be funded by the enterprise fund, field use monies.

Audra Lurvey moved, Matt Mayberry seconded, approval to expend \$4,900 from the enterprise facilities fund for sheds and emergency lighting, both high priority safety items at Dover High School. A roll call **VOTE PASSED 7/0.**

Dr. Mebert asked Mr. Knowles if he would address the bathroom issue brought up by the student representative. Mr. Knowles stated he and Principal Migneault will conduct a walk-through on Tuesday, January 12th to take a look at the bathrooms and get more feedback from the students. Dr. O'Connor noted this is an issue that has been going on for at least ten years and possibly even longer. He added, the administration at Dover High School has done an outstanding job of curtailing smoking in the bathrooms. Ms. Grady noted, "It's been an issue for 30 years."

5. PROPOSED CAREER TECHNICAL CENTER 5-YEAR PLAN: Dr. O'Connor noted Mr. Amara discussed his 5-year plan during his earlier discussion. He then introduced Mr. Amara for questions. Mr. Amara stated the 5 year plan was already submitted to the state and was approved. The information provided to Board members in their packets is the CTC's individual plan, created when he first came to the CTC – a five-year strategy that is now in its third year. This is a framework for whoever is directing the CTC to follow over the next two years.

Dr. Mebert asked, "You're implementing all these programs – that's really wonderful and the CTC looks so good now - Do you have any plans to evaluate these programs? I know that enrollment is one way of evaluating the programs, but..."

Dr. Amara responded that there are 12 to 15 evaluative criteria for each of the programs. From enrollment to the number of students who go on two-year schools, four-year schools; the math competency of students in the programs as well as the English competency, the writing competencies; graduation rates of non-traditional students who participate in the program are required by the state. The state then looks at the whole program and then each individual program in comparison to other CTC's throughout New Hampshire.

Dr. Mebert asked Mr. Amara if the Board could see that information. Mr. Amara indicated he would get the information to the Board. He added that the evaluations are called "FAUPLES" for "Finally Agreed Upon Performance Levels."

Audra Lurvey moved, Matt Mayberry seconded, to accept Mr. Amara's report. An oral **VOTE PASSED 7/0.**



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6. LANDSCAPING/HARDSCAPING TECHNOLOGY-HORTICULTURE PROPOSAL: See above.

7. FIREFIGHTER I AND EMERGENCY MEDICAL SERVICES PROPOSAL: See above.

8. APPROVAL TO EXPEND \$500 FROM GATE RECEIPTS FOR BATTING CAGE: Ms. Verville requested the Board approve an expenditure of \$500 out of the Athletic Gate Receipt Account to supplement the Dover Baseball Booster Club's efforts to build a two tunnel batting cage for the baseball team. The Boosters have raised \$1,500 so far. The total cost of the project is estimated between \$2,500 to \$3,000.

Audra Lurvey moved, Matt Mayberry seconded, to approve an expenditure of \$500 from the Athletic Gate Receipt Account to supplement the Booster Club's goal to build a batting cage at Dover High School. A roll call **VOTE PASSED 7/0**.

9. POLICY DD – STATE & FEDERAL FUNDING UPDATE: Business Administrator, Laurie Verville, provided a quarterly update of state and federal funding:

Project activity for 2009/2010 Federal Projects as of December 31, 2009 show total expected funding to be \$3,243,588.33; authorized funding to obligate is \$2,288,204.86 with 66% of funds remaining.

Project activity for 2009/2011 ARRA Projects as of December 31, 2009 show total expected funding to be \$1,838,784.16, authorized funding to obligate is \$1,637,434.32 with 50% of funds remaining.

Project activity for 2008/2009 Federal Projects as of December 31, 2009 (Grants that remain open through June 30, 2010) show \$388,494.72 total expected funding, \$388,494.72 authorized funding to obligate with 4% of funds remaining.

Audra Lurvey moved, Matt Mayberry seconded, to accept the Business Administrator's state and federal funding report update. An oral **VOTE PASSED 7/0**.

10. POLICY DFC – SPECIAL FUNDS UPDATE: Business Administrator, Laurie Verville, provided a special funds quarterly update:

Food Service Fund - Estimated fund balance as of 6/30/09 (subject to annual audit) was \$17,637.65. Revenue through 12/21/09 was \$524,936.66 and expenditures during the same time period were \$538,672.99 for an estimated fund balance on 12/31/09 of \$3,901.32

Ms. Verville noted this fund is being monitored closely, each month making certain sales and revenues are coming in, to end the year with this program definitely in the black. Although this has always been the goal, past years have had to use prior year fund balances in order to keep the program functioning. Ms. Grady asked if it looks like that by June of 2010 the fund balance



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will be increased. "I'm seeing a difference of \$13,736.00 here and certainly our expenditures are overrunning our revenue up to 12/31/09. There seems to be a problem in that area." Ms. Verville stated it has always been "pretty tight" – the profit margin for school meals is very low. These funds cover the overhead, the labor, transporting meals throughout the District. The food service director and the business administrator work together regularly monitoring then umber of meal counts, the financials on a monthly basis, and it will be tight to come in in the black. Ms. Grady asked if these monies involved salaries. Ms. Verville stated they are included. Ms. Grady added, "It seems like we discussed one time; it was mentioned that there could be a change in that. Have they looked at their salary budget to see whether or not they can save some there?" Ms. Verville stated the food services director has made changes to reduce his staffing, reducing worker hours, and a full-time secretary was laid off. Ms. Grady asked, "If he doesn't make it, who picks up the slack?" Ms. Verville responded that he has to make it. He meets with her regularly and provides reports every week. He recently reported that the numbers of meals sold have increased slightly. This is a self-sustaining fund. All benefits, all salaries, everything comes through this fund. It costs the taxpayers nothing. Ms. Grady stated that the food service director has to make careful business decisions as well as whatever his revenues are coming in. He needs to increase his sales.

Ms. Lurvey referenced a Board policy for students whose lunch accounts are in arrears and asked if it was found that there are a number of students who are not able to pay on time. Ms. Verville stated that staff in the schools is vigilant in making sure students have lunches regardless of their ability to pay and she does not believe there have been increases in the numbers there. She added that they are looking at sales increases to identify which portion of that is from students receiving free or reduced lunches. Dr. Mebert added that they are also making sure that counts on free and reduced are accurate. The numbers have increased over the past year. Ms. Grady stated Ms. Verville needs to continue what she is doing to stay "on top off it." Ms. Verville clarified, "You don't actually have a deficit fund balance. What you are doing is using the last year's fund balance to sustain it."

Matt Mayberry asked if the food services pay rent for the facilities they are using in preparation service. Ms. Verville stated that they do not pay rent.

Alternative School Fund - Estimated fund balance as of 6/30/09 (subject to annual audit) was \$119,544.91. Revenue through 12/31/09 was \$616,110.61 and expenditures during the same time period were \$302,517.38 leaving a balance of \$433,138.14. Amount reserved for encumbrances through 12/21/09 was \$445,869.14. Anticipated revenues through 6/30/10, based upon 9 out-of-district tuition students as of 12/31/09 is \$143,437.50 for an estimated fund balance on 6/30/10 of \$130,706.50

Facilities Fund – Estimated fund balance as of 12/31/09 (subject to annual audit):

Field User Fees – \$641.25
Facilities - \$106,614.21
Athletics - \$1,768.58
Parking Lots - \$27,580.39



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It was noted that the \$4,900 previously approved for sheds and emergency lighting at Dover High School will be taken from the facilities fund.

Mr. McCrory asked if this would also be where Dr. Mebert's request would be addressed for exploring spending money to upgrade the high school bathrooms and "finally fix this after 30 years?" Dr. Mebert noted she was not looking to spend any money just yet. She was only asking facilities to explore the issue with the high school administration and let the Board know what was going on; why the student's are not using the bathrooms.

Mr. McCrory stated, "Then I would like to see something that comes back that says, 'alright, this is exploring what Carolyn was saying and here's some attached, possible dollar figures that could be spent – I don't know whether it's custodial and paper and soap or whether it's the actual accessories within it, or what. Whatever it is, sometimes it costs money and sometimes it just means more effort. Dr. Mebert noted one of the things to keep in mind is the plan to renovate the high school. Mr. McCrory noted that would be in two or three years from now. Dr. Mebert stated that problem has existed for at least 30 years, but added she would like to get some information. Dr. O'Connor stated the Board will have a report at the next meeting. Mr. Knowles and Ms. Migneault will provide a sampling of what the bathrooms are like at Dover High School.

Audra Lurvey moved, Matt Mayberry seconded, to accept the Business Administrator's special funds report update. An oral **VOTE PASSED 7/0**.

11. OTHER: Laurie Verville, Business Administrator, explained that backing November, she brought to you the concept of managing our 403(b) plans in house having District personnel manage those funds. Subsequent to that meeting, Ms. Verville had plan documents reviewed by two attorneys. When they looked at the tax codes, the responsibilities, and liabilities associated with managing this plan, it was determined the District would be better off to hire an investment manager as the majority of other school Districts have done within the state. Ms. Verville had already interviewed some companies over the summer. She went back to them in the beginning of December. One of the most common service providers being used is CPI, a common remitter services out of Kansas. Many of the local districts are using them. Plan documents have been reviewed by a tax attorney in Manchester. She stated that the District now needs to move forward to be in compliance and have 403(b) funds properly withdrawn and properly set up. Ms. Verville asked the Board to approve contracting with CPI Common Remitter Services for the cost of approximately \$3,000 (\$2.50 per employee) per year.

Matt Mayberry asked, "Because it is services, do we have to send out a bid to get proposals back and have them weighed before – it sounds like you've chosen this one without the Board looking at other proposals. Not that it's bad, but do we do a bid process in this type of incident?"

Ms. Verville stated she obtained quotes (between \$1,000 and \$4,000 it is required we obtain quotes). She stated she had the prices from Great American. She set up interviews with the accounting manager and payroll person and they met this past spring. Ms. Verville noted that everybody was just about the same price. What she is recommending is a company – what the



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language is in the document; who's going to be responsible for what is what the tax attorney, McGrath, explained. Ms. McGrath noted we really have to have those responsibilities well defined and that has been achieved in the CPI document.

Mr. Mayberry stated, "I don't disagree with Laurie's decision, but I think to protect the Board perhaps that information should be disseminated to us so the Board can say, 'we have received those bids,' because you are asking us to take a leap of faith on documents we haven't seen."

Dr. O'Connor clarified that Ms. Verville solicited quotes – she do not ask for bids. Ms. Verville said the cost was pretty much the same; the difference was in the documentation in the level of responsibility. Dr. O'Connor continued, "Having had two attorneys review the documents, our initial one where we were going to do it in-house and then the documents that were provided by CPI, they were much more confident in the company's ability to manage this, according to the tax codes and state and federal law than if we were to do this internally." He noted, "The reason why it was not on the agenda is, we had pulled it because some of the questions that were raised by the attorney. We, in consultation with the attorney and the company, have satisfied the legal questions that arose as a result of those reviews. We had pulled it because of some questions. We have it back on this evening because this law went into effect January 1st. We have approximately 120-130 employees who participate in 403(b) contribution plans who were not able to make a contribution during the last pay period."

Mr. Mayberry stated, "And I agree with that decision, to move it from self-administration to an outside source. I think it protects both entities. But you can see my word of caution that you're asking us to jump into a legal agreement that we haven't seen. You're asking us to turn over our 403 plans from the school district...we deserve to see that information also. I believe it is the correct decision." Ms. Verville acknowledged she did not provide the Board with an entire packet. Mr. Mayberry stated he will vote for it but asked the Superintendent to understand his position that they are being asked to take a leap of faith. Ms. Verville and Superintendent O'Connor noted that was well understood. Dr. Mebert asked Ms. Verville to get copies of the attorney letters sent to the Board. (**RECORD NOTE:** Information was mailed to Board members on January 13th in Items.) Mr. Mayberry ended by saying, "Again, I think it's the correct decision. We just need a little more background information to protect ourselves as Board."

Audra Lurvey moved, Matt Mayberry seconded, to authorize the Business Administrator to proceed with CPI Common Remitter Services to manage the District's 403(b) plan. A roll call **VOTE PASSED 7/0.**

O. ADJOURNMENT: Kenneth Appel moved, Audra Lurvey seconded, to adjourn the meeting at 9:25 P.M. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,
Beth Setear, Secretary
BS/kgb