



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10
Meeting Location: City Council Chambers
Meeting Date: **Monday, October 4, 2010**
Meeting Time: **7:00 pm**

Chairperson Carolyn Mebert called a meeting of the Dover School Board to order on Monday, October 4, 2010, at 7:05 p.m. in the City Council Chambers.

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

Also present were; Superintendent Jean Briggs Badger; Business Administrator, Laurie Verville; Patrick Boodey, Woodman Park School Principal; Sandie Crosson, Pupil Personnel Services Director, Scott Goodell, DHS Teacher and Deb Hackett, DTU President.

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

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

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

1. NONPUBLIC SESSION #28, SEPTEMBER 13, 2010 (PERSONNEL)
2. REGULAR SESSION #9, SEPTEMBER 13, 2010
3. NONPUBLIC SESSION #29, SEPTEMBER 15, 2010 (STUDENT DISCIPLINE)
4. SPECIAL SESSION #7, SEPTEMBER 18, 2010 (SCHOOL BOARD RETREAT)

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

E. CONSENT AGENDA

1. Correspondence:
 - a. Girls on the Run—Approval for Rental Fee to be Waived.
2. Resignations/Retirements:
 - a. Michael Daley, Dover High School Math Teacher
3. Leaves of Absence: None.
4. Nominations:

Sheet 1: Nomination and Election of Teachers (Tokanel-Vaiknoras)
Sheet 2: Nomination and Election of Aides and other staff (Allyson-Wolfe)
Sheet 3: Nomination and Election of Coaching positions (Pagnota-Richmond)
5. Extended Travel (Student Trips): None

Audra Lurvey moved, Matt Mayberry seconded, to approve the consent agenda. An oral **VOTE PASSED 6/0.**



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

1. First annual Homecoming was a major success! Held on Saturday, Oct. 2nd, it was a well organized salute to all DHS grads. “Something great certainly did happen at Dover High School.” The Homecoming Committee consisted of Chairperson Ernie Clark and members Larry David, Sue Vitko, Bonnie Coleman, Vera Boals. Peter Driscoll, Mike Casimiro, Jessie McKone, Lee Gentile, Lorie Wormstead, Michele Boulanger, Doris Grady and Debi Migneault all deserve to be recognized and thanked for their outstanding contribution to school pride and great vision!
2. NECAP testing has started this week for grades 3 – 8. Parents please make sure their children are physically ready for the testing by encouraging them to do their best, get enough sleep and eat breakfast. Testing sessions are 90 minutes each, and depending on the grade level, students may see two testing sessions in one day. We try to strike a balance between not disrupting the student’s entire day while providing the best environment for students to take the tests. Results of student performance in reading and math will be released in January.
3. MATH GRANT – Last spring, Dover School District was selected to take part in the grant - Poincare Institute for Mathematics Education, through Tufts University. A former math student of Dover School Board Member, Doris Grady, now a graduate student at Tufts suggested Dover as one of the school districts to be involved in this grant opportunity. Approximately 30 Dover teachers, grades 4 – 9 will have the opportunity participate in the program over 5 years. The Institute seeks to transform and improve the teaching and learning of mathematics in middle school and the connections among the elementary, middle and high school curricula.
4. ART – The Dover High School Art Department will kick off the show by displaying student artwork on October 4th – November 19th at the Superintendent’s Office in the McConnell Center, located at 61 Locust St., Suite 409, Dover, NH. Subsequently, each public school in the SAU#11 will have a scheduled exhibition period throughout the year and in June of 2011 the exhibition will end with a district-wide retrospect of artwork created by Dover School District Art Educators.
Please stop by the McConnell Center SAU office to see this amazing array of student talent!
5. S E E D (Seacoast Educational Endowment Dover for 21st Century Learning)
(READ Pamphlet)

SCHOOL Updates

6. GARRISON



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- Open House went well with an attendance rate almost at 80% of children represented.
- We would like to thank the Dover Fire Department for once again providing the fire safety van program to all of our K-2 students last week.
- Our Fall Festival will be on Thursday, October 21st at 6 pm.
- Thanks to Bauer Hockey for providing volunteer workers on Friday to help keep our playground safe by spreading our new mulch.

7. WOODMAN PARK

- This Wednesday, October 6th is International *Walk to School Day* and our rain date is this Friday. We will look at the weather report and make a final decision on Tuesday morning. If we need to postpone the event, it will be posted on the Woodman Park website. There are two walking routes.

8. DOVER MIDDLE SCHOOL

During the last few weeks, the middle school has been busy preparing for NECAP testing, beginning our ENCORE interventions and services, and starting student activities, including sports, clubs and student council groups. The 7th and 8th grade student council has already held elections for officers and hosted their first dance. Next week DMS's after school programming begins on Tuesday afternoons for 6 weeks. Classes include cooking, knitting, skateboard, Spanish and French Clubs and more. The middle school is off to a very busy, but great beginning to the year.

9. DOVER HIGH SCHOOL

- On Thursday, Oct. 7th guidance counselors will be presenting "Life after High School" to all seniors during block 2 (45 minute presentation).
- On Wednesday, Oct. 13th, Mark Lawrence Studios will be at the high school to take photographs of underclassmen. Order forms were given to students today along with their Quarter 1 progress reports. Seniors will have pictures taken for identification cards.
- On Friday, October 15th, Josten's will hold an assembly during block 2 for all sophomores to explain class ring orders. Actual orders will be taken at all four lunches on Thursday and Friday, Oct. 21st and 22nd.

ATHLETIC LEADERSHIP –

Senior Class members of the Athletic Leadership Council along with a number of Fall Athletic Team Captains will take part in the International Walk to School Day at Woodman Park School on Wednesday morning. The student athletes will be part of the "celebrity" walking group and will help "usher" the WPS children to school on Oct. 6th. The walk is part of Safe Schools Route to School program.



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Mr. Mayberry asked who should receive feedback for the DHS Homecoming event. Ms. Briggs Badger responded that Ernie Clark, the Chairperson of the Committee, would receive any feedback, whether it is positive or negative.

Mr. Mayberry also asked who would do the accounting for the SEEDS program. Ms. Briggs Badger stated that the District would be responsible. She continued that Dr. Mebert is the Chairperson and asked that the District look into the public/private partnership so that funds might be raised to provide opportunities for the extras that might not otherwise be able to be provided. Mr. Mayberry liked the idea and Dr. Mebert added that Barrington has done this for a few years and has focused primarily on literacy issues.

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

G. STUDENT REPRESENTATIVE REPORT: The student representative to the School Board was absent.

H. COMMITTEE REPORTS:

1. HORNE STREET SCHOOL-Progress Report—Doris Grady Reporting: Mrs. Grady gave the following report:

Committee met to review options for fencing and for the need of guard rails. They also looked at the condition of the parking lot and the stairs on the side of the building, which was determined to be in poor condition. After meeting with the NH Dept of Education, they have achieved the points necessary for CHPS (30 points). The committee has approved purchase of volleyball equipment for the gym and the gym should be completed by October 15th. The available balance is \$433,914.11 and the next meeting is October 21th at 5:30 pm at Horne Street School.

2. DOVER ADULT LEARNING CENTER—Doris Grady Reporting: Mrs. Grady gave the following report:

Members of DALC participated with Lonza, of Pease Tradeport, for the Annual Golf Fundraiser which was a successful event. Marjorie Fisher was elected to the Board of DALC and Pat Sorenson has been recovering from a leg injury, but getting back to her usual self. The purpose of DALC is to give adults in the area an opportunity to improve basic skills and earn high school credentials. There are also many enrichment classes such as arts, crafts, whittling, photography, etc. Classes also include different classes in the Office Suite (Word, Excel, Access, etc) Executive Director Deanna Strand also stated that additional grant funding is allowing them to add and expand new programs and filled most with existing staff. This includes Beginning Reading which will help with the GED exam. Also, due to a large demand, extra ESOL classes have been added. A College Transition Coordination Counselor has been



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added to work as an advocate guide for adult workers. There is also a new credit course for high school students who don't have the required 8th grade reading level to take the GED.

3. MCCONNELL CENTER MEDIA ACCESS JBC– Progress Report -- Audra Lurvey

reporting: Ms. Lurvey spoke about the progress of the Media Access project. They met on September 20 to review two furniture bids. The committee wasn't in favor of either bid, so decided to re-bid. They met earlier this evening (10/4) to approve the wiring quote, which will be happening this week. The walls have been painted and ceiling tiles installed. The next meeting will be October 25, 2010.

Matt Mayberry moved, Audra Lurvey seconded to approve committee reports. An oral **VOTE PASSED 6/0.**

I. POLICY CHANGES - PROPOSALS: None

J. POLICY ADOPTIONS: None

K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Matt Mayberry seconded to direct Business Administrator to pay manifest #11-D in the amount of \$2,355,118.00. A roll call **VOTE PASSED 6/0.**

L. RESOLUTIONS: none

M. OLD BUSINESS: none

N. NEW BUSINESS:

1. 2009-2010 PARENT INVOLVEMENT SURVEY REPORT—Sandie Crosson:

Sandie Crosson reported on the results of the Parent Involvement Survey for 2009-2010. The results of the survey included the overall response rate, the district's rate of responses at, or above the standard for indicator B-8, a comparison between our district's score and the Indicator B-8 State Target for 2009-2010, and a summary providing the percentage of parents who agree with the statement for each questions included in the preschool and school-age survey for our district compared to the statewide results. This survey is a requirement of the USDOE, Office of Special Education Programs, that each State measures the percent of parents of children receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. In 2010, there was a statewide increase in the percentage of parents who indicated that schools facilitated parent involvement as a means of improving special education services and results for children with disabilities. The state increase includes:

- From 57% to 60% among preschool parents
- From 43% to 46% among school age parents, and
- From 45% to 47% among preschool and school age parents combined



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The statewide results of the parent involvement survey and supporting resources can be found at http://www.education.nh.gov/instruction/special_ed/parent_involv.htm

Ms. Crosson was encouraged by the results which show a dramatic increase in response. Indicator 8 reports on the percentage of parents of students receiving special education services who report that the school's facilitated parent involvement as a means of improved special education services and achievement results. The survey needs to be looked at closely before meaningful conclusions can be made.

Response rates of 15-25% is considered acceptable. A response rate over 25% is considered very good. Dover's preschool response rate was 24% which is very good. School Age response age of 17% was considered acceptable. Overall, Dover's combined rate was considered acceptable. Ms. Crosson continued that there was an overrepresentation from parents of students with more significant disabilities and an underrepresentation from parents with students with more minor disabilities. Preschool numbers are higher also, because parents of younger students tend to respond more than parents of older students. This is a national trend.

Each parent survey is scored and the score has a cut level and the number of surveys that are at or above the cut level is counted. The state sets a target which was 34% that all would at or exceed the target. We exceeded the state target of 37%. However, when individual responses are looked at the preschool responses are higher in agreement, which the district should take pride in. The School age survey results were more disappointing. Some of the answers are rating low which is surprising to Ms. Crosson since they have had much training and believe that part of the problem is the lack of publicity for the Parent Involvement program. Other ideas for improving results include participation in a state sponsored forum. Ms. Crosson will be collaborating with other seacoast area schools and will meet on November 18th for teachers, parents, administrators to see what works and what some of the obstacles are in receiving parent involvement. New Hampshire Connections will provide babysitters, food and publicity.

Mr. Mayberry asked if the district is allowed to contact the parents and administer the survey by phone. He asked if there was a way to get more parents involved. Ms. Crosson responded that the survey can't be changed because it needs to be comparable with other districts. She thought that it would be a good recommendation for her staff to contact parents to inform them that the survey would be coming and the completion of it would be appreciated. Mr. Mayberry also suggested contacting parents a week after the survey was mailed to remind them to complete and return it. Ms. Crosson said that she had posted posters last year and talked about it with coordinators, but more needs to be done. Mr. Mayberry commented that the Channel 22 might be able to help with communication also.

Mrs. Grady said that she has trouble with the parent involvement survey because of the low number so responses. 403 parents didn't take time to answer the survey. Only 18% of 489 surveys were returned. This happens a great deal with surveys. There's nothing wrong with the



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survey, but the purpose of the survey failed. If other districts did worse than Dover, there should be more talk about it.

This is only the third year of the survey and Ms. Crosson was hopeful that results would increase.

2. APPROVE BARRINGTON TUITION RATES FOR FY: 2010-2011:

Business Administrator, Laurie Verville discussed the tuition rates for Barrington for FY 2010-2011. Ms. Verville has discussed the calculations with the Barrington Business Administrator in accordance with the Barrington tuition agreement. The high school rate is fairly simple to calculate. It is related to budget increases from year to year. This high school rate will be \$10,726.57. The elementary and middle school rates are based on a historical expenditure activity and divided by average daily membership. The rate for elementary students is \$10,728.19 and middle school students is \$10,282.84.

Matt Mayberry moved, Audra Lurvey seconded, to approve Barrington Tuition Rates for FY 2010-2011. An oral **VOTE PASSED 6/0**.

3. APPROVE TUITION RATES FOR FY: 2010-2011:

Ms. Verville discussed the final tuition rates for school districts in New Hampshire and Maine who send their students through the Dover School System. The rates exclude Barrington and Nottingham School Districts because each District has their own separate contract.

The rate is higher because they are not contracted with us. The rates for elementary school, middle school, and high school students are \$14,267.70, \$12,014.95, and \$12,584.16 respectively.

Dr. Mebert asked how many students we have from other districts. Ms. Verville responded that the number varies from year to year. Special education placements might be from 6-14. We have approximately 13 CTC students that come from outside of Maine and pay the same tuition. Ms. Verville stated that the Alternative School tuition is established in the spring and is approximately \$25,000, comparable to what an outside placement would be.

Matt Mayberry moved, Audra Lurvey seconded, to approve Tuition Rates for FY 2010-2011. An oral **VOTE PASSED 6/0**.

4. APPROVE NOTTINGHAM TUITION RATES FOR FY: 2010-2011

Ms. Verville discussed the tuition rates for Nottingham students who will attend Dover Schools during the 2010-2011 school year. Elementary and middle school rates are calculated on an adjusted per pupil cost, while the high school student rate is based upon a combination of calculations. Rates are based on their existing contract and it includes historical expenditures for elementary, middle and high school. Their contract allows them credits for adult education, special education aides, summer school, and Alternative School expenditures. It is divided by average daily membership and an add -in for the increase in our budget and capital expenditures. Ms. Verville has reviewed this with their Business Administrator and staff. The rate is now comparable to Barrington's tuition rate. The rates for elementary, middle, and high schools are \$10,728.19, \$10,282.84, and \$10,707.08 respectively.



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Matt Mayberry moved, Audra Lurvey seconded, to approve Tuition Rates for FY 2010-2011. An oral **VOTE PASSED 6/0**.

5. APPROVE REVISED NOTTINGHAM TUITION AGREEMENT

Ms. Verville discussed the revision of the Nottingham Tuition Agreement. This agreement would smooth out the calculations and take more of a simplistic approach to determining tuition. There would be a rate increase that would make it comparable to Barrington School District. This contract will have the same term as the original agreement and will end on June 30, 2016. The revised agreement assures that both Districts can smoothly predict what it will receive and expenditure for tuition rates in the future. Once it is approved by the Dover School Board, it will need to be sent to the Commissioner of Education for final approval. It would tuition rates for Nottingham students who will attend Dover Schools during the 2010-2011 school year. This year we would set a base rate. Next year, if our budget was increased by 1%, their increase would be 1%. She continued that one item of note is that property acquisition and capital reserves exceeding \$100,000 are exempt from the net % change in tuition rate. This contract has been reviewed by Nottingham and Dover's attorney.

Matt Mayberry moved, Audra Lurvey seconded, to approve the revised Nottingham Tuition Agreement. An oral **VOTE PASSED 6/0**.

6. APPROVE 2011-2012 BUDGET ADOPTION SCHEDULE (DRAFT)

Ms. Verville proposed the Budget Adoption Schedule for FY 2011-2012 to the School Board. Ms. Briggs Badger stated that it is a little earlier then normal, which will provide more time for thoughtful discussion about requests and tying them to student services.

DATE	DESCRIPTION
September 28 th	Instructions provided to Administrators/Staff how to enter data in BudgetSense
October 4 th	School Board to approve the 2011-2012 Budget Adoption Schedule
October 26 th	Administrator's to have remotely entered proposed budget data in BudgetSense
Oct. 27 th – Nov. 19 th	SAU staff to work on remaining budget documents
Nov. 23 rd	Business Administrator to provide budget to Superintendent
Nov. 30 th	Review budget documents with Business Administrator
Dec. 6 th – Dec. 17 th	Superintendent to review budget(s) with Administration
January 15 th	CPI to be released based upon a 12-month average
January 24 th	Superintendent to present Proposed Budget to School Board publicly
February 7 th	Budget Workshop
February 14 th	School Board Meeting / Budget Workshop
February 28 th	School Board Budget Workshop
March 7 th	School Board Budget Workshop
March 14 th	School Board Meeting to Adopt Budget
March 15 th	School Budget due to City Manager



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Audra Lurvey moved, Matt Mayberry seconded, to approve the 2011-2012 Budget Adoption Schedule (draft). An oral **VOTE PASSED 6/0**.

7. RECOMMENDATION TO HIRE A SAFETY/SECURITY CONSULTANT

Ms. Verville stated that since one of the District goals focuses on increasing safety in the school buildings, she is recommending that we hiring a consultant to help the District achieve this goal. She continued that the District has an opportunity to hire Bruce Bryan, someone who has vast knowledge in facilities management and a great deal of experience in this area. It has been years since we have had an assessment and we are in need of an updated assessment. Mr. Bryan should be able to do this assessment , as well as reviewing energy grants, and lighting upgrades within 160 hours. It does have a financial impact on the general fund, but we will use the funds from a savings from an electricity bid for commercial purchasing of electricity. Ms. Verville requested that the Board approve an expenditure of \$5,000 for the services of Mr. Bryan.

Mrs. Grady wanted to be sure that the consultant is temporary and not permanent. Ms. Briggs Badger explained that this person would be only a consultant and would be only employed by the District for the term of the contract. Mrs. Grady stated that she wanted to be sure that it was recorded in the minutes that this position would be temporary only at a cost of no more than \$5,000. In the past, she has seen some employees who were supposed to be temporary, hired as permanent.

Dr. Mebert asked how the consultant was found , if a search was completed for this position and how the 160 hours was determined for the length of the contract.

Ms. Verville stated that the District sought out Mr. Bryan because he was well known in his field and has just completed a project, in which he completed a similar plan in a short time period. He was highly recommended to the District. Ms. Verville determined how much time was needed by looking at the different components and determining how much time would be needed through assessment, reports, summary to the School Board .

Dr. Mebert stated that she is uneasy with hiring someone for a position that was not advertised.

Audra Lurvey moved, Matt Mayberry seconded, to approve the \$5,000 expenditure for a Safety/Security Consultant. A roll call **VOTE PASSED 5/1 (Mebert opposed)**

8. AWARD BID FOR LAPTOP COMPUTERS: Business Administrator, Laurie Verville requested the Board award the bid for 10 Toshiba laptop computers to Higgins Office Products. She stated that this is a re-bid because as new products are coming into the marketplace, the Technology Manager and Curriculum Director thought they could get more for the money. Seven bids were received, with Systems Plus being the high bidder. The low bidder was Higgins Office Products. Ms. Verville placed a courtesy call to One Second Computers because we want to do business with local companies, when possible. The owner missed the deadline, but will bid watch the deadlines in the future.



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Dr. Mebert stated that she went to the Toshiba website and the model is no longer available and another model is recommended on that site. She continued that two of the bidders gave bids on alternate models. Dr. Mebert expressed concern that we are buying a model that is not recommended by Toshiba.

Ms. Verville responded that she is going with IT Manager Chris Roberge's recommendation to purchase the computers recommended.

Mr. Appel asked if it was possible that Higgins has them in stock, but the Toshiba website does not have any available. Dr. Mebert agreed that could be a possibility and stated that she read very good many good reviews of this model. She just didn't think that we should buy something that the manufacturer already considers obsolete.

Mr. Appel responded that if something meets our needs, then the manufacturer wants to sell something more expensive. Dr. Mebert said the price isn't that different.

Mr. Mayberry asked if we could award the bid to Lyme Computer Systems, the second lowest bidder. They would recommend the C650, which is the replacement for the L450 that was requested in the bid. Ms. Setear noted that she thought they were providing the bid for a substitute (not the C650), but were sharing the information regarding the replacement computer.

Dr. Mebert asked Ms. Verville if this was a time sensitive bid. Ms. Verville stated that she didn't want to rush the decision and she would prefer further clarification. Dr. Mebert stated that all of the bidders are bidding on different items. Ms. Verville noted that bidders are asked to provide comparable products, if necessary.

Ms. Setear stated that it's only ten computers. Mr. Mayberry suggested authorizing the Superintendent and Business Administrator to spend up to \$6,000 in order to expedite this. Dr. Mebert was in agreement with the suggestion.

Mrs. Grady stated that it seems that for all technology bids, Higgins is awarded the contract. The cost difference seems very little, but Higgins seems to have given no additional information, whereas Lyme spent more time and went into more detail with the bid. She expressed disappointment in the way the bids come in.

Mr. Appel stated that, in the future, the technical staff should send backup as to why their recommendation is preferred.

Matt Mayberry moved, Audra Lurvey seconded to authorize the Superintendent and the Business Administrator to purchase, for no more than \$6,000.00, ten laptop computers per specifications outlined in the bid document. A roll call **VOTE PASSED 6/0.**

Mr. Appel asked if they could vote on this motion and if it needed to be the actual bid that they voted on. Ms. Verville said she would be providing additional information after talking with Mr.



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Roberge. The roll call vote is enough for the purchase of the computers, but Ms, Verville will follow up with additional information .

Ms. Setear asked Ms. Verville if she will be contacting the School Board before spending the money on the computers. Ms. Verville verified that she would.

9. AWARD BID FOR SNOW REMOVAL SERVICES: Business Administrator, Laurie Verville requested the Board award the bid for snow removal services to Marshall Rental Center. They have been awarded the bid for the 2008-2009 and the 2009-2010 winter seasons.

Audra Lurvey moved, Matt Mayberry seconded, to award the bid for snow removal services to Marshall Rental Center. A roll call **VOTE PASSED 6/0.**

O. SCHOOL BOARD MATTERS OF INTEREST: Mrs. Grady spoke on behalf of Athletic Director Peter Wotton regarding a request to allow the members of the football team to tag in order to raise money for Cooper Doucette, a student injured in a football practice in Nashua. Cooper was paralyzed in August and is currently in a rehab center in Georgia. The expense has been astronomical to his family. This has not been done too often in Dover, but it has been done for this student all around the state. This will be a one day tagging and all proceeds will benefit the Cooper Doucette Fund. The booster club will secure the necessary tagging permits.

Matt Mayberry moved, Audra Lurvey seconded, to allow one day of tagging to the football program for the benefit of the Cooper Doucette Fund. An oral **VOTE PASSED 6/0.**

P. ADJOURNMENT: Matt Mayberry moved, Audra Lurvey seconded, to adjourn at 8:05 P.M. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,
Beth Setear, Secretary
BS/ral