



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD SPECIAL AGENDA

Meeting Type:	Special Meeting Agenda
Meeting Location:	McConnell Center, Room 305
Meeting Date:	Monday, February 1, 2021
Meeting Time:	6:00 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS FORUM** (Limited to agenda items only)
- E. NOMINATIONS**
- F. COVID-19 DATA UPDATE**
- G. DOVER MIDDLE SCHOOL AND DOVER HIGH SCHOOL PHASE-IN PLAN FOR IN-PERSON LEARNING**
- H. QUESTIONS AND ANSWERS FOR ELEMENTARY SCHOOLS REENTRY PLAN**
- I. MEMORANDUM OF AGREEMENT FOR DOVER TEACHERS UNION, DOVER PARAEDUCATORS UNION AND DOVER EXECUTIVE OFFICE PERSONNEL UNION**
- J. MATTERS OF INTEREST**
- K. ADJOURNMENT**

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

TO: **DOVER SCHOOL BOARD**

DATE: February 1, 2021

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 2020-2021 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Minnis, Andrea	Nurse	Woodman Park School	Natalie Blough	\$44,069.00	Masters +30, Step 2

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

TO: **DOVER SCHOOL BOARD**

DATE: February 1, 2021

MEMORANDUM: Nomination and Election of Paraprofessionals

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 2020-2021 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Hooper, Nathan	Paraprofessional	Horne Street School	Nichole Jandreau	\$18.44/hr	C2, Step 7



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

DHS/CTC and DMS Re-entry Planning Timeline February 1, 2021

PHASE	DOVER HIGH SCHOOL	DOVER MIDDLE SCHOOL	TIMELINE
Phase 1	CTC Cohorts and Priority Students remote	Priority Students remote	End date 1/22
Phase 1 A	Return of CTC Cohorts and Priority Students-part day	Return of Priority Students- part day	Start date 1/25 End date 2/12
Phase 2	CTC Cohorts and Priority Students- full day	Priority Students- full day	Start date 2/15
Phase 3	Addition of High Needs Students to full day program	Addition of High Needs Students to full day program	Start date 3/1
Phase 4	Hybrid model- All students on hybrid plan or full remote option	Hybrid model- All students on hybrid plan or full remote option	Start date 3/15
Phase 5	all students (TBA)	all students (TBA)	TBA

*All return dates may be adjusted based on metrics

MEMORANDUM OF AGREEMENT BETWEEN
THE SCHOOL BOARD OF DOVER, NH SCHOOL ADMINISTRATIVE UNIT #11
AND THE
DOVER TEACHERS' UNION, DOVER EDUCATIONAL OFFICE PERSONNEL
ASSOCIATION, AND DOVER PARAPROFESSIONAL ASSOCIATION

This **Memorandum of Agreement** is entered into by the School Board in Dover, NH School Administrative Unit # 11 and all the Teacher, Educational Office Personnel and Paraprofessional Associations affiliated with NH-NEA within the SAU #11. Hereinafter, the term "Employee" will refer to any employee included in any one of the current collective bargaining agreements between the "Board" and the "Associations" noted above.

WHEREAS, the "Board" and the "Association" wish to preserve the health of students, faculty and community members; and

WHEREAS the transmission and adverse health effects of the novel coronavirus known as "COVID-19" are still being studied and information about the transmission and adverse health effects of COVID-19 will evolve rapidly, necessitating the flexibility and rapid response to new information by the parties; and

WHEREAS, the COVID-19 shutdown period has been an unprecedented emergency situation, in which the Boards, Teachers and Support Staff have had to work collaboratively to identify and implement temporary safety measures and protocol during the 2020-2021 school year that will modify "normal" working conditions in order to ensure the safety of employees, students and the community.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties agree that any plans to re-enter school during the 2020-2021 school year when COVID-19 concerns still exist include the following protocol and safety plans outlined herein:

I. ALTERNATIVE WORK SETTINGS

1. Nothing in this agreement limits or alters the right of employees to seek alternative work settings as part of an application for a reasonable accommodation pursuant to the Americans with Disabilities Act (ADA)

or any similar accommodation pursuant to an agreement with the employer or local, state, or federal regulation.

II. SAU AND SCHOOL OFFICE COVID-19 PROCEDURES AND PROTOCOLS

1. Employees shall complete a District-issued health screener before arrival. No employee shall be admitted into the building without completing a health screener. No employee shall be required to administer a health screener to another employee. Health screeners shall be kept at the employee's primary worksite and will be seen only by the school nurse, the principal's administrative assistant, and the principal. The District will destroy all records, electronic or otherwise, of each employee's health assessment forms after 14 calendar days from the date of submission by the employee, except as required by law.
2. Employees that fail the current health screener shall remain out of the building until the symptoms are no longer present and have been absent for at least 24 hours without the aid of medication. Employees displaying symptoms shall take a COVID-19 test. If the results are negative, the employee may return to work provided the employee is fever-free for at least 24 hours before returning. Remote work may be approved by the employee's building administrator where appropriate.
3. Any employee diagnosed with COVID-19 or required to "self-quarantine" pursuant to a directive from NH DHHS or in accordance with state guidelines for travel shall notify the District immediately. Upon request, the employee shall provide the district with appropriate medical documentation. Any such employee shall not visit the worksite for the amount of time determined and/or ordered by their healthcare provider. Any such employee shall also be required to pass the current health screener before readmittance. Employees who are exposed in the workplace will be placed on paid administrative leave for the duration of quarantine, up to 14 calendar days. Employees exposed outside of the workplace may work remotely during quarantine where appropriate and as permitted by the employee's administrator. If remote work is not permitted, employees may access their sick leave for the duration of the quarantine period, not to exceed 10 school days or 14 calendar days.
4. Employees who are required to quarantine as a result of non-essential travel (as defined by the State of New Hampshire) may not access their sick leave during the quarantine period. The District may approve

remote work in its sole discretion. If remote work is not approved, however, the quarantine period shall be unpaid.

5. All other leave taken due to quarantine shall be unpaid unless specified otherwise.

III. CLEAN WORKSPACES

1. Consistent with Paragraph B of the District's current Protocols Applied to Pandemic Education ("PAPE") the District shall provide employees with work locations that are cleaned and sanitized daily.
2. Every day, custodial personnel shall sanitize door handles, door knobs, desk tops, chairs, countertops, drawer pulls, light switches, telephones, sinks, faucet handles, kitchens, break areas, copiers, visitor spaces, elevator touch surfaces (including buttons), stairwell railings, and other objects and surfaces that employees encounter using EPA-approved disinfectant effective against COVID-19.
3. The District may require non-custodial employees to clean and disinfect surfaces which only the employees normally touch, such as student workspaces, the employee's keyboard, phone, and intercom. This cleaning shall not replace thorough daily cleaning performed by custodial personnel. Cleaning and disinfecting student workspaces shall include only those duties performed prior to the COVID-19 pandemic.
4. The District shall ensure that all classrooms will have access to facilities to allow for hand cleaning at least once per hour (including access to hot water and soap or hand sanitizer with at least 60% alcohol content).

IV. SAFE WORKING CONDITIONS

1. The District shall enforce rules for social distancing and mask usage for all staff, students, and visitors within the school building, while on school grounds or facilities, and on school buses. Rules for social distancing include but are not limited to:
 - a. No classroom shall have more students and/or adults than can be accommodated while maintaining appropriate physical and social distancing as recommended by the CDC. Desks and tables should be arranged so that students are spaced to the recommended physical distance for the age level according to CDC guidelines.

- b. Disposable or cloth face coverings must be worn properly by all people unless the District has granted a specific exemption;
 - c. Employees shall wash hands or use hand sanitizer after admitting or meeting visitors or guests;
 - d. Any employee that uses shared office equipment including but not limited to copiers and printers shall clean the equipment after each use. The District shall make cleaning supplies and hand sanitizer available at all shared equipment.
- 2. The District shall require all people that come in contact with members of the bargaining units to wear a disposable or cloth face covering.
- 3. In no case shall the need for an accommodation cause an employee to be discriminated against.
- 4. All employees will have limited movement throughout the day to the extent possible. As necessary, employees will conduct their work from a single classroom or on a single team throughout the day to limit their exposure.

V. VISITORS

- 1. The District shall discourage visitors to school facilities except as absolutely necessary.
- 2. The District's expectation is that meetings between employees and parents or outside visitors shall take place virtually via a platform such as Zoom or Google Meet whenever possible. The District encourages documents to be signed electronically whenever possible.
- 3. Visitors shall be required to make an appointment before entering a school or the SAU. Visitors without an appointment shall be told to leave and to make an appointment. Employees are reminded not to send visitors to the SAU office without scheduling an appointment.
- 4. Each building principal shall designate a single point of entry for visitors at each building. The point of entry shall remain locked at all times.
- 5. The District shall provide a hand sanitizing station at each designated point of visitor entry.
- 6. The workspaces of those people whose work areas are open to the public and not already enclosed shall be provided with plexiglass to protect their workspaces in order to work safely with visitors and parents.
- 7. The District shall require visitors to fill out a health self-assessment form before entering a building. The District will inform visitors of District rules for social distancing and usage of PPE. The District will require visitors to abide by District rules for social distancing and usage of PPE.

8. If a visitor does not complete the health screening survey adequately, the visitor shall not be allowed into the facility.
9. At the conclusion of a visit, an employee shall escort each visitor to the designated exit.
10. If an in-person meeting is held in a school building, custodial staff shall clean the room after each meeting.
11. Student dismissals: Any student who is dismissed at a non-dismissal time shall remain in their learning space until the parent or guardian arrives to sign the student out. This does not apply to dismissal times at the end of the school day.

VI. PROCEDURE IN THE EVENT OF A COVID-INFECTED INDIVIDUAL KNOWN TO HAVE BEEN ON SCHOOL GROUNDS IN THE PRESENCE OF SCHOOL EMPLOYEES OR STUDENTS

1. If/when any employee, student, or community member known to have been present in a school has tested positive for COVID-19, the District will coordinate with local health officials and follow appropriate protocols to ensure the health and safety of all who may have been exposed. Appropriate protocols shall comply with the most up to date State of New Hampshire Coronavirus Disease 2019 (COVID-19) School Toolkit.

VII. SAFETY EQUIPMENT AND SUPPLIES

1. Personal Protective Equipment (PPE): The District shall provide appropriate masks and other PPE to employees. Appropriate PPE provided to employees and students shall include but not be limited to: masks, face shields, gloves, and other supplies as necessary to protect employee and student health and safety.
2. Safety Equipment and Supplies: The District shall provide appropriate equipment and supplies, including but not limited to: touch-free thermometers, hand sanitizer, touch-free paper towel dispensers, and touch-free refillable water stations in some buildings. The District shall make cleaning supplies available so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before use.
3. Special Equipment for Nurses and Nurse Assistants - The District shall provide nurses with any additional equipment and protection recommended by the CDC for individuals who are screening

potentially sick individuals, which will include KN95 face masks, face shields, protective gowns, goggles, gloves, tissues, and disinfectant wipes. The District shall provide nurses appropriate working space, including properly ventilated and supplied isolation rooms that allow visual monitoring by the nurse, a secondary space for non-illness related visits such as medication dispensation. If possible, the nurses' workspaces will be located away from high-traffic areas and near an exit.

VIII. DISTRICT-WIDE CLOSURES

1. If the District shuts down due to COVID-19, all employees shall continue to be paid their regular wages and shall work remotely as practical. This paragraph shall not preclude the District from exercising its rights to discipline and/or terminate employees in accordance with the collective bargaining agreement or to adjust the size of the workforce in accordance with the collective bargaining agreement.

IX. SAFETY EQUIPMENT TRAINING

1. The District shall provide all employees with appropriate training on the usage and care of all PPE prior to the start of the students' school year.

X. AIR QUALITY

1. The District shall use filters that provide the highest level of air filtration that systems can accommodate and function properly in all air filtration systems.
2. The District shall provide the Unions with a list of all air filtration system models used in each school building and maximum filtration that the system will accommodate. The District will allow the Unions to inspect logs of air filter replacement.

XI. VACCINATIONS

1. The School District shall not take any actions that cause a delay in members of the Associations from getting vaccinations. In the event that the District required employees to get a COVID vaccine,

employees would not be required to use their own leave in order to obtain the vaccination.

XII. AUTHORITY

1. The parties agree that this Memorandum of Agreement shall set no precedent or past practice and shall not be used in any proceedings except to enforce its terms.
2. The parties agree that this agreement does not replace the current collective bargaining agreements which are still in full force and effect except as explicitly modified by this MOA.
3. To the extent the Board has engaged in bargaining subjects or matters that are deemed prohibited subjects of bargaining, alleged violations of such subjects or matters shall not be subject to the grievance process or the provisions of RSA 273-A:5.

XIII. AMENDMENTS AND DURATION OF AGREEMENT

1. The parties agree that this Agreement may be modified by mutual agreement of the parties.
2. This Agreement shall remain in effect until the end of the 2020-2021 school year or until the World Health Organization's Director General declares the end of the COVID-19 pandemic, whichever is sooner. It shall be extended by agreement of the parties as necessary.

WHEREFORE, the “Boards” and the “Associations” have caused this MEMORANDUM OF AGREEMENT to be executed by their duly-authorized representatives this _____ day of _____, 2020.

Lisa M. Dillingham, President, Dover Teachers' Union/NEA-NH

Brandy Barshaw, Co-President, Dover Paraeducators' Association/NEA-NH

Sarah Wolfe, Co-President, Dover Paraeducators' Association/NEA-NH

Carolyn Woodward, President, Dover Educational Office Personnel/NEA-NH

William Harbron, Superintendent Dover School District

Amanda Russell, School Board Chairperson Dover School District