



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #5
Meeting Location:	Media Ctr (Rm. 306) McConnell Center
Meeting Date:	Monday, July 25, 2011
Meeting Time:	6:30 P.M.

A special session of the Dover School Board was called to order by Chairperson Carolyn Mebert on Monday, July 25, at 6:38 p.m. in the Media Center (Rm. 306) McConnell Center.

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

Also present were; Superintendent Jean Briggs Badger; Gary Tirone, Curriculum, Instruction, Assessment Director; Jim Amara, Career Technical Director; Chris Roberge, Technology Support Services Manager; Kim Lyndes and Mike McKenney, Dover Middle School Co-Principals; Dustin Gray, Garrison School Principal; Christine Boston, Dover High School Principal; Patrick Boodey, Woodman Park Principal; DTU Representative Maybeth Anderson; Foster's.

- B. PLEDGE OF ALLEGIANCE:** Doris Grady led the Board in the Pledge of Allegiance.

- C. CITIZEN'S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board.

- D. CONSENT AGENDA:**

1. **NOMINATIONS:**

Sheet 1: Nomination and Election of DHS Dean of Instruction for Grades 7-12 (Jon Altbergs)

Sheet 2: Nomination and Election of Staff Recalled (Randall-Getchell to Wild)

Sheet 3: Nomination and Election of Teachers (Connolly to Woods)

Sheet 4: Nomination and Election of Intramural Coaches (Brown to Romps)

Sheet 5: Nomination and Election of Coaching Positions (Allen to Zabkar)

Doris Grady moved, Audra Lurvey seconded to remove Sheet 2 and Sheet 4 from the Consent Agenda for discussion and separate vote. An oral **VOTE PASSED 7/0.**

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

Mrs. Grady asked if the nomination of the 20% music teacher would take care of the music scheduling issue at Dover Middle and Dover High School. Ms. Briggs Badger said that the issue would be resolved with this nomination.

On Sheet 4, Mrs. Grady questioned why there were intramural sports at Garrison School and money was cut from the budget for next year.



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Human Resources Coordinator Robin LaFleur explained that the two nominations for the Garrison School intramural coaches were from the last school year. The two people had completed the work, but in error, had not been nominated.

Mr. McCrory asked what sports were included in the intramurals. Ms. Lurvey explained the general program, but stated that the program changes from year to year. Mrs. Grady asked if it was separate from after-school care. Mrs. Lurvey responded that it was a different program. Ms. Briggs Badger stated that she would ask Mr. Wotton to explain the program at the next School Board meeting.

Mrs. Grady moved, Audra Lurvey seconded to accept Sheet 2 and Sheet 4 of the Consent Agenda. An oral **VOTE PASSED 7/0.**

E. POLICY-CHANGES-PROPOSALS: First Reading:

1. GBEBB Staff Conduct with Students

Mrs. Grady would like language added that would specifically address bullying between staff and students. She read possible language that could be added that would insure that bullying between staff and students did not occur within this district. This is a goal that she would like to attain before she leaves the School Board.

Ms. Lurvey asked if the language proposed was recommended by the School Board association. Ms. Briggs Badger stated that attorneys recommended the language and primarily wanted to address the social networking issues that were not addressed in prior policies.

Ms. Briggs Badger noted that the policy did address globally areas in which Mrs. Grady referred, but Mrs. Grady stated she would like to see the word, "bullying" in the policy. She feels the policy, as proposed, deals more with touching and sexual issues.

Mr. Mayberry asked if disciplinary action should be outlined in the policy. Ms. Briggs Badger responded that it is in the handbook. He also asked if there is a place where student conduct toward staff is discussed. Ms. Briggs Badger stated that it is somewhat addressed in the new policy. It would also be discussed in the student handbook.

Ms. Lurvey suggested asking surrounding districts for their versions of this policy. Ms. Setear asked that they be informed if the information is covered elsewhere in policies or handbooks.

Doris Grady moved, Robert McCrory seconded to have the policy amended with an effort to insert additional bullying language for a first reading at the next School Board meeting. An oral **VOTE PASSED 7/0.**



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F. RESOLUTIONS:

1. Maria Faskianos Scholarship Fund

RESOLUTION

- WHEREAS:** the Dover School Board approved policy IKG, Establishments of Scholarships, and
- WHEREAS:** this policy states, “Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds,” and
- WHEREAS:** an annual scholarship in the amount of \$500.00 will be granted to a Dover Middle School student to attend the Washington, D.C. trip. The Faskianos family will generously donate to the Maria Faskianos Scholarship Fund on an annual basis.
- WHEREAS:** should the Washington trip be discontinued at any time, provisions will be made to use these funds, for a deserving student, to attend any selected event of great importance determined by the School Principal and the Student Council Advisor.
- WHEREAS:** the recipient of the award will be determined by a joint decision of the Principal of the building in cooperation with the Advisor of the Student Council. It shall be granted to a student in need that has been a cooperative member of the Dover Middle School class.
- WHEREAS:** this honor shall always indicate that it is a permanent desire of Ms. Maria Faskianos and her family that this scholarship be directed to an eighth grade student deserving of participation in events that would probably not be of access to that student.
- WHEREAS:** this scholarship shall forever carry the name of The Maria Faskianos Scholarship Fund.
- NOW, THEREFORE, BE IT RESOLVED** the Dover School Board requests the Dover City Council accept the establishment of The Maria Faskianos Scholarship Fund as an expendable trust and allow the City of Dover to be Trustees of these funds.

SUBMITTED BY:

Carolyn J. Mebert, Chairperson

Audra L. Lurvey, Vice Chairperson

Beth Setear, Secretary



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Doris F. Grady

Kenneth Appel

Matt Mayberry

Robert McCrory

July 25, 2011

Audra Lurvey moved, Matt Mayberry seconded to accept the Maria Faskianos Scholarship Fund. An oral **VOTE PASSED 7/0**. On behalf of the School Board, Dr. Mebert thanked the Faskianos family for this generous scholarship.

G. OLD BUSINESS

1. Budget Reduction Update

Superintendent Briggs Badger gave an overview of action taken at the last School Board meeting. \$272,233 was used from Edjobs federal funding. This allowed the 3 team structure at Dover Middle School to remain. The School Board instructed the superintendent to meet with administrators to find an additional \$27,267 in budget cuts in order to make up \$300,000 cut needed to offset increased New Hampshire Retirement costs. The Board requested that personnel or programming was not considered when making these cuts. Business Administrator Michael Limanni described the process stating that the supply budget was reviewed to see where the cuts would come from. Proposed cuts equal a little less than 5% from each school's supply and equipment budget. Mr. Limanni will be meeting with each school administrator in the upcoming week to review each budget carefully to see where the cuts should ultimately come from.

Mr. Limanni will have a more definite idea of what will be cut at the next School Board meeting. Dr. Appel asked if there was any update on the NH Retirement situation. Mr. Limanni responded that the district is going with the worst case scenario at this time because there hasn't been any additional information given.

Robert McCrory moved, Doris Grady seconded approval of the process to cut 5% from areas to be determined by administrators and the business administration to cover \$27,767.00. The business administrator will present a final list of cuts to the next School Board meeting. Ms. Setear commented that the Board doesn't need to know specifics on supplies. Mr. Limanni stated he would provide the list based on object codes, giving the Board necessary information. An oral **VOTE PASSED 7/0**.



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H. NEW BUSINESS:

1. **Award Bid for Bread:** Mark Covell, Food Service Director, requested that the bid for bread be given to Bimbo Foods.

Audra Lurvey moved, Matt Mayberry seconded to award the bid for milk to Bimbo Foods. A roll call **VOTE PASSED 7/0.**

2. **Award Bid for 19-inch Flat Panel Monitors:** Chris Roberge, Manager of Technical Support Services, requested that the bid for 19-inch Flat Panel Monitors be awarded to Higgins Office Products.

Matt Mayberry moved, Audra Lurvey seconded to award the bid for 19-inch Flat Panel Monitors to Higgins Office Products. A roll call **VOTE PASSED 7/0.**

3. **Award Bid for Acer Veriton Mini Tower PC's:** Chris Roberge requested that the bid for the Acer Veriton Mini Tower PC's be awarded to Higgins Office Products. Mr. Mayberry asked if it came with software and was told that it comes with software and an operating system.

Mrs. Grady asked why Higgins was chosen over SHI. Mr. Roberge responded that he likes to buy all computer components from a single vendor and Higgins had been awarded the monitor bid.

Mr. McCrory asked who the intended users are. Mr. Roberge responded that they will go to students and teachers at the elementary schools.

Dr. Appel asked why there is up to 160 computers and up to 60 monitors. Mr. Roberge stated that he would probably wouldn't be purchasing any monitors even though the bid was approved. They have more of a need of other products. Any monitors purchased would be used for replacement.

Matt Mayberry moved, Audra Lurvey seconded to award the bid for Acer Veriton Mini Tower PC's to Higgins Office Products. A roll call **VOTE PASSED 7/0.**

Dr. Mebert asked what would be purchased with the money that was awarded for the towers. Mr. Roberge responded that the money would most likely going to pay for PC's.

4. **Award Bid for Toshiba Satellite L735-S3210BN Laptop Computers:** Chris Roberge requested that the bid for Toshiba Satellite L735-S3210BN Laptop Computers be awarded to SHI.

Mr. Roberge stated that he will probably only buy one laptop as opposed to the 10 requested in the bid. Mr. McCrory asked who would be getting the new laptops. Mr. Roberge responded that typically laptops are given to administrators since they are more likely to take work home.



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Mr. Mayberry asked if the funds are not all expended in one purchase order, does the charge for the laptop increase. Mr. Roberge responded that if the money is not all used for what was originally requested, the funds are reallocated within the technology budget.

Mr. Roberge stated that if he receives a bid price, this is the guaranteed price.

Ms. Setear commented that the Board has awarded bids for certain items, but they will most likely not be purchased, so how will the Board know what is purchased for technology.

Dr. Mebert asked to see a spending record for the past three years of technology equipment.

Mr. Roberge added that the desktop technology line item has been cut many times which means he has had to go out to bid for many items that he has not been able to purchase.

Mrs. Grady asked if the \$5014 could be spent in a better way for students. Mr. Roberge responded that it could be.

Mrs. Grady also feels that bids should be awarded to local companies if possible. They are taxpayers that fund the school district. They are easily accessible also because they are local. The school district should take care of the hand that feeds us.

Mr. Mayberry commended Mr. Roberge for saving money on purchases for administrators so that the students can benefit. He also disagreed with Mrs. Grady on the issue of awarding bids to local vendors. He commented that it is not good business practice and we cannot have favorites because our bids will decrease from companies that are not local. For the most part, bids should go to the lowest bidder.

Mrs. Grady also wanted to make sure that there is no shipping and handling added in companies who are not local. There would be none with local companies.

Mr. Roberge stated that Higgins would pay for shipping and handling if the equipment was malfunctioning and has never had an issue with them for any reason.

Mr. McCrory summarized the discussion stating that he believes the Board would like to know about any new items purchased for technology.

Dr. Appel stated that he feels the superintendent should be involved in approval of the wish list that is actually spent and report to the Board with that information. He commented that this process is just setting a price.

Ms. Briggs Badger offered to bring an updated technology plan to the Board at a meeting to be held in August. She has requested Mr. Roberge work closely with Curriculum Director Gary Tirone to make sure that needs of students are being met first. Ultimately, a 5-year plan should be brought to the School Board.

Dr. Mebert would like to see what each school has and what the needs are of each school.



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Mrs. Grady questioned the legality of awarding a bid if the money is not actually going toward that bid. She thinks it would have been preferable to have all items in one bid.

Mr. McCrory noted that Higgins Office Products was not the low bidder for this item and would not be awarded the bid.

Ken Appel moved, Matt Mayberry seconded to award the bid to SHI for Toshiba Satellite L735-S3210BN. A roll call **VOTE PASSED 5/2 (Grady, McCrory opposed)**.

5. Award Bid for EMC VNXe 3100: Chris Roberge requested that the bid for EMC VNXe 3100 be awarded to SHI.

This product is a behind the wall storage device and will be used to store email backup, MMS, sequel backup. The low bidder, Daystar was quite a bit lower but did not include a base software package and a warranty. This invalidated their bid. SHI is the low bidder for \$10,336.00.

Dr. Mebert asked what the district currently does for storage. Mr. Roberge responded that backup tapes are used, but we have so much to back up that the system is being slowed down.

He continued that with the new system, we should be all set for another ten years.

Mr. Mayberry asked how long the district is archiving emails. Mr. Roberge responded that we are keeping them for four years. Mr. Mayberry asked what would happen if we changed to two years. Mr. Roberge stated that probably nothing would be affected now, but in the future, it could be helpful to archive emails for a shorter period of time.

Mr. Mayberry also asked if hosted servers were investigated. Mr. Roberge responded that he had looked into it, but the best time to look into it again would be in approximately five years when something happened to our current system.

Ms. Grady asked Mr. Roberge if he thinks this will give the district the highest possible technology that is available.

Mr. Roberge responded that it's a really good machine at a great price.

Mr. McCrory asked if this is adding technology or replacing something. Mr. Roberge responded that it is being added and is not just a replacement.

Beth Setear moved, Matt Mayberry seconded to award the bid for EMC VNXe 3100 to SHI. A roll call **VOTE PASSED 6/1 (Grady opposed)**.

I. SCHOOL BOARD MATTERS OF INTEREST: Mr. Mayberry asked the Superintendent Briggs Badger to consider changing the email archiving time from four years to two years.



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Mrs. Grady stated that the School Board should be setting goals and objectives for the superintendent no later than August 1. She doesn't think they have been set yet.

Mrs. Grady also commended Mike Gillis, and the Media Access Center committee for lowering the podium.

Dr. Appel asked when the Special Education reports would be reviewed again. The School Board should be concerned with not having this situation happen again.

Ms. Briggs Badger responded that Ms. Boothby will be attending the August 22 School Board meeting to present their findings. Discrepancies can be discussed after the presentation at that meeting.

Mrs. Grady suggested asking both companies to attend the meeting so they can defend findings by the other company.

Dr. Mebert thought that the costs would be high to bring both companies back.

Mrs. Grady is still unclear as to how the money was spent for the second company without the Board voting on it.

Ms. Setear stated that she believes the money was from ARRA funding and the information could be located in the grant.

Ms. Briggs Badger stated that Ms. Crosson previously had a contract with Boothby Associates and would like to wait to discuss this until Ms. Crosson was available.

Mr. McCrory summarized items for the next meeting agenda. Items included a technology plan, two vs. four year email archiving, special education report information, special education recommendations beyond speech services, individual special education aides for students, intramural report.

J. ADJOURNMENT: Audra Lurvey moved, Doris Grady seconded a motion to adjourn at 8:00 P.M. An oral **VOTE PASSED 7/0.**

Respectfully submitted,
Beth Setear, Secretary