



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #5
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, May 9, 2011**
Meeting Time: **7:00 pm**

Chairperson Carolyn Mebert called a meeting of the Dover School Board to order on Monday, May 9, 2011, at 7:03 p.m. in the McConnell Center Media Center.

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

Also present were; Superintendent Jean Briggs Badger; Business Administrator, Laurie Verville; Woodman Park School Principal Patrick Boodey; DMS Co-Principal Christine Boston, GES Principal Dustin Gray, CAI Director Gary Tirone, Pupil Personnel Services Director, Sandie Crosson, DHS Dean of Instruction Jim Dupille, DTU President, Deb Hackett; parents and members of the Dover High School Color guard, Foster's reporter, and citizen's of Dover.

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

Audra Lurvey moved, Beth Setear seconded to suspend the rules and bring L.2 Dover High School 2011 Winter Color Guard. An oral **VOTE PASSED 6/0.**

L. RESOLUTIONS:

2. Recognition: Dover High School 2011 Winter Color Guard

Audra Lurvey read the resolution into record.

Dover High School 2011 Winter Color Guard Resolution of Commendation

WHEREAS The DHS 2011 Winter Color Guard has been rehearsing diligently since November 2010, putting in at least 12 hours a week of focused practice time, and

WHEREAS The DHS 2011 Winter Color Guard competed in six competitions during the winter season of the New England Scholastic Band Association, and

WHEREAS The DHS 2011 Winter Color Guard won 1st place in every competition in which they participated, and

WHEREAS The DHS 2011 Winter Color Guard received their highest score ever at the New England Championships, held at Reading High School, Reading, MA on April 3rd, 2011, winning their division for the sixth straight season, and

WHEREAS The DHS 2011 Winter Color Guard performed their show, "Finding Alice", under the direction of a creative team of advisors, including: Jessica Cabral, coordinator, Robert Mulvanity, show designer, Bridget Mulvanity, equipment and dance coach, and Travis Mueller, Danielle Pesko and Kevin Riley, assistant coaches, and

WHEREAS The DHS 2011 Winter Color Guard students Christina Bean, Megan Black, Sammi Brown, Carrie Carville, Katie Clerkin, Meaghan Corbett, Faith Dittmar, Jessica Elliott, Jessie Evans, Kelly Fitzpatrick, Franny Graff, Meg Hauschildt, Kaitlyn Hutchins, Virginia Jewell, MacKenzie Lindh, Olivia Loos, Emily Loud, Alex Marceau, Julia Mathieu,



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Christina Mathieu, Laura Mathieu, Tamara Nicholson, Clara Patience, Maddie Retrosi, Julie Richards, Claudia Wigger, Kristin Williams, Kayla Viel, should be recognized for their extraordinary skill and talent, shown by their devotion to long hours of rehearsal in order to produce exciting performances throughout the winter competition season, and

WHEREAS The DHS 2011 Winter Color Guard was supported by their parents and the rest of the Dover Parents' Music Club, with both time, energy and financial help, and

WHEREAS The DHS 2011 Winter Color Guard had the support of the DHS music staff, faculty and administration as they continued to strive for excellence and represented Dover High School through their unwavering good sportsmanship and dedication,

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board and the Dover community acknowledge the outstanding achievement of the 2011 DHS Winter Color Guard and their staff in winning the New England Championships for the sixth straight year.

SUBMITTED BY:

- _____
- Carolyn J. Mebert, Chairperson
- _____
- Audra Lurvey, Vice Chairperson
- _____
- Beth Setear, Secretary
- _____
- Doris F. Grady
- _____
- Kenneth Appel
- _____
- Matt Mayberry
- _____
- Robert McCrory

I. *May 9, 2011*

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

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

1. NONPUBLIC SESSION #9, APRIL 11, 2011
2. REGULAR SESSION #4, APRIL 11, 2011
3. NONPUBLIC SESSION #10, APRIL 25, 2011
4. WORKSHOP SESSION #2, APRIL 25, 2011



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

Doris Grady moved, Audra Lurvey seconded, to remove items 2.a-2.g. from the Consent Agenda for discussion and separate vote. An oral **VOTE PASSED 6/0**.

E. CONSENT AGENDA

1. **Correspondence: None**
2. **Resignations/Retirements:**
 - a. Martin Castle, DHS Guidance
 - b. James Dupille, DHS Dean of Instruction
 - c. Tristan Bridges, DHS Art Teacher
 - d. Katherine Hopkins, WPS Gr. K Teacher
 - e. Meredith Tansey, GES Gr. 4 Teacher
 - f. Susan Wallace, DHS SPED Teacher
 - g. Courtney High DHS English Teacher
3. **Leaves of Absence:**
 - a. Natalie Riddle, DHS Social Studies Teacher
 - b. Shauna Travaglini, GES Gr. 3 Teacher
4. **Nominations:**
 - Sheet 1: Nomination and Election of an Aide & Food Service Worker (Erickson-Means)
 - Sheet 2: Nomination and Election of Coaching Positions (Latchaw-Pope)
 - Sheet 3: Re-nomination of Administrators 2011-2012
 - Sheet 4: Re-nomination of Professionals Engaged in Teaching and Educators 2011-2012
 - Sheet 5: Nomination and Election of Non-Union Personnel (Ashman-Weeks) 2011-2012
5. **Extended Travel (Student Trips):**
 - a. Approval for NJROTC Students Basic Leadership Training Event in Newport, R.I. (May 12 – May 15, 2011)
 - b. Final Approval DMS Washington DC Trip (May 31 – June 4, 2011)
 - c. Final Approval DHS Hawaiian Island Experience (June 22 – June 30, 2011)

Audra Lurvey moved, Doris Grady seconded to accept the balance of the consent agenda. An oral **VOTE PASSED 6/0**.

Mrs. Grady addressed the Board about the teachers who had submitted resignations or retirements effective at the end of this year. She stated, "There are several names on the retirement and resignation list for this evening. Among them are Martin Castle, DHS Guidance; James Dupille, DHS Dean of Instruction; Tristan Bridges, DHS Art Teacher; Katherine Hopkins,



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WPS Kindergarten Teacher; Meredith Tansey, GES Grade 4 Teacher; Susan Wallace, DHS Special Educator; and Courtney High, DHS English Teacher. Many reasons for this to vary—such as time for retirement, moving closer to home for family reasons, joining the Peace Corps. It is difficult to see these people leave as they spend many hours with the students in strong attempts to help them with their educational growth.

The Dover School Board, wishes to express their gratitude for your time and efforts on behalf of children and wish you well in your new endeavors.”

Audra Lurvey moved, Doris Grady seconded to accept items 2.a.-2.g. of the consent agenda. An oral **VOTE PASSED 6/0**.

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

May is our volunteer recognition month and this year the administrators decided to keep it local at their school level to create a more personalized recognition. Happenings around the district include:

- Personalized letters of recognition
- Appreciation luncheons
- Awards dinner
- Bulletin Board with volunteer photos

Our school volunteers serve in many capacities including Parent Teacher Groups, office help, teaching after school enrichment groups, student monitoring, event coordination, classroom support, school store operations and library assistance. We wish to express our deep gratitude to the many volunteers at all our schools who give countless hours to enrich the students’ experiences.

Mr. Malcolm Forsman would now like to speak about a large volunteer event held on Earth Day at Horne St. School

Horne Street School Principal Mal Forsman spoke to the Board about the volunteer activity provided by the Timberland Company. There were many people who participated and it was a great day for everyone. Dr. Forsman showed a brief video of the day and thanked everyone for their involvement. He stated that it was a great deal of hard work, but everyone was great and the volunteers are still coming back to complete projects.

Upcoming Events

Kids Who Care group from DMS is gearing up for this year’s *Walk for the Cure* on Saturday May 14th at the Dover High School track (9:30am-12:30pm) - all are welcome to join. Monies raised at will be donated to the Seacoast Cancer Center and the Haitian Health Foundation.

Dover High School

World Language Dept. has great news – 71 DHS students who took the National French Exam on levels 1, 2, 3, 4, 5 ranked in the top 50% of the NH/VT region of 1,500 students and in the top 50% nationally out of 100,000 students. We have students in the top 10% in each level as well. Exciting results!

Over 300 juniors and their guests enjoyed “A Night in Italy”, this year’s Prom theme, at the Frank Jones Center last Saturday night. A good time was had by all!



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Advanced Placement testing continues this week, including Biology, English Language & Composition, and Statistics

The Science NECAP tests are scheduled for May 17 & 18

The World Arts Club is sponsoring Empty Bowls from 5-7 pm on Wednesday, May 18th. For \$10.00 you select a bowl and taste a variety of soups. The event benefits local food pantries.

The Special Services Department is hosting Transition Night on May 19th from 6 – 7:30 pm. Topics include: Transitioning from middle to high school and Transitioning to life after high school. Agencies, including Vocational Rehabilitation, Community Partners, Great Bay College Disabilities and Strafford Learning Center, will be on hand to answer questions and share resources.

Senior Banquet & Class trip tickets will go on sale starting May 17. The banquet is scheduled for June 3 while the trip to Six Flags will happen on June 14.

The Jewelry classes are sponsoring a fundraiser for Breast Cancer Research. They will be selling T-shirts, jewelry, key chains and rubber ducks and are encouraging the school population to wear pink on Friday, May 20. "PINK THE WAVE"

HOSA (Health Occupations Students) will sponsor a field day on May 25 from 12:30 – 7:00 pm to benefit Juvenile Diabetes and registration costs for the HOSA National Conference/Competition.

A series of upcoming awards night have been scheduled:

1. June 1 World Languages 7:00 pm
2. June 2 Freshman Awards block 4 (1:00)
3. June 6 Music Awards Banquet
4. June 8 Sophomore & Junior Awards block 4 (1:00)

Career Tech Center

Ms. Carrie Bascom our Animal Science teacher received a most prestigious award this morning in Concord for her hard work on "Running Start" in the Animal Science Program. Her work with students along with her program improvements that have been made over the last three years were recognized personally today by Governor John Lynch and the Associate Commissioner of Education. Some photographs of her and the Governor have been taken and will put together a press release. In addition, Mr. Amara had the opportunity to speak with Governor Lynch and his



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Executive Assistant about our programs at Dover and education in general. He has agreed that he will visit Dover and our CTC programs in the very near future.

The CTC Biotechnology Program has been approved for running start credit – good news!

Watson Fields has given a \$1,000 to help the LNA students attend and compete at the Health Occupations Students of American (HOSA) Nationals.

Velcro Corporation of Manchester and Somersworth have asked to partner with CTC in selecting 4 CTC students to begin a 1 - 1.5 year apprenticeship program for interested students graduating this year with a high level of mechanical skills, i.e. Automotive, Auto Collision, Building Construction and Pre-Engineering students. They are beginning to build up their workforce in this area to replace those technicians that will be retiring over the next few years and are looking for transferrable skills to enter their technical training program.

Athletics

On Wednesday May 11th Dover High School and MJ Hippert will host a Unified Wellness Field Day. Dover, Spaulding, Oyster River and Winnacunnet will participate. The unified wellness day will partner special needs students with their typical peers in a sports, health and wellness setting. The students will take part in a variety of activities to include kick ball, volleyball and Zumba. The day will culminate at approximately 1:00.

Dover Middle School

On Friday May 20th all 4th graders will visit DMS

8th Grade Science NECAPS May 10-12

The DMS "Sea Perch" After school Program will be featured on NH Chronicle at 7pm on May 12th at 7pm on Channel 9 (WMUR). This program is run with support from the Portsmouth Naval Shipyard and involves students building underwater robots and launching them at the end of the session.

School Wide Coin Drive for Leukemia & Lymphoma Society organized by 8 Wentworth team raised over \$1,000.00 during March.

DMS Annual Dodge ball Tournament held on April 12 & 13th with Finals held on April 15th at our school wide assembly raised over \$1200.00 for The Cochecho Valley Humane Society & Dover Skateboard Association.

Spring Concerts and Spring Related Arts Show

DMS Gym

May 23rd Grade 6 and May 24th Grades 7 & 8

The 4th and 5th grade "Jump Up" concert will be on May 26th at DMS

Garrison School

Thank you to the many staff and family members that made our 6th annual Earth Day celebration a success. A special extended thank you to the UNH Day of the Coast program that has been working on providing a quality educational component for the children each year.



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Any children who still need to sign up for Kindergarten registration and screening should contact the office to make an appointment. 516-6752

Last Friday GES welcomed the UNH ArtsReach program for two performances of Strega Nona. This continues to be a quality performance each year and we appreciate the extra time the troupe takes talking to the students about the performing arts.

Thank you to the many wonderful items donated to the school for educator appreciation week.

Horne Street School

On April 7th HSS ESL Students participated in a Field Trip to the New England Aquarium. They enjoyed the trip and learned many new facts about water life.

The 3rd grade students presented the annual "Around the World" presentation. Students used computer generated presentation reflective of library and internet research activities. Students also provided native foods for parent and students visitors to try. The event was another great success.

Kindergarten Screening for our incoming 5 year olds occurred the 26th, 27th, and 28th.

On the 28th HSS's 4th Grade Students visited the NH Capitol Building and museum

HSS has been hosting the Spring Book Fair in the lobby. Students and parents have the opportunity to browse and select fun and interesting reading.

Today the 4th Grades participated in a Field Trip to Great Bay Estuary supporting the fourth grade science curriculum.

Upcoming events highlights for the month of May include:

- PTG Meeting will be held on the 10th at 6:30pm
- On the 11th, Kindergarten Information Panel for parents of incoming K students 6:30-8 pm
- On the 13th Literacy is encouraged for our young readers with the First Grade Fiction Festival
- 4th Grade Science NECAP testing occurs Monday through Thursday - the 17th to the 19th
- May 18th the HSS Spring Concert is scheduled for 7 in the evening
- 3rd graders will experience the annual Ellis Island Day on May 20th. This is an opportunity for students to experience what it was like to immigrate to the USA entering through Ellis Island.

Woodman Park School

The WPS Spring Concert is Thursday May 12 at 7:00. Music teacher Roseanna Drysdale has the students ready to show case the students' talent.

WPS will be having a bike rodeo on Saturday, May 14th from 2-4. Information will be sent home through the students. Special thanks to the Safe Routes to School Committee and the Cox family for making this happen.



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WPS would like to thank the Dover Rotary and Jim Verschueren for donating Dictionaries to our third grade students.

National bike/walk to work week is May 16th to the 20th and WPS will be having walking school buses. The Safe Routes to School Committee is hoping for large scale parent participation for that Friday the 20th to walk/bike to school. Again, a special thanks to the Cox family and the other members of the committee, that include WPS staff that will make this day possible.

The WPS Dance will be on Friday May 27th from 6-8 with a Fun in the Sun theme. This Dance is for WPS students and families only. Students must be attended with a legal guardian.

WPS PTO President Lori Nollett will be stepping down at the end of this year. All of us at WPS would like to thank her for her tremendous time and effort to make WPS a better place. We would not be same without her talents and energy.

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

G. STUDENT REPRESENTATIVE REPORT: Student representative Olivia Loos reporting: The Junior Prom was held on Saturday, May 7 at the Frank Jones Center. The theme was a Night in Italy. Everyone had a great time and the Frank Jones Center representatives complimented students for their behavior. The Student Council is sponsoring a fundraiser for leukemia, called "Pennies for Patients." It involves a competition with Block 4 classes. Already have raised \$100 for the cause on the first day. The Student Council hosted a breakfast event for Teacher Appreciation Day. 60 students were inducted into the National Honor Society. The Art Club is hosting Empty Bowls on May 18th. For \$10, participants will receive a bowl that they can keep which is filled with soup or dessert and the money is donated to local food pantries. AP exams began last week and are continuing through this week. The music dept is hosting a spring recital on June 2.

Dr. Mebert noted that after hearing the Superintendent and Student's report, it is clear that Dover students are not failing. Students are thriving and involved in many activities and earning much praise.

H. COMMITTEE REPORTS:

1. HSS JBC COMMITTEE—Doris Grady Reporting: Mrs. Grady gave the following report: The last meeting was held on May 5. Discussion included the AIA certification of substantial completion. Also, details of the Timberland Earth Day project were discussed. The committee appreciates all of their hard work. She invited everyone to stop by and see the work done by the volunteers. The Clerk of the Works punch list was discussed also at the meeting. Projects are nearing completion and a great deal of discussion surfaced around the fact that the committee's desire is to see that all work is completed to the JBC's satisfaction and no acceptance be made until each and every detail is completed to perfection.



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The financial report, as of that evening, indicated that there is a balance of \$231,420.96. The next meeting is scheduled for May 19, 2011.

2. Mrs. Grady also spoke of the passing of Bill McCann. She stated, “The passing of Mr. Bill McCann met with sadness, throughout this community. Bill served 20 years on this educational board and was involved with many committees and you will see his name printed on many plaques throughout our school buildings. There is no one who knew the Robert’s Rules as well as Bill and always took us to task if we stepped out of line in protocol. I would like to show our appreciation for all of the work that Bill McCann did and for his contributions to education and wish his family well, on behalf of the Dover School Board.”

3. CURRICULUM DEVELOPMENT—Ken Appel Reporting: Dr. Appel gave the following report on the meeting that took place on April 14:

The topics of this meeting were the PE/Wellness/Health and World Language programs.

The faculty members reporting on the wellness program indicated that the while the program which combines health topics previously taught in the science department with physical education is basically successful at creating student awareness of the basics of a healthy lifestyle and introducing students to sports that they can enjoy over a lifetime. However there are negative aspects that keep the program from living up to its full potential. There is a need for classrooms and supplies in order to provide the same program at each elementary school. Middle school physical education classes meet only once a week and more might be accomplished with additional meetings. There is a need for updated health materials for both high school and middle school.

Ms. Hennessey reported that while the world language program was successful in introducing students to foreign languages and providing them with a broader world view, there were difficulties in providing a language program in the context of block scheduling. The ideal situation for language teaching in high school is to have students taking a language each semester over most or all of their high school careers. Block scheduling either creates semester or year gaps between consecutive language courses or too long a break between high school and college language courses. Teaching language courses at two levels enables students in the slower paced classes to succeed when they might not do so in the more demanding, faster paced sections.

3. CURRICULUM PLANNING COMMITTEE—Ken Appel Reporting: Dr. Appel gave the following report on the meeting that took place on May 5:

Reports were received from the CTC and the Guidance department.

Mr. Amara described the student demand for the many programs offered by the CTC and additional programs he would like to be able to offer including wastewater technology and training for technicians who could deal with sophisticated hospital equipment. He then sadly added that even with the budget submitted to the City Council, he could not add any programs this year, had to cut exploratory courses that would permit freshmen to sample CTC offerings and could not afford to buy up-to-date software that graduates would be expected to be able to use. He added that he was concerned that further budget cuts due to the consequences of State legislation could endanger the Fire and Equine Academies. He pointed out that if a bill



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passed by the New Hampshire House of Representatives is not modified by the Senate and becomes law, Dover High would lose 162,000 in Perkins Funding. Counselors at grade, middle, and high school levels explained the functions that they performed. A significant part of their presentations concerned how students at each grade level were taught to recognize and deal with bullying and cyberbullying. They explained the 504 program that provides students with various types of disabilities assistance and remediation that enable them to participate fully in school activities. They also explained the type of individual and group counseling that they provided at various grade levels. Their responsibilities include class sessions covering topics including introduction to social skills at the grade school level, discussions of sexual harassment at the middle school level and discussions with high school classes about topics including life after high school, coping skills, and depression. They explained how they interacted with health personnel and teachers to address student needs.

4. PROFESSIONAL DEVELOPMENT COMMITTEE—Ken Appel Reporting: Dr. Appel gave the following report on the meeting held on April 13, 2011:

The committee viewed the March 18th as a huge success. The presentation by Professor Martin Smith on bullying was viewed very favorably by attendees. There is a plan for English and Social Studies departments at Dover High School to collaborate to help to make students more proficient at note-taking. Also, they will work to develop common language expectations. Science focus group discussed ways of improving vertical alignment in science courses. Discussions with Barrington and Nottingham would be necessary to achieve this goal. Early release day of May 25, all teachers will attend a workshop at DHS to consider the overall goals of education of the district. The district needs to provide the Department of Education with a revised Master Plan next year. Although there will be few major changes, one change will be to promote professional collaborations. Preparations for this task will begin at the PDC meeting on May 18th. It is hoped that a 3 year summer program to provide teachers with technology and greater familiarity with its use can be piloted with 40-50 teachers next year.

5. MEDIA CENTER JBC—Audra Lurvey Reporting: Ms. Lurvey gave the following report: The committee voted to set up a second projector and screen on the other side of the room to make it easier to view for all. Bids were awarded for Smartboards, which will be arriving soon. There will be an open house in early June. The remaining budget balance is \$27,872.79 and there is no meeting scheduled.

I. POLICY -- CHANGES – PROPOSALS: none

J. POLICY ADOPTIONS:

a. Business Administrator Job Description (second reading)

Mrs. Grady questioned the Business Administrator job description. She thought the description was repetitious and maybe it needed to be re-written. She asked why certain areas were deleted, specifically the item regarding the approval of budget transfer by the School Board. Human Resources Coordinator, Robin LaFleur, responded that this particular item is not a policy and the approval of the School Board is not actually needed to process a budget transfer.



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Mrs. Grady questioned the Supervisory Responsibilities section, noting that this information was listed in other areas of the job description. Ms. LaFleur explained that the job description was placed on the template that is now used for all job descriptions so that they are consistent.

Mrs. Grady asked who would be handling custodial maintenance. Ms. LaFleur explained that since custodial services are outsourced, that is no longer pertinent. Mrs. Grady asked if the Business Administrator still attends quarterly meetings with Unicco. Ms. Briggs Badger responded that the BA and the superintendent attend these meetings.

Mrs. Grady asked who handles transportation. Ms. LaFleur responded that the Business Administrator oversees transportation, but the day to day calls are taken care of by other personnel. Ms. Briggs Badger added that the Business Administrator handles all of the transportation bids.

Ms. Briggs Badger added that the previous job description was redundant and incorrect and this new job description corrected the errors.

Mrs. Grady asked if the support staff personnel in the district that the Business Administrator supervises are in the SAU office or in other areas of the district. Ms. Briggs Badger responded that for the most part, they are in the SAU, but others including the Facilities Coordinator, also fall under this category.

Mrs. Grady didn't feel that she could support this job description because of the changes and the uncertainty of the responses. She thought it was competitive and confusing.

Ms. Briggs Badger responded that this strike-out version was requested and she believes that this is an accurate job description.

Audra Lurvey moved, Beth Setear seconded to adopt this policy. An oral **VOTE PASSED 4/2** (Grady, McCrory opposed).

b. Dean of Instruction Grades 7-12 Job Description (Second Reading)

Mrs. Grady asked which administrative team, mentioned in the job description, would be working with the Dean of Instruction Grades 7-12. In reviewing the job description, she found that there was a lot of usurping of administrative decisions in it. Mr. Tirone responded that the administrative team would be the principals and deans of each school.

Mrs. Grady asked if this meant that this position would now be responsible for interviewing and hiring new staff members for each school. Mr. Tirone stated that the principal is still in charge. This new position would be at the beginning of the job description under the title, Grades 7-12. Mr. Tirone is hopeful that this position will be able to coordinate communication more effectively. This person should be able to communicate curriculum instructions to teams at each school. The communication would be streamlined.



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Mrs. Grady feels that this job description is moving away from curriculum and more toward principal duties. It takes away the principal's ability to make decisions.

Dr. Appel stated that if it interpreted that this person is not the only one to do certain duties, including checking references, then there is no usurping of duties.

He would like the Superintendent's intention of this position. Ms. Briggs Badger stated that this position is not intended to usurp the duties of the principal, but to provide communication between the middle and high school.

Dr. Appel stated that many of the duties listed, would not be exclusive to this position. If this were the case, he is comfortable with it.

Mr. Tirone stated that duties will be assigned by the building principal depending on their skills. He added that this position will give us more flexibility.

Mrs. Grady asked who wrote the new policy. Ms. Briggs Badger stated it was a joint effort between her and Mr. Tirone to help improve communication. Competencies are driving the shift with the new curriculum focus. Expanding duties to current position will make the budget go further.

Mrs. Grady stated that once the policy is approved it has to be followed specifically.

Audra Lurvey moved, Ken Appel seconded to adopt this policy. An oral **VOTE PASSED 5/1** (Grady opposed).

K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Ken Appel seconded to direct the payment of manifest #11-I in the amount of \$2,209,436.38 from 4/12/11 to 5/9/11. Ms. Briggs Badger stated that the budget is frozen in order to meet district obligations for the rest of the year. A roll call **VOTE PASSED 6/0**.

L. RESOLUTIONS:

1. Dover Adult Learning Center (DALC) of Strafford County Education Funding 2011-2012

Dr. Mebert read into record:

RESOLUTION # 1 MAY 9, 2011

**RE: Dover Adult Learning Center of Strafford County Education
Funding 2011-2012**

WHEREAS the Dover Adult Learning Center Director, after consultation with staff, recommends the following utilization of state & federal adult education funding for FY 12:



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Adult Learner Services (Tutorial Program)
Adult Basic Education Program
English Language/Civics Education Program
Adult High School Diploma Program
College Transitions Program

in such amounts as designated by the Bureau of Adult Education or as required for anticipated programming in 2011-2012

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board authorize the Superintendent or his designee to apply for 2011-2012 adult literacy program funding from the Bureau of Adult Education, New Hampshire Department of Education, for FY12 in support of the programs listed above.

**SUBMITTED BY: Carolyn Mebert, Chairperson
Dover School Board
At Large**

Dr. Mebert noted that “his” designee should be changed to “her” designee for the record.

Audra Lurvey moved, Ken Appel seconded to accept the DALC Funding resolution for 2011-2012. An oral **vote passed 6/0**.

2. Recognition: DHS 2011 Winter Color Guard—See Above

M. OLD BUSINESS:

1. DHS Follow-Up on Read 180/Systems 44

DHS Principal Debi Migneault addressed the Board to update them on information received last month regarding Read 180 and Systems 44. She stated that 82 students were enrolled in the program. Out of the 82 students, 66 students are identified. There were interventions in their education including title I guided reading, directed reading, co-teaching in Reading classes Island program, corrective reading, after school, summer reading program, Alternative Program, Function reading, and 504 plans. The remaining 13 students that are not identified, many came to Dover late in their education. Only 1 has been in Dover from kindergarten through high school. Many students just need more time to improve their reading skills and have not been let down.

2. DHS Follow-up Handbook/ISS and OSS

Ms. Migneault responded to the question as to why the ISS program is not being held at Children’s Home in Dover. Ms. Migneault stated this is a cost savings measure and they would love to be able to continue to have the program at the Dover Children’s Home, but due to the cost of up to \$15,000, they have decided to keep the students at DHS.



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Mrs. Grady asked if the person who sat with them at the Children's Home, was a tutor to the students. Ms. Migneault responded that they helped if they were familiar with the content area. The students had access to a computer and could email questions. She responded to Mrs. Grady's question about cost, stating that about \$8,000 has been spent so far.

The students will remain at Dover High School in a room that is across the hall from the Office of the Dean's. Ms. Migneault stated that there are always adults available if they need anything. Mrs. Grady asked if there was any educational benefit to being in the room for this period of time. Ms. Migneault stated there is work given in the morning and it is graded, so there is work being accomplished.

Mrs. Grady stated that it might be a situation of waiting and seeing if there is money available for the service at the Dover Children's Home.

Ms. Briggs Badger commented that Mr. McKenney had stated there might be a possibility of getting adult supervision. Ms. Migneault responded that it will need to be determined after the budget is finalized. Sometimes a teacher will help during a planning period.

Mr. McCrory asked if someone could read the section in the handbook. Ms. Migneault read the section on ISS as requested. Mr. McCrory asked if there is still going to be ISS at DHS next year. Ms. Migneault confirmed that there would be ISS at Dover High School next year.

Mr. McCrory also asked if students would be getting a grade for work if they were absent due to truancy or cutting class. Ms. Migneault stated they would not be getting credit if they were in ISS due to truancy because it was their choice not to attend class. They would get credit if in ISS or OSS for other reasons.

Ms. Setear explained it to Mr. McCrory, but he did not understand why the district would not offer credit for work done. He asked if their grades were being punished.

Ms. Migneault clarified that the only time for not getting credit is when a class is cut. The teacher may ask a student to do the work for no credit, so they understand the content. It would not be fair for the student to get credit if other students attended class and received credit.

Mr. McCrory reiterated that he doesn't agree with the policy and will not be supporting it.

Audra Lurvey moved, Beth Setear seconded to accept the DHS handbook changes. An oral **VOTE PASSED 5/1 (McCrory opposed)**.

N. NEW BUSINESS:

1. NECAP and AYP Update—G. Tirone

Mr. Tirone presented the following information to the School Board:



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Introduction

Through the fall 2010 NECAP results, Dover continues to show improvement with its whole district results and misses meeting AYP due to the Educational Disability and Economically Disadvantaged subgroups. When combining all test results, Dover students are meeting or exceeding state reading targets in the following three (out of four) areas: Elementary/Middle School Reading, Elementary/Middle School Math, and High School Reading. The exception to be more specifically addressed is High School Math. Within this exception, it is important to note that high school scores are based on Grade Span Expectations(GSEs) covering grades 8-10 rather than Grade Level Expectations(GLEs) that are used to develop NECAP exams taken by students in grades 3-8.

The subgroups that continue to not fully meet the AYP (Educational Disability and Economically Disadvantaged) have made progress however, likely as a result of the DGR program for reading, Title I services, and some of the interventions that are being used with students. This can especially be seen at the Middle School where Title I funding has been available these past 2 years to provide additional resources and intervention strategies.

We remain a District in Need of Improvement based on the measures established through *No Child Left Behind*; measures which are believed to be unrealistic, yet frame the discussions in local communities. Measures which have a significant percentage of schools in New Hampshire and nationally labeled as in need of improvement. This despite the fact that as a measure for meeting this year's AYP, Dover's whole students' Group Performance Index for reading at the elementary and middle school levels was 92.8 exceeding the Index Target of 91.0 for Reading; and 89.6 for math, exceeding the Index Target of 88.0 in Math at the elementary and middle school levels. While the High School did not meet the AYP Index Target in math, test scores for math have shown continuous improvement and in fact currently exceed statewide results. In the area of Reading, the High School whole Group Performance Index of 89.9 exceeds the Index Target of 89.0 Dover has made progress over the last several years to meet these expectations; and expectations move from their current index ceilings cited above to an 86 to 95% Index Target range for 2011 fall testing.

The District still has work to do and progress to make with both our professional staff and students. *No Child Left Behind's* reauthorization is overdue to be debated in Congress and the current conversation regarding standards and testing is centered on the recently adopted Common Core Standards. The NECAP test we are currently discussing will be replaced by an exam on the Common Core in the spring of 2015. In the context of our most recent NECAP results and the follow up necessary to continue our progress and raise the achievement level of all students, the District needs to move from efforts to reforming its parts to transforming how we both view instruction and construct and deliver our curriculum.

Points of Emphasis

1) Meeting students at the point of their learning needs and level of understanding; including more one to one personalized instructional strategies (ICT Standards, Professional development with methodologies and a focus on writing and reading across the curriculum)



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and curriculum restructuring. Using math as an example, one can see some inherent issues with NECAP test scores at all levels across the state, especially concerning the delivery of instruction and assessment of a student's understanding of math.

A faulty assumption that schools continue to operate under is that coverage implies understanding. That all students gain the necessary understanding leading to a deeper knowledge that can be applied or integrated into a student's life or future math experience from good instruction covering a designed, implemented curriculum. Based on test scores, that is clearly not the case

With the development of high school competencies and the new K-6 Math in Focus Program, we will be well aligned to the new Common Core Standards and I am confident that our test scores will continue to improve. However reaching the index targets currently established by the NHDOE and whatever future targets are established as part of the Common Core will not be effectively met until all students are expected to meet all math competencies for which they are held accountable. Through this lens interventions, reteaching and recovery would look differently than it currently does. Fortunately, we are well along with our competency based discussions for math K-12; and beyond the high school, need to have similar competency expectations in all disciplines K-12.

2) Writing instruction continues to be problematic as indicated through our NECAP test scores, and the gap in this regard connected to the Dover School District will continue to be wide without a focus on writing, especially writing across the curriculum. In a 21st Century learning environment, all teachers from all disciplines have a responsibility to support the writing and reading for their content areas. This expectation will be deeply rooted in the exams developed as part of the Common Core. Beyond the writing portion of the NECAP, the lack of writing across disciplines also impacts our own scores in math and science through the student's constructed answer, open-ended responses that are part of each exam.

3) The recent SPED report and its suggestion of utilizing Response to Intervention (RTI) is well supported by our lower test results for the subgroups that are impacting the District's in need of improvement status. It is important to understand that improvement in these subgroup areas or the implementation of RTI is not a special education issue alone; it is a general/regular education issue as well, requiring all teachers and staff working with students to utilize intervention strategies(RTI Tier 1) as part of their regular classroom instruction. There are some elements of RTI currently being utilized, but a more comprehensive, systematic approach should positively impact future test scores

4) Professional Development - As a community, it is felt that there is both an increased level of understanding needed for providing training for the above (1-3), and also that training needs to be accomplished within a 21st Century teaching and learning environment. Beyond the points previously listed, the District continues to work on the following professional development activities to support student achievement:

- Competencies for all content areas in the High School, which will impact all content areas K-12 as evidenced through the development of the Math Must Knows.



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- Development of a new Professional Development Master Plan in 2011-12 that will connect staff's professional development efforts and activities to student achievement. If Dover (and all SINI & DINI schools/districts) continues to look for improved scores and results through paradigms currently being used, we will be having similar NECAP/ CCSS results and discussions in the short term. We may see improvement as we are currently experiencing, but it either won't be enough, or in the cases of other districts that are in and out of SINI/DINI designations, it won't be sustainable.

Links to expanded resources for Dover NECAP Data

NHDOE longitudinal reports for the District and individual schools

<http://www.education.nh.gov/longitudinalreports/index.htm#d>

NHDOE released test items for Math, Reading & Writing

http://www.education.nh.gov/instruction/assessment/necap/released/necap_released_fall10.htm

NHDOE individual school profiles

<http://reporting.measuredprogress.org/nhprofile/Default.aspx>

NHDOE NH Curriculum Frameworks

<http://www.education.nh.gov/instruction/curriculum/index.htm>

NHDOE general NECAP information

<http://www.education.nh.gov/instruction/assessment/necap/index.htm>

Dr. Appel commented that if the new math curriculum isn't able to be funded, it would be beneficial to know what the district can do if we don't get the funding needed. He asked to see if the next report what Mr. Tirone envisions happening if significant cuts to the budget are needed.

Mr. Tirone responded that the 3.12% budget is needed to make progress outlined in his report. It would be difficult to sustain efforts of DGR, etc. with reduced staff. Increased class size will not enhance the 1:1 personalized instruction needed. He complimented the staff and said what great work they are doing.

Dr. Appel commented that the community doesn't fully understand what the results of a large budget cut would be. Even if given the full amount allocated under the spending cap, it would take a great deal of effort to sustain the progress of the district.

Mr. Tirone agreed that it would be difficult to sustain the progress. As positions are lost, many of the youngest teachers with great energy and early adopters will be gone.

Dr. Mebert thanked Mr. Tirone for the comprehensive report and the School Board will be reviewing it more completely.

2. Approve Elementary Handbook Changes

Patrick Boodey, on behalf of the elementary school principals, discussed the few changes made in the elementary school handbooks. Most of the changes are housekeeping changes.



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Page 3 School District Calendar: calendar removed and new calendar added

Page 8 School Day: year changed and early release time changed
~~SCHOOL DAY 2010-11~~ 2011-12

Early Release Days

Grades K – 4: 12:45 p.m. (Lunch is served ~~twenty~~ *thirty* minutes earlier than normal with no recess)

Page 9 School Drop-Off and Pick-Up: text added
Please Note: You must be 18 years or older to sign out a student.

Page 11 Attendance: text added
(See School Board Policy JEDA for additional information)

Page 22 Open House: text removed and new text added

Page 26 Child Care: text removed
Before and after school child care might be provided at XXXXXXXXX School by the Strafford County YMCA. To inquire, please call 332-7334.

Page 35 Director of Curriculum Instruction and Assessment
TBA Gary Tirone 516-6706

School Policies: text removed and new text added
New Bullying Policy and Truancy Policy added

Special note: School lunch prices will remain the same next school year.

He offered the suggestion of limiting the printing of the handbook so that costs will be reduced. He stated that the handbook could be printed for students who are new to the elementary schools. The cost savings would be approximately \$700 for the elementary schools. There are links to the handbook on each of the school web sites, that are accessed frequently which shows the principals that they are already being accessed online.

Maybe next year, the handbook could be distributed totally online. For now, it can be given to students who enter kindergarten, first grade, or others who enter during the year. It would be more efficient to post online, since policies change constantly. This can be discussed at a later time.

Beth Setear moved, Ken Appel seconded to accept the handbook changes. An oral **VOTE PASSED 6/0.**



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3. Superintendent's Annual Evaluation Report

Dr. Mebert read into record the evaluation of the Superintendent.

A yearly evaluation of the Superintendent is one of the School Board's priorities. On the evening of March 23, 2011, the Dover School Board met for the purpose of completing the yearly evaluation of the Superintendent of Schools, Jean Briggs Badger. Five members were present to report their views and/or responses to the Superintendent Evaluation Instrument (32 items) and the Superintendent Feedback Form (16 items). The Board met again on April 11th to continue the discussion of the evaluation. All members were present at that meeting.

Each of the items on the Superintendent Evaluation Instrument was rated on a 4-point scale with 1=poor, 2=adequate, 3=good, 4=excellent. In the discussion, board members acknowledged that some of the 32 items are not relevant, mostly because they reflect responsibilities of other staff members. The Board will take steps to remedy this problem with the evaluation instrument. The majority of responses to relevant items indicated that the four board members who completed this form, think the superintendent is doing a good job. The item with the highest rating was, "Provides a model of high professional standards." Items with an average of 3 (good) include: Develops a comprehensive plan of action to achieve district short and long-range goals, evaluates her own progress in meeting goals, provides leadership when overseeing the planning and evaluation of curriculum and instruction, ensures that teachers are involved in decision making, assumes ownership of all responsibilities of the job.

Items in which concern was expressed include:

- Maintains open communication with staff, Board, community, elected officials. The emphasis here is on Board communication. Board members had grown accustomed to receiving detailed weekly updates via email from the previous superintendent and would like to see those reinstated.
- Some board members also mentioned a personnel decision that was not conveyed to the Board in what they felt was an appropriate fashion.
- Makes recommendations for employment, etc. in writing. This concern stems from the same personnel decision mentioned above.
- Seeks and accepts constructive criticism of work.

The 16 item Superintendent Feedback Form was made up of statements which respondents agreed strongly (4), agreed (3), disagreed (2), or strongly disagreed (1). All but two items had an average rating of 3 or greater. (e.g., educator first, buys into existing initiatives, visionary, learner-focused, student advocate, connects with community, collaborative, accessible, etc.).

The two that were lower were (again, based on ratings from four board members):

- Communicator. This reflects the same concerns mentioned above.
- Politically Savvy. This reflects the initial budget presentation that was misrepresented in the press as your request for a 9.9% increase.

There was some consensus among members present that because Ms. Briggs Badger has been in the position only 8 months, evaluation is difficult. Still, comments suggested that she is



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on the right track. Specifically, downgrading the high school renovation was seen as positive, as was her handling of the budget (although not by all board members).

Regarding the budget, the Board found the budget retreat valuable and received a number of compliments about the openness of the process this year. There was mention of it being “less punitive” in feel than it has been in the past. There was general appreciation about how the budget was crafted and the superintendent’s willingness to meet with the public outside of the regular meetings and workshop sessions. That is, the Saturday morning public session on the budget at DMS was uniformly seen as a very positive aspect of the budget process. Similarly, the superintendent’s articulate support of the DTU contract was viewed quite positively by board members.

The superintendent’s accessibility to the public and her presence at community and school events are also seen by board members as strengths.

The Board is pleased with the safety audit and with the emergency handbook. The special education audit was considered a good idea, but the report is likely limited by the brevity of the auditor’s time in the Dover schools.

A weakness specified by some Board members is that the superintendent has directed little to no effort toward teambuilding in one of our schools in which that is seriously needed. Instead, according to these members, the superintendent allows subordinates to undermine a supervisor. There is not unanimity on the Board on this issue, but there is general agreement that when unrest exists in the administration of any school, the superintendent should be objective in her evaluation of the situation and proactive in resolving it.

Dr. Mebert added that, speaking for the Board, they are generally very hopeful for continued success of the superintendent despite budget doom and gloom.

O. SCHOOL BOARD MATTERS OF INTEREST:

Mrs. Grady stated that she would like to make sure that everyone is protected when changing financial officers. She moved that superintendent proceed in implementing an audit of the SAU books and bring forward the financial standing of the school district so that they can move forward with the 2011-2012 budget procedures. Beth Setear seconded for discussion.

Dr. Mebert stated that this item was not on the agenda and should be placed on the June agenda.

Mrs. Grady also moved that the closing time for the advertisement of the Business Administrator position be extended and require the superintendent hire an interim business administrator.

Dr. Mebert stated that because it is not on the agenda, a motion cannot be made.



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Mrs. Grady commented that it is the duty of the School Board to represent the community and make sure that they are in good financial status, of which she is unsure at this point. The books should be reconciled at this time.

Ms. Briggs Badger agreed with Mrs. Grady that the district should have a clear sense of the budget. She had checked with the City Finance Director to see if an audit was appropriate at this time and he said that he didn't feel an audit would meet the needs. Ms. Briggs Badger continued that the district is in the process of reconciling books at this time. An audit of the district was completed four months ago.

Mrs. Grady asked if the figures today are positive are exact. Ms. Briggs Badger stated that Libby Simmons, Supervisor of Business Affairs is doing an excellent job of confirming and double checking the figures. In a month, we will have a better idea.

Ms. Briggs Badger stated that if at the end of the posting time for the Business Administrator doesn't provide suitable candidates; we will reopen it or advertise for an Interim Business Administrator. Until then, she would like to see the quality of the applicants.

Mrs. Grady stressed that is the duty of the School board to make sure the books are reconciled. She stated that the School board doesn't know what the situation is.

Dr. Mebert agreed that it is important for the books to be in order. Ms. Briggs Badger commented that at this time of year, every year, the books are in a similar situation. The issue is heightened by the loss of the Business Administrator. The books will be closed out at the end of the year.

Mrs. Grady thinks the Board is failing the community by not knowing the status of the books.

Ms. Brigg Badger stated that it will be added to the June School Board agenda for further discussion. She doesn't want the perception that they district doesn't want an audit.

P. ADJOURNMENT: Doris Grady moved, Beth Setear seconded, to adjourn at 9:30 P.M. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,
Beth Setear, Secretary
BS/ral