

Chairperson, Marjorie Fisher, called a meeting of the Dover School Board to order on Monday, October 8, 2007, at 7:05 p.m. in the City Council Chambers.

A. ROLL CALL: Present were Marjorie Fisher, Beth Setear, Audra Lurvey, Brandon Foye, Doris Grady, and Dorothea Hooper. Absent was Carolyn Mebert.

Also present were Superintendent John O'Connor; Laurie Verville, Business Manager; Cdr. Schesser, NJROTC, Peter Wotton, Director of PE & Athletics, and

B. PLEDGE OF ALLEGIANCE: Brandon Foye led in the Pledge of Allegiance.

C: CITIZENS' FORUM: Commander Sesser, NJROTC senior instructor, gave an update on student enrollments in the Dover High School NJROTC Program. Currently, there are 45 students enrolled, with 20 new freshmen in the class. The Commander described the program as "in good shape!" Additionally, he reminded Board members they are all invited to attend the October 20th Navy Ball. A canned food drive will also be held during the event.

D: APPROVAL OF MINUTES: Audra Lurvey moved, Beth Setear seconded, to accept the following minutes:

- a. **Nonpublic Session #25, September 10, 2007 (Personnel)**
- b. **Regular Session #9, September 10, 2007**
- c. **Workshop Session #4, September 24, 2007**
- d. **Nonpublic Session #26, October 4, 2007 (Student Discipline)**

An oral **VOTE PASSED 6/0.**

E. CONSENT AGENDA:

Audra Lurvey moved, Dorothea Hooper seconded, to add the nomination for a freshman football assistant coach to the consent agenda. An oral **VOTE PASSED 6/0**

Audra Lurvey moved, Beth Setear seconded, to accept the Consent Agenda as amended. An oral **VOTE PASSED 6/0.**

1. **Correspondence: None.**
2. **Resignations/Retirements:**
 - a. **Dianna Broniarczyk, Art Teacher, Woodman Park School**
 - b. **Diana Edgcomb, Paraeducator, Horne Street School**
 - c. **Patrick McKinstry, Custodian**
3. **Leaves of Absence: None.**
4. **Nominations:**

Sheet 1: Nomination and Election of Teachers (Duffy to Fabbri)
Sheet 2: Nomination and Election of an Aide, Custodian, Paraprofessional (Arsenault to Vansylyvong)
Sheet 3: Nomination and Election of Class/Club Advisors (Brown to Wons)
Sheet 4: Dover Adult Learning Center Nominations for SY 07/08
5. **Professional Development Waiver: None.**

6. Extended Travel (Student Trips): None.

F. SUPERINTENDENT'S REPORT: Superintendent O'Connor read a letter regarding CTC updates and future program/budget issues prepared by the CTC Director, Jim Amara, to the Board.

"1. Update on Pre-Engineering Grant: A grant will be submitted to the NH Department of Education requesting \$50,000 in funds that will be targeted towards expanding and upgrading our present pre-engineering program. This grant is a match grant, however I believe the funds that we have put forth this year out of Perkins and last year out of local will be sufficient to be our match. I am anticipating that this will be approved and Dover will be eligible to receive these funds. If approved, this would give our pre-engineering program state of the art technology and would bring our present program into full compliance with the pre-engineering standards set forth by the Department of Education. If approved based on the above guidelines Dover would not have to put forth any additional resources."

"2. Animal Science Program-Major upgrade needed: Presently, our Animal Science program is one of our best enrolled programs; attracting a large number of Dover and area students. However, our animal science program lacks one major component that will enable it to reach its full potential-ANIMALS! Presently, we have no animals on site other than our dog grooming program. My proposal is to convert the current CTC storage building and grounds into an Animal Science barn and hands-on laboratory. Currently, the storage area is being used to house old desks, sheet metal of various sizes, old machinery, and a multitude of discarded items from the high school. My intention would be to clean out this area and upgrade the building, clear out the surrounding areas of all brush and trees, and put security fencing and lighting around the property. The storage building would now become the Animal Science barn and hands-on laboratory. Presently, we have no power or water to the facility, brush and trees have overgrown the area and the fencing is deteriorating."

"In speaking with our facilities manager, electrical contractors, and others, I have determined that the project would require an investment of \$45,000-\$50,000 in capital improvements to bring this facility up to standard and in compliance Presently, we are in the process of contacting the local Conservation Commission, Board of Health, Zoning departments, etc., to identify any compliance issue that must be addressed prior to our moving forward. However, I would appreciate a discussion of this proposal and be given direction as to how to proceed."

3. Heath Science Program 08/09 or 09/10: As we begin our initial entry into the Health Occupations area with our partner Wentworth Douglass, the need to begin discussing and planning a fully approved Health Science program needs to take place in the very near future. As the CTC director, I would strongly recommend this program be instituted as soon as possible. I believe all would agree that the need to get young adults involved with the various career fields related to the Health industry is critical. Many opportunities are available from entry level to highly skilled. Hospitals, clinics, nursing homes, adult day care centers, etc. are in need of young adults who wish to investigate and pursue a career in the health field; giving Dover students the opportunity to participate in this area would be a needed and welcomed addition to our CTC program. In offering such a career and technical area the need for space, appropriate laboratory and training facilities, certified personnel, equipment and supplies would have to designated and budgeted. In addition, please realize that the instructor needed for this kind of program has to be recruited at the Masters Level in Nursing. Direction from the Superintendent and School Board is now needed."

- National School Bus Safety Week, October 22-26

- The Career Technical Center Committee held its first meeting. In addition to educators, the committee is comprised of members of the Chamber of Commerce and Wentworth Douglass Hospital staff. The committee is reviewing the current 20-year Tri-City Agreement which expires in June 2008, looking at other area agreements produced in the past five years, and will prepare a new agreement for Dover, Somersworth, and Rochester. CTC Director, Jim Amara, will share the draft agreement with other CTC directors before bringing it to the School Board to ratify and sign. Ms. Grady, a member of the CTC Committee, added that scheduling is another big issue the committee is reviewing.
- Jean Briggs is organizing a "Reading Chair Project" which will support early literacy. High school CTC students, along with industrial arts students at the middle school, will create small, wooden reading chairs. The chairs will then be decorated by art students at the high school and given to young children at My Friend's Place, The HUB, Dover Special Education Pre-School, and Head Start. The Ready to Learn Task Force is also inviting area artists to create one-of-a-kind chairs to be auctioned off in spring 2008 with proceeds to go towards the project's sustainability.

Audra Lurvey moved, Beth Setear seconded, to accept the Superintendent's report. An oral **VOTE PASSED 6/0.**

G: STUDENT REPRESENTATIVE REPORT: There was no student representative report.

H. COMMITTEE REPORTS: None.

I. POLICY - CHANGES – PROPOSALS:

a. New Policy – Establishment of Scholarships: Business Manager, Laurie Verville, explained there was currently no procedure in place when an individual wishes to bequeath a scholarship to the Dover School District.

Establishment of Scholarships

The School Board may offer a variety of scholarships sponsored by groups or individuals.

The establishment of any scholarship will be determined by the donor and agreed upon by the Dover School District through a trust agreement. Scholarships will be established as either expendable or non-expendable. No scholarship will be authorized which is discriminatory on the basis of race, creed, national origin, or sex.

The School Board shall authorize the establishment of any scholarship. Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds.

In accordance with the intended purpose of the respective trust instrument, the School Board will authorize the award of scholarships annually based upon available funds. The School Board will request that the Trustees issue such awards from the respective scholarship funds held in trust by the Trustees.

Audra Lurvey moved, Dorothea Hooper seconded, to table the policy in its first reading until the November 5th regular meeting. An oral **VOTE PASSED 6/0.**

J. POLICY ADOPTION: None.

K. SUBMISSION AND PAYMENT OF BILLS: Audra Lurvey moved, Dorothea Hooper seconded, to direct the Superintendent to pay manifest #08-4 in the amount of \$3,213,884.78. A roll call **VOTE PASSED 6/0.**

L. RESOLUTIONS: None.

M. OLD BUSINESS:

1. Funding for Two Paraprofessional Positions at HSS: Superintendent O'Connor requested the Board approve funding for two paraprofessional positions to work with reading students at Horne Street School. He stated funds from current line items (paras, teachers, health care) are available to fund these positions. Ms. Grady asked what the cost for the two positions would be. Dr. O'Connor stated the total cost would be \$12 to \$14 thousand per position for a total of \$24 to \$25 thousand. Ms. Grady also asked if October 1st enrollments were down and whether there might be paraeducators already working for the district who could be moved into these positions. Dr. O'Connor stated that class sizes were still in the 18 to 24 range at Horne Street School. Dr. O'Connor added that these were not new positions; rather two that were lost due to a decrease in federal funding.

Audra Lurvey moved, Doris Grady seconded, to approve funding for two paraeducator positions at Horne Street School. A roll call **VOTE PASSED 6/0.**

N. NEW BUSINESS:

1. Establish Dover Paraeducators' Association Negotiating Team: Dr. O'Connor requested two Board members volunteer to participate in the upcoming DPA contract negotiations. Dorothea Hooper and Beth Setear will serve on the negotiating committee. (NOTE: Marjorie Fisher will be a back-up in case of scheduling conflicts for Ms. Setear.)

Dr. O'Connor stated he will contact the DPA President to advise and noted that the Board will discuss strategies and choose a chief negotiator during the November 5, 2007 executive session.

2. Adopt Revised Superintendent Evaluation Procedures: Dorothea Hooper explained that she and Carolyn Mebert both worked in cooperation with the Superintendent to revise the existing Superintendent evaluation process in an effort to pare down the number of items for comments and added measurable goals to "make it easier to clarify the picture of work done in the district." Ms. Hooper also noted the Board had great difficulty using the old procedure in trying to fairly evaluate the Superintendent. All Board members feel the new procedure is a fair and workable document with the addition of goals to be used to hold the Superintendent accountable. Ms. Hooper added that the existing five-scale rating measure was too cumbersome to use and was pared down to a three-scale measure (NI- Needs Improvement; P - Proficient; E - Exemplary) that is "easier, fairer, and better for the Board." Chairperson Fisher thanked all Board members for submitting their prioritized Superintendent goals to the evaluation committee. Ms. Grady noted that priority number 1 needs to be changed to read "...scientific based reading program for the **2009** school year."

Audra Lurvey moved, Dorothea Hooper seconded, to adopt the revised Superintendent Evaluation Procedures as presented. An oral **VOTE PASSED 6/0.**

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3. At-Large versus Ward Elections: Board members shared their opinions on the upcoming ballot question on whether to continue to conduct all future School Board elections by Ward or to change to all at-large positions.

Dorothea Hooper stated she thought the advantage to going at-large would be to get people who don't run now because they are in a specific ward to run. The down side is that you may get people from only one area of the city. She added her opinion that "The fairest way to represent the population by the School Board is to have a specific Board member in a specific ward accessible to people also with one or two special schools to look after. That doesn't mean we ignore the rest of them. It just means that we oversee what goes on in specific school." Ms. Hooper added that she had concerns about financing an at-large election. She heard citizens say, "We want to serve the city, but at what cost? You can spend, easily, quickly, \$1000 on a mailing in a ward. The first year I ran, which was six years ago, I sent out 200 letters. I sent out 2400 letters this time. So, you're talking about a huge increase in finances, difficulty in walking the ward you already have...and now you want to put people at-large, walking the city? I think you will find that a lot of people are just not going to pay that price to serve the city...I hope we're not going to get to the point we are at the federal level where we have to buy our elections...I hope we're not going to lose that neighborhood feeling where people can actually knock on your door, or come out of their houses while I'm taking a walk in the morning and talk to me about issues...If the ward system is such a bad idea, then why doesn't the Council run at-large too? If this is such a great solution to the problem, let everybody run at-large. I think you will find that your very healthy, your very young, and your very wealthy people are going to be running for office and the rest of us are going to be dragging behind...I really think that would be a shame for the city of Dover."

Doris Grady added her belief that, "After seeing what has happened in the past ten years when we have had no candidates to represent some of our wards, and somebody will jump in at 4:00 in the afternoon, and stand at the poll and ask somebody to vote for them and be elected on 13 or 14 votes from that particular ward. I'm a firm believer that everybody on the School Board represents every student in the city, and not any particular ward, or section, or school; that we're representing every school in the system – our middle school, our elementary, and our high school... If the other hasn't worked for us in being able to get candidates, and as of this year we have just two contested races, Dot's and mine, and other than that, there's not a contested race out of the seven members of the Board. Hopefully, people in the community will become involved and start to run for some of these seats so that they can represent all of the kids in the city. It's just been my belief that that's what we're here for – representing 4,000 kids, and we're not representing just 500 from our district." Ms. Grady added that email has enabled her to hear from constituents from all over the city.

Ms. Hooper added that "...another issue is that we can't get people to run at all. "That shows a terrific lack of understanding on the part of the public as to how important schools are. We're talking about our future and we can't get people to come and run for School Board? What is the mystique of the City Council that they have so many people running...and yet we can't get people to come and cherish our children. I think that's a sad commentary. I'm not sure running at-large will be the answer to that..."

Marjorie Fisher indicated she had a mixed opinion on the subject. "If we had people running in every ward and at least more than two contested, I would say, 'fine, we should leave it as it is.' But, I've been in elections when I've had a contested race and no one was running in another ward...and the person I was running against was a fine person to be on the Board, and we could both be on the Board instead of having someone at the last minute come in and just for

write-in, with three or four votes, get onto the Board. It's sad that the School Board doesn't get more people to run for it."

Ms. Fisher also noted there is no longer a residence requirement for people in Dover to run for office. "A person can come in and be in Dover for one day and now they can run for School Board, and I just don't like that at all...The Attorney General put that in. I have a problem with that. I think a person should be in Dover for more than a day before they can run for an office."

4. AFSCME Contract: Superintendent O'Connor thanked Board members Brandon Foye and Carolyn Mebert for negotiating the AFSCME contract and asked Mr. Foye to highlight some of the more significant changes. Mr. Foye explained their goal was to minimize the amount spent and provide other "non-cost" benefits. The raises over the three-year contract were kept at 3% per year. Ms. Fisher asked if there were changes to the health insurance benefits. Dr. O'Connor explained the co-pays were increased to 13% and 9%. Additionally, all new employees must take an HMO and pay 15% of the premium. The Superintendent ended by stating the dollar increase in the new contract will be \$39,000 in the first year; \$36,000 in the second year; and \$35,000 in the third year. Ms. Grady noted her opinion that the contract as submitted was extremely fair and thanked all for the work that went into the negotiations.

Audra Lurvey moved, Beth Setear seconded, to ratify the AFSCME Contract as presented. A roll call **VOTE PASSED 6/0**.

Dr. O'Connor advised the contract will go before the City Council for ratification at their October 22, 2007 meeting.

5. Girls' Ice Hockey Proposal: Peter Wotton, Director of Athletics and Physical Education, presented the following proposal for a two-year, co-operative girls' ice hockey team with St. Thomas Aquinas High School:

SAINT THOMAS – DOVER
CO-OPERATIVE GIRLS' ICE HOCKEY TEAM
PROPOSAL
2007-2009

Saint Thomas Aquinas High School and Dover High School have reached an agreement to form a cooperative Girls' Ice Hockey Team and are asking the New Hampshire Interscholastic Athletic Association (NHIAA) for its endorsement. The agreement will encompass the 2007-2008 and the 2008-2009 school years. The rationale to form this cooperative agreement rests with the number of girl's ice hockey players each school has. As of September 27, 2007 Saint Thomas expects 9 participants while Dover expects 6 for a total of 15 players. As a result of these numbers it is clear that neither school would be able to adequately field a team with such low numbers.

As stated in the N.H.I.A.A. handbook By-Law Article III (classification) Section 10: Cooperative Teams: "A Cooperative team shall be defined as an athletic team, which allows two or three (but not more than three) schools to come together to form a team. The purpose of the Cooperative Team is to allow student athletes the opportunity to compete in NHIAA sanctioned athletics that they would otherwise not be able to compete in and to make athletic opportunities available for student athletes. A Cooperative Team would be consistent with the Association's dedication to fairness and competition and would provide opportunities for many students to participate in a wide variety of sports.

1. Funding for the Sport: This cooperative program will be divided equally between the schools on a per player basis. Saint Thomas will have 9 or 10 players while Dover will have approximately 6 players. The entire budget including, ice time, officials, transportation, coaching stipends, and equipment, will be divided by the total number of players to find per player cost and then each school will be responsible for their own players' fees.
 - Dover will fund the sport through a \$450 user fee to each student-athlete and through the generous donation of an anonymous community member. The donation to the Dover High School budget is committed for a two year period. All funds are to be deposited with the schools Student Activities Account (Green and White fund).
 - Saint Thomas will fund the sport through a \$450 user fee for each student-athlete and the remaining funding will come from the school's athletic budget.
2. Coaches Eligibility: Saint Thomas will be responsible for maintaining all records for coaches including membership in N.H.I.A.A. coaches association, first aid, CPR, and coaches' education, and serve as the contact for any issues regarding this issue."
3. Transportation Arrangements to Practices and Contests: All practices and games will be at the Dover Ice Arena and players will be responsible for their own transportation to practices and home games. Transportation to away contests will be provided by Saint Thomas busses and the cost will be divided as stated in 1 above.
4. Use of Facilities: As stated in #3 all games and practices will take place at the Dover Ice Arena. The team will, generally, practice 3 times per week prior to the start of school and will play games as per the NHIAA schedule. All busses will depart for away games from the Dover Ice Arena. Team meetings will, on most occasions, take place at the Dover Ice Arena but may, on occasion, take place at either school.
5. Procedures for Dissolution of the Agreement: By June 30, 2009 a determination will be made by both schools to continue or dissolve the cooperative arrangement for an additional 2 year period. It is understood that neither school will dissolve the cooperative status unless at least one of the schools has more than 14 or more players.
6. Administration of the Program: Saint Thomas Aquinas High School will act as the administrator of the team. Each school will have their representative student athletes sign their Athletic Expectation Agreement (athletic contract) and abide by those policies laid out in each contract. Additionally, the coaching staff will gain approval of each school's Athletic Administrator specific team rules which will be germane to the program. The approval of specific team rules will take place prior to the programs first official meeting of the season.

Ms. Grady thanked the anonymous donor for funding the majority of this venture! Other members agreed.

Audra Lurvey moved, Doris Grady seconded, to approve the Saint Thomas – Dover High School Co-Operative Girls' Ice Hockey Team Proposal for 2007-2009 as submitted. An oral **VOTE PASSED 6/0.**

6. Federal and Special Funds Quarterly Reports: Laurie Verville, Business Manager, gave the following report:

- Projected activity report for 2007-2008 Federal Projects as of September 30, 2007 – Total expected funding is \$2,655,355.31 and Total Obligations and Disbursements are \$366,651.77. 86% of the total funds remain.

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- Enterprise Fund – Facilities Fund balance as of September 30, 2007 (subject to completion of annual audit) is \$82,220.72. Field User Fees balance is \$7,790.65; Facilities balance is \$39,981.20; Athletics balance, \$20,292.26; Parking Lots balance, \$14,156.61.
- Special Revenue Food Service Funds – Fund balance as of September 30, 2007 (subject to completion of annual audit) is \$97,663.80. The amount reserved for encumbrances is (202,138.73) leaving a fund balance of (104,474.93). This negative amount will be offset by monthly receipts for meals.
- Special Revenue Funds Alternative School Fund – fund balance as of September 30, 2007 (subject to completion of annual audit) is \$74,593.65. The amount reserved for encumbrances is (663,399.38) which includes all salaries, benefits, and operating costs associated with the Alternative School for the entire year. This negative amount will be offset by revenues received monthly from outside districts whose students attend the Alternative school.

Ms. Fisher asked for clarification on whether all Alternative School Staff is paid using these funds Ms. Verville stated that was true. Ms. Fisher asked for confirmation that these expenses were not included as part of the general fund budget. Ms. Verville confirmed these expenses were NOT in the general fund budget.

There was some confusion as to why the Food Service and Alternative School funds are currently displayed in the negative. Dr. O'Connor explained that the encumbrances entered were to fund these programs for the entire year, but do not yet reflect revenue receipts.

Audra Lurvey moved, Dorothea Hooper seconded, to accept the Business Manager's Federal and Special Funds quarterly reports. An oral **VOTE PASSED 6/0**.

7. Request for Basketball-Court Painting at Garrison School (Facilities Funds): Business Manager, Laurie Verville, requested the Board award a bid for the painting the outdoors basketball court at Garrison School to Vermont Tennis Court in the amount of \$964.00 using Facilities Funds.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid to paint the outdoors basketball court at Garrison School to Vermont Tennis Court, using Facilities Funds, in the amount of \$964.00. A roll call **VOTE PASSED 6/0**.

8. Award Bid for Symantec Antivirus: Business Manager, Laurie Verville, requested the Board award the bid for the annual renewal of the corporate subscription to Symantec Antivirus to Higgins Office Products - 1400 licenses for a total of \$8,764.00. Ms. Verville explained there is a federal requirement for schools to install software to regulate student access to inappropriate websites. The second lowest bidder was recommended because they currently hold the bid and can assure a "seamless transition" in software installation. (RECORD NOTE: The difference between Higgins and the lowest bidder is \$112.00.)

Audra Lurvey moved, Beth Setear seconded, to award the bid for Symantec Antivirus Software to the second lowest bidder, Higgins Office Products, in the amount of \$8,764.00. A roll call **VOTE PASSED 6/0**.

O. ADJOURNMENT: At 8:15 p.m., Audra Lurvey moved, Beth Setear seconded, to adjourn the meeting. An oral **VOTE PASSED 6/0**.

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BRANDON FOYE, SECRETARY
October 9, 2007