



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #12
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, December 9, 2013**
Meeting Time: **7:00 pm**

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, December 9, 2013 at 7:00 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: Interim Superintendent Antonio Fernandes; Karen Taylor, WPS Principal Patrick Boodey, CTC Director Louise Paradis, HSS Principal Mike McKenney, GES Principal Beth Dunton, DMS Principal Kim Lyndes, CIA Director Paula Glynn, DALC Executive Director Deanna Strand, Athletic Director Peter Wotton, DHS Principal Peter Driscoll, parents and students, DTU President Maybeth Anderson, Fosters.

B. PLEDGE OF ALLEGIANCE: Rocky D'Andrea led the Pledge of Allegiance.

Amanda Russell moved, Kathy Baker seconded to move up item L.2 DHS Girls' Volleyball Team Resolution of Recognition in the agenda to follow Citizen's Forum. An oral **VOTE PASSED 7/0.**

C. CITIZENS' FORUM: None

L. 2. Resolution of Recognition—DHS Girls' Volleyball Team--moved up in agenda

Ms. Andrews Parker read the resolution, and on behalf of the School Board, commended the Girls' Volleyball team on their championship.

D. APPROVAL OF MINUTES

1. Public Meeting to Enter Nonpublic Session #19, October 7, 2013
2. Non-public Session #19, October 7, 2013
3. Regular Session #10, October 7, 2013
4. Public Meeting to Enter Non-public Discipline Hearing #7, October 10, 2013
5. Public Meeting to Enter Nonpublic Session #20, October 23, 2013
6. Non-public Session #20, October 23, 2013
7. Special Session #14, October 28, 2013
8. Public Meeting to Enter Nonpublic Session #21, November 13, 2013
9. Non-public Session #21, November 13, 2013
10. Special Session #15, November 18, 2013
11. Public Meeting to Enter Non-public Discipline Hearing #8, November 20, 2013

Amanda Russell moved, Sarah Greenshields seconded approval of the minutes. An oral **VOTE PASSED 7/0.**

E. CONSENT AGENDA

1. **Correspondence:** NONE
2. **Resignations/Retirements:**
 - a. Andrea Fermanis, Grade 5 Teacher, DMS



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- b. Jon Altbergs, Dean of Instruction, DHS
- 3. **Leaves of Absence:** NONE
- 4. **Nominations:**
 - Sheet 1: Nomination and Election of Aide Positions (Caron-Young)
 - Sheet 2: Nomination and Election of Teachers (Thomas)
 - Sheet 3: Nomination and Election of Coaching Positions (Casey-Young)
 - Sheet 4: Nomination and Election of Staff (Boulanger-Schultz)
- 5. **Extended Travel (Student Trips):**
 - a. Cosmetology Field Trip to International Beauty Show in NYC 3/10-3/11
 - b. World Arts Camping Trip to Mass. Museum of Contemporary Art 4/11-4/13

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

F. SUPERINTENDENT'S REPORT:

Mr. Fernandes stated that the School Board will have an orientation on Monday, December 16 at 6:30 to discuss their roles and procedures. It will be televised if anyone would like to watch on Channel 22. He added that the budget process is underway and will be presented to the Board in January.

Continuing to share positive information from the schools, Curriculum, Instruction, and Assessment Director Paula Glynn presented information on RTI (Response to Intervention). She stated that RTI started with the Special Education study that was performed in Dover 2 years ago. This study recommended that a strong RTI program be implemented in Dover. Literacy had been a focus in Dover, so efforts were now focused in math. RTI is a 6 to 8 week intervention and at the end of the time, students are evaluated and if they are responding to the intervention, they remain in that intervention. If they are not responding, they would be placed in another intervention.

Ms. Glynn provided a handout with examples of Student Diagnostic Reports. These reports show the students score, percentile rank, grade equivalent, instructional reading level and the estimated oral reading fluency. The scores show if there is need for urgent intervention, intervention, on watch, or at or above benchmark. In addition, the report tells what actual skills should be worked on by the student. This report can be done for reading or math. There are other tools to help, but this is a good planning report.

Ms. Glynn stated that at the elementary level, RTI is being focused on math and tier 2 instruction. The students on tier 2 are not in need of special education services, but just need an extra boost to be on grade level. She provided information regarding each of the elementary schools (archived with this document).

Literacy intervention is always provided first since students need reading skills to be able to be successful in math. They try to provide both, but if only one can be chosen, it is always reading.



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Mrs. Grady asked if the result of the test is given to parents and teachers. Ms. Glynn responded that the teacher receives the results immediately and usually passes on the information to the parents at open house. Mrs. Grady asked if the students could be part of an individualized plan after results are received. Ms. Glynn responded that HSS reserves 25 minutes per day for RTI activities. WPS has more resources since they have Title I tutors in classes.

Mrs. Grady stated that she likes that student issues are determined in grades 1-4. She also likes that it is scored immediately and is certain that this program works.

Ms. Glynn commented that the students are tested in fall, winter and spring to measure the changes. Currently, this is implemented for grades K-8, but Ms. Glynn would like to see it expanded to include the high school.

Ms. Andrews Parker asked why there is a different implementation model for Garrison. Ms. Glynn responded that Garrison didn't have representation in the meetings last year and they are trying to catch up this year and will be the focus. Ms. Glynn added that there are also fewer students at Garrison that may need RTI.

Ms. Andrews Parker asked what is needed for budgetary resources. Ms. Glynn responded that additional staff would be the main resource and the schools would need to add personnel in their budget this year for this program.

DMS Principal Kim Lyndes spoke on the topic of RTI at Dover Middle School. They started discussing implementation over the summer and were ready to proceed at the beginning of the school year. RTI was implemented during the 30 minute period called ENCORE at DMS. The focus was math since they already have Title I for reading. Each teacher focused 3 planning periods on this initiative.

There are 3 groups including Intense (2 or more grade levels behind), Strategic (1 grade level behind) and Benchmark (on or above grade level-tried to give enrichment activity). DMS just finished the first 8-week cycle and parents were informed of activity and outcomes. NECAPS scores, fall numeracy, Star assessment, and teacher recommendations were all taken into account when groups were formed.

Positives include math needs being met better than ever before, clear guidelines, recognition by DOE for efforts, partnership with UNH, published for other schools to review; and teachers working collaboratively on this program.

There are some challenges including band and chorus being offered at the same time which makes it sometimes difficult for all student needs to be met.

Ms. Andrews Parker thanked Ms. Glynn and Ms. Lyndes for their presentations. Their presentations show that test scores are being used to help with education of students.



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Mrs. Grady asked how student's needs are met when there is only 20-25 minutes and there are multiple needs to be met.

Ms. Lyndes responded that each individual student is analyzed and might need to look further into different areas.

Mrs. Grady stated that it seems like a lot to accomplish in a short period of time. Ms. Lyndes responded that a great deal of planning makes it possible and much easier.

Ms. Greenshields asked if all students are enrolled. Ms. Lyndes responded that more than half of students participate. Others not involved at this time are band and chorus students or students receiving title I services.

Mr. Driscoll discussed Framework for Effective Instruction (FEI) which is in its second year at DHS. This initiative improves student achievement through better classroom instruction. A professional learning group was established and administrators and academic coordinators participated in a 2-day workshop during the summer to begin this program.

Mr. Driscoll continued to say that in this program, the 90-minute block is broken down in 3 areas: launch, workshop, and assessment. The first 20% of the class is teaching skills, the second part which is 60% is workshop style, and the last 20% is synthesizing what has been learned.

Academic Coordinators started this initiative last year and observed teachers with the consultant from Redesign. The consultant then met with the teacher about the quality of the lesson. The consultant compared observations with the academic coordinators who also did observations. The goal of FEI is to develop common language and ensure that evaluations look the same. All evaluators should be asking teachers to do the same things and are looking for consistency from teachers.

This initiative is being rolled out to faculty at this time and is designed to teach cognitive skills. The equivalent at the elementary schools is the Dover Growing Readers program. This new program will help to teach students how to learn. FEI teaches content and how to access the content at different levels. The hope is that the program will be fully used within 5 years and classes will have consistent formats and language. FEI allows teachers to teach content in addition to skills that students need to learn.

Mr. Driscoll commented that the DHS mantra is to engage students for 90 minutes and this program should help.

Mrs. Driscoll commented that it sounds exciting. Mr. Driscoll agreed and feels that students will be engaged for the entire block. He added that academic coordinators are involved in years 1 and 2 and other subjects except world language will be added, although pieces are being taught in all subjects at this time.



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Mrs. Grady added that this would work well with math also since it is also a language. Mr. Driscoll stated that a challenge of this program is the lack of common planning time. Teachers may be paired at some point because of this challenge.

CTC Director Louise Paradis discussed events at the Career Technical Center. She recognized Cosmetology Teacher Judy Ring as the 2013 Teacher of the Year. She also noted that students are active in the community and visited manufacturers for NH Manufacturing Week. The CTC hosted Jeanne Shaheen, who met with the female-only engineering class. The cosmetology class entered a float in the Dover Christmas parade which won 2nd place. Building Trades and Electrical students helped with the float.

Greenhouse plantings have occurred with harvests anticipated in the spring. Other items have been featured at three farmer's markets held at the DHS cafeteria with proceeds going toward field trips.

Three electrical students participated, and earned medals in the Skills USA competition in Kansas City with funding provided by local businesses.

Two electrical students are employed by Kramer Fabrics as part of the joint apprenticeship program. There is also an evening electrical program that ends with an apprenticeship license. Students in the CTC electrical program while attending DHS can complete the evening program in 3 years instead of 4.

Biotech students have toured biotech facilities in the area and guest speakers have visited Dover High to speak with students.

Students in the Animal Science program have volunteered at the Deerfield Fair and are awaiting the birth of a baby goat in their program. In addition, a mini-horse is being fostered by students in the program.

Students competed at the FFA State Dairy Cattle judging competition where they did well.

Students are working with the Dover Dog Park to help build a gazebo for shelter in the park.

CTC is also working with Biz Ed program in Dover and there are students in Dover who are working as interns on the Biz Ed Advisory Committee and will help with the web page.

Ms. Paradis discussed students who had been employed in internships which lead to full time employment.

Liberty Mutual has been a great support of the CTC program currently staffing 5 students in internships.

The CTC has a large role in the Capital Improvement Plan and is able to receive up to 70% funding for the facility. Ms. Paradis and Ms. Taylor will be meeting with DOE representatives on this and the City Council will be approving a CIP plan on December 11.



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Mr. Fernandes thanked the administrators for their thoughtful and thorough presentations. He continued to say that assessment is critical for students and is used to drive instruction.

Mr. Fernandes added that he is hopeful that the budget will support what the District values and he hopes to develop a common theme in the budget.

Kathy Baker moved, Doris Grady seconded approval of the Superintendent's Report. An oral **VOTE PASSED 7/0.**

G. STUDENT REPRESENTATIVE REPORT:

Student representative Preston Massingham reported on issues and activities at Dover High School. He stated that winter activities, including robotics and Latin are starting and activities such as dances, canned food and clothing drives are continually being sponsored by the Student Council. There was a DHS singing group at the City's Festival of Trees held at the City Hall on December 6th.

A pep rally was held last month with both athletics and academics honored. The first term at DHS featured 46% of students on the honor roll and an increase to 50% is hoped for the second term.

H. COMMITTEE REPORTS:

Mrs. Grady spoke about Dover Adult Learning Center. She stated there will be a new test for DALC that will replace the GED test. This test called the HiSET, will now be used to certify high school equivalency in NH. The NH high school equivalency certificate remains the same, and DALC will continue to administer the test (HiSET) which is offered by paper or computer. All current scores will expire at the end of 2013 and tests will be given through December 20th. People are encouraged to complete their GED tests by that date. DALC will begin offering the HiSET in February and will be offering free classes and tutoring. Employers should change forms to say HiSET instead of GED. DALC may be contacted for more information at 742-1030. The last GED test will be given at the Department of Education on December 27. The HiSET test is similar in difficulty to the GED.

I. POLICY -- CHANGES – PROPOSALS:

a. Job Description—Associate Principal

Kathy Baker moved, Amanda Russell seconded to pull the job description until additional work has been done on the job description. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTION:

- a. DFA Investment
- b. EEAEA Mandatory Drug and Alcohol Testing—School Bus Drivers



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- c. EFA Availability and Distribution of Healthy Foods
- d. IHAM Health Education and Exemption from Instruction
- e. IHAM-R Health and Sex Education Exemption: Opt Out Form
- f. IKAA Interdisciplinary Credit
- g. IL Evaluation of Curricular Programs
- h. IMAH Daily Physical Activity
- i. IMBC Alternative Credit Options
- j. IMGGA Service Animals
- k. JLCJ Concussions and Head Injuries
- l. JLDBA Behavior Management and Intervention
- m. EEAEC School Transportation Policy
- n. EB Safety Program (previously tabled)
- o. EEA Video and Audio Surveillance on School Property (previously tabled)

Betsey Andrews Parker moved, Amanda Russell seconded to adopting policies a. through o. An oral **VOTE PASSED 7/0**.

K. SUBMISSION AND PAYMENT OF BILLS: Amanda Russell moved, Sarah Greenshields seconded to direct the payment of manifest 14-E from 10/8/13-12/9/13 for FY13 for \$106,333.77, FY14 for \$5,266,983.71 and FY12 for \$23,400.00 for a total of \$5,396,717.48. A roll call **VOTE PASSED 7/0**.

L. RESOLUTIONS:

1. Resolution of Appreciation—Departing School Board Members

Mr. D’Andrea gave each departing Board member a framed resolution thanking them for their service to Dover. They each also had the book Journey by Aaron Becker, donated to each of the elementary schools in their honor.

2. Resolution of Recognition—DHS Girls’ Volleyball Team—moved up in agenda

M. OLD BUSINESS:

1. Announcement of Committee Members for Superintendent Search

Ms. Andrews Parker summarized the process for selecting search committee members and read the names. All volunteers were accepted to the committee since there was an appropriate mix of people and positions for the search. There is still a need for a DPA and student representative.

Members of the committee are: Peter Driscoll, Beth Dunton, Kim Lyndes, Karen Taylor, Robin LaFleur, Michelle Lipinski, Carole McCammon, Betsey Andrews Parker, Bob Berry, Rob McGann, Melissa Glidden, Karen Stacy, Allan Krans, Fran Meffen, Maybeth Anderson, Linda Smart, Beverly Shadley, Dot Hooper

Mrs. Grady asked if there was anyone out of the education field on the committee. Ms. Andrews Parker responded that there were a number of committee members who are not involved in education at this time.



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Betsey Andrews Parker moved, Paul Butler seconded to accept the list as presented for the Superintendent Search Committee. An oral **VOTE PASSED 7/0**.

2. RFP—Approval of NHSBA for Partial Services Related to Superintendent Search

Ms. Andrews Parker summarized the contract for partial services with NHSBA. Services would be billed at \$100.00 per hour. There are people on the committee with past experience on searches and therefore, the committee may need less assistance. NHSBA will act as a consultant for the search on an as-needed basis. The district has used a similar agreement in the past.

Amanda Russell moved, Doris Grady seconded to accept NHSBA partial services contract up to \$5,000. A roll call **VOTE PASSED 6/1 (Butler opposed)**.

N. NEW BUSINESS

1. Presentation of NH Community College System

Great Bay Community College President Will Arvelo presented information on the New Hampshire Community College system. There are 7 community colleges in NH with NHTI (the only NH residential CC) in Concord as the largest. Manchester is second in size and Great Bay Community College is the third largest. The entire system is home to 27,000 students. There is a large transfer population and can be a great way to earn a degree at a reduced cost. Great Bay Community College has the second largest online course selection (300) with 35% of the students as either online or hybrid students.

Mr. Arvelo stated that there are 400 students from Dover at Great Bay Community College with 200 of those students from the Dover School District. This equates to 14% of the enrollment.

There are many new and diverse programs including biotech offered at community colleges in NH.

Ms. Greenshields noted that community colleges can be much more cost effective than 4-year universities. Students earning an associate's degree from a community college are more apt to be hired, and at a greater rate of pay, than high school graduates.

Mr. Arvelo agreed, stating that it is the least expensive option for public education in New Hampshire. The students are easily able to transfer credits to 4-year universities, making it easier to complete an education at a 4-year university.

Ms. Greenshields asked what intro level class sizes are at Great Bay. Mr. Arvelo responded that they limit the number of students to 24

2. Approve Draft of 2014-2015 School Calendar

Amanda Russell moved, Doris Grady seconded to approve the 2014-2015 School Calendar. An oral **VOTE PASSED 7/0**.



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3. NHSAA Demographic Study Results

Mr. Fernandes stated that a color copy of the NHSAA demographic study would be distributed to School Board members at the December 16th orientation for the new and returning Board members. He summarized the findings stating that the population will remain close to what it is now for the next 10 years, with a possible increase of approximately 100 students.

Ms. Andrews Parker is interested in reviewing the color copy since it will give a better idea of which schools will be seeing a population change. She also recommended sharing with the City of Dover Planning Department.

4. Federal and State Funding (Policy DD) Quarterly Update

Ms. Taylor explained the funding update for federal and state accounts. She will continue to work on the format to make it easier to read and more informative.

5. Month of November 2013 Condition of Accounts

Business Administrator Karen Taylor presented the condition of accounts through November 30. She provided two versions, with one version as a summary of the longer, more detailed version. She will continue to provide the version with the summary and legend. She will try to be creative with how the budget is presented so that it will be easier to review.

O. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Russell reminded the public on school concerts for the holiday season. She provided the dates and locations for all concerts and encouraged the public to attend. She also thanked the high school staff for acknowledging achievements other than athletics at the recent pep rally. She was appreciative that music students and athletes were honored for their hard work.

Ms. Andrews Parker thanked St. Mary's and St. Thomas for asking her to be a judge for the floats in the recent Christmas parade. She commended the DHS CTC students on their phenomenal float. Their 2nd place recognition was well-deserved.

Mrs. Grady recommended reviewing the supervisory responsibilities of the Associate Principal before adding to a School Board agenda. She also compared this position to Academic Coordinators and agrees that it should be studied more.

Ms. Greenshields thanked the City Manager and Councilors for inviting Board members on their tour of the city facilities. She was very impressed and learned a great deal about the city.

Mrs. Grady made the following comments regarding the outgoing School Board members:

“Rocky d’Andrea: Your introduction to the role of Chair has been a Rocky one (no pun intended here) but you have represented the children of the city with dignity and you never came back in retaliation as you told everyone you would do in the early days of your service as a volunteer to sit in the position you now hold. One does not recognize how difficult it is to serve in this position and how long and difficult the learning curve is until one serves as you have. The easiest way to



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learn is for them to try so they can experience the difficult choices we all make. Our respect goes to you for the dignity in which you served the community. Thank you for that.

The person that you truly are shows up in your caring for people in your activities with the Moose organization as there is always compassion shown in many ways by you and your fellow members. Donations here and donations there to fellow people who are in need of help as well as contributions to the educational system. Just another way to show respect for Rocky d'Andrea and his goal in helping others.

It is my belief that this two years will follow you as the greatest experience, no matter how tough, as you contemplate being involved with a position higher in the political field. I hate to use the "political word" but you recall that we were all forewarned that this is one of the hats that a School Member must wear whereas it is the community that put us here to represent them. My prediction and that of the members of the Board would agree I believe that this experience will lead to higher and important positions in representation of the children, the City, the State and who knows maybe the Federal level. We all wish you well in whatever endeavors you may choose to follow and thank you for sharing your family time, your work schedule and your personal time with the board and the community. Thank you so much. We do appreciate your service.

Kathy Baker:

Well. Kathy, you are now a free woman and retired to a world of making your own decisions, when to sleep, when to work, where to go, and the freedom of the choices of life. We know you have been looking forward to this and is one area that we, as a Board wish you the very best and all of the happiness in the world.

Mention the name of Kathy Baker to anyone who has worked with her in our little educational world here in Dover and the answer is always "Oh! I just love her. She is so bubbly and so upbeat; it is good for our own egos when we are with her." Comments well deserved for an employee who always was ready to find any answers to questions that one might have. Never did one ever receive a disgruntled comment but words from a person always willing to be of help. How lucky the SAU was to have you as long as we did. When it comes to the computerized world, there is no one any more knowledgeable than Kathy. Ask a question and those fingers of hers just danced over the keys and almost immediately said "Is this what you are looking for? Of course, her prior experience in the world of computers that was many times considered federally secret, gave us, in Dover, a very knowledgeable and competent employee. There have been times when decisions were difficult to make, Kathy, but you did those with honesty, dignity, thought and study, and made the decision your conscience allowed you to follow. That is the true process of serving in this position and you did it well.

After a break from this two years' service to education, who knows but you may want to return to the seat and people who have watched the honesty with which you served will be happy to see you come back. Now enjoy that world of retirement where you can spend time with your grandchildren, your children, family, your Yorkshires and your sisters. The Very best is our wish to you.

Dr. Butler:

It is a known fact, Paul, that you have devoted your full life to caring for the citizens of this city. Not only did you see them as a patient but you seemed to look at them as family and friend.



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Your service went beyond the operating room as you went beyond the beyond to follow through, to visit the older patients and always were making sure that all was well.

Your involvement with Habitat for Humanity and your visits with other physicians to aid in the health of those less fortunate in other countries is another indication that your life was always caring for people in need. You have served on many Boards throughout the city. You have gathered many, many friends that surround you and care about you to this day.

I am aware that your purpose in running for office was to give back to the community through community service and to work toward the educational goals of the Dover system through interaction with a Board, as you had been used to, that included every one's thoughts being received and hopefully meeting the improvement of our educational system. Somehow, the movement drifted from that and it was disappointing to you. A feeling of being marginalized as you so often say. The disappointment made you choose not to run again. I am sorry about that because you have served with dignity even to go out on a limb for your pet cause—concussions in sports and the ravage on the children's lives. At first, you stood alone but it seems the whole United States is also discussing the same ... you did accomplish a good portion of your goal in creating a very important awareness to the player, the parent and the sports world inclusive of members of this community. That was an accomplishment even though you may not believe that.

You have a desire to spend time with your wife, children and grandchildren that you many times said that Janet had done so well for you during the long hours of surgery and recovery of patients. You now have that time. Enjoy more visits to Baltimore, babysitting in Mass as you have been doing and time well spent with Janet as you take exciting trips. Enjoy it all and may you find peace and comfort doing this. The citizens of Dover certainly say Thank you and appreciate your service to them over the past two years.

P. ADJOURNMENT: Kathy Baker moved, Paul Butler seconded to adjourn at 9:15 P.M. An oral **VOTE PASSED 7/0.**

Interim Superintendent Fernandes and other's handouts have been archived with these Minutes.

Respectfully Submitted,
Betsey Andrews Parker, Secretary
BAP/ral