



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

Chairperson Carolyn Mebert called a meeting of the Dover School Board to order on Monday, September 13, 2010, at 7:08 p.m. in the City Council Chambers.

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

Also present were; Superintendent Jean Briggs Badger; Business Administrator, Laurie Verville; Patrick Boodey, Woodman Park School Principal; Mal Forsman, Horne Street School Principal; Jim Dupille, DHS Dean of Instruction; Gary Tirone, Curriculum, Assessment, and Instruction Director, Olivia Loos, Student Representative to the School Board, Maybeth Anderson, DHS DTU Representative, Sue Vitko and Shannon Delello, New Teacher Induction Program Coordinators. Also present were staff members and parents from Horne Street School

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

C. CITIZENS' FORUM: Maureen Hanlon, Kathleen Allen, Kelly Grimes, Dan Demers, Kristi Thomas, Cindy Flynn, Megan Houlihan, and Danielle Holt, all Dover residents and Horne Street School parents addressed the School Board. They all spoke in support of adding an additional Grade 2 teacher to reduce class size. They cited reasons including more attention to students, long term benefits, and lack of space for all students.

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

- A. NONPUBLIC SESSION #27, AUGUST 9, 2010 (PERSONNEL)
- B. REGULAR SESSION #8, AUGUST 9, 2010
- C. SPECIAL SESSION #6, AUGUST 23, 2010

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

E. CONSENT AGENDA

1. Correspondence:
 - a. DHS Football Boosters Club—Approval for Fund Raising Event
2. Resignations/Retirements: None
3. Leaves of Absence: None.
4. Nominations:
 - Sheet 1: Nomination and Election of Teachers (Buell-Stein)
 - Sheet 2: Nomination and Election of Aides/Secretaries (Arsenault-Woolley)
 - Sheet 3: Nomination and Election of Staff (Allen-Zubkus)
 - Sheet 4: Nomination and Election of Coaching positions (D'Amour-Wason)
 - Sheet 5: Nomination of DALC staff (Badgley-Shore)



DOVER SCHOOL DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

- 5. Extended Travel (Student Trips):
 - a. Preliminary Request for Dover Middle School Washington DC Trip May 31 to June 4, 2011
 - b. Preliminary Request for Dover High School Hawaiian Island Experience (June 22-June 30, 2011)

Matt Mayberry moved, Robert McCrory seconded removing E. 5. B Preliminary Request for Dover High Hawaiian Island Experience and E. 4. Nomination and Election of Staff from the Consent Agenda

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

Mr. Mayberry questioned the Hawaiian trip for DHS students scheduled for June 2011. He stated that he can understand a London trip or Washington or some other school trip, but a Hawaiian trip is stretching his imagination. He questioned as to whether chaperones were offered a complimentary trip or if they had to pay for their trip. Superintendent Briggs Badger stated she had met with Mr. Dupille, the organizer of the trip, and asked him the same questions. She stated that she was very impressed with the trip that he had planned. Mr. Dupille spoke about the trip and stated it would cost teachers approximately \$825 to chaperone. He stated that this trip had run 4 times prior to this, but this is the first time in Dover and they were collaborating with the Navy in the organization of this trip. Below is information regarding the trip and curriculum.

Hawaiian Island Experience

Dover High School / Course Contract

Travel field study allows students to take advantage of a variety of educational opportunities while sharing similar passions and interests with peers and trusted educators. Experiential learning should be an important component in a student's education.

Course Date:

June 22nd to June 30th 2011 / 9 days + 8 nights

Transportation:

We will board onto United Airlines (a round-trip flight to Honolulu). Vans will be rented for ground transportation in Honolulu, along with public transportation.

Accommodations:

Outrigger Waikiki on the Beach / Phone # 1-808-923-0711
2335 Kalakaua Ave., Honolulu, Hawaii 96815

Course Description:



DOVER SCHOOL DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
 Meeting Location: City Council Chambers
 Meeting Date: **Monday, September 13, 2010**
 Meeting Time: **7:00 pm**

The Hawaiian experiential learning trip will provide an Island-based hands-on educational experience for Dover HS Seniors and Juniors. This course will incorporate a variety of activities to help participants go beyond classroom limits and embrace the ideals and values of team building, cooperation, and compassion. These activities will include: Exploring Polynesian Culture, investigating an active volcano, researching Pearl Harbor and the U.S.S. Arizona, standing on the Battleship Missouri and examining the picture portrayals of the Japanese surrender (WWII), climbing Diamond Head, exploring the undersea depths in a submarine, understanding marine life through an educational snorkeling dive, utilizing team skills as we hike through the Hawaiian rain forests, endure the ropes courses, and experience kayaking, Hawaiian canoeing, and researching the flora and fauna of the Island of Oahu. The primary goals of this course are to build on classroom understandings through an exploratory experiential learning excursion.

The field study strengthens student learning through unique opportunities for in-depth cultural and academic investigation, greater student personalization, and reflective practice.

Chaperones:

There will be a ratio of 5 students per every chaperone. The chaperones will be a mix of teachers and parents. Parents are welcome and encouraged to attend the experiential learning trip.

Costs:

- Transportation \$875.00 per student (Airfare)
 - Hotel \$618.00 per student
- Total Costs \$1493.00 per student**

(all monies are immediately sent as deposits and are therefore, nonrefundable)

I fully understand the course contract and acknowledge the payment schedule as explained. I agree to comply with the above instructions and directions. Please submit a **\$55 deposit** as soon as possible to reserve your space on the trip (spaces are limited). Please write all checks to Dover High School.

Signature of Parent or Guardian

Date

Mr. Dupille also stated that the group will meet with a survivor of Naval personnel that fought in battle which is becoming more and more difficult. They go to the USS Utah and USS Missouri and stand on the deck of the ship where they can see where the surrender of WWII was. They also see an active volcano, wildlife, participate in service project with University of Hawaii. There are many different facets of this trip. Many of the things they will see, they wouldn't get to see otherwise.

Mr. Mayberry said that he was initially concerned that educators would be adding pressure to families to have their children go. His concerns were addressed and he feels comfortable with the trip.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

Ms. Setear asked Mr. Dupille how this trip, and other trips, are made available to low income families. He responded that there are fundraisers that take place that can help to reduce the cost of the trip by \$800. They can make payments also to help distribute the cost. Ms. Setear expressed concern that students from low income families wouldn't be able to participate. She felt that it is more of a trip that students could actually take with their families. Mr. Dupille stated that they are welcome to bring their parents and are encouraged to do so, however, most of the participants are juniors and seniors and have jobs that will help to pay for this trip. More than half of these students pay for the trip themselves.

Dr. Mebert asked Mr. Dupille if any of the students who qualify for free or reduced lunch participate in the trip. Mr. Dupille responded that some do.

Mrs. Grady asked if this is a trip sponsored by one of the professional cultural groups and the teacher must get a certain number of students so that the chaperone travels at no cost. Mr. Dupille responded that the chaperones would have to pay approximately \$825 each.

Mrs. Grady asked how many traveled on last year's trip. Mr. Dupille responded that 13 students traveled to Puerto Rico and the cost was less. Because of this, the chaperones paid less (approximately \$500). She also asked if the students were getting credit for this trip. Mr. Dupille responded that they would earn .5 credit in Social Studies/English. Mrs. Grady commented that for the cost, they should get more credits. She would think they would get at least a credit. She also asked if this was being sponsored by the Social Studies Department. Mr. Dupille responded that it was.

Matt Mayberry moved, Audra Lurvey seconded to accept E.5. B. An oral **VOTE PASSED 6/1**(Grady opposed)

Mr. Mayberry discussed Consent E.4 saying that he wanted to highlight some of the wages that teachers earn for being Academic Coordinators and/or advisors for Extra Curricular activities. He feels that with such difficult economic times, it is not good practice to pay such high wages for these positions. He stated that he realizes it's in the District's budget, but just wanted to make everyone aware of the wages. The total is almost \$39,000 and could almost fund the proposed 2nd grade teachers. Mr. Mayberry feels that we must say "enough" and the DTU needs to step up and sacrifice also, since the taxpayers are sacrificing.

Mr. Appel commented that we also pay a great deal for our coaches. The school experience isn't all about academics. The Academic Coordinators need to work additional hours and it doesn't seem reasonable that these items are eliminated from the budget.

Mrs. Grady asked if these were the same costs as in the last teacher's contract. Ms. Briggs Badger stated that they had not changed.

Ms. Lurvey added that these are all negotiated items and would need to be discussed in negotiations. Mr. Mayberry stated that he just wanted to make the public aware of the costs.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

Mrs. Grady asked for clarification on the budget regarding personnel. She had thought that positions had been cut, but they still seem to be there. Ms. Briggs Badger explained that through the transfer of a Horne Street School 4th grade teacher, a vacant position was created. At the last School Board meeting, it was decided to hold off filling the position until the beginning of the school year. Because of the cost of the teacher who transferred to DMS, there is an additional approximately \$89,000 available for the addition of a new teacher at HSS. The other additional teachers hired last month were funded with Override Funds.

Mr. McCrory asked about the teachers on the Consent agenda and asked if they had been budgeted or if there would be an advantage to not filling any of them. He suggested reviewing the positions and possibly using the money elsewhere where it was needed more. Ms. Briggs Badger responded to Mr. McCrory that these teachers already were teaching and had full schedules and classes. They had been hired as replacements for teachers who had left the District

Ms. Lurvey moved, Mr. Appel seconded to accept E.4. An oral **VOTE PASSED 6/1** (Mayberry opposed)

Doris Grady moved, Robert McCrory seconded, to suspend the rules and move up Enrollment on the Agenda. An oral **VOTE PASSED 7/0. See Below**

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

- Welcome to Gary Tirone, the new Curriculum, Instruction and Assessment Director
- Thanked teachers and administrators on one of the smoothest school openings in recent memory
- Congratulations to ESL students, teachers and aides for making annual progress on AMOS (limited English proficient test-equivalent to NECAP)
- NAEP test will be administered again this year-Jan-March-Grades 4,8,12
- DHS Homecoming schedule outlined
- CTC medical training short course offered-open to the public-EKG tech, pharmacy tech and medical coding for a reasonable cost
- Congratulations to Matt Fennessy, one of two coaches selected for NHIAA council. The term is 3 years.
- Open House dates given for all schools. Information can be found on school websites.
- Necap will be in October for Grades 3,8,11
- Discussed calendar of events at schools
- School Beautification tasks in Oct-students with Unicco
- SAT testing date changed from Oct 2 to Oct 9

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



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

G. STUDENT REPRESENTATIVE REPORT: Olivia Loos, the student representative to the School Board discussed the following items:

- Student Council is planning Spirit week which will be the last week in September.
- The first football game was last Friday night and was fun for all.
- Homecoming will be held on the weekend of Oct 1 and Oct 2. The football game will be held on Saturday afternoon.
- Clubs are starting for the year. Many meetings are scheduled for this week.
- For the most part, students are happy with the new cell phone policy. They cannot use them in class, but can use in the halls and lunch periods. They cannot text friends during lunch though, since the receiving party may be in class.
- Students are a little confused with the new grading program (MMS as opposed to Edline- which is not in existence anymore). They aren't quite sure how to access the system at this point.

Mr. McCrory commended the CTC for the new offerings including the pharmacy program, EKG, and medical coding program.

Matt Mayberry moved, Robert McCrory seconded to suspend the rules and move up N.1, N.2, and N.3 in the Agenda. An oral **VOTE PASSED 7/0. See Below**

H. COMMITTEE REPORTS:

1. MEDIA ACCESS CENTER-Audra Lurvey Reporting: Ms. Lurvey gave the following report:

On August 16th, the JBC for the Media Access Center met. Ms. Lurvey stated that the draft bid for furniture had been reviewed, colors had been selected and wiring diagrams have been reviewed. \$121,746.20 is still available. \$162,200 is encumbered for construction and \$67,956 is encumbered for equipment. The next meeting is September 20th at 6:00 pm.

2. RESTRUCTURING/REDISTRICTING-Audra Lurvey Reporting: Ms. Lurvey gave the following report:

On September 1, the Restructuring/Redistricting Committee and decided as a committee that at this time they would like to explore restructuring, but for the short term would like to focus on redistricting so that enrollment issues are evened out in the elementary schools. The next meeting is October 6th at 6:00 pm.

3. 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. Gym flooring is being installed and all plywood layers are in place. Floor framing for the mezzanine behind the stage is complete. The first fired drill was held and went well. Final grading and prep for paving is ongoing. The parking lot



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

pavement is complete and stripping is planned for the weekend of Oct. 2. Lights for six new classrooms are being installed. BPS is building new wall for Gym windows that face Horne St.

Parents have expressed concern that the children are going outside from the cafeteria. As the weather gets colder, there will be a safe passage for students so that they don't need to go outside. Parents have also been concerned that there isn't enough time for the kindergartners to eat lunch. Principal Forsman has extended their lunch time so that they will have plenty of time. Solar plans were also discussed, but have been put on hold until it is determined there is enough money. Ms. Verville stated that there is \$482,481.00 remaining to finish this project.

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.

4. AUDIOLOGY GRANT – Doris Grady reporting: Mrs. Grady reported that she has been fortunate enough to receive some grant money for a project that she has been trying to implement for several years through the kindness of a young man that went to the national competition for her for Math Counts. This program was originally suggested by an area audiologist as something she thought that the District should look at. It is a method of using amplification to have a more focused, productive classroom whereas young people's ears do not fully develop until the age of 11 or 12. Many students miss 25% of what a teacher says and if sitting in the back row, could miss as much as 40%. This places the student in the position of misunderstanding new concepts because they cannot reconstruct key words and phrases they have missed the way adults can. 4000 Canadian and US districts use special sound systems to clarify and evenly distribute the teacher's voice throughout the classroom. These are manufactured by companies such as Light Speed, Oticon Pediatrics, Phonak and Front Row (formerly Phonic Ear).

The original gift is from Nick Goodman who works for Aera Energy in California. His brother, Eric Goodman, works as a train in the Dover School District. The company itself doubled his contribution that we received in late August. If we are a need of just a few more dollars, the small remainder will be contributed by a Dover citizen so we can move forward.

Ms. Briggs Badger stated that Paula Glynn will try to help with the grant to outfit 2 classes at WPS with these and she thanked Mrs. Grady for her assistance with this grant.

5. AD HOC BUDGET COMMITTEE – Ken Appel reporting: Mr. Appel reported that the Ad-hoc Budget Committee was formed to update the financial policy guidelines established in 1994 and to advise the City Council on budget policy. While its recommendations, even if adopted by the current City Council, will not be binding on future Councils, it is hoped that its recommendations will help the City maintain policies which will serve Dover well in the long run. There are several concerns that the Committee is trying to balance in order to provide guidance to the City Council in establishing policies that will both satisfy the needs of Dover in the intermediate to long term while keeping taxes at reasonable levels. Its recommendations, which will be provided to the City Council late this year will take into account the following facts.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

1. The costs involved in permitting the city's infrastructure, including roads, bridges, and building to deteriorate can be expected to be much greater than the costs of regular maintenance.
2. The cost of borrowing (as measured by credit rating) is significantly increased by the following types of actions.
 - a. Not maintaining an appropriate level of reserves to deal with fluctuations in income and needs.
 - b. Significantly increasing debt.

The School Board has a major stake in the establishment of sound fiscal policies. In particular, we need a major high school renovation which is scheduled to begin in 2014 and expected to cost approximately \$60,000,000. That renovation will be largely funded by taking on debt. The City's credit rating at the time bonds must be sold to pay for the renovation will be a major factor in the affordability of the renovation. In addition, the schools are currently functioning on its own immediate needs in such a way that it can provide adequate funds to the School Board to provide a first rate education for the children of Dover.

Mr. McCrory commented that he doesn't support \$60,000,000 renovation of DHS, but he does support the audiology grant and would like to explore techniques associated with that. He is relieved to here that the restructuring committee is slowing down so that this won't be an issue in the next year. He feels that it would be too much in addition to redistricting.

I. POLICY CHANGES - PROPOSALS: None

J. POLICY ADOPTIONS:

a. DOVER HIGH SCHOOL ATHLETICS 2010-2011 STUDENT ATHLETIC EXPECTATION AGREEMENT:

Mr. McCrory asked if there are any major changes in this policy. The only changes include eligibility of students participating in the sport after a school sanctioned trip. Audra Lurvey moved, Matt Mayberry seconded, to adopt the policy in its second reading. An oral **VOTE PASSED 7/0**.

b. SECRETARIAL JOB DESCRIPTIONS (Grades III, IV, & V)

Mrs. Grady stated she had difficulty with understanding what the changes were and comparing with the previous job description. Ms. Briggs Badger explained the changes stating the some of the positions are no longer in existence and some positions had been added and needed to be placed in classifications. Mrs. Grady stated she would not be voting since she didn't clearly understand all of the changes.

Audra Lurvey moved, Matt Mayberry seconded, to adopt the job description in its second reading. An oral **VOTE PASSED 6/1 (Grady Opposed)**.



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

c. ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT OF SCHOOLS—JOB DESCRIPTION

Mrs. Grady inquired if this position would still do transportation. She had received a few calls at the beginning of the year with parents saying they had called the SAU office and were unable to speak to anyone regarding transportation. Ms. Briggs Badger stated that for the beginning of the school year, several people would be involved with transportation, with Laurie Verville, the Business Administrator, being the main contact. Ms. Briggs Badger also stated that transportation will be part of this position. Ms. Verville stated that several staff members were being cross trained so that many people would be able to answer questions. Mrs. Grady also asked who would be providing homeschooling help for the District. Ms. Briggs Badger stated that this position would be doing that task, but she is trying to use a team approach to training. Mrs. Grady asked who would be typing and distributing meeting minutes and agendas. Ms. Briggs Badger stated that it would depend on what meeting the minutes were for, but for the most part, they would be part of her administrative assistant. All agendas and notices also are prepared by the Supt Administrative Assistant. Mrs. Grady asked if Robin LaFleur would be attending School Board meetings, even though it is listed as an “as needed” basis on the Supt Admin Asst Job Description. Ms. Briggs Badger stated that different people would be cross trained so that if Robin was unable to attend, the Admin Asst to the Supt would attend. Audra Lurvey moved, Matt Mayberry seconded, to adopt the job description in its second reading

Audra Lurvey moved, Matt Mayberry seconded, to adopt the job description in its second reading. An oral **VOTE PASSED 7/0.**

K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Matt Mayberry seconded to direct Business Administrator to pay manifest #11-C in the amount of \$2,820,752.04. This spans a two year period and includes 2009-2010 encumbrances rolled over into the new year and expenditures from 8/10/10 through today. A roll call **VOTE PASSED 7/0.**

L. RESOLUTIONS: none

M. OLD BUSINESS:

1. ENROLLMENT ISSUES AT ELEMENTARY LEVEL

Ms. Briggs Badger discussed enrollment in the elementary schools. She reviewed class sizes and specifically Horne Street School and Woodman Park School. Second grade classes at both of these schools are above the recommended number of 25.

Mr. Mayberry asked what the class average would be at both schools if another teacher was added at each school. Mrs. Grady responded that the average would decrease to 19 students per class. He also asked why we wouldn't want to bring down class sizes at Woodman Park School first and then address class size at Horne Street School. Ms. Briggs Badger responded that there are 14 Title I tutors in classes at WPS, directly affecting students, as well as teachers. Also, HSS has that money available to them because of the earlier transfer.



DOVER SCHOOL DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
 Meeting Location: City Council Chambers
 Meeting Date: **Monday, September 13, 2010**
 Meeting Time: **7:00 pm**

Ms. Briggs Badger noted enrollment State Standards which are 25 for grades K-2 and 30 for grades 3-12. She added that Dover has always tried to keep class sizes in K-2 to 20 and 3-12 to 25 students. She repeated that there is a savings of almost \$89,000 from the transfer from HSS to DMS, so there is funding for this position and possibly WPS.

Mr. Mayberry asked if we look at each school as a separate financial entity. Ms. Briggs Badger said that we do that in terms of the budget and will be shown later during the budget process.

Mrs. Grady stated that we usually wait until October 1 to determine sizes, but after visiting Horne Street School recently, she found the students were there already. She feels that we need to look at Horne Street School and Woodman Park Garrison School was taken care of at the last meeting and the other schools need to be looked at now to bring the averages to a smaller number. The parents and students at WPS are also entitled to class sizes of under 25.

Mr. McCrory asked how we would factor in Title I tutors into class size. Is there a formula that would help to find this out or is it just an abstract. Ms. Briggs Badger stated her recommendation is to add one 2nd grade teacher at WPS and HSS. She is on record stating that we have funding for these positions. Ms. Verville agreed with Ms. Briggs Badger on the source of funding. The title I tutor offers support services in math and reading, but doesn't help to lower class size. Dr. Mebert asked if we should be concerned with Kindergarten numbers at WPS. Ms. Briggs Badger responded that there is a full time aide in each classroom, so the class size is somewhat reduced.

2010-2011 School Year (Incoming Student Numbers) 9/8/10			
GRADE	GARRISON/TEACHERS	HORNE/TEACHERS	WOODMAN/TEACHERS
K	119/6	81/4	118/5
1	121/6	87/4	112/5
2	98/5	76/3	98/4
3	106/5	65/3	79/4
4	118/5	83/4	111/5

Class Averages			
GRADE	GARRISON/TEACHERS	HORNE/TEACHERS	WOODMAN/TEACHERS
K	19.8	20.3	23.6
1	20.2	21.9	22.4
2	19.6	25.3	24.5
3	21.2	22.7	19.8
4	23.6	20.8	22.2



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

Robert McCrory moved, Audra Lurvey seconded, to accept the proposal of adding a Grade 2 teacher at Horne Street School. An oral **VOTE PASSED 7/0**.

Mr. Appel asked if it would be in order to make a motion to add an additional Grade 2 teacher at WPS as well. Mr. Boodey stated that 25 students per class is difficult and another teacher would be greatly appreciated. It might be difficult to change students into different classes, but he feels it would be in the best interest of the students if an additional Grade 2 teacher was added.

Ken Appel moved, Audra Lurvey seconded, adding a Grade 2 teacher at Woodman Park School. Prior to the vote, Mr. Mayberry asked what projections for enrollment next year would be. Ms. Briggs Badger stated that a One Year Only contract could be offered to the teacher in case the extra position is not needed next year.

Mr. Appel was not in support of this amendment because his opinion is that the School Board would be micromanaging the Superintendent. He commented that the decision should be the Superintendent's as to whether a permanent or One Year Only contract is offered. Mr. Appel felt that a One Year Only is appropriate, but it should be the Superintendent's decision.

Ms. Briggs Badger noted that next year there would most likely be sufficient enrollment to warrant keeping the additional teachers, but that would be determined at a more appropriate time.

Mrs. Grady stated that we can't really determine what will happen with enrollment next year. If this is like other years, we could lose 150 students, so we need to plan for now and next year when enrollment is determined, teachers will be placed according to where the students are.

Mr. Mayberry moved, Robert McCrory seconded, adding an amendment to Mr. Appel's motion that would state the teacher would be on a One Year Only contract. An oral **VOTE FAILED 3/4** (Appel, Setear, Lurvey, Mebert opposed)

Mr. Appel stated that it is almost certain we would lose at least one elementary teacher next year. His concern is finding high quality teacher who would work on a One Year Only contract. He asked Supt Briggs Badger if there had ever been a year when the District didn't lose at least one teacher. She responded that there hadn't been a year like that during her time of employment in Dover.

Ken Appel moved, Audra Lurvey seconded, hiring an additional grade 2 teacher at Woodman Park School. A roll call **VOTE PASSED 5/2** (Mayberry, McCrory opposed).

N. NEW BUSINESS:

1. REPORT ON NEW TEACHER INDUCTION PROGRAM-S.Vitko/S. DeLello:



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

Sue Vitko and Shannon Delello addressed the School Board with an update on the Teacher Induction Program. There are currently 9 first year teachers in the program, but will add the 2 additional teachers added tonight. This is the 3rd and most successful year of the program. The past two years have only included K-8 grade teachers. This year high school teachers have been included. This program has also been extended for year 2 and year 3 teachers, so that teachers have a resource after the first year.

Dr. Mebert noted that the decrease in numbers is due to the stability of the staff. Sue and Shannon stated that the premise for the program is to support and retain teachers and it seems to be working.

NTIP Overview

Induction Team

1. School Board and Superintendent
 - Provide political base and moral support for induction process.
 - Acknowledge publicly those who devote time and energy to assisting beginning teachers.
2. Principals/Administrative Team
 - Provide approval over mentor appointments and selection.
 - Mentor match based on same grade level or content area, common planning time, proximity of classrooms, compatibility of mentor/mentee and needs of students.
 - Provide orientation, classroom coverage for new teachers to observe experienced teachers.
 - Provide "Principal's Point of View" - professional attire, attitude as well as responsibilities.
 - Communicate with mentor teachers as well as Induction Coordinators to monitor progress/needs of new teachers.
3. Induction Facilitator
 - Provide classroom support weekly
 - Willing to share knowledge, skills and ideas with others
 - Gives non-evaluative feedback in a collegial manner
 - Willing to help out in any way in the classroom
4. Induction Coordinator
 - Willing to share knowledge, skills and information with others
 - Facilitator and coordinator of the induction workshops



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
 Meeting Location: City Council Chambers
 Meeting Date: **Monday, September 13, 2010**
 Meeting Time: **7:00 pm**

- Is dynamic, positive and committed
- Monitors progress of new teachers throughout the year
- Coordinates guest speakers for the induction workshops as needed
- Professional role model for all new teachers
- Oversees the group process that organizes the expertise of teachers

4. Mentor

- Is a teacher, guide, friend, coach, role model
- Is understanding, patient, supportive, innovative
- Is open-minded, trustworthy, empathetic, committed
- Provides support, encourages, listens, welcomes
- Gives constructive feedback and suggestions for improvement
- Is professional
- Has a positive attitude
- Loves children
- Is an excellent teacher
- Has good communication skills
- Has excellent planning and organizing skills

Eight Critical Areas of New Teacher Induction

1. Instructional skills
2. Classroom management and organization
3. Student discipline
4. Interest in teaching pupils
5. Knowledge of subject matter
6. Professional conduct
7. Effort towards improvement
8. Assumes responsibility for district, building and classroom obligations

New Teacher Induction Program

Three Tiered Expectations

	New Teacher	Veteran (New to Dover)	Year 2	Year 3
Monthly IC Meetings	New Teachers will attend every meeting.	Veteran teachers will attend specific meetings pertaining to Dover’s policies. The ICs will give	Monthly Book Groups run by the facilitators and guest speakers.	Monthly Book Groups run by the Facilitators. Every other meeting held with the Year 2



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
 Meeting Location: City Council Chambers
 Meeting Date: **Monday, September 13, 2010**
 Meeting Time: **7:00 pm**

		you the topics in advance. September meetings are a must.		teachers to foster collegiality.
Observations of other teachers	New teachers will observe another teacher once per month.	Veteran teachers will observe another teacher once per quarter.	Provided with opportunities	Provided with opportunities.
Observations by Sue and Shannon	Sue and Shannon will visit your classroom once every two weeks (2 times/month) for the school year.	Sue and Shannon will visit your classroom once every two weeks to begin. This schedule will continue as need persists.	Scheduled through ICs	Scheduled through ICs.
District wide workshops offered by the Induction Program	All new teachers expected to attend.	All veteran teachers expected to attend.	Open to all staff- optional	Open to all staff- optional
Informal talk with Jean Briggs-Badger	All new teachers expected to attend.	All veteran teachers expected to attend.	Welcome to attend- optional	Welcome to attend- optional

2. REPORT/UPDATE OCTOBER 2010 HOMECOMING-S. Vitko:

Sue Vitko addressed the Board with an update on the DHS Homecoming weekend scheduled for Oct 1-Oct 2. It should be something that people remember for a long time and the start of a long tradition in Dover.

Thank you to Mrs. Grady, DHS Principal, Debi Migneault, Teacher Peter Driscoll, DHS Librarian Peter Driscoll, Michele Boulanger, Peter Wotton, Ken Osborn, and especially Ernie Clark. The Admission is \$5 for adults and \$3 for Students and Seniors

Mrs. Grady also discussed the DHS Homecoming Event with the following statement:



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

“The group of past graduates of DHS have been working ever so hard to experience their first homecoming. Rest assured that there have been many hours put into planning this and it is with great hope that many of you out there will come to see what the group is offering. They presently have an unofficial motto, “There’s Something Good Happening at DHS. Foster’s recent article about the oldest diploma that could be found is exciting, there are many things to view, friends to meet, old pals, continental breakfast and a look at the possibility of raising funds for scholarships available to our students. I will be looking at stopping at the Gourmet table between 11 and 1 and probably hit some of the athletic contests. I am asking all Alumni who have heard or are hearing about this, to join all of us in a rewarding experience.

The class of 1947 has given many, many scholarships each year and their funds are dwindling and I understand that the class of 70 is looking for contributions. Come one and all and join in the fun.

Homecoming will be very comprehensive look at life at DHS now and then. Those of you who are interested and have running shoes should look into the Alumni Division of the 8 A. M. Apple Harvest Road Race—if too old—they may even let you walk the distance (or half of it maybe) The committee is very complimentary about the cooperation from the High School Administration. The athletic and Music depts., graduates who are helping with parking, etc; the Fire Dept; the Police Dept; UNICCO: and just everyone that has pitched in to make this a success. Come join us on Oct 2. It should be fun.”

Mr. Mayberry asked Ms. Vitko if it was Apple Harvest Day. She responded that it was, and he asked if she had been in touch with the Chamber of Commerce to see if a booth could be set up with information relating to the DHS Homecoming. Ms. Vitko agreed that this was a good idea and she would look into it.

DOVER HIGH SCHOOL 1ST ANNUAL HOMECOMING SATURDAY, OCTOBER 2, 2010

8:00 A.M. – 1:30 – P.M. ACTIVITIES @ DHS

Admission \$5 Adults, \$3 students & seniors

Auditorium: 9am to 1pm - Ongoing Alumni provided entertainment

Mezzanine & Library: 9am to 1pm – DHS History Displays

Cafeteria: 9am to 11pm – Continental Breakfast

Cafeteria: 9am to 1pm – Individual Class Registration Tables and Class Displays

Cafeteria: 9am to 1pm – Current Curriculum and Student Club Displays

Student Store: 9am to 1pm – Open for sale of DHS merchandise

School Tours – 9am to 1pm – Tours of building

Tech Career Center: 11am to 1pm – Lunch at Gourmet Table

Dunaway Field* - 1:15pm to 1:25pm – Military Salute & Homecoming Honories

Athletic Events

8:00 am – Downtown Dover – Apple Harvest Road Race – DHS Alumni Divisions

10:00am – Ollie Adams Gym – JV Volleyball vs Nashua North

10:00am – Marjorie Fisk Field – Varsity Field Hockey vs Manchester Central

11:00am – Bellamy Field 1 – Varsity Soccer vs Concord High School

11:00am – Bellamy Field 3 – JV Soccer vs Concord High School

11:15am – Ollie Adams Gym – Varsity Volleyball vs. Nashua North



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

11:30am – Marjorie Fisk Field – JV Field Hockey vs Manchester Central
1:30pm – Dunaway Field – Varsity Football vs Alvirne (Hudson) - * separate admission
2:15pm – Dunaway Field – Marching Band Halftime Show - * included w/ football game admission

Saturday Evening October 2, 2010: Independent Post-Homecoming Activities

Class Reunion Opportunities TBD by each Class

Informal gathering of Alumni – Kelley's Row, Dover – 5:30 until close

Informal gathering of Alumni – Roger's Pizza, Dover – 5:30 until close

Dance with The Spectras – Tickets required – Somersworth VFW – 7:00pm to 10:00pm

3. PROPOSAL Dover Naval Jr. ROTC Marksmanship-Cmdr. W. E. Tower:

Cmdr. Tower addressed the Board regarding his request to begin a new area of instruction for the cadets. Over the summer, Cmdr. Tower became a certified marksmanship instructor and requested that a program be established at DHS. The NJROTC program utilizes marksmanship training and practice to instill discipline and precision in each cadet. At other units, NJROTC marksmen have gone on to compete nationally at the college level. Marksmanship is also an Olympic event. His proposal includes the use of 9 daisy air rifle pellet guns and 9 approved pellet catch target receptacles. He is acquiring 4 ballistic curtains that can each accommodate 2 target systems. The ballistic curtains are 4X8 foot curtains that are rated to stop a 22 caliber rifle bullet. The cadets shoot a 2 inch diameter target from a distance of 33 feet. Cmdr. Tower has liaised with Mr. Nathan Poland, the CTC electrical classroom instructor who is supportive of the plan. His room has adequate space and controlled access to facilitate a safe practice range in which our cadets could practice marksmanship. The Navy is very safety conscious and requires that I be physically present when the pellet guns are unlocked from their case and any time the cadets are handling the air rifles.

Cmdr. Tower is requesting that the school board hears his proposal and provides a waiver to policy code -JICI (Dangerous Items and Weapons On School Property) for these 9 pellet air rifles. The rifles would be locked in a gun cabinet inside of his locked store room inside of his classroom when practice is not occurring. Marksmanship practice will take place once each week after school for an hour and a half. Only he will be authorized to conduct practice and he will be present any time the air rifles are unlocked and removed from their case.

The marksmanship program is a proven self-discipline and skill tool. Students who are selected to the marksmanship team typically see improvement in their grades across the board, as the discipline of marksmanship carries over into other facets of their studies. They Navy has never had a problem with this program. There never has been any safety issues. Grades tend to rise if they are involved in this program.

Dr. Mebert asked how much damage could be done with one of these rifles. Cmdr. Tower responded that some damage could be done; an eye could be knocked out. They take precautions by wearing eye goggles. The Navy has provided \$6,000 in supplied. In general, it is very safe. The students go through six hours of training before they are near the rifles. If there is any goofing off, the student is off the team.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

Mr. Mayberry asked if these were only pellet guns. Cmdr. Tower responded that they were. They are able to compete against other teams via virtual meets.

Mr. McCrory asked what month this starts. Cmdr. Tower responded that it will begin this month or next. Mr. McCrory also asked if this was an individual or team sport. Cmdr. Tower responded that it is an individual sport.

Ms. Lurvey asked if this program had been discussed with the Police Department. Cmdr. Tower responded that he had talked with the DHS School Resource Officer who approved of the program.

Dr. Mebert stated that she has heard stories about students getting into locked cabinets and was concerned that this might happen.

Cmdr. Tower assured her that the cabinet and classroom would both be locked and be very secure.

Audra Lurvey moved, Robert McCrory seconded, providing a waiver to policy code -JICI (Dangerous Items and Weapons On School Property) for these 9 pellet air rifles, so that marksmanship may be an activity of the NJROTC at DHS. An oral **VOTE PASSED 7/0**.

4. STATE AND FEDERAL FUNDING UPDATE-L. Verville

Ms. Verville explained the Project Activity Report for 2009-2010 Federal Projects as of June 30, 2010. She stated that total funding for grants is \$3,303,399.26 Total obligated and dispersed is \$2,830,131.59 or 86% of obligated funds with 14% still remaining. Total allocation of ARRA funding is \$1,838,784.16 of which 62% has been obligated and dispersed.

Mrs. Grady asked Ms. Verville asked if the names of Project Manager's will change. Ms. Verville said that they would be updated when the next report comes out. Ms. Briggs Badger's name is still on this form for consistency, since she was previously the Project Manager.

5. SPECIAL FUNDS UPDATE-L. Verville Business Administrator, Laurie Verville explained the Fund Balance Activity for Special Revenue Funds. The Food Service Fund had an ending balance as of 6/30/10 of \$123,575.35. Part of the reason for this balance was the elimination of a Food Service Secretary and funds received from a Food and Vegetables Grant. The 2009-2010 ending balance after expenditures for the Alternative School was \$96,118.92. The Facilities fund balance was \$179,481.75. This money is generated from rental of facilities, gate receipts from events, parking fees, spring sport fees.

Mr. Mayberry asked Ms. Verville what this means to the taxpayer. What is done with the Fund Balance? Ms. Verville responded that she would break down into the four categories. Field User fee revenue is used for field irrigation, when needed. Facilities balances are from rentals. Ms. Verville is anticipating using some of this money for emergency lighting, or other expense that might come up. Athletic funds cover extra equipment and Parking lot fees are received



DOVER SCHOOL
DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9
Meeting Location: City Council Chambers
Meeting Date: **Monday, September 13, 2010**
Meeting Time: **7:00 pm**

from parking fees paid by students. Eventually, extra safety lighting will be needed. She continued that it's really the only reserve we have for facilities.

6. AWARD BID FOR COMMERCIAL WASHER AND DRYER: Business Administrator, Laurie Verville requested the Board award the bid for a new washer and dryer that is used by cosmetology students in the Career Technical Center to the lowest bidder, who bid to the specifications, Yankee Equipment Systems for a combined price of \$7,880.00. Funding for this purchase will come from the Carl Perkins Federal Grant Program.

Mr. McCrory was confused about the alternate bid for different sizes of the washer and dryer. Ms. Verville clarified that the second bidder contacted her to say they would have a difficult time bidding for her specifications, but provided an alternate bid.

Mr. McCrory stated that it appears that the Northeast Laundry is the lowest bidder, but the provided a different product. Ms. Verville added that their product also did not include a sprinkler system in the dryer.

Audra Lurvey moved, Matt Mayberry seconded to award for the purchase of a new washer and dryer to the lowest bidder. A roll call **VOTE PASSED 7/0.**

O. SCHOOL BOARD MATTERS OF INTEREST: Mr. McCrory asked Ms. Verville about the process of the school tax determination on the property tax. He specifically wanted to know if what The School Board votes as a budget, drives the property tax rate. She responded that that was true and the budget is developed based on the spending cap. He also asked if they spent a million less, would everyone tax bill decrease or would it automatically escalate. Ms. Verville responded that it would also depend on the assessed value of the city. Tax rates are still in the process of being set. The assessor's office is required to provide those assessment figures to the department of revenue and are going through an audit process.

Dr. Mebert commented that if the City Council were to take \$350,000 from the School District budget that might change the rate also.

Mr. Mayberry reminded everyone to vote in Tuesday's election.

P. ADJOURNMENT: Audra Lurvey moved, Matt Mayberry seconded, to adjourn at 9:00 P.M. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,
Beth Setear, Secretary
BS/ral