



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #2
Meeting Location:	McConnell Center, Room 305 Board Chambers
Meeting Date:	Monday, February 8, 2021
Meeting Time:	7:00 pm

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **PLEDGE OF ALLEGIANCE**
- D. **AGENDA APPROVAL**
- E. **CITIZENS' FORUM**
- F. **APPROVAL OF MINUTES**
 - 1. Regular Meeting #1, January 11, 2021
 - 2. Special Meeting, January 19, 2021
 - 3. Budget Workshop, January 25, 2021
- G. **CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:** None
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:** None
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** None
- H. **STUDENT REPORT:**
- I. **POLICY – CHANGES – PROPOSALS:**
 - 1. EHAA – SchoolNet Acceptable Use Policy – First Reading
 - 2. EHAA-P – Personnel Acceptable Use Form – First Reading
 - 3. Employee Policy and Employee Status Acknowledgment – First Reading
- J. **POLICY ADOPTION:** None
- K. **RESOLUTIONS:** None
- L. **OLD BUSINESS:** None
- M. **NEW BUSINESS:**
 - 1. COVID-19 Pandemic Data Update
 - 2. COVID-19 Contact Tracer Job Description
 - 3. Condition of Accounts
- N. **SUBMISSION AND PAYMENT OF BILLS**
- O. **SUPERINTENDENT'S REPORT**
- P. **COMMITTEE REPORTS**



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Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members. Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens' Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) 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.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	COVID-19 CONTACT TRACER

Job Title: COVID-19 Contact Tracer
Department: District
Reports To: District's Medical Director under DSD COVID-19 Command Team, or under direction of school nurse as assigned.
Prepared Date: January 29, 2021

Summary:

The Contact Tracer will contact those diagnosed with COVID-19 to elicit contacts during infectious period, provide education and instructions for safely self-isolating. This position will conduct or assist with notification and conduct outbreak/cluster investigations. This position will lead or assist in the development of materials to support investigation activities. Contact Tracer are required to follow all scripts, policies and procedures provided by the Dover School District SAU 11 and NHDHHS and comply to all Dover School District's policies related to confidential information related to personal information.

Essential Duties and Responsibilities:

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

- Conduct case investigation for confirmed and probable cases with elicitation of contacts.
- Provide education and resources regarding safe self-isolation practices in the home setting.
- Conduct follow-up phone calls with cases to determine when self-isolation may be safely discontinued.
- Create and maintain disease investigation protocols and other tools or resources (e.g. forms, scripts)
- May conduct contact tracing and/or monitoring activities.
- Work with the school principal in providing school communication.
- Notify the superintendent of any cases of COVID-19 directly or indirectly associated with the schools.
- Create and maintain a daily report as needed.
- Some flexibility with days and hours, maximum 20 hours/week for part-time and 40 hours/week for full-time.

Supervisory Responsibilities: N/A

Competencies:

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

- Must display good judgment and comfort in making independent decisions, while understanding limitations and elevating as needed in the absence of information.
- Ability to exhibit a professional, positive attitude and work ethic.
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress
- Effectively manage multiple investigations and prioritize time effectively in a rapid pace environment
- Effectively interpret guidance and adapt Centers for Disease Control and Prevention (CDC) and NH Department of Health and Human Services.
- Ability to show empathy to distressed individuals.
- Excellent organizational, communication, and written documentation skills
- Critical thinking and sound judgment required

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	COVID-19 CONTACT TRACER

- Ability to handle confidential information with discretion and professionalism

Qualifications:

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

Education and/or Experience:

This position requires a minimum of a high school diploma or its equivalent.

Technology Skills:

To perform this job successfully, an individual should have

- Proficiency with computers, phones, and other common modes of technology.

Certificates, Licenses, Registrations:

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment:

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

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

DOVER SCHOOL DISTRICT
Condition of Accounts - February 8, 2021

DISTRICT-WIDE Expenditures							
Account	Description	GL Budget	YTD	Balance	Encumbrance	Budget Balance	
1100	REGULAR EDUCATION PROGRAMS	\$ 24,006,641	\$ 10,906,342	\$ 13,100,299	\$ 11,857,175	\$	1,243,124
1200	SPECIAL EDUCATION PROGRAMS	\$ 13,542,249	\$ 6,847,080	\$ 6,695,169	\$ 6,611,851	\$	83,318
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,119,039	\$ 960,421	\$ 1,158,618	\$ 1,023,131	\$	135,487
1400	OTHER EDUCATIONAL PROGRAMS	\$ 696,019	\$ 277,812	\$ 418,207	\$ 232,343	\$	185,864
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 210,803	\$ 128,441	\$ 82,362	\$ 84,454	\$	(2,092)
2100	SUPPORT SERVICES - Students	\$ 4,489,409	\$ 2,014,188	\$ 2,475,221	\$ 2,053,476	\$	421,745
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,425,490	\$ 863,263	\$ 562,227	\$ 535,983	\$	26,244
2300	SUPPORT SERVICES - General Admin.	\$ 1,486,608	\$ 917,955	\$ 568,653	\$ 538,371	\$	30,282
2400	SUPPORT SERVICES - School Admin.	\$ 2,857,810	\$ 1,711,858	\$ 1,145,952	\$ 1,173,792	\$	(27,840)
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 4,942,984	\$ 2,328,150	\$ 2,614,834	\$ 2,489,268	\$	125,566
2700	SUPPORT SERVICES - Student Transportation	\$ 3,218,898	\$ 795,061	\$ 2,423,838	\$ 2,209,563	\$	214,274
2800	SUPPORT SERVICES - Centralized Services	\$ 1,371,977	\$ 1,331,127	\$ 40,850	\$ 345,249	\$	(304,399)
2900	SUPPORT SERVICES - Other	\$ 9,900	\$ 18,093	\$ (8,193)	\$ -	\$	(8,193)
5200	FUND TRANSFERS OUT	\$ 39,573	\$ -	\$ 39,573	\$ -	\$	39,573
47190	SCHOOL DEBT - Principal & Interest	\$ 6,393,656	\$ -	\$ 6,393,656	\$ 6,393,656	\$	-
TOTAL GENERAL FUND EXPENDITURES:		\$ 66,811,056	\$ 29,099,789	\$ 37,711,267	\$ 35,548,313	\$	2,162,954
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 646,864	\$ 1,003,136	\$ 934,304	\$	68,833
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 6,663,077	\$ 1,772,945	\$ 4,890,132	\$ 1,304,392	\$	3,585,740
Summarized Condition of District Expenditures:		\$ 75,124,133	\$ 31,519,598	\$ 43,604,535	\$ 37,787,008	\$	5,817,527

DISTRICT-WIDE Revenue							
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Balance	
01314.3390	TUITION - SUMMER SCHOOL, ELEME	\$ 5,000	\$ -	\$ 5,000	\$ -	\$	5,000
01314.3390	TUITION - SUMMER SCHOOL, DHS	\$ 1,500	\$ -	\$ 1,500	\$ -	\$	1,500
01321.3390	TUITION - OTHER NH DISTRICTS	\$ 42,417	\$ 45,182	\$ (2,765)	\$ -	\$	(2,765)
01321.3390	TUITION - BARRINGTON	\$ 2,661,498	\$ 636,267	\$ 2,025,231	\$ -	\$	2,025,231
01321.3390	TUITION - NOTTINGHAM	\$ 1,713,865	\$ 773,963	\$ 939,902	\$ -	\$	939,902
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ -	\$ 10,000	\$ -	\$	10,000
01321.3390	TUITION - BELLAMY ACADEMY	\$ 81,690	\$ 10,211	\$ 71,479	\$ -	\$	71,479
01322.3390	TUITION - SPED AIDES	\$ 275,000	\$ 204,420	\$ 70,581	\$ -	\$	70,581
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 115,000	\$ -	\$ 115,000	\$ -	\$	115,000
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ -	\$ 35,000	\$ -	\$	35,000
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 15,000	\$ -	\$ 15,000	\$ -	\$	15,000
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 52,000	\$ 14,895	\$ 37,105	\$ -	\$	37,105
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ 2,404	\$ 35,596	\$ -	\$	35,596
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 10,177,638	\$ 7,084,489	\$ 3,093,149	\$ 5,947,152	\$	(2,854,003)
03210.3700	SCHOOL BUILDING AID	\$ 390,062	\$ 195,031	\$ 195,031	\$ -	\$	-
03230.3700	SPECIAL EDUCATION AID (CATASTR	\$ 475,000	\$ 1,077,536	\$ (602,536)	\$ -	\$	(602,536)
03241.3700	CTE TUITION AID	\$ 325,000	\$ 410,565	\$ (85,565)	\$ -	\$	(85,565)
03242.3700	CTE TRANSPORTATION AID	\$ 2,500	\$ 3,484	\$ (984)	\$ -	\$	(984)
03290.3700	OTHER RESTRICTED STATE AID	\$ -	\$ 27,450	\$ (27,450)	\$ -	\$	(27,450)
04210.3599	INDIRECT COST ALLOCATION	\$ 85,000	\$ 28,900	\$ 56,100	\$ -	\$	56,100
04220.3599	ABE ALLOCATION	\$ 45,918	\$ 23,136	\$ 22,782	\$ -	\$	22,782
04310.3311	IMPACT AID	\$ 6,000	\$ -	\$ 6,000	\$ -	\$	6,000
04580.3311	MEDICAID DISTRIBUTION	\$ 250,000	\$ 106,884	\$ 143,116	\$ -	\$	143,116
05251.3918	FUND TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$	-
TOTAL GENERAL FUND REVENUE:		\$ 16,803,088	\$ 10,644,816	\$ 6,158,272	\$ 6,142,183	\$	16,089
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 136,285	\$ 1,513,715	\$ -	\$	1,513,715
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 6,663,077	\$ 2,211,310	\$ 4,451,767	\$ -	\$	4,451,767
Summarized Condition of District Revenue:		\$ 25,116,165	\$ 12,992,412	\$ 12,123,753	\$ 6,142,183	\$	5,981,570

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 16,803,088	\$ 16,786,999
State Wide Property Tax:	\$ 7,195,076	\$ 7,036,198
Local Property Tax:	\$ 43,012,634	\$ 41,159,771
TOTAL GF Revenue:	\$ 67,010,798	\$ 64,982,968
TOTAL GF Expenditure:	\$ (66,811,056)	\$ (64,648,102)
Ending GF Fund Balance:	\$ 199,742	\$ 334,866
TOTAL FS Revenue:	\$ 1,650,000	\$ 136,285
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,581,167)
Ending FS Fund Balance:	\$ -	\$ (1,444,882)
TOTAL Other SR Fund Revenue:	\$ 6,663,077	\$ 2,211,310
TOTAL Other SR Fund Expenditures:	\$ (6,663,077)	\$ (3,077,337)
Ending Grant Fund Balance:	\$ -	\$ (866,027)



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, February 8, 2021

SUPERINTENDENT REPORT

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform the Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

G. CONSENT AGENDA

Resignations/Retirements – None

Leaves of Absence – None

Job Shares – None

Nominations – None

Extended Trips – None

Donations – None

I. POLICY – CHANGES – PROPOSALS:

1. **EHAA – SchoolNet Acceptable Use Policy** – First Reading – Revision of the existing policy to update to the most current standards and new equipment.
2. **EHAA-P – Personnel Acceptable Use Form** – First Reading – Revision of the existing policy to update for best practice for the current technology new equipment and software.
3. **Employee Policy and Employee Status Acknowledgement** – First Reading – Revision to combine employee and student Fair Use Agreements.

J. POLICY ADOPTION: None

K. RESOLUTIONS: None

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **COVID-19 Pandemic Data Update** – Christine Boston will update the Board on the current COVID-19 data. In addition, the principals will be available to answer questions pertaining to re-entry.
2. **COVID-19 Contact Tracer Job Description** – I recommend the Board approve the job description for a dedicated Contact Tracer for the District. This will be a temporary position to help relieve the pressure on principals who are continually involved in contact tracing.



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3. **Condition of Accounts** – Michael Limanni, Business Administrator will present the Conditions of Accounts.

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

January 2021 Summary

Week of January 4: Based on the COVID-19 data the decision was made on December 29 to remain on total remote. The decision was made to revisit on January 7 with the decision to stay remote the week of January 11 through January 15. The Re-entry Planning Team has held two meetings that developed the guiding aim, priority groups, and guiding principles for planning. School-based leadership teams are being involved in the planning process.

Week of January 11: District and school entry teams have continued to be engaged in the planning process to return students to school for in-person learning. As you have recognized, there are many details that must be addressed to do this properly. With February 8 targeted as the opening date for students in grades K-4, the elementary principals are planning and coordinating at the district level and the school level. You can see on my daily schedule the planning meetings that were held at the district level.

It must be recognized that we are working in the environment of the pandemic. It will be different, and it will not be the normal scenario for the operation of schools and school programs. As we move forward towards return to in-person learning, there will be a different model for elementary students and different models for secondary students.

As the Board and administration move forward with the common aim of returning students for in-person learning, we all must strive to plan together and to do it right to have a safe and healthy environment for students, faculty and staff.

Week of January 18: Throughout the week, re-entry planning has continued at different levels – elementary schools, middle school, and high school. Staff request for ADA and other accommodations were due. These are being processed to determine the impact on moving forward.

Michael Limanni has worked with the team to finalize the preliminary budget information and documents that will be presented to the Board on Monday, January 25. The initial documents will be digital to be followed by the binder.

The MOU/MOA with the DTU, DPA, and DEOP are still in process with the unions reviewing.

Week of January 25: At all levels, re-entry of students has been the major focus. Having the appropriate amount of staffing continues to be an ongoing process. All schools and the SAU continue to work through the personnel issues. The elementary schools are starting to communicate out to their families the protocols and procedures that will be in place. Some items will be featured in Friday's Dover Families and Community Update.



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In addition, ongoing work on the FY22 budget continues. Michael Limanni and I had the opportunity to meet with the DTU, DEOP, and DPA presidents. We believe it was an open and frank conversation, that was a productive session. Individual meetings are being scheduled with the presidents. A timeline of two weeks has been established to identify what is possible. Time will tell if the future sessions are productive.

With the re-entry and the FY22 budget, there is stress and anxiety in the District. Emotions are high as we continue to work through the major issues related to re-entry and the FY22 budget. I am not sure there are any equitable solutions for all the circumstances that must be confronted as we continue to move forward. There will be those that will be pleased with our decisions; those that will be opposed and unhappy with our decisions; and those that will not be invested in the decisions.

The District has contracted Dr. Alison Roy to offer three after-school hours live webinar sessions for the Dover School District faculty and staff. Dr. Roy is a clinical psychologist and Vice President of the Center for Trauma-Responsive Practice Change. She has been one of the facilitators for *Series for Parents and Caregivers*. Each session is 90 minutes.

Session 1 will be held on Thursday, January 28 starting at 3:30 p.m. Session 2 will be on Thursday, February 4, and Session 3 will be on Thursday, February 11. The time for Sessions 1 and 2 will be determined based on feedback from Session 1. You may attend 1 to 3 sessions.

Technology Update: Most employee laptops have been distributed in K-8, less than 75 staff remain to exchange equipment with, document cameras have been distributed to teachers for Garrison and Dover Middle School and a partial distribution to Horne Street. The District is expecting the remaining backorder of document cameras to arrive any day to complete distribution at Horne Street School and for Woodman Park School.

The IT Department expects to receive the tracking on the remaining 1500 Chromebooks with delivery within the next 10 days or less, so we can move to complete distributions and to wire the charging carts for K-4. All software has been updated and we are projecting a transition to Google Enterprise in the next two weeks which will permit the department to connect Google Enterprise / Classroom to Infinite Campus.

The IT Department expects to begin student laptop distribution for the High School mid-week or on a school designated date(s) by grade level, due to the volume of devices and time of imaging we are having to distribute a grade level at a time.

The District will start a Pilot group for those interested in the LMS Canvas in March. The IT Department is currently beginning to receive items for creating Hybrid classrooms for the immediate need and working on a larger plan for the schools over the summer for updating and replacing antiquated equipment to bring each classroom to current technologies and brand/product alignment district-wide for the update, upkeep of equipment as well as managing the inventory of all technology equipment.

Two digital workflows are under construction to aid in the onboarding and offboarding of Employees as well for enrolling and withdrawing students from schools to ensure all accounts and/or equipment is processed in a timely manner and ensures we are setting up the appropriate accounts, email groups and providing the school



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loaned laptop or Chromebook depending on if employee or student. We hope this design of workflow will significantly aid in onboarding and offboarding as well to maintain and manage inventory.

The team continues to maintain and manage the helpdesk ticket system to provide support as well during all our distribution and planning projects, today the teams have managed, responded to, or resolved 4000 tickets since the beginning of the school year.