



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

Chairperson Carolyn Mebert called a meeting of the Dover School Board to order on Monday, November 14, at 7:05 p.m. in the McConnell Center Media Center.

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

Also present were; Superintendent Jean Briggs Badger; Woodman Park School Principal Patrick Boodey; DMS Co-Principal Mike McKenney, CAI Director Gary Tirone, DHS Principal Christine Boston; Horne Street Principal Mal Forsman; CTC Director Jim Amara; Director of Pupil Personnel Services Sandie Crosson; Cmdr. William Tower; Garrison Principal Dustin Gray; DTU President Deb Hackett; Fran Meffen, Citizens; Foster's reporter.

**B. PLEDGE OF ALLEGIANCE:** Matt Mayberry led the Pledge of Allegiance.

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

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

1. Regular Session #10, October 3, 2011

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

### **E. CONSENT AGENDA**

1. **Correspondence:**
  - a. *NH Feline Fanciers, Inc.* (Waiver of Rental Time)  
C. Faure, Facilities Recommendation attached
  - b. *Zero Gravity Basketball* (Request for Waiver of 90 day policy)
  - c. Dover Middle School Fund Raising Request
2. **Resignations/Retirements:**
3. **Leaves of Absence: NONE**
4. **Nominations:**
  - Sheet 1: Nomination and Election of Aides and Food Service Workers (Beardsworth-Tucker)
  - Sheet 2: Nomination and Election of Coaching Positions (Blalock-Young)
  - Sheet 3: Nomination and Election of Staff (D'Amour-McQuade)
5. **Extended Travel (Student Trips):**
  - a. *DMS "We are Worldly Wise" Group Trip to New York City*



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

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

**F. SUPERINTENDENT’S REPORT:** Ms. Briggs Badger addressed the following items: Nov. 13 to 19 will mark the 90<sup>th</sup> annual observance of American Education Week – a time for recognizing our public schools and the relationships between teachers, support staff, students, parents and the community.

The theme of this year’s celebration, “Great Public Schools: A Basic Right and Our Responsibility,” spotlights the importance of providing every child in America with a quality public education. Positive and open communication between children, parents and teachers is the key for a child’s success in school. This strong partnership between teacher and parent is the foundation of our educational system.

Ms. Briggs Badger asked CTC Director Jim Amara to discuss a proposal regarding the NJROTC program. Portsmouth School District has expressed an interest in combining NJROTC program’s with the Dover School District. Cmdr. Tower would travel to Portsmouth to teach 1 block per day and would teach 2 blocks in Dover. Field trips would be combined events and the cost for Cmdr Tower would be split according to work schedule with Portsmouth. By adding the estimated 25 students in year 1 and an additional 25 students in year 2, the numbers for Dover’s program would be over the required 100 students. Currently, there are 53 students in Dover’s NJROTC program. Mr. Amara added that the collaboration between Portsmouth and Dover could also include other programs. Dover students could be able to attend Portsmouth for programs that Dover doesn’t offer and vice versa. Mr. Mayberry suggested that Mr. Amara and Cmdr. Tower talk to state senators regarding the programming and additional funding. Mrs. Grady had positive feelings about creating a relationship between Dover and Portsmouth.

### **SCHOOL Updates**

#### **Dover High School & Career Tech Center**

We had 8 students from Dover Regional Career and Technical Center attending Nationals this year for Food Science and Equine Evaluation. The competitions were very long and difficult taking over 10 hours to complete. Our Food Science team placed bronze, with Sarah Hulen and Amanda Hale placing bronze individually. Matthew Demers and Indya Grant both placed Silver Individually. Our Equine Science Team placed Silver, with Betsy Gerry getting a bronze, and Jillian Pierdomenico, Lakiesha Varney, and Haley Paradis getting Silver. This is an incredible accomplishment, as the silver placings means that the students placed within the top 30 in the country individually in their respective areas.

The Dover High School Marching Band participated in Finals on October 29th. They braved wind and snow and delivered their best performance of the season and were rewarded with 5 stars in all categories which mean their fifth gold medal in five years. Congratulations to the students and staff who help them to shine.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

The 8<sup>th</sup> Grade Information Night was held on Thursday November 8th. Prospective parents and students listened to a panel of DHS students answer questions about the life of a high school student and toured curriculum, athletics and club exhibits in the gymnasium.

The Dover High School Varsity Football team defeated Spaulding High School on Saturday in the Division II playoffs with a last second - 29 yard field goal by Sophomore Cam Rewucki (Rew-icky). The Green Wave will meet Bishop Guertin on Saturday for the Division II State Championships at Stellos Stadium in Nashua NH at 1pm.

### **Dover Middle School**

Wishes to thank the PTA group who coordinated our annual fundraiser earning over \$15,000 for our students.

Plymouth State University's theatre department presented our annual Tiger Performance for 5<sup>th</sup> graders. The performance educates students about bullying and provides skills on how to respond to bullying situations.

The Parent- teacher conferences and student led conferences held last week were a huge success!

Eighth graders recently experienced Career Day, where over 30 career presenters volunteered time to expose students to various career paths.

Student art work is on display in the Dover Public Library until November 18<sup>th</sup>.

Quarter 1 report cards are going home this week

DMS won the Caring and Sharing school challenge sponsored by 98.7, The Bay. DMS collected 1,643 non-perishable food items. CONGRATULATIONS!

Students honored veterans at a Veteran's Day Assembly. Thank you to the veterans who participated.

### **Garrison School**

The Garrison community would like to thank the many volunteers and donors who came out in support of their auction. They were able to meet their goals for this year and plans are already underway for a 2012 program as well.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

The annual PTA Artist in Residency week ran from Oct. 31 – Nov. 4. The SPACE residency theme was supported with the help of the McAuliffe Shepherd Center in Concord, the UNH Observatory, and various local members of the astronomy world. Thank you to all the various members who made this a success.

With the holiday season approaching, the Garrison School would like to remind parents that they will be conducting their annual food drive and giving tree programs. Please look for this information and many other upcoming events in our monthly newsletter that is posted on the school's website.

### **Horne Street School**

The New Rain Garden in front of the Kindergarten wing has been completed. Thanks to the Berrybrook Restoration Project and Melinda S. Bubier, Project Manager of the UNH Stormwater Center Environmental Research Group. The final results are beautiful. This is the second Rain Garden build in the front of HSS and they add much to the appearance of the building.

The Greening of the Grounds Committee moved in after the Rain Garden was complete and replanted vegetation moved before the work on the garden began. Their work adds to the esthetics of the building.

All this work has been done in preparation for the HSS Ribbon Cutting Ceremony scheduled for this Thursday, November 17<sup>th</sup>. Beginning at 6:00 pm activities at HSS will commence. Scheduled is the unveiling of the dedication Plaque, the ribbon cutting ceremony, and tours of the school will be provided by HSS 4<sup>th</sup> grade students. There will be light refreshments served by the PTG, The Greening of the Grounds Committee will have a presence. All dignitaries from Dover, past members of the HSS community, and the Dover public are invited. Please join our dedicated Joint Building Committee members as we celebrate a new Horne St. School!

Members of the Dover American Legion Post #8 visited HSS and gave an excellent presentation explaining the meaning of Veteran's Day. A flag folding exhibition has provided which explained the meaning of each of the folds.

The Annual Fall Festival held Friday, October 28<sup>th</sup>, was a great success. Family member visited throughout the day to share with their HSS students season appropriate learning activities. At the end of the day everyone enjoyed the student Halloween Parade. The PTG held their annual Halloween Party in the evening bring out a very large number of HSS families for food and fun.

HSS looks forward to our Holiday Concert scheduled for Thursday, December 15<sup>th</sup>.

### **Woodman Park School**

On Nov. 9<sup>th</sup> the Fire Safety Festival was held with Dover Fire and Rescue.

Guest Veteran, Tom Williams lead Woodman in the Pledge of Allegiance on Nov. 10<sup>th</sup>.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

Woodman will hold a School Fundraiser at Dover McDonalds from 5 – 7 pm on Nov. 16<sup>th</sup>.

Woodman's PTO will hold a meeting on Nov. 21<sup>st</sup> at 6:30 pm in the Library.

Audra Lurvey moved, Doris Grady seconded approval of the Superintendent's report. An oral **VOTE PASSED 6/0.**

**G. STUDENT REPRESENTATIVE REPORT:** April Theth, the School Board representative stated that the Dover High School National Honor Society is sponsoring two events. The first is the Cinderella Project which provides previously worn prom dresses and accessories to students in need. They are also sponsoring a Giving Tree, with assistance from Ms. McKenney, the Homeless Liaison. Teachers and students are able to pick a star from the tree and bring the corresponding gift to the school. Stars for the Giving Tree can be found in the Teacher's room and main office. Mr. Mayberry asked if this information was available online. Ms. Theth responded that she wasn't sure, but would check on it for the next meeting. Student Council is also sponsoring a canned food drive until November 30.

### **H. COMMITTEE REPORTS:**

Dr. Appel provided the following report on the Professional Development committee meeting which was held on October 19<sup>st</sup>.

This meeting of the Professional Development Committee was largely devoted to distribution of extremely well organized prepared by Sue Vitko and Shannon Delello material describing in detail the organization of the staff into focus groups and the plan for each released day for the remainder of the year.

Dr. Appel provided the following report on the Curriculum Planning Council meeting which was held on November 3<sup>rd</sup>.

This meeting of the CPC was devoted to a presentation by Gary Tirone on the New Hampshire Department of Education plans for implementation of Next Generation Learning and Competencies. The basic idea is to try to supplement what students currently learn by structuring the educational environment in such a way that they can become competent to deal with the entire process of dealing with problems in real life: problem formulation, research, interpretation and communication of the solution.

These are clearly long range goals for curricula, the first steps of which are to determine the competencies required to utilize the knowledge gained in high school courses. The hoped for result is to permit richer instruction that individualizes learning to the greatest extent possible and permits students and faculty to partner in using an extended set of tools to create an education for the new century.



DOVER SCHOOL DISTRICT

# DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
 Meeting Location: Media Ctr. (Room 306) McConnell Center  
 Meeting Date: **Monday, November 14, 2011**  
 Meeting Time: **7:00 pm**

The actual nitty-gritty details of doing this in most courses seem not yet fully invented and will provide a major challenge to New Hampshire schools, but success in this endeavor will leave students much better prepared for further education and the work environment.

Mrs. Grady provided the following reports:

### **Horne Street Joint Building Committee**

The HSS JBC met on November 10 to discuss closing details of the project. The Open House will take place on Thursday, November 17<sup>th</sup> from 6-7:00 PM. All are welcome to view the completed renovation project. There will be speeches, light refreshments and student-led tours of the building. There is \$100,000 in retainage and a budget availability of \$218,000. The parking lot work scheduled to be completed in the summer will use most of the remaining funds. There is a tentative closing date for the project of August 14<sup>th</sup> 2012. The project is scheduled to come in under budget. The next meetings are December 1<sup>st</sup> at 5:00 PM and December 27<sup>th</sup> at 5:00 PM. Both meetings will take place at the SAU office.

Audra Lurvey moved, Matt Mayberry seconded to accept the committee reports. An oral **VOTE PASSED 7/0.**

### **I. POLICY -- CHANGES – PROPOSALS: (First Reading)**

#### **a. EBBA-1 Horne Street School Loss of Utility Power**

#### **FIRST READING**

#### **Horne Street School Loss of Utility Power Policy**

The School Board directs the Superintendent to have a procedure when there is a loss of utility power to the premises.

The Horne Street School generator provides optional back-up power which supports the base building systems and equipment. Base building systems are limited to: the fire alarm control panel, intercom and security systems, rooftop HVAC units, boilers and circulator pumps, kitchen refrigeration equipment, and night light circuits. The purpose of the optional standby generator is only to maintain basic building systems and equipment.

#### **Power Outage Occurring During School Hours-**

If Horne Street School experiences a power outage during school hours, 8:00am – 3:00pm M-F, a qualified person of the maintenance staff from the Facilities Office will be contacted immediately to evaluate the outage to determine if the outage is facility or utility related.

If determined a utility related outage (currently PSNH), the utility company will be contacted by the Facilities Office for the repair. If determined a facility related outage, the electrical contractor (currently RMS Electric) will be contacted by the Facilities Office for troubleshooting and



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

possible repair. If the normal power (not generator supplied) is anticipated to be out for one hour or more between the hours of 8:00am-1:30 pm, whether the power outage is facility or utility related, evacuation measures will begin either by engaging an emergency early release of students to home with busses or to the designated offsite evacuation location. Should any repair be necessary the Electrical Inspector for the City of Dover shall be contacted within the Building Inspection Division at 516-6038.

The Facilities Manager or designee will apprise both the Superintendent and building Principal as to the expected response time and course of action required under the direction of the utility company and/or electrical contractor. The Superintendent/Principal will collaborate with Fire/Police in extenuating circumstances (extreme weather conditions for example) to determine the best and safest course of action if the school building needs to be closed and children sent home.

### **Power Outage Occurring During Non-School Hours-**

- 1) After 3:00pm – 8:00am during weekdays
- 2) Starting at 3:00pm Fridays and ending on Mondays at 8:00am for weekends
- 3) After 3:00pm prior to a holiday and ending at 8:00am the day of school,

Notifying a Facilities staff member that is currently in the building or after hour's emergency contact should be followed by calling Dover Dispatch at 742-4646. Facilities staff will communicate internally and Dover Dispatch will in turn communicate per emergency contact list provided (on-call Facilities staff comprised of maintenance and management). A qualified person from Facilities will assess the power outage. If the building is occupied and power cannot be restored immediately, all after school activities will end and everyone will be required to leave the building until power is restored and the required life safety systems are functional. This shall include, but not be limited to, the recharging of the required emergency lighting batteries throughout the building. The Facilities Manager or designee will apprise both the Superintendent and building Principal as to the expected response time and course of action required under the direction of the utility company and/or electrical contractor.

The generator does not supply all the required loads to the building to occupy the structure during a power outage. At no time shall this standby generator be used as an emergency generator unless the necessary alterations are performed and approved by all applicable agencies and authorities.

This policy was required in order to obtain a Certificate of Occupancy. This policy states that the standby generator cannot be used as an emergency generator.

Mr. Boodey discussed the difference between the generator at WPS and the one at HSS. HSS will not be used as an emergency shelter.

Audra Lurvey moved, Matt Mayberry seconded tabling policy EBBA-1 until the December 12 School Board meeting. An oral **VOTE PASSED 7/0.**



DOVER SCHOOL  
DISTRICT

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

### J. POLICY ADOPTIONS: (Second Reading)

#### a. IJOAA Extended Travel

#### *SECOND READING*

#### *EXTENDED TRAVEL*

In-state, overnight school funded trips are exempt from this policy. However, they must comply with policy IJOA – Field Trips and Excursions. Clubs and other school-approved organizations that engage in in-state, overnight activities are also exempt from this policy but must also comply with policy IJOA.

Foreign or domestic overnight travel with significant educational value is permitted following approval of the Building Principal, Superintendent, and School Board.

Approval by the School Board shall consist of preliminary approval (permission to plan and to commit funds) and final approval (permission to proceed). Except to determine interest/feasibility, no substantive discussions of foreign travel can be conducted with students until preliminary approval is granted by the School Board. Requests for final approval should be scheduled for the regular School Board meeting approximately one month prior to departure. The School Board may rescind final approval in the event the government issues a travel advisory for any areas on the itinerary or if the safety and well-being of the students may be jeopardized by acts of terrorism or government instability.

Overnight trips shall, to the extent possible, be scheduled during school vacation periods. If the trip extends into the school days, a waiver request must be approved by the superintendent and the School Board.

#### **A.**

Costs of such trips must be the responsibility of the participating students and their parent/guardian. ~~The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants and to ensure availability of financial assistance to those students otherwise qualifying, but for whom the economic strain is too severe.~~ ***The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants and to ensure availability of financial assistance to those students otherwise qualifying, but for whom the economic strain is too severe.***

#### **OR**

#### **B.**

Costs of such trips must be the responsibility of the participating students and their parent/guardian. ~~The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants and to ensure availability of financial assistance to~~



DOVER SCHOOL  
DISTRICT

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

~~those students otherwise qualifying, but for whom the economic strain is too severe.~~ **However, the sponsoring organization may financially assist participating students by organizing various fundraisers.**

Requests for preliminary approval submitted to the School Board shall include:

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
3. Inclusive dates of trip.
4. General itinerary.
5. Cost per student.
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
7. Permission forms to be reviewed with and signed by parents.
8. Statement of source and nature of insurance coverage.
9. Decision and opinion of the Principal and Superintendent.
10. Release from duty of any staff member by the Superintendent.
11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)
12. Cost to the District.

Requests for final approval submitted to the School Board shall include:

1. Names and addresses of all students and chaperones. (Note: All chaperones must complete a criminal background check, at District expense, at least one month prior to departure.)
2. The only adults allowed to travel with the students will be those assigned as chaperones.
3. Adult/Student ratio.
4. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.

A copy of this policy and release shall be provided to pupils and parents along with materials distributed on extended trips. Pupils and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip
2. Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip
3. Students will not purchase body art or piercing services while on a school sanctioned trip



DOVER SCHOOL DISTRICT

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: Monday, November 14, 2011
Meeting Time: 7:00 pm

4. Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned \_\_\_\_\_, hereby grants permission for \_\_\_\_\_ to travel to \_\_\_\_\_ with \_\_\_\_\_ as chaperones, as part of a Dover School District extended travel program. The scheduled departure date is \_\_\_\_\_ and the scheduled return date is \_\_\_\_\_.

- 1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Parent/Guardian Signature



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

---

Parent/Guardian Signature

---

Student Signature

---

Mr. Mayberry stated that Option B doesn't really change anything. Mrs. Grady agreed that she preferred Option A. Mr. Mayberry thanked Dr. Mebert for researching this policy and offering changes.

Matt Mayberry moved, Audra Lurvey seconded approval of policy IJOAA with Option A language added to it. An oral **VOTE PASSED 7/0**.

**K. SUBMISSION AND PAYMENT OF BILLS:** Audra Lurvey moved, Matt Mayberry seconded to direct the payment of manifest #12-E in the amount of \$51,872.84 for FY11 and \$4,123,709.83 for FY12 for a total of \$4,175,582.67. The time period for payments was from 9/13/11 to 11/14/11. A roll call **VOTE PASSED 7/0**.

**L. RESOLUTIONS: None**

**M. OLD BUSINESS: none**

**N. NEW BUSINESS:**

**1. DALC Handbook Revision—Deanna Strand**

DALC Executive Director Deanna Strand provided the Board with a change to the handbook for DALC. The pay scale was unable to be added to the previously approved handbook because of uncertainty of funding sources. The recommendation is for a 2% increase to the wage scale effective 9/1/11. The wages are all paid from grants, tuition and fees paid to DALC, along with funds raised through donations to DALC.

Audra Lurvey moved, Matt Mayberry seconded to accept the proposed changes to the DALC Handbook. An oral **VOTE PASSED 7/0**.

**2. Food Service Summary Report for 2010-2011--Mark Covell**

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

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



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
 Meeting Location: Media Ctr. (Room 306) McConnell Center  
 Meeting Date: **Monday, November 14, 2011**  
 Meeting Time: **7:00 pm**

All schools do provide a breakfast program as well. Mr. Covell thanked his dedicated staff, school nurses, principals, maintenance and custodial staff, as well as the Superintendent and her staff for their service to the students. He added that at the end of FY12, there was a fund balance of \$215,000.

### BREAKFAST

- **Paid Student Meals**      9097              **4.78% Decrease**
- **Reduced Student Meals**   3344              **34.90% Decrease**
- **Free Student Meals**       49429              **12.22% Increase**
  
- **Total Breakfast Served**   61870              **6.45% Increase**
- **Average Daily Participation**      344

### LUNCH

- **Paid Student Meals**      206726              **3.82% Decrease**
- **Reduced Student Meals**   23242              **18.35% Decrease**
- **Free Student Meals**       128786              **29.91% Increase**
  
- **Total Lunches Served**      358754              **1.00% Increase**
- **Average Daily Participation**      1993

### 3. Food Service Goals for 2011-2012--Mark Covell

The school food service program has had a very busy and exciting start to the beginning of this school year.

- ❖ In an ongoing process, we have initiated many new programs and menu items. We are working off a Government grant at Woodman Park School for the third year, serving fresh fruits and vegetables daily to all students at snack time free of charge. We also instituted a fresh fruits and vegetables program at Horne Street and Garrison schools at a reduced cost to participate as these schools are not eligible for the Government grant. These programs are widely accepted and the kids love it.
  
- ❖ We are grateful to have more UNH Interns working on projects again this year. The projects this year will continue developing our relationship with local chefs coming in to work with food service staff and prepare new menu items. This was a huge success last year. Several informative nutritional movie nights are in the process of being scheduled for this year for the local community. We had two last year and although the attendance was lower than anticipated it was definitely a beneficial approach in communicating and educating the local community. Work is also in progress in working with local farmers visiting the schools and setting up local grown fruit and vegetable displays to help educate students about sustainability and the significance of buying local.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

- ❖ Our own nutritional food service website is up and running for the second year. This website is loaded with unlimited nutritional information for students and parents as well as any current events that are going on in the food service department. This site had over 40,000 visits last year. You can check it out here:  
<http://www.doverschoolfood.com>
- ❖ We are continuing participation in two after school snack programs which ensures children receive healthy snacks after school as well.
- ❖ We are continuing our relationship with CTC this year and their gardening project of providing us with some fresh produce items grown by the students and served in the food service department. This has been expanding every year and the high school students really enjoy seeing the locally produced items on the serving line.
- ❖ We have entered into a renewal contract with the Cocheco Arts and Technology Academy to provide them lunches again this school year. We have formed a great relationship with them and this is very beneficial to both parties.
- ❖ New menu items are being tested on a monthly basis with focus on nutrition in all schools. Some of the items include assorted fresh wraps, baked stuffed shells, homemade beef & bean burritos, pita bread pizzas topped with olive oil and a variety of fresh vegetables, baked apple sticks and Panini sandwiches. We are also testing new items from vendors on an ongoing basis. This is a work in progress as we develop more healthy and nutritious recipes. Any testing's that prove to be favorable with the students are incorporated into the menus
- ❖ Food Service Director is continuing building a network of other Directors to exchange new ideas and for brainstorming. Food Service Director will be participating in a minimum of four scheduled Directors seminars throughout this school year.
- ❖ I would like to end by thanking all of the volunteers that formulate our Wellness Advisory Committee. Their input and dedication as a team, with concern for having a great food service program and communicating health and wellness throughout the district and community is welcome and much appreciated. Scheduling this year's meetings is in progress at this time.

Mr. Covell noted that the current contract for providing pizzas by Uno's is not going well. The consumption of pizza has decreased by 32% and he is looking into talking with other pizza vendors for alternatives.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

Business Administrator Mike Limanni commented that the wellness committee is being re-formed since it has not met since the departure of former BA Laurie Verville.

Mr. Covell also stated that Mr. Limanni is looking into adding items that go out to bid. Currently, bread and milk are the only products that go through the process.

Dr. Mebert asked if the District can obtain discounts by buying from a co-op. Mr. Covell responded that he has looked into that option and found that it would not be convenient for Dover. Brands of items, along with delivery dates and times cannot be specified.

Mr. Mayberry asked if anything has been done to encourage participation in the breakfast programs. Mr. Covell responded that he believes the problem is the morning schedule and the fact that lunch is so early.

Mr. Mayberry also asked if a basket of granola bars or a similar breakfast food be placed for students who don't have time to eat breakfast. Mr. Covell responded that a complete meal needs to be provided in order to qualify for reimbursement.

#### **4. Strafford Learning Center Membership Proposal—Sandie Crosson**

Ms. Crosson has analyzed the benefit/cost of becoming a member of Strafford Learning Center (SLC) and recommends that Dover School District pursue conversation with the SLC executive board regarding membership.

Dover School District currently places students at two programs operated by SLC: John Powers School, a private provider of special education for elementary and middle school aged students, and Chuck Ott Academy, a private provider of special education for students aged 14-21. The number of students placed at SLC programs varies from year to year and within any year, depending on Dover's ability to meet student needs within existing district programs and the availability of openings at the SLC programs.

In addition, Dover School District contracts with SLC to provide special education, related services, or supplementary aids/services to students with low incidence disabilities. Currently Dover contracts for a Teacher of the Deaf/Hard of Hearing, Vision/Orientation/Mobility services, and Secondary Transition services. Last year SLC provided us with an OT when our employed OT resigned mid-year and this year we contracted with SLC for a substitute Speech Pathologist when our employed SLP had family leave. Dover uses Strafford Learning Center as our first choice when looking for out of district special education programs or contracted related services because of their reputation for quality programming and their commitment to working with districts to design services to meet evolving needs. Dover School District has a history of partnership with SLC including joint projects with The Prevention Board, Community of Practice, and Wraparound.

The rate of membership in the Strafford Learning Center collaborative is \$6.65 per enrolled K-12 student. Our enrollment 10/31/2011 was 3771 (including 27 out of district students and omitting



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

Preschool, Barrington, and Nottingham students). The cost of membership based on these figures would be \$25,077.15.

This year we are projected to spend \$323,054.45 on tuition and contracted services from SLC. Nonmembers pay 15% more than the member rate. If we were members, tuition and contracted services would cost us \$280,916.91. Estimating membership costs based on the 10/31/11 enrollment, and adding the cost of tuition, services, and membership, our total costs as members would have been about \$305,944.06 - a savings of about \$17,060.39.

Ms. Crosson requests that Dover School Board approves further investigation of SLC membership by the superintendent and special education administrator.

Ms. Crosson stated that this is necessary at this time because of the increase in out of district tuition and contracted services. The membership would ultimately save the District money.

Mrs. Grady asked if they were voting approval for conversation only. Ms. Crosson assured her that at this point, there are only conversations.

Beth Setear moved, Matt Mayberry seconded approval for more discussions of a SLC Membership proposal. An oral **VOTE PASSED 7/0**.

### **5. Special Funds Quarterly Update (Policy DFC)-Mike Limanni**

Mr. Limanni discussed the Fund Balance Activity for the Food Service Fund, Alternative School Fund, and Facilities Fund.

Food Service Fund:	Estimated Fund Balance as of 9/30/11--\$194,485.44
Alternative School Fund:	Estimated Fund Balance as of 6/30/12 (based on billable out-of-district tuition students as of 9/30/11)-- (\$36,914.27)
Facilities Fund	Estimated Fund Balance as of 9/30/11--\$71,300.00

Mr. Limanni commented that the Alternative School Fund should have a balance closer to zero as of the end of the year since 2 students have been added since 9/30/11.

### **6. Federal Funding Quarterly Update (Policy DD)—Mike Limanni**

Mr. Limanni discussed activity for FY2012 Federal and State projects as of 9/30/11. To date, 56% of all federal grants have been obligated and disbursed and 44% of funds are remaining. Dr. Mebert asked if these numbers are typical. Mr. Limanni responded that they are. Payroll has been encumbered for the entire year at this point and items have been purchased.

### **7. Dover High School Renovation Planning Committee**

### **8. Garrison School Renovation Planning Committee**

Ms. Briggs Badger asked the School Board to assist her in asking for community participation in discussing needs and vision for the future of Dover High School and Garrison School. In the



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #11  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, November 14, 2011**  
Meeting Time: **7:00 pm**

past, there have been 10-12 people who have met to discuss the vision. Anyone interested can contact the SAU office.

Dr. Mebert asked if this is contingent on building aid. Ms. Briggs Badger responded that building aid should be back eventually, but regardless, work will still need to be done on these buildings. This needs to be viewed as a plan. Financing will be a different matter.

Mrs. Grady asked if the planning committee is the same as the design committee. Mr. Limanni responded that they are different committees and at this time, we are just looking at the needs.

### **O. SCHOOL BOARD MATTERS OF INTEREST:**

Audra Lurvey moved, Matt Mayberry moved to support the NJROTC initiative with Portsmouth. An oral **VOTE PASSED 7/0.**

**P. ADJOURNMENT:** Audra Lurvey moved, Matt Mayberry seconded, to adjourn at 8:25 P.M. An oral **VOTE PASSED 7/0.**

Respectfully Submitted,  
Beth Setear, Secretary  
BS/ral