



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #8
Meeting Location: City Council Chambers
Meeting Date: **Monday, August 9, 2010**
Meeting Time: **7:00 pm**

Vice Chairperson Audra Lurvey called a meeting of the Dover School Board to order on Monday, August 9, 2010, at 7:15p.m. in the City Council Chambers.

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

Also present were; Superintendent Jean Briggs Badger; Business Administrator, Laurie Verville; Debi Migneault, Dover High School Principal; DTU President Debra Hackett, Director of Food Services Mark Covell; Horticulture Teacher Heather Fabbri; Kim Lyndes and Christine Boston, Co-Principals of Dover Middle School; Jim Amara, CTC Director; Mal Forsman, Horne Street School Principal; Sean Hoeing, Executive Director of Sylvan Learning, and Peter Bixby, WAC Committee member and Dover citizen.

B. PLEDGE OF ALLEGIANCE: Robert McCrory led the Board in the Pledge of Allegiance.

C. CITIZENS' FORUM: No one addressed the Board

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

- A. NONPUBLIC SESSION #25, JULY 12, 2010
- B. REGULAR SESSION #7, JULY 12, 2010
- C. SPECIAL SESSION #5, JULY 27, 2010

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

E. CONSENT AGENDA

1. Correspondence:
 - a. Moms on the Run (Use of DHS mezzanine and restroom facilities and rental fee waived for May 8, 2011)
 - b. Miller Amusements to provide rides and entertainment Oct. 1, 2 and 3, 2010 (Spirit week and Alumni weekend)
 - c. HUB/Community Partners – request for HUB staff co continue as employees of Dover schools until final approval of merger
2. Resignations/Retirements:
 - a. Theresa Lorvig, Dover Middle School Teacher
 - b. Donna Frank, Horne Street School Administrative Assistant
 - c. Brian Betournay, Dover Middle School Teacher
3. Leaves of Absence: None.
4. Nominations:

Sheet 1: Nomination of Administrator/CAI Director (Tirone)



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Sheet 2: Nomination and Election of Teachers (Blalock-Stevens)
Sheet 3: Nomination and Election of Aides, Non-union personnel, Federal Projects Staff, and Secretaries (Beaulieu-Tremblay)
Sheet 4: Nomination and Election of Staff Recalled (Clifford-Ward)
Sheet 5: Nomination and Election of Coaching Positions (Newcomb)
Sheet 6: Nomination and Election of Summer Positions (Simko-Peltzer-Beckstead)

5. Extended Travel (Student Trips): None.

Doris Grady moved, Matt Mayberry seconded removing E. 1. b. and E. 4. Sheet 3: Nomination and Election of Aides, Non-union personnel, Federal Projects staff, and Secretaries (Beaulieu-Tremblay) from the Consent Agenda

Beth Setear moved, Doris Grady seconded, to approve the balance of the consent agenda. An oral **VOTE PASSED 6/0.**

Mrs. Grady questioned the request from Dean of Instruction Jim Dupille to have Miller Amusements hold a fundraising event at Dover High School in October. She mentioned that the request made note of a letter that was not attached. Principal Migneault clarified that the request was actually the letter. She also stated that members of the DHS administrative team will be traveling to Somersworth to see how this “carnival” would be set up. At that time, they will also be able to obtain more details on the company. Ms. Migneault also noted that the dates listed in the letter would be different. They have decided that they do not want to have this event on the same weekend as the Alumni Weekend. It would be difficult to do both on the same weekend.

Mrs. Grady mentioned that she had done some research and found that they are a family business. Ms. Migneault said that this idea had been brought up last year when the junior class requested a field day type event to be held. It will either be held prior to Spirit Week or the following Spring. She will come back to the Board with dates. Mrs. Grady asked if staff would be helping or supervising the set up of the rides during the school day. Mrs. Migneault said that staff would be around, but they have their own crew to set up. They need to certify safety of all rides, etc. Part of the Senior Parking lot would be used for these rides. Mrs. Grady asked if we are covered if someone is hurt. Ms. Verville said that she would ask Miller Amusements for proof of insurance and forward to Primex Insurance to make sure it is sufficient. The District would not be liable in any way for this event. Miller Amusement would be liable if there were any injuries or damage to property.

Ms. Setear asked about the date and Ms. Migneault said it would be too cumbersome to have both events on one day. Ms. Migneault will return with more information and dates for a final approval.

Matt Mayberry moved, Doris Grady seconded, to offer preliminary approval to Miller Amusements. **An oral VOTE PASSED 6/0.**



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Doris Grady moved, Matt Mayberry seconded, to table item 4, Sheet 3, Administrative Assistant until the next public hearing of the School Board . An oral **VOTE PASSED 4/2. (Appel, Setear opposed)**

F. SUPERINTENDENT’S REPORT: Ms. Briggs Badger addressed the following items:

House Bill 154 – Relating to Student Truancy – The law took effect on July 6, 2010

Primary changes:

- Truancy now defined as 10 half days or unexcused absences, instead of the 20 that was previously allowed.
- School Boards must now adopt policies that define “excused absence” and a process for considering exceptions.
- Have a process for intervention designed to address individual cases of truancy as quickly as possible and to reduce the number of habitual truants.
- Need a person in each school designated as responsible for truancy issues.
- A truant officer or school official shall not file a petition until all steps in the district’s intervention process have been followed.

Following the passage of 513 486 any school construction project approved by the board between July 1, 2010 and June 20, 2011 will not be eligible to receive School Building Aid. Study committee will complete its report on the Building Aid program in December 2010.

District News

Resurfacing of the former Freshman Academy wing at DHS is underway. The brick will be going up by the end of this week. Tim Knowles is giving weekly updates on the progress to ensure our readiness for the start of school.

Tuesday, August 24th will be out annual New Teacher Breakfast, held at the Gourmet’s Table at DHS at 8:00 AM. All Board members are welcome to attend and meet the new staff.

Also, the New Teacher Induction Program will be orienting all new teachers for the remainder of the day on the 24th, and all day on August 25th. Sue Vitko and Shannon Delello continue to provide the leadership for the third year of this exceptional program in the Dover District.

All teachers return to work on August 26th and will be meeting at 8:00 AM in the DHS Auditorium with a keynote address by Rose Colby on the Intergenerational Workplace.

On August 27th, all staff will attend a training from 8-9:30 AM on Harassment, Sexual Harassment and Bullying to also be held in the DHS Auditorium.

We will welcome our students back on Monday, August 30th for what promises to be an outstanding school year!



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

G. STUDENT REPRESENTATIVE REPORT: There was no student representative report.

H. COMMITTEE REPORTS:

1. DOVER ADULT LEARNING CENTER – Doris Grady Reporting: Mrs. Grady gave the following report:

Mrs. Grady described the purpose and benefits of an Adult Learning Center. She received some bad news today. Helen Phipps, one of the originators of DALC has died. Mrs. Phipp's goal was to offer a second chance to people who didn't make it through high school. There will be no calling hours, but a service will take place in the spring. Mrs. Phipps affected thousands and thousands of people and her daughter is requesting that donations be made to the Dover Adult Learning Center.

2. HORNE STREET SCHOOL – Progress Report -- Doris Grady reporting: Mrs. Grady spoke about the progress of the HSS renovation project. Mike Bliss, Clerk of the Works for HSS project updated Mrs. Grady with this information. BPS is working on a new roof, skylight over the lobby has been installed, gym materials have been delivered to the stage area, south entry of kindergarten wing has been framed and insulation installation has begun. There is a retention pond and they are considering installing a 4 foot fence because of standing water. This is not required, but might be done for the safety of the children. Cabinetry has been installed and it looks like classrooms will be ready for fall. Ms. Verville stated that there is approximately \$608,000 remaining to finish this project. RECORD NOTE: Budget availability is \$597,663.17.

On as side note, Mr. Mayberry would like to recognize Mrs. Grady on her birthday, for serving the Dover School District for many years. She has served state, city, and students tirelessly and it is greatly appreciated.

3. MEDIA ACCESS CENTER – Audra Lurvey reporting: Ms. Lurvey reported that permitting has been done, demolition has begun and the bid has been done for equipment and installation.

I. POLICY CHANGES - PROPOSALS:

a. SECRETARIAL JOB DESCRIPTIONS (Grades III):

Matt Mayberry moved, Beth Setear seconded, to table the policy for a second reading at the September 13th Board meeting. An oral **VOTE PASSED 6/0.**

SECRETARIAL JOB DESCRIPTIONS (Grades IV):



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Matt Mayberry moved, Robert McCrory seconded, to table the policy for a second reading at the September 13th Board meeting. An oral **VOTE PASSED 6/0.**

SECRETARIAL JOB DESCRIPTIONS (Grades V):

Matt Mayberry moved, Robert McCrory seconded, to table the policy for a second reading at the September 13th Board meeting. An oral **VOTE PASSED 6/0.**

b. SUPERVISOR OF BUSINESS AFFAIRS-JOB DESCRIPTIONS:

Audra Lurvey moved, Beth Setear seconded, to table the policy for a second reading at the September 13th Board meeting. An oral **VOTE PASSED 6/0.**

b. ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT- JOB DESCRIPTION:

Matt Mayberry moved, Robert McCrory seconded, to table the policy for a second reading at the September 13th Board meeting. An oral **VOTE PASSED 6/0.**

J. POLICY ADOPTIONS:

a. DHS ATHLETICS 2010-11 STUDENT EXPECTATION AGREEMENT

SECOND READING

Dover School District Athletic Transportation Fee 2010-2011

All student athletes that participate in interscholastic athletics in the Dover School District will be subject to an Athletic Transportation Fee beginning in the fall of 2010. This fee is to support the cost of athletic transportation so that the School District is able to continue to support the rising costs associated with supplies, dues and fees, equipment maintenance, officials, and related athletic services. These fees will be collected by the coach and/or athletic office and then will go directly to the district office to offset the cost of Athletic Transportation.

These fees do not support specific programs or enhance said programs. They do not support equipment or uniform costs which are part of the district's program expenses at each school and are supplemented through the various athletic booster clubs and other fundraising efforts. All athletes will be required to pay the Athletic Transportation Fee.

The Athletic Transportation fees will have no bearing on playing time. Athletes who compete at the middle school level will pay the middle school fee of \$40.00 and those athletes playing at the high school level will pay \$75.00 per sport. The maximum amount that students will pay will be \$80.00 (DMS) and \$150.00 (DHS) respectively. A waiver because of hardship may be requested through the Athletic Director. Please make checks payable to **Dover School District/Ath. Trans. Fee.**



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Fees are due to your Coach by the first practice/tryout session unless other arrangements have been made with the Director of Athletics. All Transportation Fees collected are non-refundable.

2010-2011 Athletic Transportation Fee Program

Parent/Guardian's Name:
Address:
Telephone Number(s):
Student's Name: Grade: Sport:
Student's Name: Grade: Sport:
Student's Name: Grade: Sport:
Check Amount: Check Number:

**Please Note: A \$25.00 fee for returned checks will be charged.

Please check one if appropriate:

My Child Receives:

Free Lunch (NO Transportation Fee Collected)
Reduced Lunch: (1/2 Transportation Fee Collected: \$20 DMS / \$37.50 DHS)

Thank you for your understanding and support of the Athletic Transportation Fee program and your child's school athletic experience.

Mrs. Grady has been against this policy from the beginning. She feels that it is an added tax to families. We have found money for other things. Mrs. Grady stated that she feels this is discriminatory toward athletes. They should not be singled out. Mr. McCrory agreed with Mrs. Grady, stating in his opinion, this is holding parents hostage. He would still like to see a family limit included. Mrs. Grady stated that she has received a few emails. One in particular was from someone who has donated money and time to the Booster Clubs. With this policy in effect, he will not be able to continue to do that. Ms. Setear asked if cheerleaders would be included in this policy. Ms. Migneault responded that they do not travel to away games anymore, so they would not be included.

Mr. Mayberry said that this discussion had originally taken place when hard decisions needed to be made. It is not discrimination. Programs need to be kept viable. Students who don't play sports, might lose a teacher because of the cost.

Mr. McCrory stated that families on the edge will be the ones affected.

Matt Mayberry moved, Beth Setear seconded, to adopt the policy in its second reading with the following addition, "A waiver because of hardship or other extenuating circumstances may be requested of the Athletic Director Also, "Other:" should be listed below Free and Reduced Lunch. An oral VOTE PASSED 5/1 (Grady opposed).

b. SUPERVISOR OF BUSINESS AFFAIRS – JOB DESCRIPTION:

Document Created by: Beth Setear
Document Posted on :



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SECOND READING

Job Title: Supervisor of Business Affairs
Department: Business Office
Reports To: Business Administrator
Prepared Date: 6/2/10

Summary: Performs responsible administrative accounting work; maintains accurate and timely accounting data; prepares federal budgets and general ledger reports; supervises process of accounts payable; payroll, federal funds, and revenues; maintains contact/resolves problems with schools/departments on expenditures; performs other duties as assigned.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervise and manage the accounting operations in the School District.
- Gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Supervises and prepares periodic reports. Preparation of the monthly, quarterly and annual State and/or Federal reports.
- Maintain accounting records of the organization in accordance with laws, regulations, policies and generally accepted practices.
- Assist in the preparation, analysis, and execution of the enacted budgets for the schools and departments of the District.
- Process all revenues and receivables for the District.
- Manage and perform all functions of accounts receivable.
- Audit and balance on a monthly basis, all school department detail to the General Ledger.
- Perform internal audit of payroll and school student activity accounts as directed.
- Bank Reconciliation of all six schools' student activity checking accounts.
- Maintain currency in concept and techniques of financial management; analyze problems, issues or information; develop and recommend courses of action to the Business Administrator; and implement solutions.
- Performs the duties of subordinates in their absence and the Business Administrator when absent as authorized.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- District's Liaison to the Independent Auditors' review of financial procedures and records for all school accounts.
- Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
- Coordinates activities with other employees, departments or agencies.



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- Prepare routine, cyclical, and special financial statements and reports, according to established schedules and as needed.
- Manage computer operations of the central office and act as liaison with the Technology Office.
- Evaluate the training needs of subordinate personnel and recommend courses of action to the Business Administrator.
- Attend to many items simultaneously, and/or in sequence.
- Maintain an appropriate level of confidentiality regarding records of the organization.
- Perform detailed work with numerical data and make arithmetic computations rapidly and easily.
- Performs other related duties as required.

Supervisory Responsibilities:

There are no supervisory responsibilities associated with this position.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Demonstrated knowledge of Handbook II, Fund Accounting, and state laws and regulations regarding financial operations of schools in New Hampshire.
- Demonstrated skills in oral and written communication; leadership; and directing and coordinating work of others.
- Ability and flexibility necessary to be aware of the needs of the Dover educational community
- Work effectively and harmoniously with auditors, district treasurers, the public, and vendors

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of Bachelor's Degree, MBA preferred, plus 2-5 years experience in accounts payable and payroll.

Technology Skills:

To perform this job successfully, an individual should have operational knowledge of and experience with computer software and hardware.

Certificates, Licenses, Registrations:



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There are no associated certificates, licenses, or registrations associated with this position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

Matt Mayberry moved, Robert McCrory seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 6/0.**

K. SUBMISSION AND PAYMENT OF BILLS: Matt Mayberry moved, Robert McCrory, to direct Business Administrator to pay manifest #11-B in the amount of \$3,457,323.12. A roll call **VOTE PASSED 6/0.**

L. RESOLUTIONS: none

M. OLD BUSINESS:

1. ENROLLMENT

Ms. Briggs Badger discussed enrollment in the elementary schools. She reviewed class sizes and specifically Horne Street School. A 4th grade teacher transferred to Dover Middle School, leaving an opening in 4th grade. Dr. Forsman is proposing moving a 3rd grade teacher to 4th grade. This will reduce class enrollment to a number that is more in line with other classes. This will leave an opening for another class if necessary. Enrollment numbers are starting to increase, but this will be something that needs to be watched over the next few weeks.



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2010-2011 School Year (Incoming Student Numbers) 7/30/10			
GRADE	GARRISON/TEACHERS	HORNE/TEACHERS	WOODMAN/TEACHERS
K	110/6	76/4	108/5
1	123/6	84/4	112/5
2	101/5	70/3	94/4
3	108/5	65/3	76/4
4	110/5	84/4	109/5

Class Averages			
GRADE	GARRISON/TEACHERS	HORNE/TEACHERS	WOODMAN/TEACHERS
K	18.3	19	21.6
1	20.5	21	22.4
2	20.2	23.3	23.5
3	21.6	21.7	19
4	22	21	21.8

Voted and approved at the July 12th School Board meeting

- Added a grade 1 teacher at GES
- Added a grade 4 teacher at WPS

Proposed – Move a grade 3 teacher to a grade 4 at HSS to replace C. Kennedy who moved to grade 5

Ken Appel moved, Robert McCrory seconded, to accept the proposal of moving a Grade 3 teacher at Horne Street School to Grady 4. An oral **VOTE PASSED 6/0.**

2. FINAL APPROVAL DHS STUDENT SCHOOL TRIP TO EUROPE IN APRIL 2011:

Ms. Lurvey noted that there is usually a final approval about a month before the trip leaves. This document is for information only and details the insurance information provided by EF Tours.

Matt Mayberry, Robert McCrory seconded, to accept information on the DHS student school trip to Europe in April 2011. An oral **VOTE PASSED 6/0.**

N. NEW BUSINESS:

1. REPORT ON STATUS OF SCHOOL BUILDINGS:

Document Created by: Beth Setear
 Document Posted on :

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Tim Knowles, Unicco Director, showed a PowerPoint presentation to the School Board, outlining summer operations. Summer cleaning includes ceilings, lights, wall, and furniture washing. Furniture is removed from classrooms, floors stripped, (5) coats of finish, and furniture reset into classrooms. As of 8/6/2010, Woodman Park School is 90% complete, Garrison is 95% complete, and Horne Street School is 10% complete (awaiting construction completion). Dover Middle School is 85% complete, Dover High School is 85% complete, and the Alt School is 75% complete. To date, 750 gallons of floor finish have been applied. Mr. Knowles shared the ground calendar with the School Board, also showing the dates completed. The fields are in great shape and he has received many compliments on the fields. The entire team takes great pride in their work on the fields. He also reviewed the summer maintenance paint list and the Summer Project Management. He highlighted major capital projects and minor, non-capitalized projects.

Mr. Knowles stated he will be working on the High School project into the fall. There was a warranty issue at the Alternative School which is being repaired. Mr. Mayberry complimented Mr. Knowles on the work and asked about the fencing for which funds were appropriated a few months ago. Mr. Knowles responded that the fence would be worked on the next day. Triple A Fence would there and the project would be complete.

Mr. Mayberry also asked about the status of the Alt School roof. Were there any issues getting the warranty work done? Mr. Knowles stated they had a 15 year warranty and Carlisle Roofing had worked well with them and there had been no issues.

1.a. STATUS REPORT ON SYLVAN PROGRAMS:

Sean Hoeing updated the School Board on the status of Sylvan programs within the district.

NCLB/SES Services:

Sylvan Learning, in partnership with the Seymour Osman Community Center "SOCC" after school program and the Woodman Park Staff, provided Supplemental Education Services "SES" to 68 Dover students during the 2009/2010 school year. Services were provided in three locations including: Sylvan Learning Center of Portsmouth, SOCC at 40 Hampshire Circle and SOCC at Woodman Park Elementary School. Sylvan Math Essentials and Acelt! by Sylvan math programs were used with these students. Sample progress reports, attached as exhibits A and B, are examples of what was provided to parents and the school district for each student. The results of pre and post testing indicate that 42 of the students showed positive score improvement, 16 of the students showed a decline and 10 were not post tested after not completing the program. A year end survey of parents produced 14 responses with an average rating of 4.64 on a 5 point scale – see summary attached as exhibit C. Improvement in student performance in the classroom, including an increase in confidence, was reported by Woodman staff for many of the participating students. The need for more consistent homework completion was reported for some students.

Sylvan Summer at Garrison Elementary School:



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Currently, two students (one paying and one scholarship) receive Sylvan instruction at Garrison Elementary School in response to the program outlined on the attached flyer – exhibit D. Next year we would like to offer the same program with registration starting in May instead of the end of June. We will also attempt to collaborate with Dover Recreation to more formally add an academic component to their summer camp program.

Sylvan Extended School Year at Woodman Park Elementary:

15 special education students are receiving extended school year instruction, as required by their individualized education plan “IEP”, using Sylvan curriculum in reading and math. Working in collaboration with the Special Education Department, Sylvan staff are attempting to:

Goal #1: Work for 100% **attendance** rate of students.

Goal #2: Work to make students more **independent**.

Goal #3: Work to make students more **confident**.

Goal #4: Maintain student skill mastery and avoid summer learning loss.

Progress reports for these students are pending the completion of the program on 8/12.

Mr. McCrory asked if the only program discussed is math. Mr. Hoeing responded that it is. He added that the students at Garrison School only chose math. Math is the main focus because of the resources at Woodman Park School and there is the greatest need for math.

Mr. McCrory also asked if there was interest in the high school level students. Mr. Hoeing responded that he referred interested applicants to the DHS summer program, but he doesn't know if they actually enrolled.

2. STRUCTURING PHASE II PLAN-DMS:

Co-Principals Lyndes and Boston showed a PowerPoint presentation on the Phase II of the DMS restructuring plan.

Why?

- ▶ Dover Middle School is a Title I school and was designated as year four as a School in Need of Improvement in the area of mathematics. Specifically, our Special Education and Economically disadvantaged subgroups were not achieving proficiency at the same rate as their peers.

Restructuring Process

- ▶ **Meetings were held weekly for two hours over a period of two months.**
- ▶ **Team Members included...**
 - Teachers
 - Administrators (Building and District)
 - Parents
- ▶ **During the meetings the team;**
- ▶ Evaluated our data as well as improvement indicators recommended by the DOE and NH Comprehensive Center.



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- ▶ These indicators were designed to allow us to focus on things that were relatively easy to address while identifying areas where our programs or practices were not meeting student needs.
- ▶ **The indicators were in four categories;**
 - Leadership/Teams
 - Instruction
 - Assessment
 - Professional Development
- ▶ **What we found**
 - ▶ At the time of restructuring, the team leaders in the building functioned as a conduit for information rather than a team designed to integrate data and good practices into our environment.
 - ▶ Students missed content area instruction due to behavior issues and attendance issues...
 - ▶ There was great difficulty in scheduling intervention time without students missing content area time.
 - ▶ Curriculum oversight was provided by administration but there were no teacher leaders to provide the day to day consultation regarding pacing/alignment/data analysis...
 - ▶ A lack of data driven learning goals for students to promote accountability for everyone.
 - ▶ To make "Safe Harbor" for our disaggregated subgroups (SPED and SES) we need to decrease the number of students in those categories who do not make AYP by 10 percent. This would require an increase of no more than 5 points per index score.
 - ▶ In consideration of all these findings, it was clear we needed to change the status quo to create improvement by...
- ▶ **Restructuring Goals**
 - ▶ **Goal:**

Dover Middle School will raise achievement levels of the Special Education and Socio-Economic sub groups to close the achievement gap with regular education students to make adequate yearly progress.
 - ▶ **Strategies:**
 - Transform Governance Structure
 - Improve Quality of Instruction
 - Provide Targeted Professional Development
 - Improve Culture and Climate
- ▶ **Transform Governance Structure**
 - ▶ Transform the governance structure to create smaller learning communities among teachers.
 - Co-Principals
 - Content Area Leaders
 - Leadership team to regularly analyze and use instructional data to make decisions about student achievement and to set yearly learning goals
 - Revisit the schedule to allocate more time for remediation and common planning.

Improved Instruction



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- ▶ Continue development and use of formative assessments in Reading and Math to monitor student progress and identify both individual student data as well as trend data.
- ▶ Curriculum instruction as well as teacher use of best practices will be monitored regularly by the Co-Principals via focused walk-throughs and
- ▶ Teachers will use individual student assessment data to drive differentiation in their instruction.
- ▶ Increase student skills in math fluency/automaticity
- ▶ Incorporate “Rev it Up” Vocabulary Program for all students.

Targeted Professional Development

- ▶ Status of PD needs to be identified through principal walk-throughs, analysis of assessment data with the leadership team, and a teacher needs survey.
- ▶ Math and Literacy coaches to provide embedded PD through modeling and classroom consultation.

Continuation of teacher induction program

Improve Climate/Culture

- ▶ Continue to facilitate the use of PBIS and bring new staff on board with the process to reduce referrals and time spent outside of class due to behavior infractions.
- ▶ Monitor school wide discipline data - Leadership team and Co-Principals.
- ▶ Increase awareness in strategies to reduce and eradicate bullying/harassment issues.

What this look like...Structural Changes

- ▶ Team Time – removed from schedule to accommodate interventions.
- ▶ Interventions/Encore – Will provide daily 50 minute block for SPED/Title I interventions and re-teaching and enrichment in Math and LA. All students will engage in academic pursuits (not homework or study hall).
- ▶ Band/Chorus – Will occur twice a week total for proficient students as an enrichment activity.
- ▶ Common Planning time – For all grade level teams at least 4 days per week.

Instructional Changes

- ▶ Continued use of DGR curriculum including enhanced monitoring for fidelity of implementation.
- ▶ Math Remediation offered to qualifying students during Encore and support to staff offered via Math Coaches.
- ▶ Next Step Learning- continued implementation and an increase in the number of cycles to guarantee student mastery of the essential standards within the LA curriculum.
- ▶ Reallocation of SPED staff to reduce caseloads and increase direct intervention time.
- ▶ Title I – continued implementation for qualifying students in the area of reading.
- ▶ Vocabulary instruction for all students via the Rev it Up program

What is next...Long Range Goals

- ▶ Continued curriculum work to align with new Common Core Standards
- ▶ Scheduling – look at creative ways to expand time for the core classes while maintaining common plan time and intervention time.
- ▶ Development of an accountability system to measure and monitor student growth. This would include the use of multiple data points on a quarterly basis to adjust and improve instructional practices.



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Mr. Mayberry complimented both of the principals. At first, he wasn't with them, but liked the more tangible feel that they showed in their long range plan. He appreciated that this is not a "feel good plan." He is pleased that they have been able to embrace the plan and take ownership for it. He questioned the common planning time and asked how it benefits the teachers and students. Ms. Lyndes responded that this allows the team of teachers to show ownership of the team. Teachers on a team are able to meet together to discuss students, curriculum, etc.

Mrs. Grady stated that the restructuring seems structured around special education. She inquired how teachers would be approaching students in the middle who don't have all of the skills. Ms. Boston responded that with Next Step Learning and Common Assessments, they will be able to look at all students. It isn't necessary for them to be in Special Education to be looked at.

Mrs. Grady also noted that words in the presentation that stood out to her included "will". How will the plan be monitored? Ms. Boston stated that when teachers start they will have common assessments for all students which are done quarterly. Reading will be done every few weeks. Special Education students will have their benchmarks reviewed. Administration and teachers will also look at trends for discipline and attendance.

Mrs. Grady reminded that teams have been around at the junior high/middle school since 1970. Why hasn't this style been successful? Ms. Boston responded that this plan would take time and data would be analyzed. She also commented that the co-principals will address issues with unsound teaching as they see them.

Mrs. Grady asked if files will be kept of all minutes, agendas of all team meeting. Will parents be able to view them? Ms. Boston said that would depend. Many times, specific students are discussed at these meetings. The purpose of the minutes, etc would be to make sure these meetings are taking place and goals are being met.

Mrs. Grady stated that teachers will re-teach based on post test results. Will teachers look at individual students and their test results? Ms. Lyndes said that team of teachers will look at Next Step teaching and regroup to see which students need to learn certain items. She continued that every student should receive instruction that they need, instead of one lesson being taught to all students.

Mrs. Grady asked about monitoring student progress. Whose responsibility will the monitoring be? Ms. Lyndes said that the leadership team will oversee the data pieces and teachers will monitor also. Administration will support them.

Mrs. Grady asked what the next step is. Will the State be following through? Ms. Boston said that they have a local contact who is helping them. The State should be looking on an annual basis to make sure their benchmarks are made. Mrs. Grady asked what happens if no improvement is made. Ms. Boston said that they hope to reach their benchmark after NECAPS's are taken.



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Mr. McCrory applauded the co-principal's plan and their presentation, and along with Mrs. Grady's questions, answered most of his questions. He was concerned with team time, Special Education Case Management and other requirements and mandates, but feels more confident since he has received more information from the co-principals. He is happy that this program will be customized for each student. He continued that he is happy the students know they are cared about and is in favor of common planning time. He stated that he hopes the team leaders are not selected on the basis of their seniority.

Ms. Lyndes wanted to clarify that band and chorus would be not just for students who were proficient. It is also for other students, although they may have periods of time when they will not be available to participate due to increased instruction time.

Matt Mayberry moved, Robert McCrory seconded to move up items 5,6, and 7 of New Business because presenters have been waiting. An oral **VOTE PASSED 6/0.**

5. FOOD SERVICES SUMMARY REPORT:

Mark Covell, Director of Food Service for the Dover School District presented the food services summary report for 2009-2010

1. The addition of the salad bar and pasta bar at DHS was a successful endeavor maintaining about 125 patrons on a regular basis. Those participating really enjoyed the diverse nutritional offerings. We had a lot of positive feedback from students, teachers and parents.
2. The homemade recipes at the elementary schools were very successful in increasing vegetables into the diet. Items offered were beef and bean burritos, grilled chicken salad, ham and cheese wraps and chicken salad wraps. Students really enjoyed them. We also added a homemade chicken fajita wrap to middle school menu. This was also very successful. These items will continue to be menued next year. We derived feedback by cashiers asking students to rate the meal. We received many more positive comments than negative.
3. The Food Service Department took on the responsibility of the free and reduced application process this year. With the implementation of the new lunchbox point of sale system, which took place in September it, helped to streamline the application process. This new responsibility requires about 75% of workload focus from the director for the months of September and October.
4. Our work relationship with UNH interns is increasing year by year. Interns worked on a cost analysis report this year to see if it was feasible to add a fresh fruit and snack program at Horne Street and Garrison schools. The Interns presented the report to members of the Wellness Committee. The food service director is analyzing the report at this time to see if it is feasible to implement the program.



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5. The Fresh Fruits and Vegetable Program ran smoothly and was a huge success at Woodman Park School. We have received another grant for 2010-2011. The children really benefit from this program by being exposed to a variety of fresh fruits and vegetables on a daily basis at snack time.
6. We have received very nice laminated healthy food related informational posters for all schools to replace the ones that were lost from last year. I am working with facilities to have them mounted securely.
7. We worked with Performance Food Group (one of our purveyors) to have their company chef come in and work with my staff and have a special meal-sampling day at the elementary schools. Chef Alan Acker worked with my staff at all elementary schools on three separate occasions. We menued a variety of healthy and nutritious rice bowls for the students. These were made with steamed rice, fresh vegetables and protein over the top. This proved to be a fun creative learning day for everyone. The students really loved the rice bowls.
8. We implemented an after school healthy snack program for the after school programs at Woodman Park School.
9. We maintained an increase in daily participation in the breakfast and lunch program compared to last year. Our daily average district wide for breakfast was 323 per day (a 15.25% increase) and 1973 per day for lunch (a 4.08% increase). The highest percentage increase was from increased free and reduced participants.

Mr. Mayberry stated he had been a substitute teacher in the past and complimented Mr. Covell on his great staff and program. He had been bothered though that trays were different colors based on if a student was on Free/Reduced lunch or paying for lunch. He asked Mr. Covell if this is something that could be changes so that there would be no differentiation. Mr. Covell responded that he had purchased many green trays years ago and it is not on purpose that this happens. He will change this so that next year, it is not this way.

Mr. McCrory also requested this change and was in agreement with Mr. Mayberry.

5. FOOD SERVICE GOALS FOR 2010-2011

Mr. Covell outlined the following goals for the 2010-2011 school year.

1. One of our main focuses for this year will be to continue on improving menu items with concentrating more on nutrient dense food items. We also will focus on incorporating more vegetables into recipes that will be acceptable to students. This will be accomplished by offering more homemade food choices. We will also continue with the daily salads containing spinach, romaine, and green leaf lettuce.



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2. Continue our relationship with the Vocational Center and their gardening projects. We utilized a mixture of greens grown in the green house last year and it was wonderful. We are hopeful that we can expand into other vegetables this coming year.
3. Continue our working relation ship with Interns from UNH. We will be discussing new projects with them once the school year begins.
4. Continue to supply healthy snacks to after school programs and expand where we can.
5. Continue a working relationship with vendors in doing menu taste sampling days with the focus being on healthier menu items and different preparation techniques.
6. Work with Systems Technology to implement an online payment system for funding student accounts that works with the lunchbox point of sale system.
7. Explore the feasibility of instituting a fresh fruit and vegetable snack program at Horne and Garrison schools. If instituted the program will have a fee for participants to sustain the cost involved.
8. Stay in contact with a network of other directors for new ideas in the food service area. Discuss what is working and not working for them.
9. Provide educational training for staff to keep them up to date with what is going on in the school food service arena. Also provide cross training with in house food service positions for staff in all schools.
10. Maintain educational material such as posters in all dining areas pertaining to healthy choices.
11. Work with the Wellness Committee to implement feasible suggestions that are derived from committee meetings.
12. We hope to have another successful year and thank all those involved for their support.

Mrs. Grady stated that in the past, the program hasn't been financially successful. She inquired if the program would be successful for the 2009-2010 school year. Mr. Covell, along with Ms. Verville said that the program would come out in the "black". Healthy options are more expensive, but with cutbacks in personnel, the year ended successfully.

Ms. Lurvey asked if he had difficulty collecting from families in financial need because of the economy. Mr. Covell responded that he had not. His program never denies a student a meal.



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• DOVER SCHOOL LUNCH PROGRAM ANNUAL REPORT 2009 - 2010

The Dover School Lunch Program goal is to improve and maintain child health in the school community by providing nutritionally adequate meals through our quality food service. It has been proven that a well-fed student is a better student and more alert to learning and comprehending material.

We offer menus stressing good nutrition, and our daily lunches provide a child with one-third of their daily nutritional requirements. School food service compliments and strengthens the efforts of all concerned parents to see that their children are properly nourished. Under some unfortunate circumstances, school food service may provide the only opportunity for a child to be well fed. All schools do provide a breakfast program as well.

BREAKFAST

- Paid Student Meals 9532 1.14% Increase
- Reduced Student Meals 4511 0.68% Increase
- Free Student Meals 44047 20.69% Increase
- Total Breakfast Served 58121 15.25% Increase
- Average Daily Participation 323

LUNCH

- Paid Student Meals 214626 -3.50% Decrease
- Reduced Student Meals 27508 5.14% Increase
- Free Student Meals 99138 20.30% Increase
- Total Lunches Served 355209 4.08% Increase
- Average Daily Participation 1973

7. PROPOSED SCHOOL GARDEN AT DHS 2010 APPROVAL:

Heather Fabbri, 4th year DHS teacher of plant science and Peter Bixby, parent and member of Wellness Committee reported on the School Garden at DHS. He is interested in improving the quality of food in the Dover School District. A grant has helped to grow herbs that are sold to the culinary department.

The purpose of this proposal is to outline a vision for a school garden on the grounds of Dover High School. In doing so, I wish to ensure the school board's support in this endeavor and to open the door to any input the board may have.

The proposed garden site is across the road from the existing DHS greenhouse and measures approximately 150' in length and 50' in width. A garden of this size would allow for the



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production of a significant volume of fresh vegetables. Like the vegetables and herbs currently being raised in the greenhouse and the small garden beside the barn, the produce would be donated to the Dover schools lunch program and sold to the CTC's culinary arts program and to staff during the school months. Emphasis would be placed on produce that can be harvested during the spring and fall months (including lettuces, spinach, asparagus, carrots, peas, pumpkins, broccoli, kale, Swiss chard and radishes). In addition, a variety of methods would be utilized to begin the spring harvest as early as possible and to extend the summer and fall harvests as late as possible (using the existing greenhouse, row covers, cold frames, and eventually a hoop house).

Currently, the proposed garden site consists of mostly lawn and a variety of mature flowering shrubs left over from a previous horticulture program. The area will need to be tilled and the shrubs removed prior to planting. The shrubs could be dug up and relocated to other sites around campus. The area is currently fenced on two sides and additional fencing was recently approved for the remaining two sides.

While school is in session, the garden would primarily be planted and cared for by students as part of a horticulture class. Student and parent volunteers would care for the garden during the summer months. This activity would significantly enhance and expand the current horticulture curriculum. Other classes throughout the school and district would also be invited to use the garden to enhance their own curriculums.

Revenue for the garden would be generated by the selling of produce in-house; donations; and through applying for the grant money that is available both locally and nationally for projects of this type.

The school garden would be deemed a success if it does the following:

1. provides a significant amount of produce for the school lunch program
2. is utilized regularly by teachers and students to enhance existing curriculum,
3. engages parents and other community members as volunteer garden tenders
4. generates an interest in gardening among students
5. is financially self-sufficient

In closing, I wish to ask for the school board's approval to move forward with this project and to ask for any suggestions the board may have. I currently have the support of Jim Amara (Career Technical Center director), Deborah Migneault (DHS principal), and Tim Knowles (Facilities director). I can be reached by phone at 603.778.4715 or by email at h.fabbri@dover.k12.nh.us.

Matt Mayberry moved, Doris Grady seconded to accept the proposal for the school garden for 2010-2011. An oral **VOTE PASSED 6/0**.

4. CONDENSED CURRICULUM INTERNATIONAL (National Health Care Training)

AGREEMENT: Jim Amara, Career Technical Center Director, discussed the program which would help adults and students, within the community to learn a health field related trade in a short period of time. Mr. Amara stated this program would not be a huge time commitment and



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is tuition based. This program would use our facilities and we would start with 3 programs (EKG, Pharmacy Technician, and Medical Billing and Coding Specialist). After determining if these programs are successful, others could be added. There is no initial investment, but we would need to provide space for this programs and would be responsible for marketing and promoting the programs. The District would also be able to receive a percentage of tuition if a certain number of students enrolled in these programs.

Mr. Mayberry stated that he thinks this is a great idea and asked Mr. Amara if there was any tuition assistance available for students. Mr. Amara responded that there is not any specific assistance, but the tuition is relatively low and we would help direct students as to where to locate financial assistance. Mr. Mayberry thanked Mr. Amara and stated that “Anytime we can get the public back into a public building is a good thing.”

Mr. McCrory also thanked Mr. Amara and noted that it is always easier to find a job with a specific skill. He specifically liked the three programs that Mr. Amara had selected, adding that being a pharmacy technician might even be a nice summer job for a college student. This would be a nice addition to a college degree. He also added that A+ software might be a good addition. Mr. Amara noted that he had looked in job ads and saw multiple listings for the programs that Dover is interested in. He also said that the references have been positive for this company.

Ms. Lurvey asked if Dover would be responsible for the marketing. Mr. Amara responded that we would and he would do this through our website, Fosters, Employment Security, etc. He will report back to the Board with an update.

Ms. Setear asked when classes would start. Mr. Amara responded that they would begin in the fall, but he doesn't have an exact date. We would first need to market the program. He is hopeful that one class will start in the fall, and possibly another in the spring

Matt Mayberry moved, Robert McCrory seconded, to approve the request to enter into an agreement with Condensed Curriculum International. An oral call **VOTE PASSED 6/0.**

4. ANNUAL REPORT OF WELLNESS ADVISORY COMMITTEE: Ms. Verville presented the Wellness Advisory Committee Annual Progress Report. It is provided in Draft format and much of it was covered by Mr. Covell in his report. She thanked all of the people on this committee, reading their names to the School Board. The report will be posted on the Dover District Website.

ANNUAL PROGRESS REPORT

I. INTRODUCTION:

The Wellness Advisory Committee, formally known as the Dining Facility Council, is a Committee formed by the Dover School District that monitors the nutrition programs as outlined



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in RSA 189:11-a, Food and Nutrition Programs and Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act.

The Committee has successfully grown and now includes a well-educated group of people employed in the District and from the Dover Community. The Committee acknowledges that there are health related issues (i.e. obesity, diabetes, food allergies) among young adolescences and they possess a heightened awareness that, while we are in compliance with state and federal standards, the District must increase its standards and make successful changes. All Committee members share the same philosophy that nutrition education, consumption, increased physical activity, and overall wellbeing are vital to students' success.

During the 2009-2010 school year, the Committee was comprised of one School Board Member, the District Business Administrator, Food Service Director, three Elementary School Principals, four School Nurses, a lecturer from the University of New Hampshire, three University of New Hampshire Interns, and four Parent Volunteers. Beginning with the 2009-2010 school year, four of the District's Health/Wellness and Physical Education Teachers have become more involved in the Council.

II. GENERAL PURPOSE:

The Student Wellness Policy, Code JLCF, was written and formally adopted by the Dover School Board on June 16, 2006. Section 8 of the policy states that the activities outlined in the Policy will be reported to the School Board on an annual basis. The annual report must be accepted by the Dover School Board for each ensuing school year.

III. PROGRESS STATEMENTS:

The following are documented statements of progress completed in the 2009-2010 school year, are categorized and as follows:

a. Meeting Schedule:

- Throughout the 2009-2010 school year, the Wellness Advisory Committee met on September 9, 2009, September 30, 2009, November 4, 2009, January 6, 2010, March 4, 2010, and June 2, 2010.

b. Committee Mission and Name:

- At the November 4, 2009 meeting, the Committee discussed in detail the need to be recognized as a Wellness Group that is not only dedicated to students' health education but encompasses physical activity, the quality of the School Lunch Program, communication and partnerships with fundraising groups, and increased community involvement. The Committee determined that it has such a broad purpose in relation to its role, it would be better suited to be renamed the Wellness Advisory Committee.



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c. Revising School Wellness Policy:

- Earlier in the school year, Committee members discussed at length some issues with the current Student Wellness Policy. The general consensus was that we needed to have language in the policy that was fair to all parties but enforceable. Since the original was written and adopted four years ago, the consensus of the group was that the policy should be reviewed and revised where necessary.
- As a result, a small sub-group was formed to review the policy. During the 2009-2010, Business Administrator Laurie Verville, met with Mark Covell, Peter Bixby, Margaret Buckingham, Fran Hopkins, Claudia Lynch, and Amy Winans and thoroughly examined the policy. It was presented at the March and April 2010 School Board meetings for public review. It was formally approved by the Dover School Board on April 12, 2010.

d. School Lunch Partnering with District Technology Department:

- The School Lunch Program made a significant financial investment of \$75,000.00 to upgrade its school lunch program. The program called, *LunchBox*, is commonly used by New Hampshire School Districts and includes immediate point of sale financial management, menu software and nutritional analysis, and is completely integrated with Free & Reduced School Lunch counts.
- In an effort to reach out to parents and the Dover Community, the Food Service Director has included on the District website the mission and philosophy of the Wellness Advisory Committee. The link is as follows:
<http://www.dover.k12.nh.us/education/components/scrapbook/default.php?sectiondetailid=1285&>

e. Increased Communication with Parents and Students:

- The District website now includes extensive information listed by qualified individuals, state, and federal agencies that provide solid nutritional facts and guidelines for parents to follow. The pdf files that are available for downloading from the Dover School District website are:
 - Fun Facts
 - Kids Exercise to Feel Good
 - Nut Free Foods
 - Healthy Snack Items
 - Document on new POS System
 - Student Wellness Policy Code JLCF
 - Taste Testing Chef Acker-2010
 - Better School Food



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- Healthy Snack Ideas
- Lunch Box
- School lunch menus are posted on Edline and are now in a legible sized font. For students who have dietary restrictions or just want to be health conscious, the menus include the following dietary information: total calories, total fat from calories, and gram counts of carbohydrates, fiber and protein.
- The Healthy Snack Ideas list was revised by Parent Volunteer, Amy Middleton, and Health Teacher, Kelly Sweet. A copy of the list (Appendix A) is attached and it on the District website. Committee members agree that this list would be a great tool to educate parents and can be included in student mailings, newsletters, and available for circulation at Open House events.
- In the 2010-2011 school year, the Committee feels that consistent and continuous communication with parents and students about health, nutrition and physical activity are key to students' overall well-being.

f. **Promoting and Offering Quality Foods in School Lunches:**

- The school lunch menus offer more fresh fruits and vegetables by 100% than the previous year. During the school year of 2008-2009 fresh fruits and vegetables were placed on the menu of an average of two times per week. In the 2009-2010 school year, fresh fruits and vegetables were listed on the menu an average of four times per week.
- The School Lunch Program has increased the nutritional value of the daily salad and also the salad meal itself. This was accomplished by reducing the iceberg lettuce mix by 75% and adding fresh spinach, red leaf lettuce, romaine lettuce and or green leaf lettuce to the mixture. This increased the nutritional value of those salads by 75%.
- A financial measure was used to determine the increase of fresh produce during the 2009-2010 year. In 2008-2009, the program purchased approximately \$48,000.00 in fresh fruits and vegetables. In school year 2009-2010, the program spent \$66,000.00 which was an increase of \$18,000.00 or a 37.5% increase. This figure also accounts for a 5% increase in food costs.
- The Committee has requested that more extensive data be provided in future reports to justify the increase in fruits and vegetables provided in the School Lunch Program.
- In addition, the Committee would like a progress report at their bi-monthly meetings from the Food Service Director that addresses changes and improvements to the School Lunch Program.

g. **Additional Federal Funding for School Lunch Program:**



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- During 2009-2010, the Fresh Fruit and Vegetable Program was federally funded for only Title I schools. The School Lunch program received \$23,000.00 of grant money to serve fresh fruits and vegetables as snacks to all students at Woodman Park School. The District will receive another grant of \$27,000.00 during 2010-2011 for this purpose.
- During 2010-2011, there may be federal legislation that funds and encourages school districts to offer salad bars on a regular basis. The Food Service Director will need to pursue this funding source.

h. Professional Development for School Lunch Program Employees:

- In the fall of 2009, the nation experienced more reported cases of the H1N1 virus. Due to the increase and heightened awareness and to remain up-to-date with sanitary regulations, five of the school lunch food service employees received Hazard Analysis and Critical Control Point (HACCP) training in the fall. The program's Director will ensure that in the future all new employees receive the training and/or existing employees are re-certified.
- As part of the Food Service Director's professional development program, he will also participate in at least five workshops or training webinars during the year that are school lunch program-related.

i. University of NH Interns:

- Three field experience students from the University of New Hampshire supplied their technical expertise to the District. Allison Vernet, Jessica Nagle, and Erica Siver researched whether the District could feasibly expand the Fresh Fruits and Vegetables program at the Horne Street and Garrison Elementary Schools (Appendix B). Their hypothesis showed that it was feasible and would be at a reasonable cost to parents. Their report was presented to the Food Service Director, Business Administrator and several members of the Wellness Advisory Committee in May 2010. The Food Service Director will be responsible for working out the mechanics at Horne and Garrison Schools so that the program can be implemented during the 2010-2011 school year.

j. Student Involvement:

- Beginning in the 2010-2011 school year, Committee members felt it would be appropriate for students to express their artwork as it relates to health, nutrition, or physical activity. Our school cafeterias would be an excellent place to display the students' work.
- Taste testing at some of the schools has gained popularity over the past year. Chef Alan Acker of Performance Food Group conducted demonstrations at each of the elementary schools using a variety of well-balanced rice bowl meals. Some



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students, for the first time, were able to experience the taste of freshly steamed bok choy, carrots, celery, baby ears of corn, or alfalfa sprouts. Students were encouraged to share their opinions about the foods served. The Food Service Director has been encouraged to continue taste testing throughout the 2010-2011 school year and to provide a formal assessment of the taste testing results to the Committee.

- The school garden pilot project at Dover High School has continued to be a success. Horticulture teacher, Heather Fabbri, will be presenting to the School Board in August 2010, a proposal to expand the student garden at the high school. During the past year, the students have been engaged and supported by their teachers and parent volunteers to grow tomatoes, cucumbers, and herbs in the greenhouse at the Career Technical Center as well. The proposed garden expansion will be a nominal cost to the District.

k. **Community Outreach:**

- The Woodman Park School currently works with groups such as the YMCA morning and after-school programs. The Food Service Director has met several times with the YMCA Director to ensure that the after school snacks are of quality and are healthy choices. This will require more monitoring on the part of District Administration.
- Horne Street Elementary School staff brainstormed for alternative fund raising ideas that were less focused on candy, sweets, and bake sales. They worked with NH Coffee Roasters in Dover for a local school fundraising activity, and achieved great success!
- *Stacy Purslow*, the NH Farm to School Program representative, attended several meetings of the Wellness Advisory Committee. The Farm to School Program is indirectly active in the District. They provide produce, generally apples, through local distributors, Costa and M. Saunders. Beginning in the 2010-2011 school year, the Farm to School representative would like to include local craftsman as a source for healthy fundraising activities.
- Some Committee Members have actively participated and posted information to a blog geared to supporting the local marketplace that simultaneously promotes healthy eating habits. The web address is: <http://blog.seacoateatlocal.org/>.
- The Wellness Advisory Committee has seen an increase in positive responses and support from PTO and PTA groups in the District concerning bringing too many sweet items to schools for events and celebrations. Parents have supported the policy by bringing in less unhealthy food items brought from home for celebrations and more nutritious items for events. Additionally, students are more engaged in the process because they are learning to read food labels and are bringing the information home to their parents.



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The series of meetings for the Wellness Advisory Committee is yet to be scheduled for the 2010-2011 school year. The meetings will be held bi-monthly and will be conducted at each school building on a rotating schedule.

Respectfully Submitted,

Dover School District Wellness Advisory Committee

Laurie Verville, Business Administrator and Chairperson
Carolyn Mebert, School Board Member
Mark Covell, School Lunch Program Director
Peter Bixby – Parent Volunteer
Patrick Boodey – Principal, Woodman Park
Greg Brown – Physical Education Teacher
Margaret Buckingham – Parent Volunteer
Kristen Cimino – PE/Health Teacher
Chris Faro – Parent Volunteer
Dustin Gray, Principal – Garrison Elementary
Fran Hopkins – Horne Elementary School Nurse
Kathy Lupi – Garrison Elementary School Nurse
Claudia Lynch – Woodman Park School Nurse
Kim Lyndes – Principal, Middle School
Susan Manha – Health/Wellness Teacher, High School
Amy Middleton – Parent Volunteer
Jessica Nagle – UNH Intern
Beth Pomerleau – Health Teacher
Erica Siver – UNH Intern
Allison Vernet – UNH Intern
Amy Winans – Parent Volunteer
Linda Wyeth – Middle School Nurse

Matt Mayberry moved, Robert McCrory seconded, to accept the Wellness Advisory Committee Annual Report. An oral **VOTE PASSED 6/0**.

8. FY 2012-2017 SCHOOL CAPITAL IMPROVEMENT PLAN: Ms. Verville showed a PowerPoint presentation outlining the Capital Improvement Plan for 2012-2017. She stated that Dover has had a successful Capital Improvement Plan for the past 8 years. Renovations have been completed successfully and some under budget. She showed Maximum Allowable Costs for School Construction 2010 set by the Department of Education and are meant as benchmarks for the districts. Districts are cautioned from using the higher Square Foot charges.

Projected enrollments for grade combinations were discussed highlighting a bubble year of 2013-2014 K-4. Other than that, enrollment is fairly level in elementary schools. Garrison School review showed that the basic structure will need to be renovated as it nears its 50 year anniversary. She showed results from a study by an architectural firm done in 2008 what the projected cost would be to renovate Garrison School and Dover High School. Ms. Verville



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cautioned that the costs listed did not include furniture fixtures, architectural fees, abatements, Clerk of Works, contingencies, etc.

Dover High School will require a renovation of 181,803 square feet at DHS and 27,000 square feet at the Career Tech Center. We are in an exploratory time frame and a 6 year plan is required. The Joint Fiscal Committee has made a plan to space out Garrison work in 2012 and 2013 and Dover High School for 2014-2016. State Building Aid of 30% or renovation and construction would be reimbursed on the principal payment portion over the bonding period. State Building Aid specifically for the CTC will be available in 2014 and is reimbursable up to 75% if the cost of construction. The current moratorium on State Aid is in effect until June 30, 2011.

The District can approve a CIP plan but they wouldn't go before the City Council and have them approve an appropriation and would issue debt. Ms. Verville said that she would know more by December. It is possible that the moratorium could be extended by an additional year. She debt retirement has been consistent at about 2,000,000 per year and as a more finite plan for the Garrison project, she will be able to provide you with more figures. A history of Capital Funding was provided and highlighted the high year of 2008 with the Woodman Park renovation plan. If approved, Ms. Verville will submit it to the City Council and Planning office for review. Once the State Building Aid Moratorium is lifted, council approval of appropriation and debt authorization will be coordinated.

Ms Lurvey asked Ms. Verville if they needed to approve or if this is just for information. Ms. Verville responded that she would require their approval of \$67,500,000.

Ms. Setear asked if Ms. Verville would email to School Board members so that they could review it. Ms. Verville responded that she would do that and would place on the District web site.

Mr. Mayberry asked if we are on a strict timeline because he thinks it might be a good idea to have this as the topic for a public hearing so that the public can voice their opinion. It seems quick to say that we are sending to the City Council, when we should hear from our own taxpayers first. Ms. Verville responded that it is actually more of a plan that is subject to revision. We are not asking the City Council to issue debt.

Ms. Lurvey stated that she had attended a meeting and witnessed an entire group of people giving opinions and being involved in the process. For now, this would be just a place holder.

Ms. Briggs Badger said that at the Joint Fiscal Meeting in June, she and the City Manager were charged with setting up a plan to get public input. They have met a few times and are trying to obtain input. They are creating a thoughtful and comprehensible approach to gathering community input. More information will be coming within the next few months.

Mr. McCrory stated that he is not supporting spending 60,000,000 on a new high school whether it is a place holder or not. He would support spending 3,000,000 on Garrison School.



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We should not have disposable buildings. There are schools around the world that are over 100 years old. There are other options to explore including McIntosh College (lease or buy) and using the building we already have.

Mrs. Grady asked why the CTC is eligible in 2016 for state aid. Ms. Verville stated it should be available in 2014. Mrs. Grady also noted that the Career Tech Center will also require a 3 year plan for renovation. It doesn't have to be exact, but it needs to be a written plan or it will not be considered. Ms. Verville stated there will be an extensive discovery process. It should take 24-36 months to come up with a plan. Mrs. Grady reminded that the state money is for remodeling and not for new construction. Ms. Verville agreed that the CTC would receive money for renovations.

Mrs. Grady stated that if the next schools that are coming up for state money decide not to do it, that others can be moved ahead and a plan needs to be in place in case this happens.

Date	Department Action	Planning Director Action	Public Action
07/7		Host meeting kick off meeting	
07/8		Distribute revised CIP Project Request Form for comments	
07/09		Distribution of CIP Schedule	
07/12	Submit comments on CIP Project Request Form		
7/13		Project Request Form updated, instructions on fields added	
07/14	Begin assemblage of CIP requests		
08/11		Specific meeting times and locations set up for review meetings	
08/13	PD, FD and Library submit preliminary CIP requests to Planning by noon		
08/16	CS, Recreation, TIP and SAU submit preliminary CIP requests to Planning by noon	Meets with Police and Fire to review preliminary CIP requests	
08/17		Meets with Library and Recreation to review preliminary CIP requests	
08/18		Meets with Community Services and TIP to review preliminary CIP requests	
08/19		Meets with SAU to review preliminary CIP requests	
09/10	Submit final CIP Project Request Form to Planning		
09/15		Meets with City Manager & Finance Director to review CIP Requests	
09/16-	Finance assembles financial	Adjusts requests and reviews final	



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Date	Department Action	Planning Director Action	Public Action
09/24	impact analysis.	requests with Departments as needed.	
09/27		Meets with Departments to review final CIP.	
09/29		Reviews final schedule and Requests with City Manager	
10/12*	Present requests to Planning Board and City Council in joint workshop		
10/26*			Planning Board holds Public hearing on CIP
11/16*			Planning Board recommends CIP to City Council.
12/8*			City Council holds Public Hearing on CIP
12/22*			City Council adopts CIP

*Tentative until September 29th meeting with City Manager.

Beth Setear moved, Ken Appel seconded, to accept the Capital Improvement Plan. An oral **VOTE PASSED 4/2.** (McCrorry, Grady against)

Ms. Verville state there is no action needed by the City Council for an appropriation for 2012 until after 7/1/2011.

9. APPROVAL OF MS-24 FINANCIAL REPORT: Business Administrator, Laurie Verville stated this document is for revenues for all funds and is for information only. It was previously voted on.

10. APPROVAL OF MS-26 FINANCIAL REPORT: Business Administrator, Laurie Verville stated this document is for revenues and appropriations that has already been voted on. Signatures of School Board members are required on this document.

Beth Setear moved, Matt Mayberry seconded approval of MS-24. An oral **VOTE PASSED 6/0.**

11. AWARD BID FOR MULTIMEDIA LICENSES Business Administrator, Laurie Verville, requested the Board award a bid for 200 client licenses for WYSE TCX Multimedia Clients to Higgins Office Products. This software greatly enhances the multimedia and USB capabilities of the V10Le think clients that are being purchased. There were 5 bidders for this product.

Ms. Verville noted that his was not the lowest bid, but after further study, it was determined that the company with the lower bid was only bidding on a widget and not on the license.



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Mr. McCrory questioned the purpose of the product. Ms Verville and Ms. Lurvey clarified its purpose.

Ken Appel moved, Matt Mayberry seconded, to award the bid for WYSE TCX Multimedia Suite to the lowest bidder. A roll call **VOTE PASSED 6/0.**

11. AWARD BID FOR WYSE THIN CLIENT: Business Administrator, Laurie Verville requested the Board award a bid for 160 WYSE V10Le Thin Clients to Higgins Office Products. 8 bids were received. This is a re-bid for a similar product. He found this product to be better than the original bid and a purchase order was never issued.

Mrs. Grady questioned why it seems that all technology bids are awarded to Higgins Office Products. Ms. Lurvey had been questioning this also. Mrs. Grady said she would prefer giving a bid to a local company and taking care of our own. Mr. McCrory agreed, stating that for \$7 more per piece we could award the bid to a Dover based company. He would prefer to offer local companies bids, if possible, although he has nothing against Higgins. Do we always go for the lowest bidder? Ms. Verville stated that we need to go to the bidder most advantageous to the District. Also, the pieces go together for different parts that sometimes make it easier to get service from companies.

Mr. Mayberry commented that he also would love to see a Dover company get the bid, however, in the long run, the District might lose bidders. This would happen if non-local companies noticed a Dover company on the bid list. If we have to be fair to one, we have to be fair for all.

Ms. Verville also noted that we have done business with JTL Services in the past.

Matt Mayberry moved, Ken Appel Lurvey seconded, to award the bid for WYSE V10Le Thin Clients to the lowest bidder. A roll call **VOTE PASSED 4/2. (Grady, McCrory opposed)**

11. AWARD BID FOR 680i3 SMART Boards: Business Administrator, Laurie Verville requested the Board award the bid for 15 SMART Boards to Valley Communications Systems. The total bid is \$54,000 which includes the unit price and installation for fifteen SMART Boards. The Perkins Grant and technology budget will be paying for these products.

Ms. Lurvey asked if there would be any electrical work done. Ms. Verville responded that all costs would be included in the bid.

Matt Mayberry moved, Robert McCrory seconded to award the bid for SMART Boards to the lowest bidder. A roll call **VOTE PASSED 6/0.**

11. AWARD BID FOR WRECKER TOWING SERVICES: Business Administrator, Laurie Verville requested the Board award the bid for towing services for the middle and high schools to Cass Towing. They were the only bid even though eight bid packets were mailed. They are the same company the District used for 2009-2010 and have held their bid price at \$75.00/hr.



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Matt Mayberry moved, Robert McCrory seconded to award the towing bid for the 2010-2011 fiscal year to the lowest bidder. A roll call **VOTE PASSED 6/0.**

O. SCHOOL BOARD MATTERS OF INTEREST: There were no matters of interest to discuss.

P. ADJOURNMENT: Matt Mayberry moved, Ken Appel seconded, to adjourn at 9:56 P.M. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,
Beth Setear, Secretary
BS/ral