



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #7
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, July 8, 2013
Meeting Time:	7:00 pm

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. CITIZENS' FORUM**
- D. APPROVAL OF MINUTES**
 - 1. Special Session #7, June 10, 2013
 - 2. Regular Session #6, June 10, 2013
 - 3. Special Session #8, June 17, 2013
 - 4. Special Session #9, June 18, 2013
 - 5. Public Meeting to Enter Nonpublic Session #13, June 18, 2013
 - 6. Public to Enter Nonpublic Student Discipline #6, June 20, 2013
 - 7. Public Meeting to Enter Nonpublic Session #14, June 24, 2013
 - 8. Special Session #10, June 24, 2013
- E. CONSENT AGENDA**
 - 1. Correspondence: None**
 - 2. Resignations/Retirements:**
 - a. Margaret LaPointe, LNA Teacher
 - b. Libby Simmons, Supervisor of Business Affairs
 - 3. Leaves of Absence: NONE**
 - 4. Nominations:**
 - Sheet 1: Nomination and Election of Administrators (Bennett)
 - Sheet 2: Nomination and Election of Teachers (Austin-Tenney)
 - Sheet 3: Nomination and Election of Summer School Positions (Cote-Seekamp)
 - 5. Extended Travel (Student Trips): NONE**
- F. SUPERINTENDENT'S REPORT**
- G. STUDENT REPRESENTATIVE REPORT: NONE**
- H. COMMITTEE REPORTS**
- I. POLICY – CHANGES – PROPOSALS: None**
- J. POLICY ADOPTION: None**
- K. SUBMISSION AND PAYMENT OF BILLS**
- L. RESOLUTIONS: None**



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- M. OLD BUSINESS: NONE**
- N. NEW BUSINESS:**
 - 1. Emergency Management Performance Grant
 - 2. Interim Superintendent Search Update
- O. SCHOOL BOARD MATTERS OF INTEREST**
- P. ADJOURNMENT**

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three minutes unless otherwise extended by the Chairperson, with the approval of the School Board. All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.



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DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #7
Meeting Location:	McConnell Center, Media Center Room Rm. 306
Meeting Date:	Monday, June 10, 2013
Meeting Time:	6:00 P.M.

A. ROLL CALL: Present were Doris Grady, Amanda Russell, Betsey Andrews Parker, Paul Butler, Kathy Baker and Rocky D’Andrea.
Also present were; Superintendent Jean Briggs Badger; WPS Principal Patrick Boodey, Fosters, citizens, City Councilor Karen Weston

B. CITIZEN’S FORUM (LIMITED TO AGENDA ITEMS ONLY): No one addressed the Board.

C. SELECTION OF OPEN SCHOOL BOARD POSITION CANDIDATE

Three finalists for the School Board position vacated by the death of Dr. Ken Appel were each interviewed for 15 minutes. The first interview was at 6:00 with Marjorie Fisher, the second was at 6:15 with Kristen Devoe and the third was at 6:30 with Sarah Greenshields. The same questions were asked of all three candidates including:

1. Relating to 21st century learning...what kinds of things should be implemented now?
2. What do you believe is the most important role of a School Board member?
3. As you step into the positions of School Board member, what do you see as your responsibility and what are your goals as a Board member?
4. How would you proceed in achieving this goal?
5. How would address negative press that School Boards sometimes receive?
6. Are you planning on running for School Board in the fall election?
7. Why do you want to serve on the School Board?
8. What basic skills should an 18 year old have after going through Dover's public schools? Another way of asking this same question is, what should an admissions officer for a college or an HR person for a company be able to assume when viewing the application of a Dover HS graduate
9. I have read that the average 8 to 18 year old American child spends 7 hours and 34 minutes per day on digital media. Does it seem possible to you that this could be true? If so, is it helpful or harmful to the student? If harmful, what could we, as a school board do about it?
10. What is your opinion of Dover's tax cap?

Mrs. Fisher stated that she wants students to be excited about learning. More languages should be offered and technology should be a focus for 21st century learning. She would like to



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advocate for all students and work cohesively as a Board. She would be an advocate for education.

When asked about adverse press, she stated that she would not speak to the press when this occurs.

She decided to run for this position because as a past Board member, she understands how difficult it is to enter office in the middle of a term. She has no agenda, but just wants to help if she can.

Mrs. Fisher commented that students should know how to write and have confidence and self-esteem when they leave the Dover School District.

She added that she believes that students would be apt to use digital media less each day if more activities such as music, athletics and other activities occurred after school.

Mrs. Fisher commented that the tax cap is there and at this point, she can't do anything about it.

When asked if she would be running for School Board in the fall, she stated that she is not going to run. She just wanted to help out for the short-term, if needed.

Ms. Devoe stated that modern technology should be a focus for 21st Century learning. She stated that she is running for office because every student deserves the same opportunities regardless of economic background and she would like to be an advocate for all children.

When asked about negative press, she answered that she would "brush it off" as much as possible.

Her goal would be to help all kids and to stay involved as much as possible with the students.

She felt that when students leave the Dover School District, they should have important life skills such as balancing a checkbook. She added that she is planning on running for the School Board in the fall election.

Ms. Devoe feels that more extracurricular activities will help to keep children away from digital media, while help with the problem of obesity.

She admitted that she doesn't know too much about the tax cap since she is on a fixed income.

Ms. Greenshields stated that an important part of 21st Century Learning should be technology. As a business person, she has hired many interns, who have come to work for her without proper knowledge of Word or Excel. She feels they should gain these important skills while still in school. She feels that her role will be to listen and try to understand the needs and challenges of the Dover School District.



DOVER SCHOOL DISTRICT

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She would offer a fresh perspective and try to learn as much as possible. She added that this type of work “intrigues and excites” her.

When asked about negative press, she commented that everyone has an opinion and would have patience with this.

Her goal is to represent all students in Dover and she feels that a Dover graduate should have the ability to work as a team. The ability to use technology would also be something required of a Dover graduate.

Ms. Greenshields commented that she is going to run for permanent office in the fall.

When asked about the extensive use of digital media in today’s youth, Ms. Greenshields commented that she is a huge advocate for outdoor activity for children. She would like to see activities that focus on outside recreation and nature.

Since she is fairly new to Dover, she has a limited knowledge of the tax cap, but doesn’t feel that it makes a lot of sense and can have a negative impact on a growing city.

At the end of the interview process, each Board member was given a ballot and asked to rate each candidate as a 1st, 2nd, or 3rd choice. Ms. Andrews Parker tabulated the scores and announced that the successful candidate would be Sarah Greenshields.

The final voting results were:

Marjorie Fisher	20 points
Sarah Greenshields	22 points
Kristen Devoe	12 points

D. SWEARING IN OF NEW BOARD MEMBER—K. Lavertu, City Clerk

City Clerk, Karen Lavertu swore in Ms. Greenshields as the new School Board member. She will be a voting member at the regular School Board meeting to follow.

E. ADJOURNMENT

The meeting adjourned at 7:00 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,
Betsey Andrews Parker, Secretary
BAP/ral



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Meeting Time: **7:00 pm**

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, June 10, 2013 at 7:05 p.m. in the McConnell Center Media Center.

A. ROLL CALL: Present were Rocky D'Andrea, Amanda Russell, Doris Grady, Kathy Baker, Paul Butler, Betsey Andrews Parker and Sarah Greenshields.

Also present were; Superintendent Jean Briggs Badger; DMS Principal Kim Lyndes, Woodman Park Principal Patrick Boodey, HSS Principal Mike McKenney, Incoming GES Principal Beth Dunton, CIA Director Paula Glynn, PPS Director Sandie Crosson, CTC Director Jim Amara, Alt School Director Jamie Carver, citizens, teachers, Fosters

B. PLEDGE OF ALLEGIANCE: Paul Butler led the Pledge of Allegiance.

Amanda Russell moved, Betsey Andrews Parker seconded having Karen Duffy of the Chamber of Commerce present the Dover Educator of the Year award. An oral **VOTE PASSED 7/0.**

Amanda Russell moved, Kathy Baker seconded moving L. 2 up in the agenda. An oral **VOTE PASSED 7/0.**

Karen Duffy, Greater Dover Chamber of Commerce representative presented the Dover Educator of the Year award to Judy Ring, cosmetology teacher at Dover High School. Ms. Ring was presented the award at the Dover High School Awards also being held on June 10th. Ms. Duffy read the requirements for this award and noted some of Ms. Ring's accomplishments. She also noted the mission of the Chamber Education committee, along with the mission of Measured Progress, the sponsor of this award. Ms. Ring has gone above and beyond the requirements for a teacher and has shown exemplary service to the Dover School District. The School Board and public also extended their congratulations to Ms. Ring. Ms. Duffy stated that 10 letters of support were submitted for Ms. Ring, when the typical number of letters is 2 or 3.

L. RESOLUTIONS

2. Linda Smart—NH Librarian of the Year

Ms. Andrews Parker read into record the resolution honoring Linda Smart, HSS Librarian as Librarian of the Year. Ms. Smart has been the dedicated HSS Librarian for 14 years and has been active and a pioneer in technology. The School Board and audience showed their appreciation to Ms. Smart for her outstanding service.

C. CITIZENS' FORUM: David Martins, 10 Linda Ave., addressed the Board about the new School Board member process. He thought it was overall a good process, but wondered why some Board members opposed support a candidate who previously served on the Board.



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Chairperson D'Andrea introduced and welcomed Sarah Greenshields as the newest member of the Dover School Board., who was elected at the Special Session prior to the School Board meeting.

D. APPROVAL OF MINUTES

1. Public Meeting to Enter Nonpublic Session #10, May 13, 2013
2. Nonpublic Session #10, May 13, 2013
3. Regular Session #5, May 13, 2013
4. Public Meeting to Enter Nonpublic Student Discipline Hearing #5, May 15, 2013
5. Special Session #6, May 20, 2013

Amanda Russell moved, Kathy Baker seconded approval of the minutes. An oral **VOTE PASSED 6/0 (Greenshields abstained).**

E. CONSENT AGENDA

1. **Correspondence:**
 - a. Dover Parents Music Club, Inc. (Waiver of Time for Rental)
 - b. Dover Community Band (Waiver of Rental Fee)
 - c. Request for Job Share Cronan/Woods DHS
2. **Resignations/Retirements:**
 - a. Jean Briggs Badger, Superintendent of Schools
 - b. Christopher Roberge, Technical Support Manager
 - c. Alicia Spates-Messier, Dover Middle School
 - e. Dan Sheffer, CTC
3. **Leaves of Absence:** NONE
4. **Nominations:**

Sheet 1: Nomination and Election of Aide Positions (Barshaw)
Sheet 2: Nomination and Election of Coaching Positions (Baumgartner)
Sheet 3: Nomination and Election of Teachers (Callo-Stevens)
Sheet 4: Nomination and Election of Aide Positions (Glidden)
Sheet 5: Nomination and Election of Coaching Positions (Allen-Zabkar)
Sheet 6: Nomination and Election of Summer Positions (Nasberg-Ruland)
5. **Extended Travel (Student Trips):** NONE

Kathy Baker moved, Amanda Russell seconded pulling item 2.a. from the consent agenda. An oral **VOTE PASSED 7/0.**

Mr. D'Andrea expressed his regret at the retirement of Superintendent Briggs Badger. He commended and thanked her for 24 years of service to Dover.



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Ms. Baker added her disappointment in the retirement of Ms. Briggs Badger. She wished her well and thanked her for her outstanding service to the children of Dover. She appreciates her decision to spend time with her family.

Ms. Russell was emotional in her comments to Ms. Briggs Badger adding her thanks for service to the students of Dover. She added that her departure will be a tremendous loss for Dover and wished her a long, happy retirement.

Ms. Andrews Parker thanked Ms. Briggs Badger for leaving a legacy of strong administrators in Dover. She commended her for her great work and stated that she is thankful for the time that she was in Dover.

Amanda Russell moved, Kathy Baker seconded to approve item 2.a. as well as the consent agenda. An oral **VOTE PASSED 6/1. (D'Andrea opposed).**

F. SUPERINTENDENT'S REPORT: Superintendent Briggs Badger spoke on the following items:

DISTRICT Updates

Friday, June 21, 2013 is officially the last day of school. Dover Middle School will end at 11:45 a.m., while elementary classes will end at 12:45 p.m. The morning pre-school will be dismissed at the normal time and there will be no p.m. pre-school.

Dover High School will officially end on Friday, June 21, 2013 with makeup exams scheduled from 7:40 a.m. to 12:00 p.m.

SCHOOL Updates

Dover High School

Senior activities are well underway. The class of 2013 will graduate on Wednesday, June 12th at the Whittemore Center in Durham.

Underclassmen exams will be held the week of June 17th. Busses will be available at 12:00 and a reminder to parents that busses will not run at the 2:30 regular time on any exam day.

DHS Unified Volleyball team placed 3rd at Nationals in Kentucky! Congratulations to all and a special thanks to MJ Hipper for all of her hard work coaching and coordinating this trip.

Woodman Park School

June 5th = 3rd Grade Historical Walking Tour with Cathy Beaudoin and visit to Woodman Museum with Thom Hindle.



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June 5th = 1st Grade assembly regarding Medieval Times with UNH Associate Professor David Bacarach

June 7th = School Wide Assembly presented by the WPS School Mascots on school expectations.

June 11th and 12th = Data Days with selected staff regarding school information.

June 14th = Fun Day (outdoor activities with an academic theme) for all students

June 19th = Kindergarten Celebrations

June 20th = Fourth Grade Commencement at 11:30 in the WPS Gym.

June 21st = Fourth Grade Talent Show, 9:00 in the WPS Gym.

Horne St. School

The annual Variety Shows are taking place at Horne Street on two separate dates. (The daytime performances for the school are on : **June 11th for K-2 and June 13th for Grades 3 & 4**) The parents are encouraged to attend the one evening performance on Thursday, June 13th beginning at 6:30PM in the HSS Gymnasium.

The fourth grade will be off to the Works on Monday, June 17th with a rain date of Tuesday, June 18th.

Wednesday, June 19th is HSS Olympics Rain date is Thursday, June 20th.

The 4th Grade Celebration is scheduled for Friday June 21st beginning at 8:45AM in the Gymnasium.

Garrison School

On Friday, May 31st, the Governor's Council on Physical Fitness and Health presented their annual award to 8 groups for their outstanding achievement in promoting healthy lifestyles through physical activity and fitness programs. Mr. Mike Romps and Mr. Greg Brown, received this award for their Garrison boot Camp/ Camp Live efforts. They were the only school institution selected amongst all the other 7 recipients.

The last week of school activities for Garrison include:
Field Day on Friday, June 14th with a rain date on the 17th
Fourth Grade moving up ceremony on June 19th.



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Talent Show from 9 -11 on June 20th.

Dover Middle School

Congratulations to all of our artists and musicians who had their art work displayed and/or participated in the band and choral concerts last week. Both evenings included outstanding performances.

The last PTA meeting of the year will be held Tuesday, June 11th at 7:00pm in the library.

The 8th Grade Dinner/Dance will be held at DMS on Friday, June 14th from 7:00-10:00pm.

The 8th Grade Awards Assembly will be held at DMS on Thursday, June 20th from 7:00-8:00pm

The 8th Grade trip to Six Flags will take place on the last day of school, Friday, June 21st from 7:30-4:30.

Ms. Briggs Badger thanked Student School Board representative Matt Palczynski for her outstanding service and commended him on his achievements including Top 10 student honor, AP student, National Merit Semi-Finalist, cross-country athlete, music participant, student government, key club, and many other activities.

She welcomed Preston Massingham as the Student School Board representative for the 13-14 school year.

Amanda Russell moved, Paul Butler seconded acceptance of the Superintendent Report. An oral **VOTE PASSED 7/0.**

G. STUDENT REPRESENTATIVE REPORT: Dover High School student representative Matthew Palczynski was unable to attend the meeting due to DHS Awards night. Incoming student representative Preston Massingham attended the meeting in his place. He reported on the following items:

The key club provided 382.75 hours of service for the school year. The key event going on at this point at DHS is preparations for graduation which will be held on June 12. Underclass finals will be happening soon and the class elections have taken place. DHS students would like to thank retiring teachers including Jan Hennessy, French teacher and World Language Academic Coordinator. DHS French student Rose Clemons, wrote a brief statement read by Preston that highlighted Madame Hennessey's achievements and thanked her for her years of service. He also thanked Ms. Briggs Badger for her years of service and wished her well in her retirement.

H. COMMITTEE REPORTS:

There were no committee reports, but Mrs. Grady made the following statement:



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” I guess this is an evening to think about “For Whom The Bell Tolls” Whereas we honor out military veterans for the time they served our country, we as a community indeed will honor those member of the administrative force and the teaching staff who have so courageously served this community by devoting their lives to the academic growth of children over the past 41 plus years. If you add these numbers you will find that their service time amounts to approximately 265 years that includes the time spent in Dover and other districts. They have reached decisions in their lives that will allow them to relax and enjoy those things in life that they have always wanted to do but not able to do. They will even find it difficult to say to themselves. ”It is O.K. to sit down for a while” Yes and “I can just sit here and lounge for a while.”

It is difficult to single anyone person out so I will try to review the contributions that each one has made to our system in being collegial, caring and capable team of administration and staff that they were in creating educational excellence for the children of Dover., It is in their departure that we say “Thank you so much for your untimely efforts.”

Jean Briggs Badger, our Superintendent served over 34 years in education. Her experience has ranged from the needs of a child in Kindergarten to really a time in their life when they step out into their own world, that of college or the work force. She has been extremely active with new approaches many of which were positive for each child she touched. She will, many times be reminded of those efforts as adults come to her just to say “Thank You”

Bev O'Brien, present Guidance Counselor at the middle School. Her experience in the elementary level and the Special Ed necessities had to have been an asset as she touched so many children and families lives in her Counseling duties. Bev even extended her expertise to the adults of the community, helping them graduate from High School and many times working to the last minute of handing them a diploma to get that work done. Commitment to her students and her job was and is of utmost importance to her. Wow! I wonder how many students and adults that Bev has encountered over 42 years.

Marie Crowley—Now that rings a familiar bell as I worked with Marie at Horne Street School for a few years where we worked as a team in an ungraded program .She was always a kind and caring person and devoted hours to the educational growth of her students. 41 years in the same profession. I will bet that there are not many other professions that can say their employees are as devoted as teacher like Marie was and all of these on the list of retirees tonight.

Sandie Crossan has devoted her whole career in helping to solve problems that some of our children find as a challenge in their life, from the moment she worked as the School Psychologist to Directing the Special Needs Program. She is a person that worked relentlessly to attempt to problem solve and if one was to count the hours per day that she applied to this goal, instead of the 29 years accounted for, it would look more like 60 years of service. She was a relentless worker even to the days when she served as the only school psychologist and students stood outside her door waiting for that special visit with her. She will hear from many in the years to come.



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Jan Hennessey, an educator for 44 years. Not sure as that has ever been topped as of yet. The result of her foreign Language students has been outstanding with all kinds of rewards. Trips to many countries introduced the students to the real world of the languages they learned. It will be difficult to find one as innovative with these students as she has been and who can keep that dept. going at the pace she has done so well. Now, Jan, you can travel all you desire and maybe join as a chaperone with all of the students you still know,

Rich Barrett's knowledge of the Special Education Student has been a positive in his understanding of the Middle School student and their growing woes. He will be remembered for a long time as he has left many little memories as to how he cares about the district like the special area at the Middle School. Now someone must keep that area in constant repair or Jim, you can come back and watch over it occasionally .Rich also gave several years in service to our country so appreciation here is two-fold for him. His service to protect us as citizens and then his service to the children of our community. Thank you for that ,Jim.

Christine Lelecas, an art enthusiast working in our Garrison School district is leaving us to enjoy her art abilities in other areas. She has been with us for 5 years over a 25 year teaching experience so has touched many lives and produced many young artists over this time. How exciting that profession must be in watching students put on canvas and expression of their important thoughts in life that many times can be enlightening to a teacher. Christine, enjoy the art works that I am sure you will enjoy outside in the freedom of space and the beauty of the world.

James Amara, an educator at heart, as even Google can tell you, is closing out his career in the Career Technical Division. Jim is a gentleman that has served here for 6 years and brought our Career Technical Program from the depths of the State to the highest possible recognition that Dover could receive. He has served education for 44 years, so I guess we can give both him and Jan Hennessey the blue ribbon for total years served. I wonder who will be able to break this record. His career has been diversified as he has served as a Science teacher, a Vocational High School teacher, Principal and Academic Coordinator. I guess one says he has covered all levels of the educational field and is experienced in all. One strong factor has been his ability to make the communities aware of the advancement of their school programs and a knowledge of how to sell the importance of the field of education that he would presently serve. Definitely. a positive driver in what education can accomplish. Don't think he will ever quit as he will always be an educational provider for students.

Last but not least in my book is Alicia MacVane-not an educator in the classroom but an example of the importance of Paraprofessionals in our system as Alicia reaches the very top star as far as making children and adults care about themselves. Is this not what education is all about? One of my greatest joys has been that caring, attitude, the hugs as you enters the High School and the vitality and enthusiasm that she exuberates upon meeting a parent, a child, a student, as administrator, a Board member or whomever she approaches. She makes one feel wanted and respected as all of the students indicated in the recent article in Fosters. It was with sadness that I read that article as we are losing a person that is difficult to replace. This is true of all educators above but in a different perspective. Alicia, drop by the High School every once



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in a while to put that great respected atmosphere when one enters the building. You will be remembered in a different way.

What more can one say- Change is always good in life as you have now found a new beginning. Sadness comes across the bow of the ship as you all depart but comes a time in life when one has to move on and leave the future of education in the hands of the younger generation. We were there once ourselves. Good luck to the younger generation that follows and may their bells ring as yours have rung over the years.”

I. POLICY -- CHANGES – PROPOSALS: None

J. POLICY ADOPTION: None

K. SUBMISSION AND PAYMENT OF BILLS: Kathy Baker moved, Amanda Russell seconded to direct the payment of manifest #13-L in the amount of \$2,279,307.46 for FY13. The time period for payments was from 5/14/13 to 6/10/13. A roll call **VOTE PASSED 7/0.**

L. RESOLUTIONS:

1. Retiree Recognition

Ms. Andrews Parker read into record the Resolution of Recognition for the retirees of the Dover School District. The combined total of years of service for the retirees is 206 hours.

2. Linda Smart—NH Librarian of the Year—moved up in agenda

3. Federal Funds 2013-2014

Betsey Andrews Parker moved, Amanda Russell seconded to pass the resolution for Federal Funds 2013-2014.

Dr. Butler asked who advised the district to use last year’s allocation. Ms. Briggs Badger responded that the NH Department of Education provided this guidance. He also asked if there is a contingency plan if the allocation doesn’t remain stable. The response was that the programming is adjusted and local funding will not be impacted if the allocation isn’t received. Ms. Baker added that it is her belief that in order to apply, there must be School Board approval. Ms. Briggs Badger confirmed this.

An oral VOTE PASSED 6/0 (Greenshields abstained).

4. Career Technical Education Carl Perkins Federal Funds 2013-2014

Betsey Andrews Parker moved, Amanda Russell seconded approval of Carl Perkins Federal Funds. An oral **VOTE PASSED 6/0 (Greenshields abstained).**

5. Special Education Federal Funds

Amanda Russell moved, Kathy Baker seconded approval of the Special Education Federal Funds.



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Dr. Butler asked how the District knows there will be a 5% reduction. Ms. Crosson stated that she has received confirmation of this.

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

6. Transfer of Funds to Capital Reserves

Amanda Russell moved, Kathy Baker seconded moving \$50,000 to technology capital reserve funds.

Ms. Baker requested clarification from where these funds will be coming. Mr. Limanni stated that funding would come from remaining unencumbered FY13 funds.

Mrs. Grady asked about the four Capital Reserves funds. Mr. Limanni clarified that the City Council had approved three Capital Reserve funds and the district has always had the Facilities Capital Reserve fund.

She added that because of the late arrival of her Board packet, she does not feel that she can vote on the Capital Reserves at this meeting.

Mr. D'Andrea agreed that he hasn't reviewed it and would prefer to vote on at a later meeting.

Ms. Andrews Parker noted that that the Board received an estimation of remaining funds at the last meeting and capital reserves were also discussed at that meeting. She wanted to stress that this was not the first time they had discussed this subject. She added that items requested for purchase were also discussed at the last meeting.

Ms. Baker added that the most of the bids included in this meeting had been discussed before and the majority of the bids only received one response. She added that she would be comfortable voting at this evening or at a later date.

Mr. Limanni commented that they could vote at a brief meeting to be held next week if everyone was agreeable. He would like these items on the City Council agenda of June 26th.

Mrs. Grady noted that the Board is at a crucial point and feels that the meeting should be next week as opposed to June 24th.

Amanda Russell moved, Doris Grady seconded to table until Monday, June 17th. An oral **VOTE PASSED 6/1 (Andrews Parker opposed).**

Ms. Andrews Parker read the ballots for the election that occurred at the Special Session prior to this meeting. Sarah Greenshields received 22 points. Marjorie Fisher received 20 points and Kristen Devoe received 12 points. She noted each Board member's first, second, and third choices.

M. OLD BUSINESS:



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #6
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, June 10, 2013**
Meeting Time: **7:00 pm**

1. Café Services Year-End Discussion

Bill Van Zandt, Brian Stone and Chris Faro from Café Services presented information regarding the financial year end of the food service program. They said that it had been a busy and challenging year, but a good one.

Survey Monkey had been used to do surveys from student from each schools as well as a survey from employees. They provided the survey in online or paper form and it was confidential.

All surveys have been archived with these minutes. They felt the survey results were positive for a first year program.

They have done a great deal of taste testing and have received a positive response from that. They are happy with results so far and have had a lot of interaction with parents and administrators. The feedback has been positive, but not perfect.

Mr. Limanni will be meeting with Café Services on June 18th and will be analyzing financial information in depth and discussing pricing. Mr. Limanni will bring information from this meeting back to the Board for their review.

Mr. Faro discussed compliance and equity in fair lunch price which can be seen also in archived documents.

Ms. Baker asked how many employees are in Dover. Mr. Faro responded that there are 33-34 employees currently in Dover. She also asked how the elementary students completed the survey. Mr. Faro responded that paper surveys were done in the classrooms and the data was entered the data online.

They confirmed that the results from the survey were shared with their employees.

Ms. Andrews Parker asked if they would submit a PDF of the comments and Café Services confirmed that they would.

In reviewing the financial information, it was determined that there were a few less reimbursements, but more cash sales. This was probably due to how the meals were claimed. Overall, they feel they will be \$26,500 above in revenues, although they are behind what was anticipated. One of their biggest tasks for the year was getting the program into compliance. They are anticipated a minor shortfall for the year, but will absorb this cost per the agreement made with Dover.

Café Services added that they initially wanted to improve service, make food more nutritious, increase participation and they feel good about their progress. It's still the beginning of the relationship.



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Ms. Baker asked if they believe they will be able to make the profits that originally anticipated. They responded that they still hope to be able to do this. They know the first year is the most difficult, but can see that they have made much progress already.

Ms. Andrews Parker asked what they anticipate as a shortfall. Café Services representatives stated that it is still early, but they believe it will be \$25,000-\$30,000. They will cover the shortfall.

She also asked what they are bringing to the program as a price increase for next year. Mr. Faro responded that they would be bringing different scenarios for next year and Mr. Limanni will be analyzing the results and bringing a recommendation for a price to the School Board for their review.

Ms. Andrews Parker agreed that it is a challenge to make a USDA compliant meal for \$2.

She also asked what the average participation is for FY13 versus FY12. They responded that they would provide that information to the Board.

Mr. Limanni noted that participation figures for last year may have been too high.

Ms. Andrews Parker asked why it is difficult to make meals that fit into the \$2 to \$2.5 price point.

The response from Café Services was that the regulations have been changed.

Ms. Andrews Parker commented that the cost of the meal shouldn't have been the expense.

Mr. Faro added that it didn't cost more than they thought to make a compliant meal, it was more difficult to train staff and to get students to understand what they should select as proper components of a meal.

Ms. Andrews Parker asked why Café Services is selling Snapple at DMS. Mr. Faro responded that it is the 100% juice. Ms. Andrews Parker asked if this was the case with the Iced Tea, Mr. Faro wasn't aware of this and appreciated the input. Ms. Andrews Parker asked if there could be something else substituted. Mr. Faro stated that all of that type of food or beverage is at the end of the line. Any suggestions in what types of food and beverages should be discussed with the Dover administration and the wellness committee. He added that it is important for students to learn that different foods can be alright in moderation.

Ms. Andrews Parker wanted to be sure that items weren't being up-sold in the food service program. Mr. Faro confirmed that they were not.

Mr. Faro also confirmed that all transactions will be able to be completed online as of September 1, 2013,



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Mrs. Grady added that she would like time to review the information. Mr. Faro confirmed that this was just for information.

Mr. Limanni added that they will be meeting again on June 18th and in the contract renewal they will try to work more with the school store rather than against the school store. His recommendation will be to grant an extension of the contract for FY14.

Ms. Greenshields asked if most of the shortfall came at the beginning of the school year. It was confirmed that it was mostly because of dramatic changes to the program and from major non-compliance issues. The projections were also based on numbers which may have not been as accurate as they could be. They made a profit, but just not as much as was anticipated.

Ms. Andrews Parker asked how many employees they have versus what they started with. They have approximately the same number as they started with. 86% of the original employees are still employed in the food service program.

2. FY14 Budget Discussion

Ms. Briggs Badger discussed the City Council meeting where \$199,000 was reduced from the School Board proposed budget. This leaves the district with \$109,000 to cut from the budget. DHS positions had been proposed as reductions if the original request for \$308,000 was not achieved.

Since that time, there has been some positive news regarding adequacy. Senator Watters has stated that the cap in the formula would be increased from 5.5% to 8%. This will not be voted on until June 20th, although there is a chance that they will not vote at all on this. Currently, the amount the district would get with the 5.5% cap would be \$332,835. This is still short, but if the amendment is passed, the total amount will increase to \$474,000 giving an increase of \$151,000 for FY14. This information will not be known for a few weeks, so Ms. Briggs Badger is recommending holding off on a decision to restore positions until more is known on the adequacy cap. DHS Principal Christine Boston is recommending the reinstatement of two full time Earth Science positions if there is some money available. This will allow a curriculum area to be intact and feels that it may be mandated at a later date anyway. Her next priority would be the Business position, two social studies positions, and a math position respectively. These positions cuts will cause the reduction in the DHS diploma, but for the most part, students will be able to receive credits that they need for admission to UNH or other colleges. Students will still be able to graduate with 26 credits, but it just would not be a requirement and will be more of a challenge.

Ms. Russell asked if the District would need to hire in July and August. Mr. Limanni noted that the District could still hire up to the \$109,000 at this point. Ms. Briggs Badger added that Senator Watters feels the 5.5% is not in jeopardy, only the difference in making up 8%.

Ms. Andrews Parker noted her disappointment in the City Council's decision on the budget. She had been told after the meeting that the School Board shouldn't worry because there is



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“secret money” coming to the school budget. She is requesting that this type of discussion stop and finds it offensive and insulting. She would like more transparency and will ask for \$151,000 from the City Council if the additional adequacy money is not provided. She is not optimistic about the additional adequacy money coming to Dover at this point because there are 29 other communities that are also involved.

Mr. D’Andrea is hopeful the adequacy money will come to Dover, but is also not optimistic.

Ms. Briggs Badger added that an earlier meeting regarding adequacy with Senator Watters and Senator Rausch was very beneficial and doesn’t believe we would have gotten this far without it.

Ms. Russell reminded citizens that the School Board started the initiative to gain adequacy funding. She added that she feels that as members of the Joint Adequacy Committee, she, Mr. D’Andrea and Ms. Briggs Badger should have been alerted to the additional funding. She was told by City Councilors that there was a possibility that additional funding would be coming to Dover, but was disappointed that she didn’t hear it directly.

Ms. Russell added that her hope is to reinstate all positions. Mr. D’Andrea recommended taking a “wait and see” attitude on bringing back positions.

Mrs. Grady stated that this is a new beginning for the Board. The Board has bigger problems regarding the education of students ahead of them. Students should be the priority and the Board should move on to the 21st century.

3. FY13 Available Funds/Curriculum Request

Ms. Glynn requested \$253,296.93 for Curriculum materials with funds from FY13.

Ms. Russell stated her support of these materials which had been cut in the past. They are all necessities for the future and should help to achieve greater scores and assessments from the students.

Mrs. Grady asked if this money would be coming from the bottom line of the May condition of accounts. Mr. Limanni stated that it is not included in the total and would need to be deducted from the total.

Ms. Briggs Badger noted that the bottom line is almost identical to that of FY12.

Mrs. Grady summarized the bottom line after funds are taken for capital reserves, curriculum, etc.

Mr. Limanni confirmed her thoughts and laid out his plan for capital reserves.



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Mrs. Grady added that Capital Funds should have been established years ago and feels positive about the addition of them. She added that she is trying to determine how much is still unencumbered and how this money can best serve the students of Dover.

She reiterated that she prefers not to get documents and information at the last minute.

Mr. D'Andrea reminded Mrs. Grady that she has the option to receive the packet electronically via email.

The packet is also posted online by the end of the day on Thursday. Mrs. Grady commented that she is a visual learner.

Ms. Baker confirmed that the Capital Reserves are being tabled until Monday,

Dr. Butler asked about the Renaissance Learning STAR assessment and stated his concern with computer tracking system. Ms. Glynn commented that this is an essential component of an RTI program and has been researched completely. Oyster River is also beginning use of this tool and Dover piloted for some at-risk students this year. It will be tested on a large scale next year to see if it is a worthwhile tool.

Amanda Russell moved, Kathy Baker seconded approval of the request for Curriculum materials. A roll call **VOTE PASSED 7/0.**

N. NEW BUSINESS

1. DALC Teacher Stipend Proposal

Ms. Strand presented the request for a \$500.00 stipend for DALC employees not eligible for a step. The funding for this stipend will be from FY13 fundraising and donations, and will not cost the City of Dover taxpayers anything. Mr. Limanni added that this is not part of District unencumbered funds. An oral **VOTE PASSED 6/0.**

Paul Butler moved, Amanda Russell seconded to approve payment of stipends to DALC employees. A roll call **VOTE PASSED 7/0.**

2. Alternative School Year-End Update—S. Crosson

Alternative School Director Jamie Carver and Sandie Crosson presented information regarding the status of the Alternative School. Mr. Carver stated that at the beginning of the year, there were 17 students; 11 Dover and 6 out of district. Currently, there are 22 students in the program; 14 Dover students and 8 out of district. Six students transitioned out of the program with some going back to their sending school. There are 3 students who are graduating this year. Next year, there will be 21 students with 13 Dover and 8 out of district students.

Mr. Carver stated that in the past, Dover's reputation has been hard to get into and easy to get kicked out of. He read a testimonial that an educational advocate wrote based on the Alt



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school's treatment of a student. He stated that the staff of the Alternative School has been incredible and continued to go into detail about their strengths and the help that they provided to the student. Mr. Carver continued to say that he and the staff have tried to build a program that is easy to get into and hard to get kicked out of so that all students are supported until they graduate.

He continued to talk about the three basic pillars that make up the Alternative School.

These pillars are Alternative Pathways, PBIS (Positive Based Intervention Support), and Transition Planning for all students.

The Alternative School has not adopted Block scheduling and does not conform to the high school scheduled of A-B days. They also begin and end the day with electives. This is the best way for students to want to show up in the morning and want to remain until the end of the day.

There is also an all-school physical education class that is used to build community and an all-school study skills class.

Students do presentations since the students do best with projects that have a beginning and an end to them. The school has also added a LSCI group which is life, space crisis intervention. The DHS School Psychologist also spends time in the Alt School. The "time-out" room has been closed this year and a school store that uses points, has been opened. There are alternatives to suspension since that doesn't typically work for these students. An Easter Seals worker takes students into the community daily for transition planning.

Staff has mandatory meetings on a daily basis, there is CPI PBIS training, and Strafford Learning Center professional development.

Ms. Crosson discussed the financial condition of the Alternative School. She stated that estimated fund balance as of 6/30/13 is \$10,953.04. The program can start next year without worrying about having a deficit. Staff has been trimmed in order to reduce costs for next year. She believes that there will be a strong fund balance for next year and hopes the money will be used positively for next year so that Dover can attract students from other districts.

Ms. Crosson thanked the School Board for their support and commended Mr. Carver for his efforts and work throughout the year.

Ms. Russell thanked Ms. Crosson for her diligent work and for being an advocate for her program.

3. Month of May 2013 Condition of Accounts and FY 13 Budget Breakdown—M. Limanni

Mr. Limanni reviewed the May condition of accounts earlier in the meeting and stated that he would submit an updated version for the June 17th meeting.



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4. Approval of the Following BIDS

- a. Carpet for GES Library
- b. Installation of Panic Switches
- c. Renovation of Press Box at Dunaway Field
- d. Design and Installation for a Trane 3-ton Roof Top Unit AC at DMS
- e. Electrical Design and Installation for New Generator and ATS at DMS
- f. Design and Installation of an Irrigation System for DHS Upper and Lower Softball Fields
- g. Sub calling/Attendance Software with Remote Time Entry Option

Mr. D'Andrea asked if any of the bids are time sensitive. Mr. Limanni responded that next week would be fine for bid approval.

Mrs. Grady asked if they had all been advertised. Mr. Limanni responded that they had been advertised and for some he hadn't received three bids.

Ms. Briggs Badger reiterated that this was from FY13 funds.

Kathy Baker moved, Doris Grady seconded to table bids until the June 17th School Board meeting. An oral **VOTE PASSED 7/0**.

O. SCHOOL BOARD MATTERS OF INTEREST:

Mrs. Grady commented that the Board had received an email from a Superintendent about an article regarding Woodman Park that had been published in the NY Times. She was happy to see this topic discussed again. On March 18th, an article had been published in USA Today, called **More Teachers are Grouping Kids By Ability** which featured comments by WPS Principal Boodey. He stated that, ability grouping "has been going on since the one-room schoolhouse — what we call it has changed over time," he said. He added, "As a teacher you know in your heart you need to meet the needs of each child." Mrs. Grady commented that comments following the article that ability and skill grouping are both discussed. Skill grouping doesn't put all top students at the top and kids having difficulty at the bottom. Students are given an opportunity to pick up skills. She was happy to share something positive about School District and Mr. Boodey.

Ms. Russell reminded employees that the SEED group will have grants available for educators in the fall and she encouraged teachers to apply for grants for any idea that they may have that will not be funded in the budget.

P. ADJOURNMENT: Kathy Baker moved, Amanda Russell seconded to adjourn at 9:35 P.M. An oral **VOTE PASSED 7/0**.



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Superintendent Briggs Badger and other's handouts have been archived with these Minutes.

Respectfully Submitted,
Betsey Andrews Parker, Secretary
BAP/ral

DRAFT



**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 17, 2013
Meeting Time:	7:00 P.M.

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

Also present were; Superintendent Jean Briggs Badger

- B. PLEDGE OF ALLEGIANCE:** Kathy Baker led the Board in the Pledge of Allegiance.
- C. CITIZEN’S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board.
- D. CONDITION OF ACCOUNTS:** Business Administrator Mike Limanni presented the condition of accounts, the wage balance, non-wage balance and unencumbered funds. The balance was presented with a suggested transfer to capital reserves.

Mr. Limanni itemized some expenses that would need to be deducted from the balance. He added that revenue loss of approximately \$410,000 would need to be covered with the budget. There are still some items that have been put off until this point in the year and have not been encumbered. There is an approximate balance of \$375,000 that could be comfortably transferred to capital reserves.

Dr. Butler asked how tuition is determined and how a revenue loss is realized. Mr. Limanni responded that he expected a revenue loss, but also knew that there would be a premium holiday from SchoolCare to offset most of the loss. He chose to leave the revenue figures higher due to the premium holiday. For this fiscal year, revenues are based on projections provided by Barrington and Nottingham.

Ms. Baker asked if part of the revenue loss was because some of the students didn’t attend. Mr. Limanni responded that this would be part of the loss.

Ms. Russell asked about the Alternative School Budget. Mr. Limanni responded that the Alt budget cannot go into the “red”.

Mrs. Grady asked which curriculum wasn’t adopted so that the money could remain. Mr. Limanni responded that the curriculum was currently unencumbered, but would be encumbered.

Mrs. Grady asked what the difference is between curriculum remaining and curriculum adoption. Mr. Limanni responded that the difference is that there are trainings, replacement books that need to be purchased.

Mr. D’Andrea added that curriculum adoption was just recently approved and the curriculum remaining was approved previously.

Mr. Limanni added that administrators are always looking for ways to save money, which is why the district is adding money to Capital Reserve funds for budget stabilization.



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Mrs. Grady summarized the past process for curriculum adoption and asked which adoption was given up to have a large amount of money available.

Mr. Limanni responded that the money is not just coming from the curriculum budget, but from many areas.

Ms. Briggs Badger and Ms. Glynn responded that English 9-12 and CTC were the two largest areas that were up for adoption.

Mrs. Grady wanted to be sure that it was clear that these look like purchases, but are really just covering the adoptions.

Mrs. Grady added that staff had mentioned at past citizen's forums, that students were using text books that were in poor condition and wondered why they couldn't have new books for the school year. Ms. Briggs Badger commented that they didn't know the money would be available at that time and it has become available through savings throughout the school year.

Mr. Limanni commented that the Capital Reserve Funds will help to stabilize the budget.

Ms. Greenshields pointed out that the savings were less than 1.1% of the budget and provided excellent savings. She applauded the district for their work.

E. BID APPROVALS

Amanda Russell moved, Betsey Andrews Parker seconded to approve all bids with one vote.

Dr. Butler commented on bids proposed for approval. He commented that he viewed the GES library carpet and didn't feel that it needed to be replaced so he would not be support this bid. He also viewed the Press Box at Dunaway field and recommended that the CTC look at the project to see if it would be safe for students to do. Dr. Butler commented that he is not sure that an irrigation system for another field is necessary.

His preference would be to spend money on teachers and students, so he will not be supporting these bids.

This motion was withdrawn by Ms. Russell and Ms. Andrews Parker.

Ms. Briggs Badger stated her agreement with Dr. Butler, but noted that the money remaining from FY13 funds would not be able to be used for staff.



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a. Carpet for GES Library--\$6,613.28

Amanda Russell moved, Kathy Baker seconded approving the bid for carpet for GES library from Hogan Flooring. A roll call **VOTE PASSED 5/2 (Butler, Grady opposed)**.

Ms. Briggs Badger stated that the carpet is a trip hazard at the school because it is coming apart at the seams. The issue was identified by DTZ and the GES principal. Mrs. Grady asked about the age of the carpet. Mr. Limanni responded that there was no warranty on the carpet and items are being replaced cyclically.

b. Installation of Panic Switches--\$8,106.00

Amanda Russell moved, Doris Grady Seconded to approve bid for panic switches from Burns Security. A roll call **VOTE PASSED 7/0**.

Dr. Butler asked where that their location would be. Ms. Briggs Badger stated that they would be in the reception areas of the schools and in the McConnell Center Media Room.

c. Renovation of Press Box at Dunaway Field--\$10,715.00

Ms. Russell spoke in support of the bid and stated that the work would need to be completed during the summer; therefore CTC students would not be able to complete the work. Mr. Limanni stated that Facilities and CTC recommended the improvements. Dr. Butler asked if \$10,000 sounded like a reasonable amount for the work. Mr. Limanni responded that he felt that it was. Dr. Butler asked if any of the Board members viewed the site. Ms. Andrews Parkers responded that she trusted administration to make these decisions. Ms. Baker added that she does not have expertise in that area and therefore, was relying on the administrators for their recommendations.

Amanda Russell moved, Sarah Greenshields seconded approval of bid for Renovations of Press Box at Dunaway Field by David B. Sullivan. A roll call **VOTE PASSED 5/2 (Butler, Grady opposed)**

d. Design and Installation for a Trane 3-ton Roof Top Unit AC at DMS--\$23,083.00

Amanda Russell moved, Doris Grady seconded approval for the bid for the purchase of the new roof top unit and two new compressors for DMS to Eckhardt and Johnson. A roll call **VOTE PASSED 7/0**.

e. Electrical Design and Installation of New Generator and ATS at DMS--\$9,995.00



DOVER SCHOOL DISTRICT

DOVER SCHOOL BOARD – MINUTES

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Ms. Andrews Parker gave her support for the generator and transfer switch. Mr. Limanni noted that it supports the backup VOID and IT.

Amanda Russell moved, Doris Grady seconded approval of bid for electrical work to Martineau Electric. A roll call **VOTE PASSED 7/0.**

f. Design and Installation of an Irrigation System for DHS Upper & Lower Softball Fields--\$19,088.00

Ms. Russell stated her support of the system because of the recommendation from facilities. She feels it is important to maintain the investment.

Ms. Baker asked if we can generate revenue from renting out fields. Mr. Limanni responded that we do rent out fields and this work will help the fields to last longer.

Mr. D’Andrea stated his shock for the bids since they there was great disparity in one of them. He added that the district needs to provide the same facility for each sport for each gender.

Mrs. Grady commented that the field always tends to be swampy and there have been efforts to fix it. Mr. Limanni stated there is irrigation in the field. Mrs. Grady didn’t feel that this would be successful.

Mr. Driscoll gave information on the different football fields. The field in question has drainage problems and a different type of irrigation system. He added that this bid will help to improve the condition of the field. There is a lot of wear and tear on the fields since they are in use during every season.

Amanda Russell moved, Kathy Baker seconded approval of the bid for irrigation to Hillside Landscaping. A roll call **VOTE PASSED 5/2 (Grady, Butler opposed).**

F. RESOLUTIONS

a. School Technology Capital Reserve--\$50,000

Ms. Russell voiced her support for adding funds to the Technology Capital Reserve fund.

Amanda Russell moved, Kathy Baker seconded transferring \$50,000 into the School Technology Capital Reserve. A roll call **VOTE PASSED 7/0.**

b. School Curriculum Capital Reserve--\$75,000

Ms. Russell voiced her support for adding funds to the Curriculum Capital Reserve fund.



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Amanda Russell moved, Kathy Baker seconded transferring \$75,000 to the School Curriculum Capital Reserve fund. A roll call **VOTE PASSED 7/0.**

c. School Athletic Equipment Capital Reserve--\$50,000

Amanda Russell moved, Sarah Greenshields seconded transferring \$50,000 to the School Athletics Equipment Capital Reserve fund. A roll call **VOTE PASSED 7/0.**

d. School Facilities Capital Reserve--\$200,000

Ms. Russell voiced her support for adding funds to the Facilities Fund and spoke about an upcoming multi-million dollar project that will be helped with these funds.

Mrs. Grady asked why the capital reserve for this fund was reduced from \$400,000 to \$200,000. Mr. Limanni responded that wanted to pull the amount of money because the year still needed to be closed out. If there is any additional money, it can be added into the reserve from fund balance.

Amanda Russell moved, Sarah Greenshields seconded transferring \$200,000 to the School Facilities Capital Reserve fund. A roll call **VOTE PASSED 7/0.**

Mr. D'Andrea announced a brief public meeting that would be held on Tuesday, June 18th to discuss the process for searching for an Interim Superintendent.

G. ADJOURNMENT

Kathy Baker moved, Doris Grady seconded to adjourn the meeting at 8:07 p.m. An oral **VOTE PASSED 7/0.**

Respectfully submitted,
Betsey Andrews Parker, Secretary
BAP/ral



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	McConnell Center, Media Center Room Rm. 306
Meeting Date:	Tuesday, June 18, 2013
Meeting Time:	7:00 P.M.

- A. ROLL CALL:** Present were Doris Grady, Amanda Russell, Betsey Andrews Parker, Paul Butler, Kathy Baker, Sarah Greenshields and Rocky D’Andrea.
- B. PLEDGE OF ALLEGIANCE:** Amanda Russell led the Board in the Pledge of Allegiance.
- C. CITIZEN’S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board.
- D. PLAN DISCUSSION—SUPERINTENDENT’S POSITION:**

Mr. D’Andrea recommended hiring someone for a brief period of time until an interim can be found.

Ms. Andrews Parker spoke with Ted Comstock of the NHSBA about the process. He advised an “interim” interim to be hired for approximately 45 days to keep the business running. At the same time, a search will be conducted for a one year interim superintendent. After an interim has been found, the permanent search will begin. Ms. Andrews Parker, as the NHSBA liaison, will discuss with Mr. Comstock the process in greater detail.

There will need to be a contract with NHSBA for this service.

The “interim” interim will only be employed for approximately 6 weeks and Ms. Russell clarified that the “interim” interim would most likely be an internal candidate.

Mrs. Grady asked Ms. Andrews Parker what the cost might be to hire NHSBA for a search. Ms. Andrews Parker did not ask the cost, but she asked Mr. Comstock to hold a place in their schedule for a candidate search for Dover. Mrs. Grady stated that Dover has used NHSBA in the past and has had success at times, and sometimes have not had success.

Ms. Russell stated that it made sense to enter non-public to discuss internal candidates and then for Ms. Andrews Parker to talk with NHSBA for an interim candidate.

Mrs. Grady stated there are other companies that may be able to conduct a search. Mr. D’Andrea stated that he has heard from some private companies who provide the same services.

He recommended staying with the NHSBA for an initial search and then try other options, if a suitable candidate isn’t found.

Ms. Andrews Parker summarized the process for the Board.

Dr. Butler asked if Mr. Comstock stated it would be impossible to find an interim Superintendent to start on July 1. Ms. Andrews Parker responded that he did say that it would be impossible.



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Meeting Type:	Special Session #9
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Meeting Date:	Tuesday, June 18, 2013
Meeting Time:	7:00 P.M.

Dr. Butler also asked if the “interim” interim superintendent would have an open-ended contract. Mr. D’Andrea stated his assumption that it would be open-ended. Ms. Andrews Parker added that there would be the need for an interim for the year, since there would be few suitable candidates searching for a position at this late date.

Mrs. Grady added that most of the candidates are selected by the spring vacation.

Dr. Butler asked who would be able to sign checks and documents. Mr. D’Andrea responded that Business Administrator Mike Limanni would be able to sign checks.

Mrs. Grady added that the District may have to apply for an emergency certification from the Department of Education.

Ms. Russell commented that NHSBA is our best resource to find an interim superintendent. Ms. Andrews Parker doesn’t feel there is a cost to finding a one year interim superintendent. She didn’t want to ask NHSBA prematurely without discussing with the Board.

Mrs. Grady wanted to know if there would be a time when the Board and the public could meet with NHSBA to let them know what the District is looking for in a superintendent.

Ms. Andrews Parker asked to delay discussion on a search for a permanent candidate until after the interim is found.

Ms. Andrews Parker moved, Amanda Russell seconded to enter contract with NHSBA to find an interim superintendent for the 2013-2014 school year. An oral **VOTE PASSED 7/0.**

E. ADJOURNMENT:

Amanda Russell moved, Kathy Baker seconded to adjourn the meeting at 7:30 p.m. An oral **VOTE PASSED 7/0.**

Respectfully submitted,
Betsey Andrews Parker, Secretary
BAP/ral



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	School Board Public Meeting prior to Entering Nonpublic #13
Meeting Location:	Rm. 305 McConnell Center
Meeting Date:	Tuesday, June 18, 2013
Meeting Time:	7:00 p.m.

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Tuesday, June 18, 2013, at 7:40 p.m. in Room 305 of the McConnell Center.

Those members present were Rocky D'Andrea, Betsey Andrews Parker, Amanda Russell, Kathy Baker, Paul Butler, Sarah Greenshields and Doris Grady.

Amanda Russell moved, Doris Grady seconded, to enter nonpublic session at 7:41 p.m. to discuss RSA 91A:3, personnel matters. A roll call **VOTE PASSED 7/0**.

The School Board recessed to nonpublic session.

At 8:40 p.m., the School Board resumed the public meeting.

Amanda Russell moved, Doris Grady seconded, to seal the minutes and audio recording of the nonpublic session as divulgence of the information likely would affect adversely the reputation of a person other than a member of the body.

A roll call **VOTE PASSED 7/0** with Grady, Baker, Andrews Parker, Greenshields, D'Andrea, Butler and Russell in favor of the motion.

Amanda Russell moved, Kathy Baker seconded to adjourn the meeting at 8:40 p.m.

Respectfully Submitted,
BETSEY ANDREWS PARKER, Secretary
BAP/ral



**DOVER SCHOOL
DISTRICT**

DISCIPLINE COMMITTEE - DOVER SCHOOL BOARD MINUTES

Meeting Type:	Public Meeting to Enter Nonpublic Student Discipline Hearing #6
Meeting Location:	Superintendent's Conference Rm.
Meeting Date:	Thursday, June 20, 2013
Meeting Time:	4:30 p.m.

A public session of the School Board Discipline Committee was called to order by Committee Chair Kathy Baker, on Thursday, June 20, 2012, at 4:35 p.m. in the Superintendent's Conference Room.

Board members present were Kathy Baker and Amanda Russell. Superintendent Briggs Badger and DHS Dean Mike Perez were also in attendance. The student and the student's parents did not attend.

Amanda Russell moved, Kathy Baker seconded, to enter nonpublic session at 4:36 p.m. to discuss a matter which, if discussed in public would likely affect adversely the reputation of any person, other than a member of the body. A roll call vote **PASSED 2/0**.

Amanda Russell moved, Kathy Baker seconded, to adjourn the nonpublic and re-enter the public session at 4:40 p.m. A roll call vote **PASSED 2/0**.

Amanda Russell moved, Kathy Baker seconded, to seal the minutes of the nonpublic session for the following reason: "divulgence of the information likely would affect adversely the reputation of any person other than a member of the body". It was unanimously voted to seal the minutes.

At 4:41 p.m. Amanda Russell moved, Kathy Baker seconded, to adjourn. An oral vote **PASSED 2/0**.

Respectfully submitted,

KATHY BAKER, Discipline Committee Chair



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	School Board Public Meeting prior to Entering Nonpublic #14
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Tuesday, June 24, 2013
Meeting Time:	6:00 p.m.

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, June 24, 2013, at 6:04 p.m. in the Superintendent's Conference Room in the McConnell Center.

Those members present were Rocky D'Andrea, Amanda Russell, Kathy Baker, Paul Butler, Sarah Greenshields and Doris Grady. Betsey Andrews Parker arrived at 6:10 p.m. Robin LaFleur was also present.

Amanda Russell moved, Sarah Greenshields seconded, to enter nonpublic session at 6:05 p.m. to discuss RSA 91A:3, personnel matters. A roll call **VOTE PASSED 6/0**.

The School Board recessed to nonpublic session.

At 6:45 p.m., the School Board resumed the public meeting.

Sarah Greenshields moved, Kathy Baker seconded to adjourn the meeting at 6:47 p.m.

Respectfully Submitted,
BETSEY ANDREWS PARKER, Secretary
BAP/ral



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #10
Meeting Location:	McConnell Center, Media Center Room Rm. 306
Meeting Date:	Monday, June 24, 2013
Meeting Time:	7:00 P.M.

- A. ROLL CALL:** Present were Doris Grady, Amanda Russell, Betsey Andrews Parker, Paul Butler, Kathy Baker, Sarah Greenshields and Rocky D’Andrea.
- B. PLEDGE OF ALLEGIANCE:** Sarah Greenshields 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. Mike Perez, DHS Dean
 - b. Fred Bloise DMS Tech Ed
- 3. Leaves of Absence:** NONE
- 4. Nominations:**
 - Sheet 1: Nomination & Election of Summer School Paraprofessionals & Teachers (Anderson-Zucaro)
 - Sheet 2: Nomination & Election of Staff Positions (Verran)
 - Sheet 3: Nomination & Election of Staff Recalled (Connolly)
 - Sheet 4: Nomination and Election of Teachers (Cote)
 - Sheet 5: Nomination and Election of Interim Superintendent (Briggs Badger)
- 5. Extended Travel (Student Trips):** NONE

Doris Grady moved, Amanda Russell moved to pull items 2.a. and 4. Sheet 5 from the consent agenda. An oral **VOTE PASSED 7/0.**

Amanda Russell moved, Kathy Baker seconded to accept the remaining consent agenda items. An oral **VOTE PASSED 7/0.**

Mrs. Grady made the following comments on the resignation of Mike Perez, DHS Dean of students (2.a.):

“In accepting the resignation of Mike Perez this evening, it is with regrets that we as a board receive this. He has been a strong asset to the system and if the voice of the students means a strong advocate, Mike certainly has many strong advocates in the systems. The students have made many comments as to his strength and the strong benefit he has been to the community. We wish you well in you new endeavor, Mike and I understand that it will be a shorter commute every day. I am sure you will find that a great asset.”

Amanda Russell moved, Kathy Baker seconded to accept item 2.a. of the consent agenda. An oral **VOTE PASSED 7/0.**



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #10
Meeting Location:	McConnell Center, Media Center Room Rm. 306
Meeting Date:	Monday, June 24, 2013
Meeting Time:	7:00 P.M.

Mr. D'Andrea clarified Sheet 4: Nomination of Interim Superintendent, stating that this position would be for 30-45 days.

Mrs. Grady expressed her concern in the statement below that she read at the School Board meeting.

"I have pulled this sheet to express my major concern for this being such a short hourly position per week. As I have expressed both in a commentary and to the public, I feel that the summer months are the most important of the year. Whereas we have a new Career Tech leader, a new Dover High School Principal, a new Special Education Director, and a new Principal at Garrison School, a new technology director, there is much to be done in planning for the 2013/2014 school year. This is 5 new administrators and an unusual number of new replacements. There are lengthy meetings and follow up that need to be accomplished with this personnel as to their action plan for the students, the building and the students and their goals as to how they are going to accomplish this with a time line.

Meet with the administrators and develop a district plan for the next 45,180,360 days whatever. Plans to be made for the upcoming negotiations with the Union to start in November.

Research, review and apply for all possible state and federal grants with the grant coordinator.

Develop the criteria for the new superintendent.

Recommend that a final audit be completed and results reported to the School Board, in cooperation with the Business Manager to ensure that the new Superintendent is given verified and accountable close down of the Fy13 budget in all fairness to Jean and the new employee of the Board.

Review all facilities with the facilities director and principal of each school to give the new Superintendent and school Board concerns of facilities issues

Work with the professional development committee to develop strategic activities and action plans for district wide and building professional development for the 2013-2014 school year.

State and Federal plans that have to be completed for both the State and Federal government which are time consuming.

This is the time of year when all educational plans will be set in place for the 2013/2014 school year.

Be available as some staff have last minute resignations, hiring of new personnel, making sure that old and new enrollment is taken care of.

Evaluating the uses of all of the new technology equipment coming in whereas so much money has been spent in replacing and purchasing new equipment

Many decisions on classroom size,, projected and reality, need for the possibility of new staff to cover numbers, curriculum direction for the year, security and any new surprises that might happen and school Board and committee meetings as there will be extras due to the selection of both a permanent interim and finally a new Superintendent to take over for the 2014/2015 school year

Whereas our notice was of only a three week span, and most interims are selected during the Spring vacation and top replacements already been made.it makes an insurmountable amount of more planning and work than usual.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #10
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We are also in an election year where many changes will be made in this present Board, members will be campaigning and in between important decisions need to be made. All of these comments must be taken into consideration as this Board makes the decision as to where the priority is and what best meets the needs of the best education for the children of this City. It is serious educationally and needs the very best of attention of everyone involved. I do strongly believe we need a full time interim employee for the summer for the above reasons and cannot at this time vote for this position as listed.”

Ms. Baker noted that this temporary position would end as soon as an Interim Superintendent is hired. Ms. Briggs Badger will be in place until a search can be completed for the Interim Superintendent. Ms. Baker added that she feels the transition would be the smoothest with Ms. Briggs Badger in the position. She added that many administrators including the superintendent take time off during the summer and that many of the administrative changes that are taking place are with current district employees. Ms. Baker is in support of 3 days a week for this short term position. In addition, money will be saved that can be used for the search.

Ms. Russell echoed Ms. Baker’s thoughts. She added that if someone who is unfamiliar with the District was hired for this temporary position, it may take 5 days per week to do the same work. She is in support of this part time position also.

Mr. D’Andrea clarified that the per diem rate would be \$665.00/day for salary and \$50.00/day for FICA. He added that this is a normal rate for this type of position and the range is typically \$500-\$1200/day with the lower end of the range for smaller districts who may also receive benefits. He added his support for the position, stating that there would be no learning curve for the position with Ms. Briggs Badger. He continued to say that she would not be able to work more than 30 hours per week since she in a “retired” employed. \$8,000-\$9,000 could be saved by having a part time superintendent that can be used for a search.

Amanda Russell moved, Sarah Greenshields seconded approval of Item 4, Sheet 5. A roll call **VOTE PASSED 6/1 (Grady opposed).**

E. NEW BUSINESS:

1. Approval to Modify the 2013-2014 DTU Agreement

DTU president Maybeth Anderson reviewed the modification to the Preparation Period section of the DTU Master Agreement. She read the Memorandum of Understanding that is currently in the Agreement that states a modification needs to be made to preparation periods for equity.

Ms. Baker asked for clarification which Mr. D’Andrea provided since he was on the negotiation committee. He noted that there needed to be more equity with the planning periods.



DOVER SCHOOL DISTRICT

DOVER SCHOOL BOARD – MINUTES

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Ms. Anderson stated that the middle school has 60 minute planning, high school has 90 minutes, and elementary has a 40 minute planning period and a 10 minute period added onto their lunch. The contract states that a planning period is equal to the length of a class period.

The amendment states that elementary will now receive 45 minutes for a continuous prep period and a 10 minute separate plan, the middle school will remain the same, there will be a committee formed at the high school who will determine the best way to use planning periods. This committee will have a recommendation by December 16th, with a possible implementation for the 2nd semester of the 13-14 school year.

Mrs. Grady noted that in prior contracts there was a major discussion regarding who would receive the longer prep periods. The time spent “teaching” was what was given as a prep period. If the teacher wasn’t teaching a class, they would get the typical 50 minutes or whatever it was at that time.

She urged the committee members to pay close attention to discussions from past negotiations.

Mr. D’Andrea was pleased with the work of the committee and appreciates that it will take time to come to a decision.

Ms. Russell added that this may be one of the final hurdles of block scheduling. She stated she is happy that the high school is researching it further for equity. She added that she heard that the related arts teachers are happy they will have an extra 5 minutes in elementary schools to teach students.

Ms. Greenshields echoes Ms. Russell’s thoughts and is happy about the extra 5 minutes.

Betsey Andrews Parker moved, Amanda Russell seconded approval of the modification to the DTU agreement. An oral **VOTE PASSED 7/0.**

2. Waiver of the Education Impact Fees

Chinburg Properties is requesting that education impact fees are waived for an apartment complex that is being built. These fees would cost Chinburg Properties \$77,000. Chinburg Properties are asking for the entire fee to be waived, but in exchange would provide educational signage and artwork that is equal to \$24,500-41,000. Mr. Limanni thought that the CTC students may be able to provide the same type of signage.

Ms. Andrews Parker noted that these apartments are 100% rented at this time. She added that she is not in favor of waiving these impact fees. There are many projects for which the district needs impact money.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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Ms. Greenshields recommended that a representative from Chinburg attend the next School Board meeting to provide more of an explanation on how this could improve education. It was determined that someone from Chinburg would be asked to attend the July 8th meeting.

Doris Grady moved, Amanda Russell seconded to table the vote until the next meeting when there will be more information. An oral **VOTE PASSED 6/1 (Baker opposed)**.

3. Student Activity Fund Update—M.Limanni

Mr. Limanni provided an update on student activity funds. The School Business office will be transitioning all student activity funds from Quicken to ERP financial software on July 1. He outlined the steps in the transition. There will be one bank account that will be reconciled by the City Treasurer.

The goal would be improve oversight of these accounts. There will be reports brought to the School Board on a quarterly basis. This will also help parents to understand what is paid for by the district.

Ms. Greenshields agreed that this would be helpful since sometimes she, and other parents provide payment for other students.

Mrs. Grady asked if this would include PTA projects. Mr. Limanni responded that parent groups, such as PTA's, and Boosters clubs would not be included in these accounts.

Ms. Russell added that these are 501c(3) groups and their accounts are reviewed by committees and there is a large amount of oversight overall.

Mr. Limanni added that this is informational and not vote is needed.

4. FY13 BID Approvals

a. Sub Leave and Time Entry Software

Mr. Limanni presented information on this product and stated why this would be a more efficient process for substitute coordination and time entry in the district. He stated that because the business office is becoming more consolidated, it is necessary to save time and become more efficient. He reviewed the current cumbersome process, showing time cards and leave request forms to the School Board.

He has worked with two of the three companies who provided bids and is recommending Aesop, which can provide sub calling and time entry systems. The committee had demos of all companies and all recommended the same product.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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This product will also integrate with the district's current financial software.

Ms. Baker asked if money could be saved by reducing the cost of the substitute coordinator. Mr. Limanni responded that she would oversee this system and spend more time at the high school, with another administrative assistant spending more time in the Athletics office. Employees will be used more efficiently.

Ms. Greenshields supports this product and added this will save money from human error.

Mr. D'Andrea noted that this was discussed earlier when re-configuration at the SAU was initially discussed.

Mr. Limanni added that this system will provide a great deal of data and reports for the district to use. This will also help with teachers on leave and show patterns for leave. Teachers and substitutes will also be able to leave anonymous feedback.

Ms. Andrews Parker is supportive of the change and feels that employees will be invested in the change because their pay is involved. In her business, use of a similar option reduced payroll time from 4 days to 4 hours.

Amanda Russell moved, Betsey Andrews Parker seconded approval of the bid for sub leave and time entry software to Aesop. A roll call **VOTE PASSED 7/0.**

5. FY14 BID Approvals

a. 19" Wide Screen LCD's

Amanda Russell moved, Kathy Baker seconded to approve the bid for purchase of replacement monitors. A roll call **VOTE PASSED 6/1 (Butler opposed).**

b. Cisco Catalyst 2960 Switches

Mrs. Grady asked if this purchase is in addition to all of the technology that had already been ordered. Ms. Russell commented that none of the bids approved last week were for technology and there hadn't been any in recent meetings.

Mr. Limanni noted that the purchase of the Cisco switch is because there is currently no backup and it is dangerous not to have an additional switch on hand.

Ms. Baker asked why there is such a variable in prices on the bids. Ms. Russell noted that one of the bidders did not meet the specifications.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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Mrs. Grady commented that Higgins Office Products typically receives most of the technology bids and she is happy to see others receiving the bid awards from time to time.

Betsey Andrews Parker moved, Amanda Russell seconded to approve the bid for Cisco Catalyst 2960 Switches. A roll call **VOTE PASSED 7/0.**

c. Nexlink Small Form Factor Computers

Amanda Russell moved, Kathy Baker seconded to accept the proposed bid. A roll call **VOTE PASSED 6/1 (Butler opposed).**

d. Acer TravelMate Laptops

It was verified that there is a 3 year warranty on the laptops. Dr. Butler asked who would be using these laptops. Mr. Limanni responded that the English Department and Administrative Assistants would be receiving new machines. He added that they will be on carts and desktops, providing more mobility and will most likely for both staff and students.

Amanda Russell moved, Kathy Baker seconded approval of the bid as proposed. A roll call **VOTE PASSED 5/2 (Butler, Grady opposed).**

6. Café Services Contract Renewal—M. Limanni

Mr. Limanni presented information on the request to move forward with the existing contract concerning Café Services. He recommended that the School Board to approve a .25 cent increase in the lunch prices resulting in an increase of \$63,126 to the District. Repairs to the program cost over \$20,000 for the past year and there was a \$10,000 cost for administration of the Free and Reduced lunch program for the past year. Mr. Limanni commended Cindi McKenney for her work on the Free and Reduced lunch program. This increase will just be added to the full price lunches. The reduced lunch prices will remain the same.

Ms. Andrews Parker noted that the increase in lunch prices would be 13%. She had a philosophical issue with this increase considering the tax cap limits an increase in the school budget. It is bothersome to her that this is the way that additional money is brought into the school.

Ms. Baker also expressed concern with the .25 increase versus the .10 increase.

Ms. D'Andrea commented that the district lunch prices are low in the state and the minimum increase is .10 cents. Mr. Limanni continued to say that the price increase is justifiable because of the increased product quality.



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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Meeting Time:	7:00 P.M.

Ms. Greenfields asked if there is certainty that the payment for lunches would be able to be processed online. Mr. Limanni responded that the system has recently been tested and will be ready for the next school year.

Amanda Russell moved, Kathy Baker seconded to approve the recommendation to increase food lunch prices by .25 cents. A roll call **VOTE PASSED 5/2 (Andrews Parker, Baker opposed)**.

F. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Russell commented on the resignation on Fred Bloise, Tech Ed teacher at DMS. She stated that he would be a loss to the district and will be greatly missed.

G. ADJOURNMENT:

Kathy Baker moved, Doris Grady seconded to adjourn the meeting at 8:16 p.m. An oral **VOTE PASSED 7/0**.

Respectfully submitted,
Betsey Andrews Parker, Secretary
BAP/ral

2.a.

June 1st, 2013

Mr. James Amara,
Director, Career Technical Education,
Dover High School

Dear Mr. Amara,

Please accept this letter of resignation effective July 1st, 2013. I would like to thank you personally for the great support and professional guidance shown to me during my six years at Dover. It has been a time of great challenges and success. I will carry many wonderful memories of my time teaching and learning at Dover.

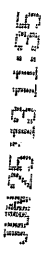
During this time, I have worked with such professional, and highly skilled and knowledgeable staff. There would not have been such outstanding outcomes for the students without their collaborative approach in regard to helping and supporting both my efforts and that of the students.

Please know that I wish you and all the staff the best possible in all future endeavors.

Sincere Regards,

Margaret LaPointe

Health Science and Technology Instructor



E. Consent Agenda
2.b.

June 27, 2013

Jean Briggs Badger, Superintendent of Schools
Dover School District


Dear Jean,

I am writing to announce that I am resigning from my position as Supervisor of Business Affairs for the Dover School District, effective July 12, 2013.

This was not an easy decision to make. The past twelve years with the District have been very rewarding. I have enjoyed working with you and all of the exceptional people that I have been fortunate enough to work alongside. Thank you for the many opportunities and support that you have provided to me over the years.

I wish you and Dover the very best.

Sincerely,



Libby M. Simmons

C. Consent Agenda
H. Sheet 1

JEAN BRIGGS BADGER
Superintendent

MICHAEL LIMANNI
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

To: Dover School Board

From: Jean Briggs Badger, Superintendent

Date: July 8, 2013

Re: Nomination of Dover High School Dean of Students

It is with pleasure that I nominate David Bennett as Dean of Students at Dover High replacing Dave Bennett. Dave's start date is to be determined and his annual salary of \$73,440.00 will be prorated based on his start date. Most recently, Mr. Bennett has been employed by the Rochester School District as an Assistant Principal at Spaulding High School.

Dave is no stranger to Dover since he was employed by the Dover School District from 2001-2010 as a math teacher and Academic Coordinator at Dover High School. He was the Co-Chair of the Dover District Mathematics Improvement Committee and worked throughout the district to improve math instruction and the analysis of common assessments.

While at Spaulding High School, Dave's responsibilities have included student discipline, Safety Team Supervision, substitute teacher assignment and coverage, master scheduling, and revision of the Program of Studies, liaison to the Science and Mathematics Departments and coordination of the Student Teaching Program.

Dover High School looks forward to Mr. Bennett returning to Dover High School and offering his dedication to the school community.

I would like to extend to Mr. Bennett a contract with no additional stipends and/or contractual obligations other than those outlined in the agreement between the Dover Administrators' Association and the Dover School Board (Policy Code: GCBF).

Dover School District Mission Statement
Strengthening our community by educating every child, every day!

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: July 8, 2013

MEMORANDUM: Nomination and Election of Teachers.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2013-2014 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Austin, Keith	Automotive Tech Teacher	Dover High School	Dan Sheffer	\$50,313.00
Bird, Deanna	80% Art Teacher	Garrison School	Christine Lelecas	\$28,823.20
Clark, John	Tech Ed Teacher	Dover Middle School	Fred Bloise	49,370.00
Frangione, Maria	Grade 2 Teacher	Woodman Park School	Rebecca Riddle	\$36,029.00
Laurie, Annie	Kindergarten Teacher	Horne Street School	Amanda DeCew	\$34,259.00
Schulten, Katherine	Math Teacher	Dover Middle School	Deb Rockwell	\$50,408.00
Tenney, Caitlin	Biology Teacher	Dover High School	Melanie Buell	\$42,175.00

OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE

*t. Consent Agenda
Sheet 3*

TO: DOVER SCHOOL BOARD

DATE: July 8, 2013

MEMORANDUM Nomination and Election of Summer School Paraprofessionals and Teachers

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the following funded positions for 2013 summer school programs.

NAME	POSITION	HOURS	SALARY
Cote, Agatha	Teacher	3 hours	\$23.50/hr
Cote, Jason	Nova Net Aide	80 hours	\$12.50/hr
Freisinger, Kerry	Teacher	3 hours	\$23.50/hr
Hodgman, Gabrielle	Paraprofessional	60 hours	\$12.69/hr
Larochelle, Allyson	Teacher	15 hours	\$23.50/hr
Meserve, Erin	Teacher	10 hours	\$23.50/hr
Seekamp, Peter	Teacher	3 hours	\$23.50/hr

**State of New Hampshire
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM
PHYSICAL SECURITY ENHANCEMENTS for SCHOOLS**

To enter information in a block, click on the gray rectangle. Text blocks will expand as needed. Click on check boxes to select.

Applicant – Name of School Administrative Unit (SAU): Dover – SAU #11	
Mailing Address: 61 Locust Street, Suite 409	
City: Dover	Point of Contact: Paula Glynn
State: NH	Title: Director of Curriculum
Zip: 03820	Email Address: p.glynn@dover.k12.nh.us
Applicant DUNS Number: 09-935-9168	Business Telephone: (603) 516-6707

Type of Grant: School Emergency Preparedness – Facility Security

This funding announcement addresses only physical security enhancements. Funds may **NOT** be used for consultant services.

The requesting School Administrative Unit (SAU) understands that the grant's priority of funding will be on a first-come, first-served basis. The SAU also understands that this grant shall not exceed \$50,000.00 and will be a 50% Federal / 50% SAU cost share and will be administered on a reimbursement basis. The SAU's share may be in the form of soft or in-kind match. Upon approval of this grant request and a fully executed grant agreement, the SAU may incur costs against the grant award and submit requests for reimbursement to the NH Homeland Security & Emergency Management (NHHSEM). Payment will be made on actual costs only. Costs that exceed the amount of this grant award will not be reimbursed. The SAU further understands that it shall complete all activities, such as equipment purchases and installation, prior to September 30, 2014. Invoices for said activities must also be dated on or before September 30, 2014. Grantees will have until October 31, 2014 to submit requests for reimbursement.

National Incident Management System (NIMS) Compliance for Schools:

SAUs that are awarded funds through the EMPG Program must be compliant with the minimum training standards of the National Incident Management System (NIMS), as required by the Federal Emergency Management Agency (FEMA). To be NIMS compliant, school leaders and emergency teams must:

- Successfully complete the emergency management courses reflected in the NIMS training matrix below:

Discipline	NIMS Courses		
	IS 100.SCa	IS 200.b	IS 700.a
School Command Personnel and Section Chiefs (and alternates)	X	X	X
School Emergency Team Leaders (minimum)	X		
School Staff* (recommendation only)	X		

** It is recommended that all school staff complete IS-100.SCa. This will increase the ability of a school to respond effectively to any incident.*

- Formalize a School/District Public Information System which should include Public Information Officer training and establishing a Joint Information System with local agencies (part of NIMS Compliance).
- Incorporate corrective actions and lessons learned in updated school's Emergency Response Plan.

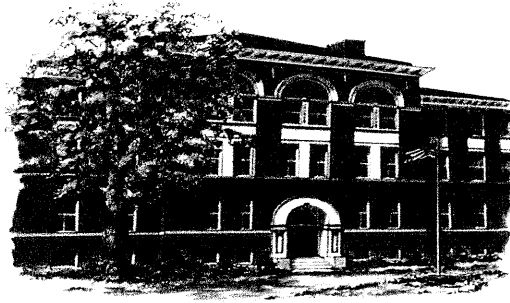
NIMS Information & Training. The NH Fire Academy is your primary point of contact for NIMS training and compliancy questions. You may also access online NIMS courses by clicking on the following links:

IS-100.SCA: Introduction to the Incident Command System for Schools
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.SCa>

IS-200.B: ICS for Single Resources and Initial Action Incidents
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b>

IS-700.A: National Incident Management System (NIMS), An Introduction
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

JEAN BRIGGS BADGER
Superintendent



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

DOVER SCHOOL DISTRICT

July 2, 2013

To Whom It May Concern:

This is to certify the following Dover School District administrators have completed the ICS-100 training:

Jean Briggs Badger	Superintendent
Paula Glynn	Curriculum Director
Mike Limanni	Business Manager
Peter Driscoll	Principal, Dover High School
Peter Wotton	Athletic Director
Louise Paradis	CTC Director
Jon Altbergs	Dean of Instruction, Dover High School
Kim Stephens	Freshman Dean, Dover High School
Kim Lyndes	Principal, Dover Middle School
Bruce Patrick	Dean, Dover Middle School
Amanda Isabelle	Dean, Dover Middle School
Mike McKenney	Principal, Horne Street School
Beth Dunton	Principal, Garrison School
Jeff White	Facilities Director

In addition, these two have completed ICS-100, ICS-200 and ICS 700 series training:

Patrick Boodey	Principal, Woodman Park School
Cathy Faure	Facilities Liaison

Respectfully,

Jean Briggs Badger
Superintendent of Schools

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Certification of NIMS Compliancy. The School Superintendent will provide NHHSEM with certification that the schools involved in this application are NIMS compliant.

SAUs with schools that are not yet NIMS compliant: SAUs may still submit an application for funding even if schools that will benefit from funding are not yet NIMS compliant. However, the grant application will be placed in a queue. Review and approval of the grant application will not be conducted until we receive proof of NIMS compliance.

Area of Priority:

School Emergency Preparedness – Facility Security

Examples of durable goods and building security upgrade items that may be considered for funding, but are not limited to: Entry access systems, locking systems, video surveillance, security cameras, and enhanced building materials.

Again, consultant services are ineligible.

Applications can be completed online at http://www.nhoodle.nh.gov/irc/?page_id=3504 . If completing online is not an option, applications may be mailed to NH Homeland Security & Emergency Management, 33 Hazen Drive, Concord, NH 03305, Attn: FFY 2012 EMPG School Applications c/o Cindy Richard or via email at cindy.richard@dos.nh.gov.

All applicants are encouraged to work with your assigned NHHSEM Field Representative to ensure applications are consistent with the instructions in this application. If you are unsure who your Field Representative is, you may inquire by calling 603-223-3663.

Once an application has been approved, and in keeping with federal accountability and reporting requirements, NHHSEM will require a signed grant agreement with an outline of terms and conditions, which together will constitute the SAU's acceptance of EMPG funds.

Please answer the following questions regarding the form of assistance your SAU is requesting.

1. What process was used to determine the unmet needs of the SAU?

In March 2011, the Dover School District ordered a School Security Risk Assessment from Primex Risk Management Services Department. In May 2011, Mr. David Witham, Senior Consultant at Primex reported findings to the Dover School Board (Addendum #1)

We then began to work with facilities to address the recommendations to improve safety and security at our schools. Funding issues delayed the completion of some recommendations and projects.

In January 2013, the Superintendent created the District Security Review Committee. Included in this application are the agendas and minutes from those meetings as well as the list of committee members.

This committee, comprised of school, fire, police, city council members and others, discussed the security needs of the District and prioritized possible solutions.

Finally, in March 2013, the Dover School District administration prioritized the most pressing security needs by school:
(Addendum #2)

2. What unmet needs will the requested assistance address? (Complete the following table for schools in your SAU that will benefit from funding under this grant.)

<i>School Name</i>	<i>School (physical) Address</i>	<i>Proposed Projects</i>
District		Alert Us software (Addendum #3)
Dover High School	25 Alumni Drive Dover, NH 03820	1. Upgrade kiosk in lobby 2. Reprint of flip charts 3. Repeater and portable radio system(Addendum #4) 4. Monitor and intercom system
Dover Alternative School	50 Alumni Drive Dover, NH 03820	1. Upgrade kiosk in lobby 2. Reprint of flip charts 3. Repeater and portable radio system(Addendum #4) 4. Monitor and intercom system 5. Security Camera
Dover Middle School	16 Daley Drive Dover, NH 03820	1. Reprint of flip charts 2. Repeater and portable

		<i>radio system (Addendum #4)</i>
Garrison Elementary School	50 Garrison Road Dover, NH 03820	1. Reprint of flip charts 2. Repeater and portable radio system (Addendum #4)
Horne Street School	78 Horne Street Dover, NH 03820	1. Reprint of flip charts 2. Repeater and portable radio system (Addendum #4)
Woodman Park School	11 Towle Avenue Dover, NH 03820	1. Reprint of flip charts 2. Repeater and portable radio system (Addendum #4)

3. How does the proposed project enhance or build upon previous Homeland Security investments made by the SAU (*through prior EMPG grants or other means*)?

This project will enhance the Dover School District efforts to date to improve security at our schools. To date, we have already accomplished the following:

District wide:

- Entrance – Installed visitor signage
- Identified all entry/exit doors
- Repaired exterior lighting fixtures
- Developed ID system for staff
- Developed ID system for visitors
- Repaired exterior lighting fixtures
- Developed/enforced policy prohibiting propping of exterior doors
- Considered policy requiring classroom doors to be locked when empty
- ID drop-off points and staff doing traffic control

Dover High School and CTC:

- Restricted roof access from second floor windows
- Examined more formal access to CTC restaurant

Dover Alternative School:

- Improved building access control at main entrance

Dover Middle School:

- Enabled staff members to operate roll-down doors in cafeteria
- Re-examined use of folding gates
- Installed security camera near band equipment storage area

Horne Street Elementary School:

- Removed items that allow roof access
- Considered relocation of dumpsters

<p>Considered additional lighting on south side of building</p> <p>Garrison Elementary School: Fenced/shrouded gas pipe Added additional security cameras/upgrades receiver Organized items in interior hallways Added security lighting at rear of building</p> <p>Woodman Park Elementary School: Added exterior security camera</p>
<p>4. Describe current building security measures (equipment/plans/procedures) already in place at the locations receiving security enhancements.</p>
<p>In addition to the extensive list of items completed above, funds for panic buttons have been approved for each building as well as the SAU office, and the plan is in place for implementation.</p> <p>Consultant fee for 2-Way Communications for radio/repeater system plan has been completed and paid.</p>
<p>5. What is the SAU's future investment strategy to ensure long term success of the project? <i>(Briefly describe what policies, protocols or procedures are developed or will be developed and practiced to ensure proper use of security enhancements.)</i></p>
<p>The Dover School District is strongly committed to the continued improvement of security in our schools. The District Security Review Committee will continue to monitor our schools' progress on safety and security enhancements. This project is focused on improving communication as a vital first step to increased security and responsiveness. Research has shown that clear and timely communication is a critical factor in mitigating any crisis situation, natural or man-made. This grant will allow us to take the next step to purchase quality radios and repeaters, ensuring quick response with our fire and police departments. This is our number one unmet need from the security audit and administrative priority list. Also attached are two district policies on safety and surveillance. (Addendum #2)</p>
<p>6. Describe the location and maintenance plan for the requested security enhancements.</p>
<p>The locations are: Dover High School, Dover Alternative School, Dover Middle School, Garrison Elementary School, Horne Street Elementary School, Woodman Park Elementary School.</p> <p>Building administrators will be charged with oversight of the maintenance of this communication system along with facilities department.</p>
<p>7. It is a requirement of this grant to inform the Police Chief, Fire Chief and Emergency Management Director (as applicable) in the community where each school is located of your proposed projects. Had this been done? Yes – Police and Fire have both attended the May 2013 administrative meeting with Superintendent, Principals, and Directors, and are aware of our application. If yes, please identify the individuals contacted: Police Chief – Mr. Anthony Colarusso Fire Chief – Mr. Richard Driscoll Emergency Management Director – Mr. Richard Driscoll</p>

Project Narrative - Please include a breakdown of all expenses (attach other documents as needed):

Alert Us System: \$4,000.00

Kiosk at Dover High School and the Alternative School: \$8,000.00

Reprint of safety flip charts: \$3,000.00
Repeater and portable radio system: \$35,000.00
TOTAL: \$50,000.00

Quotes/Proposals - Attach project quotes/proposals to your application submittal.

Attached? Yes No

COST ESTIMATE SUMMARY

Please be aware that Federal funds cannot be matched with other Federal funds.

1. EMPG Funds Requested - Federal Share of 50%: \$ 50,000.00

2. SAU Share of 50%: \$ 53,926.00

3. Please describe below how the SAU will use either in-kind match or cash match for their share of 50%.
Include the value and details of any in-kind contributions to the project(s).

Panic switches in all buildings, including the SAU office - \$8,106.00
Cost of police department and fire department trainings for staff - \$1,225.00
Maintenance and training of plan for administrators (14 administrators x 16 hours x \$50/hr) - \$11,200
Purchase and installation of generator at Dover Middle School - \$33,395.00
TOTAL: \$53,926.00

Some examples of possible sources of in-kind match include: staff time spent on developing and maintaining a school's Emergency Response Plan, participation in drills and exercises, monies expended on emergency supplies or job aids, etc.

SIGNATURE & CERTIFICATION PAGE

The NH Department of Safety, Homeland Security and Emergency Management shall reserve the right to verify any statement or answer given on an application for a grant under this part where good cause exists. Good cause shall include, but not be limited to the following:

[1] A false statement or answer in an application; or

[2] A change in the applicant's criteria which has not been reported on the application; or

[3] Inconsistent or inaccurate statements in prior applications.

I certify that the statements in this application are true and correct to the best of my knowledge. Should this SAU be chosen to receive this grant, I acknowledge that I will comply with the conditions of the grant.

Paula Glynn, Curriculum Director

PG

Print/Type Name and Title of Grant Coordinator

Signature (if submitting electronically, type your initials)

7/2/13

Date