



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #8
Meeting Location:	McConnell Center, Media Center Room Rm. 306
Meeting Date:	Monday, June 18, 2012
Meeting Time:	6:30 P.M.

- A. ROLL CALL:** Present were Rocky D’Andrea, Kathy Baker, Paul Butler, Doris Grady, Ken Appel, Betsey Andrews Parker and Amanda Russell.

Also present were Superintendent Jean Briggs Business Administrator Michael Limanni; Technology Manager Chris Roberge, Career Technology Director Jim Amara; Pupil Personnel Services Director Sandie Crosson; Alternative School Director Mike Russo.

- B. PLEDGE OF ALLEGIANCE:** Rocky D’Andrea 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. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Meaghan Odell, DMS
3. **Leaves of Absence:** None
4. **Nominations:**

Sheet 1: Nomination and Election of Teachers (DeSanto-Hutchison)
Sheet 2: Nomination and Election of Staff Recalled (Vallee-Wotton)
5. **Extended Travel (Student Trips):** None

Amanda Russell moved, Kathy Baker seconded to remove #4, Sheet 1 from the consent agenda for a separate vote. An oral **VOTE PASSED 7/0.**

Kathy Baker moved, Amanda Russell seconded approving the remainder of the consent agenda. An oral **VOTE PASSED 7/0.**

Ms. Russell pulled the nomination of the NJROTC candidate for clarification. Ms. Briggs Badger summarized events regarding the position, stating that she had received communication from the Navy stating that Dover is still top on the list to have the program pulled for the 2013-2014 school year. If this happens, the School Board would need to decide if they want to continue to run the program for the 2012-2013 school year. Mr. Amara noted that this information is only for the Board’s information. It is just something that may happen in the future and will be the Board’s decision as to what to do if it does happen. He stated that all candidates have been informed of this situation and are aware of its implications.

Dr. Butler asked about Mr. Del Santo’s contract. Mr. Amara stated that the contract could be contingent on naval funding.

Currently, there are approximately 16 seniors enrolled in the program. Ms. Briggs Badger asked if Portsmouth students should still be allowed to attend Dover’s program. Mr. Amara



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responded that it would be the School Board's decision. He continued to say that as a CTC program, there would still be revenue received from it.

Ms. Briggs Badger stated that former School Board member Matt Mayberry offered to work on the school district's behalf to save the program. Mrs. Grady also noted that she has communicated with Jeanne Shaheen and Kelly Ayotte with hopes of gaining their assistance in keeping the program.

Ms. Andrews Parker commented that the District made a commitment to the current students to keep the program and the promise should be honored. She asked what the downfall would be to continuing the program this year even if the program were cut for next year. Mr. Amara stated that it would be the investment of funds for a short-lived program.

Mrs. Grady commented that if this program is eliminated this year, there may be a reduction in Barrington tuition students.

Ms. Briggs Badger recommended to proceed as planned and the Board should approve the nomination of the NJROTC instructor. If the program is ended as of FY14, they many want to consider not hiring a second instructor.

Ms. Russell stated that it seemed illogical to start new students in a program that may end next year.

Ms. Andrews Parker asked Ms. Briggs Badger to keep the Board updated on the issue so that it may be discussed at the next Board meeting.

Betsey Andrews Parker moved, Kathy Baker seconded approval of Item D. #4, Sheet 1. An oral **VOTE PASSED 7/0.**

E. POLICY ADOPTION: (Second Reading)

a. At-Risk Student Program Coordinator Job Description

Summary:

To facilitate the development and implementation of various initiatives that support the academic, social and emotional growth of at-risk students.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- **Competency Recovery:** Assist students' credit recovery for incomplete and failing grades.
- **Alternative Learning Plan:** Meet with students and their families seeking alternative pathways to graduation. Develop Alternative Learning Plans and supervise student participation.



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- **Project Based Learning:** Act as a resource for DHS staff for in or out of classroom support in developing and implementing project based or authentic learning opportunities.
- **Nova Net Program:** Maintain a technical fidelity of program, report data regularly, manage content through the Dean of Instruction or designee(s) and develop lab policies.
- **Twilight Program:** Coordinate and expand classroom and non-traditional learning opportunities at DHS after 2:30pm for blocks 5 and 6.
- **Extended Learning Opportunity:** Develop and maintain community connections and enlist teaching staff to offer a range of possibilities for credit accrual outside of the traditional classroom.
- Assist intervention specialist with students in crisis and efforts to connect at-risk students with support services.
- Maintain regular communication with guidance, special education, career counseling, career technical personnel and school administration with placement status of students.
- Assist in interviews of prospective candidates for staff positions in the Nova Net lab and as needed to support new initiatives.
- Assist teachers and support staff with the development of effective classroom management techniques incorporating innovative strategies and training as necessary to enhance the learning environment.
- Promote community awareness, good public relations, and partnerships with businesses, industry and professional organizations.
- Cooperate with external agencies concerning aid or services to students involved in extenuating situations, in coordination with the Family Services Facilitator, as required.
- Work with curriculum coordinator and federal project coordinator to exchange ideas and information related to programs, innovative practices and curriculum initiatives.
- Keep up to date on changing laws and requirements regarding state and federal funds for alternative education.
- Participate in Pupil Assistance Team meetings.
- Participate in IEP meetings as needed.
- Participate in the development and implementation of response to intervention programming.
- Provide oversight to the operational maintenance of the DHS outdoor challenge course.



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- Be responsible for any additional duties as assigned by the School Board, Superintendent, or immediate supervisor.

Management Responsibilities:

This position includes management responsibilities for the Nova Net lab, Twilight Program, project-based learning and extended learning opportunities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Strong leadership skills.
- Knowledge of Alternative Education and Extended Learning Opportunities (ELO) models
- Knowledge of Special Education laws.
- Knowledge of NH Juvenile laws.
- Good communication and organizational skills.
- Work effectively with parents, staff members, and community members.
- Skilled in communication or counseling.
- Flexibility to respond quickly to constantly changing dynamics.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of a Master's degree in Education, Social Work, or related concentration. At least five (5) years of successful experience teaching or in a related background.

Technology Skills:

To perform this job successfully, an individual should have knowledge of Internet software, Word Processing software and student information systems.

Certificates, Licenses, Registrations:

New Hampshire State certification as a teacher.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.



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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

Ms. Andrews Parker summarized the job description above.

Mrs. Grady suggested that the job description be rewritten since the new position will be at a cost of \$100,000. She asked for a description of the Novanet program. Ms. Briggs Badger summarized the program stating that it is a credit recovery program. Mrs. Grady also asked what the Twilight Program is. Mr. Russo responded that it is a program that has been thought about for 8 years. It will change hours of the school day so that it is more attractive to certain students. Future potential benefits can be reaped with a smaller high school in years to come. Many teenagers don't do well in the morning, so this may allow them to be more successful.

Mrs. Grady asked if more staff would be added to the Novanet lab. Mr. Russo stated that this would most likely not be the case.

Mrs. Grady stated that she feels the duties of this position are very large and would be difficult for one person to handle.

Ms. Russell commented that the demands do not seem excessive and similar to the demands of a case manager.

Ms. Andrews Parker asked if Mr. Russo was familiar with the entire job description and the duties involved. He stated that he was and was involved in the language in the job description.

Ms. Baker compared this position to the position of a special education coordinator who are also on teacher's salary schedules.

Mrs. Grady stated that the at-risk position is a part of the Alt School because the salary is included with the Alt School salaries. Mr. Russo responded that the Alt School would be specifically for special education. The pool of at-risk students at DHS will be enlarged due to his presence in the high school. Mrs. Grady asked that the program is followed through very carefully for the first year.

Ms. Briggs Badger stated that Mrs. Grady is correct and the two programs are related. For the past 15 years, there has been a transfer of general fund to the Alt school. The purpose of the redesign is to bring out-of-district students back to Dover and attract new students to the program. This will increase quality and to increase revenue. The Alt school has not been generating enough revenue for the past few years and the general budget has been subsidizing.



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Mr. D'Andrea asked that the item be placed on the July 9 School Board meeting for further discussion.

Amanda Russell moved, Kathy Baker seconded to approve the At-Risk Coordinator Job Description. An oral **VOTE PASSED 6/1 (Grady opposed)**.

F. RESOLUTIONS:

1. Request to Reprogram Funds (Alt. Parking Lot)

Ms. Andrews Parker read the resolution into record.

WHEREAS: the District solicited bids on July 20th 2011, for the Alternative School Parking Lot Reconstruction, and

WHEREAS: the bid funding information stated funding solely through the Facilities Enterprise Capital Fund, and

WHEREAS: the awarded bid was completed and paid out of the Facilities Enterprise Capital Fund at \$108,886.13, and

WHEREAS: the District has sufficient funds available in the General Fund, and

NOW, THEREFORE, BE IT RESOLVED THAT the Dover School Board has received a request from the Business Administrator to reprogram \$108,886.13 from the General Fund, to the Facilities Enterprise Capital Fund.

Mr. Limanni stated there are funds available for this expense because of frugality throughout the year. At the beginning of the year, there were many unknowns and at that time, it couldn't be determined that the general fund would be able to cover this cost. Mrs. Grady asked where the funds came from. Mr. Limanni stated the district was cautious for the entire year.

Amanda Russell moved, Betsey Andrews Parker seconded to approve this resolution. An oral **VOTE PASSED 7/0**.

G. NEW BUSINESS

1. Award Bid Disco Catalyst 2960 Switches

Betsey Andrews Parker moved, Amanda Russell seconded awarding the bid to Higgins Office Supplies, Inc. A roll call **VOTE PASSED 7/0**.

2. Award Bid Acer Aspire Notebooks

Dr. Butler asked where the 10 notebooks would be placed. Mr. Roberge responded that they would most likely be in the elementary schools for tech coordinators and



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elementary teachers. Mr. Roberge added that these computers are needed so that the techs can travel with them as they go from building to building.

Dr. Butler also asked what they are using now. Mr. Roberge stated that they are using old laptops that are very slow.

Mrs. Grady asked why the local company isn't being considered. Equipment would be easier to fix if they are purchased locally.

Ms. Russell commented that if the local company wanted to be competitive, they would bring in a lower bid.

Mr. Limanni reminded the Board that these bid awards are just suggestions. They can award a bid to any vendor that they approve.

Mr. D'Andrea added that he would prefer to award bids to local companies, but with this economy, they usually need to go to the lowest bidder.

Betsey Andrews Parker moved, Amanda Russell seconded awarding the bid to SHI. A roll call **VOTE PASSED 5/2 (Grady, Butler opposed).**

3. Award Bid 19 Inch LCD Monitors

Mrs. Grady had difficulty with the sentence that stated, "their bid was the lowest and as they have also won the PC bid."

She did not agree that one company (Higgins Office Products) is always the lowest and they should not be awarded one bid because they received another bid.

Ms. Andrews Parker asked for an explanation of the bid process.

Mr. Limanni stated that the specifications are determined, a list is sent to many vendors, the bid is posted online and in Foster's newspaper. The Board policy is that any items over \$4,000 are put out to bid. The goal is to have competitive pricing, but the lowest bidder doesn't need to be selected. The department head is the person who makes the decision regarding bids.

Mr. Roberge added that he buys equipment and technology every year and he knows which dealers are the easiest to use. He has established relationships with vendors and he knows what to expect from them.



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Mr. Limanni added that computers and technology should be purchased prior to their failure. There is valuable information on most computers and it is essential that they are replaced as needed.

Ms. Briggs Badger added that this is the main reason for capital reserves.

Ms. Andrews Parker thanked Mr. Roberge for investing in updating and maintaining technology. It is important that sending schools and others know that we are up to date with technology.

Ms. Baker stated her trust in Mr. Roberge but recommended that the order of the bids on the agenda be verified since the language on one bid is noted on another bid that is later on the agenda.

Betsey Andrews Parker moved, Amanda Russell seconded awarding the bid to Higgins Office Supplies, Inc. A roll call **VOTE PASSED 5/2 (Grady, Butler opposed)**.

4. Award Bid Nexlink 3425 SFF Mini Towers PC's

Higgins did not have the lowest bid, but there has been a longstanding relationship with them. Mr. Roberge reiterated that they are much easier to use since they know they will receive replacement machines if needed, etc.

Mr. D'Andrea stated his desire to choose a local vendor if the price is competitive. Mrs. Grady also added that she thought that the local vendor should receive the bid since the price was not too much higher.

Ms. Russell agreed with Mr. Roberge that it's important to have a relationship with a vendor and she trusts his judgment when selecting vendors.

Mrs. Grady commented that we don't know how other companies will do if they are never used. They should be given a chance to build a relationship.

Ms. Andrews Parker stated that this philosophical debate regarding offering bids to the lowest bidder should be brought up with the City Council. She also added that the public will notice if bids are given to higher bidders when the budget is in such dire straits. They will not look fiscally responsible.

Betsey Andrews Parker moved, Amanda Russell seconded awarding the bid to Higgins Office Supplies, Inc. A roll call **VOTE PASSED 5/2 (Grady, Butler opposed)**.

5. Award Bid Alignment System used in Automotive Technology Lab



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Betsey Andrews Parker moved, Amanda Russell seconded awarding the bid to Lappen Auto Supply Co, Inc. A roll call **VOTE PASSED 7/0.**

6. Award Bid for Electronic Security System

Mr. Limanni explained that this system will make badges for the school district. These badges can be used in cafeterias, Gourmet Table, and other schools. There will be a minimal cost when the middle school system fails. In the future, these badges can be used at local vendors. This system will allow flexibility at a later date, including use at libraries. The cost for Advance Technology was almost \$1,000 less than the other bidder.

Ms. Briggs Badger added that the Primex audit done last year recommended this type of item. Students will be encouraged to and want to use these badges because of their other uses.

Betsey Andrews Parker moved, Amanda Russell seconded awarding the bid to Advance Technology. A roll call **VOTE PASSED 7/0.**

H. SCHOOL BOARD MATTERS OF INTEREST

Ms. Russell thanked everyone for a great year. Mr. D'Andrea added that it was an honor to attend Dover High School graduation and Principal Boston and her staff did a fantastic job with the ceremony. Ms. Russell added her congratulations to 8th grade students on their completion of middle school. She stated that Dean of Students Bruce Patrick did a great job.

I. ADJOURNMENT

Kathy Baker moved, Betsey Andrews Parker seconded to adjourn at 7:50. An oral **VOTE PASSED 7/0.**

Respectfully submitted,
Rocky D'Andrea, Chairperson
RD/ral