# DOVER SCHOOL BOARD – AGENDA

DOVER SCHOOL DISTRICT

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|---|---|
| Meeting Type: | **Regular Session #1** |
| Meeting Location: | **McConnell Center, Room 306** |
| Meeting Date: | **Monday, January 10, 2022** |
| Meeting Time: | **7:00 p.m.** |

**A.** **CALL TO ORDER**

**B.** **ROLL CALL**

**C.** **PLEDGE OF ALLEGIANCE**

**D.** **AGENDA APPROVAL**

**E.** **CITIZENS' FORUM**

**F.** **APPROVAL OF MINUTES**

1. Non-Public Meeting # 8, December 13, 2021
2. Regular Meeting # 12, December 13, 2021

**G.** **CONSENT AGENDA**

1. **Correspondence:** None
2. **Resignations/Retirements:**
   a. Lucinda Clarke / Social Studies Teacher / Dover High School - Resignation
3. **Leaves of Absence:** None
4. **Job Shares:** None
5. **Nominations:**
   a. DPA Nomination
   b. Winter Coaching Nominations – Salary Correction
6. **Extended Travel (Student Trips):** None
7. **Donations:** January Donations

**H.** **STUDENT REPORT:**

**I.** **POLICY – CHANGES – PROPOSALS:**

1. DAF1 – Allowability (Withdraw)
2. DAF2 – Cash Management (Withdraw)
3. DAF 6 – Inventory Management (Withdraw)
4. DAF 7 – District Travel (Withdraw)
5. DAF 8 – Accountability and Certifications (Withdraw)
6. DAF10 – Grant Management Reconciliation (Withdraw)
7. DAF 11 – Subrecipient Monitoring (Withdraw)

**J.** **POLICY ADOPTION:**

1. IKF – High School Graduation Requirements (Revisions)

**K.** **RESOLUTIONS:** None

**L.** **OLD BUSINESS:** None

**M.** **NEW BUSINESS:**

1. Public Hearing – To Accept Monetary Donation from the Dover Shares Fund
2. Review of COVID-19 Metric and Identify Level of Restrictions
3. Revised Protocols Applied to Pandemic Education (PAPE)
4. Fiscal Year 2023 Budget Presentation
5. Condition of Accounts

**N. SUBMISSION AND PAYMENT OF BILLS**

**O. SUPERINTENDENT'S REPORT**

**P. COMMITTEE REPORTS**

**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.*

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

TO: **DOVER SCHOOL BOARD**

DATE: January 10, 2022

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 2021-2022 school year.

| NAME | POSITION | SCHOOL | REPLACING | SALARY | TRACK |
|---|---|---|---|---|---|
| Antone, Mike | Paraprofessional | Horne Street School | | $14.44/hr | C2, Step 1 |

# Recommendations

To: Dr. William Harbron
From: Peter Wotton
Re: Coaching Recommendations
Date: January 5, 2022
Cc: Peter Driscoll
Kim Lyndes

***UPDATE:*** *This is a correction to the nomination presented at the December 13, 2021 Regular Meeting. The salary was listed incorrectly.*

I would like to recommend the following individual for a WINTER Coaching position at DHS and/or DMS for the 2021-22 Winter Sports Season.

| ***Position*** | ***Name*** | ***Stipend*** | ***Replaces*** |
|---|---|---|---|
| Head Ice Hockey | Mike Young | $5250 | |

Please contact me with any questions or concerns

# Donation Request List for Approval
# January 10, 2022 School Board Meeting

| School | Group Donating | Value | Items/Service | Purpose |
|---|---|---|---|---|
| DHS | Hannaford Helps | $1,000.00 | Monetary | To benefit the Student Activities Fund. |
| DHS | Knights of Columbus | $4,000.00 | Monetary | To benefit the Unified Sports Program. |
| DHS | Richard A. Eaton Charitable Foundation | $3,000.00 | Monetary | To benefit the DHS Athletics User Fees Fund - to benefit families who are experiencing financial hardship. |
| WPS | Dover Chevrolet | $1,000.00 | Monetary | To benefit STEM education. |

# ~~ALLOWABILITY – FEDERAL GRANT FUNDS~~

**First Reading – Withdraw**

~~The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.~~

~~**A.** Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:~~

~~**1.** Be "necessary" and "reasonable" for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.~~

~~**a.** To determine whether a cost is "reasonable", consideration shall be given to:~~

~~**i.** Whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;~~

~~**ii.** The restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;~~

~~**iii.** Market prices for comparable goods or services for the geographic area;~~

~~**iv.** Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and~~

~~**v.** Whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.~~

~~**b.** When determining whether a cost is "necessary", consideration may be given to whether:~~

~~**i.** the cost is needed for the proper and efficient performance of the grant program;~~

~~**ii.** the cost is identified in the approved budget or application;~~

~~**iii.** there is an educational benefit associated with the cost;~~

~~**iv.** the cost aligns with identified needs based on results and findings from a needs assessment; and/or~~

~~**v.** the cost addresses program goals and objectives and is based on program data.~~

~~**c.** A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.~~

~~**2.** Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.~~

~~**3.** Be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the District.~~

~~**4.** Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.~~

~~**5.** Be determined in accordance with generally accepted accounting principles.~~

~~**6.** Be representative of actual cost, net of all applicable credits or offsets.~~

~~The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.~~

~~**7.** Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.~~

~~**8.** Be adequately documented:~~

~~**a.** in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;~~

~~**b.** in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.~~

~~**B.** Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.~~

~~**C.** Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.~~

~~**D.** Determining Whether A Cost is Direct or Indirect:~~

~~**1.** "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.~~

~~These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).~~

~~**2.** "Indirect costs" are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.~~

~~These costs may include general data processing, human resources, utility costs, maintenance, accounting, etc.~~

~~Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.~~

~~The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all the following conditions are met:~~

~~**a.** Administrative or clerical services are integral to a project or activity.~~

~~**b.** Individuals involved can be specifically identified with the project or activity.~~

~~**c.** Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.~~

~~**d.** The costs are not also recovered as indirect costs.~~

~~Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.~~

~~Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).~~

~~**E.** Timely Obligation of Funds: Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.~~

~~The following are examples of when funds are determined to be "obligated" under applicable regulation of the U.S. Department of Education:~~

~~When the obligation is for:~~

~~**1.** Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.~~

~~**2.** Personal services by an employee of the District – when the services are performed.~~

~~**3.** Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.~~

~~**4.** Public utility services – when the District received the services.~~

~~**5.** Travel – when the travel is taken.~~

~~**6.** Rental of property – when the District uses the property.~~

~~**7.** A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.~~

~~**F.** Period of Performance: All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.~~

~~In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is substantially approved, unless an agreement exists with NHDOE or the pass-through entity to reimburse for pre-approval expenses.~~

~~For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.~~

~~Statutory/Regulatory/Policy Cross References~~

~~2 CFR 200.302(b)(7)~~

## ~~CASH MANAGEMENT AND FUND CONTROL~~
## ~~ADMINISTRATION OF FEDERAL GRANT FUNDS~~

**First Reading - Withdraw**

~~Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirement s of NHDOE or other applicable pass-through-entity.~~

~~In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.~~

~~The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.~~

~~The District shall use forms and procedures required by the NHDOE, granter agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.~~

~~The Superintendent or Designee is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. I 693-I 693r).~~

~~When the District uses a cash advance payment method, the following standards shall apply:~~

A. ~~The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.~~

B. ~~The District shall make timely payment to contractors in accordance with contract provisions.~~

C. ~~To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.~~

D. ~~The District shall account for the receipt, obligation and expenditure of funds.~~

E. ~~Advance payments shall be deposited and maintained in insured accounts whenever possible.~~

F. ~~Advance payments will be maintained in interest bearing accounts unless the following apply:~~

   1. ~~The District receives less than $120,000 in Federal awards per year.~~

~~**2.** The best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on Federal cash balances.~~

~~**3.** The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.~~

~~**4.** A foreign government or banking system prohibits or precludes interest bearing accounts.~~

~~C. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to $500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.~~

**~~SCHOOL DEPOSITS AND CASH HANDLING PROCEDURES~~**

~~**A.** School Deposits: With the exception of Food Service deposits, the School Business Office Designee shall bring all school deposits to the City of Dover Tax Collector on a daily basis.~~

~~**B**. Food Service Deposits and Handling Procedures: When food service funds are received by the Food Service Cashier at Point of Sale, the funding amount is posted to the student's account and the funds are put into the cash register. The Food Service Director counts each till/register at the close of the day. The vending machines are also counted and brought with the daily deposit as a separate line item to other Food Service items. The Food Service Director brings the daily deposit to the School Business Office Designee where the funds are again counted, reconciled to the daily deposit record and a bank deposit is prepared. The School Business Office Designee brings the deposit to the bank on a daily basis.~~

~~Statutory/Regulatory/Policy Cross References~~

## ~~INVENTORY MANAGEMENT – EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS~~

**~~First Reading - Withdraw~~**

~~Equipment and supplies acquired ("property" as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award such property is disposed in accordance with applicable laws, regulations and Board policies:~~

**~~A.~~** ~~"Equipment" and "Pilferable Items" Defined: For purposes of this policy, "equipment" mean tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceed the lesser of $5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, regardless of cost, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.~~

**~~B.~~** ~~Records: The Superintendent and/or Designee shall maintain records that include a description of property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.~~

**~~C.~~** ~~Inventory: No less than every two years, the Superintendent and/or Designee shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy DAF-6, inventories shall be conducted consistent with District practice.~~

**~~D.~~** ~~Control, Maintenance and Disposition: The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:~~

  **~~1.~~** ~~Prevent loss, damage, or theft of the property; any loss, damage, or theft must be investigated;~~

  **~~2.~~** ~~To maintain the property and keep it in good conditions; and~~

  **~~3.~~** ~~To ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.~~

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~~Statutory/Regulatory/Policy Cross References~~

~~2 CFR 200.313(d)~~

## ~~TRAVEL REIMBURSMENT – FEDERAL FUNDS~~

**~~First Reading - Withdraw~~**

~~The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.~~

~~For purposes of this policy, "travel costs" shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.~~

~~School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.~~

~~The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent and/or Designee.~~

~~Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's non-federally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations.~~

~~Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.~~

~~All travel costs must be presented with an itemized, verified statement prior to reimbursement.~~

~~In addition, for any costs that are charged directly to the federal award, the Superintendent and/or Designee shall maintain sufficient records to justify that:~~

~~A. Participation of the individual is necessary to the federal award.~~

~~B. The costs are reasonable and consistent with Board policy.~~

~~Statutory/Regulatory/Policy Cross References~~

~~2 CFR 200.474(B)~~

## ~~ACCOUNTABILITY AND CERTIFICATIONS – FEDERAL GRANT FUNDS~~

**~~First Reading – Withdraw~~**

~~All fiscal transactions must be approved by the Superintendent and/or Designee who can attest that the expenditure is allowable and approved under the federal program. The Superintendent and/or Designee submits all required certifications.~~

~~Statutory/Regulatory/Policy Cross References~~

~~2 CFR 200.302~~

## ~~GRANT BUDGET RECONCILIATION~~

**~~First Reading - Withdraw~~**

~~Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.~~

~~The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.~~

~~Statutory/Regulatory/Policy Cross References~~

## ~~SUBRECIPIENT MONITORING – FEDERAL GRANT FUNDS~~

**~~First Reading – Withdraw~~**

~~In the event the District disperses federal funds received through a federal award to other entities and assigns responsibilities to the outside entity to conduct a portion of the work, the District shall be responsible for determining, on a case-by-case basis, whether the agreement with such entity places the outside entity in the role of a subrecipient receiving a subaward of federal funding, or the role of a contractor.~~

~~If the District grants subawards of federal funding to other entities as subrecipients, the District shall be responsible for:~~

1. ~~Evaluating the entity for risk of noncompliance to determine appropriate monitoring practices.~~
2. ~~Monitoring the subrecipient entity's implementation to ensure compliance with federal, state and local laws, conditions of the federal funding award, and Board policies and administrative regulations.~~
3. ~~Notifying the subrecipient entity of identified deficiencies found during the monitoring process and ensuring that identified deficiencies are corrected.~~
4. ~~Documenting and retaining records on subrecipient identification, notification, evaluation, monitoring and corrective actions taken.~~

~~Definitions:~~

~~For purposes of policies and procedures related to federal programs, the following definitions shall apply:~~

~~Contract – a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used here does not include a legal instrument, even if the entity considers it a contract, when the substance of the transaction meets the definition of a federal program award or subaward. (2 CFR 200.22)~~

~~Contractor – an entity that receives a contract, as defined in law and regulations, by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. (2 CFR 200.23)~~

~~Pass-through entity – a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. The District serves as the pass-through entity in cases where it awards federal funding to a subrecipient as defined in this procedure. (2 CFR 200.74)~~

~~Subaward – an award provided by a pass-through entity to a subrecipient in order to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (2 CFR 200.92)~~

~~Subrecipient – a non-federal entity that receives a subaward to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.) (2 CFR~~

~~200.93)~~

~~Subrecipient Versus Contractor~~

~~The District must determine, on a case-by-case basis, whether an entity receiving funds from the District as part of a federal funding program serves in a role of subrecipient or contractor. (2 CFR 200.330)~~

~~The Superintendent and/or Designee shall be responsible for analyzing the criteria listed in the chart below and evaluating the relationship with the entity based on the substance of the legal agreement, rather than the form of the agreement. The designee(s) may consult with the District solicitor in making such determination.~~

| ~~Subrecipient~~ | ~~Contractor~~ |
|---|---|
| ~~Creates a Federal assistance relationship~~ | ~~Purpose is to obtain goods and services for th non-Federal entity's own use and creates procurement relationship~~ |
| ~~Determines who is eligible to receive what Federa assistance~~ | ~~Provides the goods and services within norma business operations~~ |
| ~~Has its performance measured in relation to whethe objectives of a Federal program were met~~ | ~~Provides similar goods or services to man different purchasers~~ |
| ~~Has responsibility for programmatic decision making~~ | ~~Normally operates in a competitive environment~~ |
| ~~s responsible for adherence to applicable Federa program requirements specified in the Federa award; and~~ | ~~Provides goods or services that are ancillary to th operation of the Federal program; and~~ |
| ~~n accordance with its agreement, uses the Federa funds to carry out a program for a public purpos specified in authorizing statute, as opposed t providing goods or services for the benefit of th pass-through entity (PTE)~~ | ~~s not subject to compliance requirements of th Federal program as a result of the agreement though similar requirements may apply for othe reasons~~ |

~~The District shall notify subrecipients that they have been identified as a subrecipient and that the funding qualifies as a subaward. The District shall provide the subrecipient with the following information as specified at 2 CFR Sec. 200.331(a) regarding the federal funding award, and any subsequent changes:~~

~~1) Federal Award Identification information, including:~~

~~(i) Subrecipient name (which must match the name associated with its unique entity identifier);~~

~~(ii) Subrecipient's unique entity identifier;~~

~~(iii) Federal Award Identification Number (FAIN);~~

~~(iv) Federal award date (see §200.39 federal award date) of award to the recipient by the federal agency;~~

~~(v) Subaward period of performance start and end date;~~

~~(vi) Amount of federal funds obligated by this action by the pass-through entity to the subrecipient;~~

~~(vii) Total amount of federal funds obligated to the subrecipient by the pass-through entity including the current obligation;~~

~~(viii) Total amount of the federal award committed to the subrecipient by the pass-through entity;~~

~~(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);~~

~~(x) Name of federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity;~~

~~(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement;~~

~~(xii) Identification of whether the award is R&D; and~~

~~(xiii) Indirect cost rate for the federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).~~

~~Statutory/Regulatory/Policy Cross References~~

~~2 CFR 200.331(d)~~

# HIGH SCHOOL GRADUATION ~~POLICY~~ REQUIREMENTS

## Third Reading (Revisions)

~~The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.~~

~~a. It is expected that graduation preparations will not dominate the operation of the school during the last few days of the school year.~~

~~b. If local conditions necessitate the holding of graduation exercised prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 172 day of instruction. No school day shall be modified for preparation activities prior to the 172th day.~~

~~c. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 177 days of instruction and maintain their normal class schedules.~~

~~The above is in accordance with the State Board of Education policy on graduation.~~

**Students generally earn a high school diploma through a combination of high school credit and/or ~~proficiency~~ or mastery of required District and Graduation competencies. Methods for earning credit are discussed in Board policy IK, while competencies are discussed in Board policy ILBAA. This policy outlines the specific courses, competencies and other specific requirements before a student will receive a diploma or other graduation credential. The Board reserves the right to impose additional academic requirements necessary to graduate and/or receive a diploma.**

**A. Credit Requirements**

1. **Awarding of Credit. Credit will be awarded in accordance with Board policy IK, Earning of Credit. Additionally, a unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the Principal, and will be in accordance with Board policy ILBAA, High School Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.**

2. **Required Subjects and Credits. A minimum of twenty (20) credits are required to graduate and earn a high school diploma. The required subjects and credits for high school graduation (including the requirements of Ed 306.27, Table 306-2) are:**

   **Arts education: ½ credit**

   **Information and communications technologies: ½ credit**

| | |
| --- | --- |
| English: | 4 credits |
| Mathematics: | 3 credits (including algebra credit that can be earned through a sequential, integrated, or applied program) |
| Physical sciences: | 1 credit |
| Biological sciences: | 1 credit |
| US and NH history: | 1 credit |
| US and NH government/civics: | ½ credit |
| Economics, including personal finance: | ½ credit |
| World history, global studies, or geography: | ½ credit |
| Health education: | ½ credit |
| Physical education: | 1 credit |
| Open electives: | 6 credits |
| Totals: | 20 credits |

3. Alternative Credit Options. The Superintendent or Principal may approve the granting of credit earned through alternative methods outside of regular classroom-based instruction. Such alternative methods of instruction may include extended learning opportunities, distance education, alternative learning plans, or others approved by the Superintendent or designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case-by-case basis. Such credit will be granted pursuant to the provisions of Board policy IMBC, Alternative Credit Options and other applicable Board policies.

B. Required Graduation Competencies by Content Areas Credit(s)

In addition to the credits listed above required to graduate and earn a high school diploma, the District also requires students to demonstrate ~~proficiency~~ mastery in competencies from the following content areas (including the requirements of Ed 306.27, Table 306-3):

Arts education

Information and communications technologies

English

Mathematics that encompasses algebra, mathematical modeling, statistics and probability, complex applications of measurement, applied geometry, graphical presentation and interpretation, statistics and data analysis

Physical sciences

Biological sciences

US and NH history

US and NH government/civics

Economics, including personal finance

World history, global studies, or geography

Health education

Physical education

Open electives

~~Totals~~

C. Passage of Civics Exam

The District will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students must attain a passing grade on this assessment to be eligible to receive a high school diploma or other graduation certificate.

Effective for students graduating in 2024, the District will also administer the 128 question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services ("U.S. Citizenship Test"). This exam may be modified for a student with a disability in accordance with the student's individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma or other graduation certificate.

Under RSA 189:11, II, the Superintendent will submit the composite results of either the locally developed civics competency assessment or the U.S. Citizenship Test to the N.H. Department of Education.

D. Federal Student Aid Application

Effective for students graduating in 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:

1. file a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or

2. file a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student, understands what FAFSA is and has chosen not to file an application.

The District shall provide to each student and, if applicable, the parent/guardian, any support or assistance necessary to comply with the requirement above.

**The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.**

**The Board supports early graduation as a means to earn a high school diploma (see Board policy IKFA. Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if they determine that all state and local graduation requirements will be met, and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.**

E. **Alternative Learning Plans**

**As an alternative to satisfying the provisions of this policy and related State requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent by participating in an alternative learning plan or program. The provisions of Board policy IHBI, Alternative Learning Plans, shall apply in such an event.**

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***District Policy History:***

# PUBLIC NOTICE

## Dover School District

This public hearing is for the Dover School Board to:

Accept a donation of $25,000 from the Dover Share Fund to assist District families who are experiencing temporary hardship. The $25,000 will be divided equally amongst each of the District's schools - Garrison, Horne Street , Woodman Park, Dover Middle, and Dover High School.

Monday, January 10, 2021 at 7:00 p.m. at the McConnell Center, 61 Locust Street, Dover, NH.  (Room 305)

Amanda Russell, Chair Dover School Board

# Dover School District FY 2022-2023 Administrative Budget Request

School Board Handout

## FY2023 TAX CAPPED BUDGET - January 10, 2022

### GENERAL FUND - REVENUE

| | Account Description | | FY2022 ADJUSTED BUDGET | | FY2023 ESTIMATED REVENUE | | $$$ INCREASE/(DECREASE) | % INCREASE/(DECREASE) |
|---|---|---|---|---|---|---|---|---|
| R1 | Tuition - Other NH Districts | $ | 40,417 | $ | 40,417 | $ | - | 0.00% |
| R2 | Tuition - Barrington | $ | 2,596,147 | $ | 2,801,505 | $ | 205,358 | 7.91% |
| R3 | Tuition - Nottingham | $ | 1,881,216 | $ | 1,644,988 | $ | (236,228) | -12.56% |
| R4 | Tuition - SPED Aides | $ | 275,000 | $ | 285,000 | $ | 10,000 | 3.64% |
| R5 | Tuition - CTC-NH Districts | $ | 115,000 | $ | 135,000 | $ | 20,000 | 17.39% |
| R6 | Tuition - CTC-Out of State Districts | $ | 35,000 | $ | 35,000 | $ | - | 0.00% |
| R7 | Tuition - Bellamy Academy | $ | 81,690 | $ | 146,775 | $ | 65,085 | 79.67% |
| R8 | Other Local Revenue - Districtwide | $ | 38,000 | $ | 38,000 | $ | - | 0.00% |
| R9 | State Adequate Education Grant | $ | 10,747,452 | $ | 11,863,524 | $ | 1,116,071 | 10.38% |
| R10 | School Building Aid | $ | 389,462 | $ | 389,462 | $ | - | 0.00% |
| R11 | Special Education Aid (Catastrophic Aid) | $ | 1,075,000 | $ | 1,285,000 | $ | 210,000 | 19.53% |
| R12 | CTC-Tuition Aid | $ | 364,552 | $ | 431,092 | $ | 66,540 | 18.25% |
| R13 | CTC-Transportation Aid | $ | 2,500 | $ | 3,000 | $ | 500 | 20.00% |
| R14 | Indirect Cost Allocation | $ | 85,000 | $ | 110,000 | $ | 25,000 | 29.41% |
| R15 | ABE Allocation | $ | 45,918 | $ | 43,000 | $ | (2,918) | -6.35% |
| R16 | Impact Aid | $ | 6,000 | $ | - | $ | (6,000) | -100.00% |
| R17 | Medicaid Distribution | $ | 250,000 | $ | 200,000 | $ | (50,000) | -20.00% |
| R18 | Tuition - Preschool Program | $ | 10,000 | $ | 10,000 | $ | - | 0.00% |
| R19 | Tuition - Summer School, Elementary | $ | 5,000 | $ | - | $ | (5,000) | -100.00% |
| R20 | Tuition - Summer School, DHS | $ | 1,500 | $ | - | $ | (1,500) | -100.00% |
| R21 | Athletic Transportation, DMS | $ | 30,000 | $ | 30,000 | $ | - | 0.00% |
| R22 | Athletic Transportation, DHS | $ | 104,000 | $ | 104,000 | $ | - | 0.00% |
| R23 | School - Transfer from Capital Reserves, Facilities | $ | - | $ | - | $ | - | |
| R24 | School - Transfer from Capital Reserves, Curriculum | $ | - | $ | - | $ | - | |
| R25 | School - Transfer from Capital Reserves, IT | $ | - | $ | - | $ | - | |
| | **Total Non Tax Revenue** | **$** | **18,178,854** | **$** | **19,595,763** | **$** | **1,416,909** | 7.79% |
| | | | | | | | | |
| R26 | Statewide Education Tax | $ | 7,093,652 | $ | 5,076,041 | $ | (2,017,611) | -28.44% |
| R27 | Local Property Tax | $ | 44,412,854 | $ | 45,635,337 | $ | 1,222,483 | 2.75% |
| R28 | Local Property Tax | $ | - | | | | | |
| | **Total Tax Revenue** | **$** | **51,506,506** | **$** | **50,711,378** | **$** | **(795,128)** | -1.54% |
| Total | **Total Operating Revenue** | **$** | **69,685,360** | **$** | **70,307,141** | **$** | **621,781** | 0.89% |

# FY23 Administration Budget Request - Functional Summary

| Function (CODE/DESCRIPTION) | | FY20 Expended | | FY21 Expended | | FY22 Adopted | | FY23 Admin Prop. | | $ Difference | % Difference |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1100 REGULAR EDUCATION PROGRAMS | $ | 19,857,858 | $ | 21,845,739 | $ | 21,808,112 | $ | 23,959,616 | $ | 2,151,504 | 9.87% |
| 1101 REGULAR ED. KINDERGARTEN | $ | 1,735,681 | $ | 1,818,323 | $ | 1,316,471 | $ | 1,388,513 | $ | 72,042 | 5.47% |
| 2112 RESOURCE OFFICERS | $ | 93,280 | $ | 93,280 | $ | 93,280 | $ | 93,280 | $ | - | 0.00% |
| 2114 ATTENDANCE-REPORTING | $ | 895 | $ | - | $ | - | $ | - | $ | - | 0.00% |
| 2122 GUIDANCE | $ | 1,653,606 | $ | 1,765,137 | $ | 1,870,784 | $ | 2,021,541 | $ | 150,757 | 8.06% |
| 2130 HEALTH SERVICES | $ | 850,732 | $ | 861,848 | $ | 978,989 | $ | 970,333 | $ | (8,656) | -0.88% |
| 2222 LIBRARY SERVICES | $ | 494,028 | $ | 540,352 | $ | 581,949 | $ | 590,688 | $ | 8,739 | 1.50% |
| 2223 AUDIOVISUAL SERVICES | $ | - | $ | 399 | $ | - | $ | - | $ | - | 0.00% |
| 2410 OFFICE OF THE SCHOOL PRINCIPAL | $ | 2,650,446 | $ | 2,804,126 | $ | 2,971,143 | $ | 3,097,710 | $ | 126,567 | 4.26% |
| 2490 SCHOOL ADMINISTRATION-OTHER | $ | 106,905 | $ | 86,721 | $ | 123,834 | $ | 172,906 | $ | 49,072 | 39.63% |
| 2900 SUPPORT SERVICES - Other | $ | 51,315 | $ | 51,711 | $ | 24,342 | $ | 24,342 | $ | - | 0.00% |
| **Regular Instructional Programs:** | $ | 27,494,746 | $ | 29,867,636 | $ | 29,768,904 | $ | 32,318,929 | $ | 2,550,025 | 8.57% |
| | | | | | | | | | | | |
| 1300 VOCATIONAL EDUCATION PROGRAMS | $ | 1,829,219 | $ | 1,916,434 | $ | 2,247,366 | $ | 2,248,521 | $ | 1,155 | 0.05% |
| 1390 CAREER TECH - SPECIAL SERVICES | $ | 79,277 | $ | 88,897 | $ | 95,382 | $ | 98,447 | $ | 3,065 | 3.21% |
| 1391 CAREER TECH - GUIDANCE | $ | 1,567 | $ | - | $ | 2,573 | $ | - | $ | (2,573) | -100.00% |
| 2723 TRANSPORATION-VOCATIONAL | $ | 50,179 | $ | 24,101 | $ | 106,134 | $ | 128,676 | $ | 22,542 | 21.24% |
| **Vocational Programs:** | $ | 1,960,242 | $ | 2,029,432 | $ | 2,451,455 | $ | 2,475,644 | $ | 24,189 | 0.99% |
| | | | | | | | | | | | |
| 1602 **Adult Education Programs** | $ | 203,995 | $ | 212,822 | $ | 225,968 | $ | 238,851 | $ | 12,883 | 5.70% |
| | | | | | | | | | | | |
| 1210 SPECIAL EDUCATION | $ | 10,738,131 | $ | 11,737,723 | $ | 13,350,332 | $ | 14,144,294 | $ | 793,962 | 5.95% |
| 1220 SPECIAL ED. PRESCHOOL | $ | 395,111 | $ | 451,947 | $ | 483,692 | $ | 507,162 | $ | 23,470 | 4.85% |
| 1230 SPECIAL ED. CONSULTANT | $ | 446,454 | $ | 517,988 | $ | 449,517 | $ | 366,238 | $ | (83,279) | -18.53% |
| 1231 SPECIAL EVALUATION & TESTING | $ | 18,643 | $ | 1,653 | $ | 13,324 | $ | 13,324 | $ | - | 0.00% |
| 1270 ELL-ENGLISH LANGUAGE LEARNERS | $ | 566,700 | $ | 621,770 | $ | 661,114 | $ | 723,492 | $ | 62,378 | 9.44% |
| 1280 GIFTED AND TALENTED | $ | 250 | $ | 385 | $ | 1,000 | $ | 1,000 | $ | - | 0.00% |
| 1290 504 PROGRAMS ONLY | $ | 491 | $ | 1,960 | $ | 25,870 | $ | 25,870 | $ | - | 0.00% |
| 2143 PSYCHOLOGICAL COUNSELING | $ | 349,008 | $ | 420,789 | $ | 470,917 | $ | 504,540 | $ | 33,623 | 7.14% |
| 2152 SPEECH PATHOLOGY | $ | 552,129 | $ | 575,761 | $ | 626,106 | $ | 631,443 | $ | 5,337 | 0.85% |
| 2160 PHYSICAL THERAPY | $ | 84,295 | $ | 86,916 | $ | 148,410 | $ | 123,410 | $ | (25,000) | -16.85% |
| 2163 OCCUPATIONAL THERAPY SERVICES | $ | 401,037 | $ | 436,645 | $ | 447,938 | $ | 468,133 | $ | 20,195 | 4.51% |
| 2190 OTHER SUPPORT SERVICES - STUDENT | $ | 33,196 | $ | 41,291 | $ | 50,400 | $ | 51,900 | $ | 1,500 | 2.98% |
| 2722 TRANSPORTATION-SPECIAL PROGRAM | $ | 998,789 | $ | 1,177,087 | $ | 1,303,804 | $ | 1,692,083 | $ | 388,279 | 29.78% |
| 2790 TRANSPORATION - OTHER STUDENT | $ | 48,765 | $ | 31,343 | $ | 100,000 | $ | 85,000 | $ | (15,000) | -15.00% |
| **Special Educational Programs:** | $ | 14,632,999 | $ | 16,103,258 | $ | 18,132,424 | $ | 19,337,889 | $ | 1,205,465 | 6.65% |

# FY23 Administration Budget Request - Functional Summary

| Function (CODE/DESCRIPTION) | FY20 Expended | FY21 Expended | FY22 Adopted | FY23 Admin Prop. | $ Difference | % Difference |
|---|---|---|---|---|---|---|
| 2123 APPRAISAL SERVICES | $ 33,502 | $ 3,968 | $ 38,926 | $ 62,926 | $ 24,000 | 61.66% |
| 2211 ACADEMIC COORDINATORS | $ 436,550 | $ 392,043 | $ 252,549 | $ 283,861 | $ 31,312 | 12.40% |
| 2212 CURRICULUM SUPERVISION AND DEV | $ 42,488 | $ 44,740 | $ 48,703 | $ 50,917 | $ 2,214 | 4.55% |
| 2213 STAFF DEVELOPMENT | $ 142,317 | $ 119,423 | $ 146,203 | $ 168,010 | $ 21,807 | 14.92% |
| 2215 CURRICULUM DEVELOPMENT | $ 441,217 | $ 296,035 | $ 208,231 | $ 260,046 | $ 51,815 | 24.88% |
| 2216 PROFESSIONAL DEVELOPMENT | $ 61,173 | $ 21,400 | $ 78,750 | $ 87,750 | $ 9,000 | 11.43% |
| 1431 OTH-SUMMER PROJECT MORE, EXPLORE | $ 4,749 | $ - | $ 4,889 | $ 4,889 | $ - | 0.00% |
| 1490 SUMMER PROGRAM EXPENSES | $ 450 | $ 17,020 | $ 1,000 | $ 1,000 | $ - | 0.00% |
| 1402 OTHER-HOMEBOUND INSTRUCTION | $ - | $ - | $ 3,474 | $ - | $ (3,474) | -100.00% |
| 1430 SUMMER SCHOOL | $ 724 | $ - | $ 5,790 | $ - | $ (5,790) | -100.00% |
| **Curriculum Programs:** | $ 1,163,170 | $ 894,629 | $ 788,515 | $ 919,399 | $ 130,884 | 16.60% |
| | | | | | | |
| 1420 ATHLETICS | $ 516,747 | $ 540,536 | $ 677,970 | $ 679,762 | $ 1,792 | 0.26% |
| 2724 TRANSPORATION-ATHLETIC | $ 85,298 | $ 42,738 | $ 137,000 | $ 137,000 | $ - | 0.00% |
| **Athletic Programs:** | $ 602,045 | $ 583,274 | $ 814,970 | $ 816,762 | $ 1,792 | 0.22% |
| | | | | | | |
| 1410 CO-CURRICULAR ACTIVITIES | $ 35,856 | $ 25,328 | $ 44,369 | $ 44,873 | $ 504 | 1.14% |
| 2725 TRANSPORTATION-COCURRICULAR | $ 9,673 | $ 1,460 | $ 12,000 | $ 14,600 | $ 2,600 | 21.67% |
| **Co-Curricular Programs:** | $ 45,529 | $ 26,788 | $ 56,369 | $ 59,473 | $ 3,104 | 5.51% |
| | | | | | | |
| 2311 SCHOOL BOARD SERVICES | $ 145,047 | $ 155,673 | $ 146,551 | $ 182,947 | $ 36,396 | 24.84% |
| 2312 SCHOOL BOARD SECRETARY | $ 3,232 | $ 2,831 | $ 10,954 | $ 7,303 | $ (3,651) | -33.33% |
| 2317 AUDIT SERVICES | $ 30,143 | $ 33,712 | $ 31,000 | $ 31,000 | $ - | 0.00% |
| 2318 SCHOOL BOARD LEGAL SERVICES | $ 95,103 | $ 77,095 | $ 100,000 | $ 100,000 | $ - | 0.00% |
| 2319 SCHOOL BOARD-OTHER | $ 312 | $ 312 | $ 6,500 | $ 6,500 | $ - | 0.00% |
| 2321 OFFICE OF THE SUPERINTENDENT | $ 1,228,050 | $ 1,192,496 | $ 1,172,923 | $ 1,200,993 | $ 28,070 | 2.39% |
| 2832 STAFF SERVICES-CRIMINAL RECORD | $ 2,921 | $ 867 | $ 1,500 | $ 1,500 | $ - | 0.00% |
| 2839 CENTRAL SUPPORT-INSURANCES | $ 90,329 | $ 156,028 | $ 167,000 | $ 200,719 | $ 33,719 | 20.19% |
| 2843 COMPUTER SYSTEMS MANAGEMENT | $ 1,204,427 | $ 1,148,742 | $ 1,205,751 | $ 1,286,507 | $ 80,756 | 6.70% |
| **Central Office Services:** | $ 2,799,564 | $ 2,767,756 | $ 2,842,179 | $ 3,017,469 | $ 175,290 | 6.17% |
| | | | | | | |
| 2610 SUPERVISION OF PLANT SERVICES | $ 388,333 | $ 400,356 | $ 413,379 | $ 426,720 | $ 13,341 | 3.23% |
| 2620 OPERATION OF BUILDINGS | $ 3,968,198 | $ 3,931,653 | $ 4,131,792 | $ 4,709,618 | $ 577,826 | 13.98% |
| 2630 GROUNDS UPKEEP | $ 310,115 | $ 319,512 | $ 329,098 | $ 338,970 | $ 9,872 | 3.00% |
| 2650 VEHICLE OPERATIONS | $ 455 | $ 312 | $ - | $ - | $ - | 0.00% |
| **Facility Maintenance Services:** | $ 4,667,101 | $ 4,651,833 | $ 4,874,269 | $ 5,475,308 | $ 601,039 | 12.33% |

# FY23 Administration Budget Request - Functional Summary

| Function (CODE/DESCRIPTION) | | FY20 Expended | FY21 Expended | FY22 Adopted | FY23 Admin Prop. | $ Difference | % Difference |
|---|---|---|---|---|---|---|---|
| 2721 | TRANSPORATION-REGULAR PROGRAMS | $ 1,535,206 | $ 1,450,603 | $ 1,695,903 | $ 1,763,065 | $ 67,162 | 3.96% |
| 2729 | TRANSPORTATION VEHICLE OPERATIONS | $ 4,626 | $ 3,155 | $ 5,402 | $ 3,653 | $ (1,749) | -32.38% |
| 2730 | TRAFFIC GUARDS | $ 6,033 | $ 2,036 | $ 13,861 | $ 13,861 | $ - | 0.00% |
| | **District-Wide Transportation Services:** | $ 1,545,865 | $ 1,455,794 | $ 1,715,166 | $ 1,780,579 | $ 65,413 | 3.81% |
| | | | | | | | |
| 5221 | TRANSFER TO FOOD SERVICE FUND | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 5222 | TRANSFER TO ALL OTHER SPECIAL REV FUNDS | $ 21,447 | $ 14,573 | $ 14,573 | $ 14,573 | $ - | 0.00% |
| 5251 | TRANSFER TO CAPITAL RESERVE | $ 379,097 | $ 275,000 | $ - | $ 750,000 | $ 750,000 | 0.00% |
| 46900 | SCHOOL DEBT SERVICE | $ - | $ 6,393,656 | $ 6,439,336 | $ 6,439,336 | $ - | 0.00% |
| | **Debt Service and Fund Transfers:** | $ 400,544 | $ 6,683,229 | $ 6,453,909 | $ 7,203,909 | $ 750,000 | 11.62% |
| | | | | | | | |
| | **TOTAL BUDGETED SERVICES:** | **$ 55,515,800** | **$ 65,276,451** | **$ 68,124,128** | **$ 73,644,212** | **$ 5,520,084** | **8.10%** |

| FY23 Estimated Base Contract Total Compensation (Wages, FICA, RET, HEALTH) | | | | |
|---|---|---|---|---|
| School/Position Category | Wage Estimate | Benefits Estimate | Total | FTEs |
| DOVER HIGH SCHOOL | $ 8,109,253.50 | $ 4,466,349.04 | $ 12,575,602.55 | 145.71 |
| ADMINISTRATORS | $ 522,478.83 | $ 323,645.05 | $ 846,123.88 | 5.00 |
| DEOP | $ 386,030.72 | $ 265,958.86 | $ 651,989.58 | 9.63 |
| DPA | $ 848,775.60 | $ 112,187.73 | $ 960,963.33 | 32.90 |
| DTU | $ 6,271,654.87 | $ 3,716,411.59 | $ 9,988,066.46 | 96.68 |
| NON-UNION | $ 80,313.48 | $ 48,145.80 | $ 128,459.28 | 1.50 |
| DHS CAREER TECH CENTER | $ 1,474,155.00 | $ 882,079.90 | $ 2,356,234.90 | 24.01 |
| ADMINISTRATORS | $ 97,490.82 | $ 40,607.03 | $ 138,097.85 | 1.00 |
| DEOP | $ 50,252.56 | $ 35,058.08 | $ 85,310.64 | 1.00 |
| DTU | $ 1,245,167.50 | $ 760,606.18 | $ 2,005,773.68 | 20.01 |
| NON-UNION | $ 81,244.12 | $ 45,808.61 | $ 127,052.73 | 2.00 |
| BELLAMY ACADEMY | $ 482,314.95 | $ 297,741.87 | $ 780,056.82 | 8.00 |
| ADMINISTRATORS | $ 86,930.32 | $ 50,342.82 | $ 137,273.14 | 1.00 |
| DEOP | $ 36,043.12 | $ 40,630.66 | $ 76,673.78 | 1.00 |
| DPA | $ 30,751.51 | $ 2,540.93 | $ 33,292.44 | 1.00 |
| DTU | $ 328,590.00 | $ 204,227.46 | $ 532,817.46 | 5.00 |
| DOVER MIDDLE SCHOOL | $ 7,363,182.88 | $ 3,862,103.04 | $ 11,225,285.92 | 135.65 |
| ADMINISTRATORS | $ 308,245.06 | $ 169,697.69 | $ 477,942.75 | 3.00 |
| DEOP | $ 227,330.98 | $ 123,715.58 | $ 351,046.56 | 6.26 |
| DPA | $ 1,139,563.44 | $ 127,474.26 | $ 1,267,037.70 | 40.59 |
| DTU | $ 5,587,284.20 | $ 3,406,109.02 | $ 8,993,393.22 | 83.80 |
| NON-UNION | $ 100,759.20 | $ 35,106.49 | $ 135,865.69 | 2.00 |
| GARRISON SCHOOL | $ 3,100,862.14 | $ 1,771,522.93 | $ 4,872,385.07 | 57.98 |
| ADMINISTRATORS | $ 206,876.24 | $ 119,514.00 | $ 326,390.24 | 2.00 |
| DEOP | $ 57,266.22 | $ 35,524.32 | $ 92,790.54 | 1.25 |
| DPA | $ 525,210.68 | $ 56,575.08 | $ 581,785.76 | 17.73 |
| DTU | $ 2,311,509.00 | $ 1,559,909.53 | $ 3,871,418.53 | 37.00 |
| HORNE STREET | $ 3,602,281.52 | $ 2,025,863.25 | $ 5,628,144.78 | 71.60 |
| ADMINISTRATORS | $ 201,196.64 | $ 92,402.70 | $ 293,599.34 | 2.00 |
| DEOP | $ 49,252.56 | $ 34,840.98 | $ 84,093.54 | 1.00 |
| DPA | $ 821,073.46 | $ 104,335.08 | $ 925,408.55 | 28.24 |
| DTU | $ 2,530,758.86 | $ 1,794,284.49 | $ 4,325,043.35 | 40.36 |
| SAU | $ 1,279,865.09 | $ 666,064.84 | $ 1,945,929.94 | 16.67 |
| ADMINISTRATORS | $ 643,484.67 | $ 300,668.36 | $ 944,153.03 | 5.00 |
| DEOP | $ 204,870.38 | $ 140,239.85 | $ 345,110.23 | 3.55 |
| DTU | $ 78,843.42 | $ 34,958.32 | $ 113,801.74 | 1.00 |
| NON-UNION | $ 352,666.62 | $ 190,198.32 | $ 542,864.94 | 7.12 |
| WOODMAN PARK SCHOOL | $ 4,472,040.03 | $ 2,479,047.74 | $ 6,951,087.76 | 89.13 |
| ADMINISTRATORS | $ 204,170.04 | $ 128,037.86 | $ 332,207.90 | 2.00 |
| DEOP | $ 50,252.56 | $ 35,058.08 | $ 85,310.64 | 1.00 |
| DPA | $ 1,066,245.25 | $ 173,905.39 | $ 1,240,150.64 | 36.35 |
| DTU | $ 3,151,372.18 | $ 2,142,046.40 | $ 5,293,418.58 | 49.78 |
| Grand Total | $ 29,883,955.12 | $ 16,450,772.62 | $ 46,334,727.74 | 548.75 |

# FY2023 New/Changed Position Requests

| School | Position | Est. Cost | FTE Inc. |
|---|---|---|---|
| DMS | Behavior Specialist | $ 91,634 | 1.00 |
| DMS | Leadership Stipend | $ 1,319 | 0.00 |
| DMS | Library Assistant | $ 29,114 | 1.00 |
| DMS | 5th Grade Teacher | $ 91,693 | 1.00 |
| DMS | 4 Noon Supervisors | $ 15,471 | 1.00 |
| DMS | JP Clerical SY to Full Year | $ 8,666 | 0.00 |
| DMS | SS Clerical SY to Full Year | $ 37,089 | 0.00 |
| DMS | KN Clerical SY to Full Year | $ 40,524 | 0.00 |
| DMS | KW add 1.5 Hrs | $ 35,020 | 0.00 |
| DHS | Library Assistant (SY Admin Asst II) | $ 21,889 | 1.00 |
| DHS | 2/3 Soc Tchr to FT | $ 51,340 | 0.33 |
| DHS | 2 Block PT Art Teacher | $ 32,500 | 0.33 |
| CTC | Inc Building Trades .67 to 1.0 | $ 52,386 | 0.33 |
| CTC | Inc Sports Medicine .67 to 1.0 | $ 37,153 | 0.33 |
| CTC | Contracted Services: Fire Science & Health Science | $ 48,496 | 0.00 |
| CTC | Cyber Patriot Advisor Stipend | $ 2,509 | 0.00 |
| CTC | FFA Assistant Advisor Stipend | $ 772 | 0.00 |
| EW | 8 Team Leaders at Each Elem | $ 38,294 | 0.00 |
| GES | Literacy Specialist | $ 44,695 | 1.00 |
| GES | Guidance Counselor | $ 87,166 | 1.00 |
| WPS | 5 Primary Instructional Paras @ Each Elem School | $ 731,069 | 5.00 |
| SPED | Elem Admin Asst | $ 61,923 | 1.00 |
| SPED | Float Nurse 1 | $ 96,361 | 1.00 |
| SPED | Float Nurse 2 | $ 96,361 | 1.00 |
| SPED | 4 SPED Teachers | $ 366,774 | 4.00 |
| BELL | SPED Teacher | $ 96,361 | 1.00 |
| BUSINESS | Replace AP w/ Accountant | $ 21,348 | 0.33 |
| BUSINESS | FT PR & Benefits Admin | $ 43,188 | 0.00 |
| CURRIC | 2 DMS Instuctional Coaches | $ 241,672 | 2.00 |
| CURRIC | 3 ELEM Instuctional Coaches | $ 362,508 | 3.00 |
| CURRIC | 1 DHS Instuctional Coaches | $ 120,836 | 1.00 |
| TECH | 2 Tech Specialists | $ 176,023 | 2.00 |
| | | **$ 3,182,156** | **29.65** |

# DOVER SCHOOL DISTRICT
## Condition of Accounts - December 31, 2021

**DISTRICT-WIDE Expenditures**

| Account | Description | Budget | YTD Transactions | Balance | Encumbrance | Budget Balance |
|---|---|---|---|---|---|---|
| 1100 | REGULAR EDUCATION PROGRAMS | $ 22,640,769 | $ 9,152,209 | $ 13,488,560 | $ 13,276,497 | $ 212,063 |
| 1200 | SPECIAL EDUCATION PROGRAMS | $ 15,109,962 | $ 5,923,165 | $ 9,186,797 | $ 8,433,710 | $ 753,087 |
| 1300 | VOCATIONAL EDUCATION PROGRAMS | $ 2,561,623 | $ 799,429 | $ 1,762,193 | $ 1,135,055 | $ 627,139 |
| 1400 | OTHER EDUCATIONAL PROGRAMS | $ 739,826 | $ 379,595 | $ 360,231 | $ 292,449 | $ 67,782 |
| 1600 | ADULT/CONTINUING EDUCATION PROGRAMS | $ 225,968 | $ 120,209 | $ 105,759 | $ 107,402 | $ (1,643) |
| 2100 | SUPPORT SERVICES - Students | $ 4,929,348 | $ 1,829,601 | $ 3,099,747 | $ 2,621,511 | $ 478,236 |
| 2200 | SUPPORT SERVICES - Instructional Staff | $ 1,645,780 | $ 598,272 | $ 1,047,507 | $ 623,173 | $ 424,334 |
| 2300 | SUPPORT SERVICES - General Admin. | $ 1,545,713 | $ 775,385 | $ 770,328 | $ 626,031 | $ 144,297 |
| 2400 | SUPPORT SERVICES - School Admin. | $ 3,118,081 | $ 1,562,131 | $ 1,555,950 | $ 1,428,197 | $ 127,753 |
| 2600 | SUPPORT SERVICES - Operation Maint/Plant | $ 5,125,976 | $ 2,259,215 | $ 2,866,762 | $ 2,563,755 | $ 303,006 |
| 2700 | SUPPORT SERVICES - Student Transportation | $ 3,374,362 | $ 794,647 | $ 2,579,715 | $ 2,809,954 | $ (230,239) |
| 2800 | SUPPORT SERVICES - Centralized Services | $ 1,389,702 | $ 593,036 | $ 796,666 | $ 542,233 | $ 254,432 |
| 2900 | SUPPORT SERVICES - Other | $ 24,342 | $ 15,780 | $ 8,562 | $ - | $ 8,562 |
| 5200 | FUND TRANSFERS OUT | $ 814,573 | $ - | $ 814,573 | $ - | $ 814,573 |
| 47190 | SCHOOL DEBT - Principal & Interest | $ 6,439,335 | $ 1,966,893 | $ 4,472,442 | $ 4,416,811 | $ 55,631 |
| **TOTAL GENERAL FUND EXPENDITURES:** | | **$ 69,685,360** | **$ 26,769,567** | **$ 42,915,793** | **$ 38,876,779** | **$ 4,039,014** |
| **TOTAL FOOD SERVICES EXPENDITURES:** | | **$ 1,650,000** | **$ 336,029** | **$ 1,313,971** | **$ 1,265,040** | **$ 48,930** |
| **TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:** | | **$ 7,119,180** | **$ 2,027,274** | **$ 5,091,906** | **$ 2,235,516** | **$ 2,856,390** |
| **Summarized Condition of District Expenditures:** | | **$ 78,454,540** | **$ 29,132,870** | **$ 49,321,670** | **$ 42,377,336** | **$ 6,944,335** |

**DISTRICT-WIDE Revenue**

| Account | Description | Budget | YTD Transactions | Balance | Encumbrance | Budget 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 | $ 40,417 | $ 14,637 | $ 25,780 | $ - | $ 25,780 |
| 01321.3390 | TUITION - BARRINGTON | $ 2,596,147 | $ 745,910 | $ 1,850,237 | $ - | $ 1,850,237 |
| 01321.3390 | TUITION - NOTTINGHAM | $ 1,881,216 | $ 249,443 | $ 1,631,773 | $ - | $ 1,631,773 |
| 01321.3390 | TUITION - PRESCHOOL PROGRAM | $ 10,000 | $ 4,680 | $ 5,320 | $ - | $ 5,320 |
| 01321.3390 | TUITION - BELLAMY ACADEMY | $ 81,690 | $ 19,663 | $ 62,027 | $ - | $ 62,027 |
| 01322.3390 | TUITION - SPED AIDES | $ 275,000 | $ 97,124 | $ 177,876 | $ - | $ 177,876 |
| 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 | $ 30,000 | $ 10,581 | $ 19,419 | $ - | $ 19,419 |
| 01420.3410 | ATHLETIC TRANSPORTATION DHS | $ 104,000 | $ 41,056 | $ 62,944 | $ - | $ 62,944 |
| 01990.3599 | OTHER LOCAL REVENUE DW | $ 38,000 | $ - | $ 38,000 | $ - | $ 38,000 |
| 03190.3700 | STATE ADEQUATE EDUCATION GRANT | $ 10,747,452 | $ 7,525,479 | $ 3,221,973 | $ - | $ 3,221,973 |
| 03210.3700 | SCHOOL BUILDING AID | $ 389,462 | $ 194,731 | $ 194,731 | $ - | $ 194,731 |
| 03230.3700 | SPECIAL EDUCATION AID (CATASTROPHIC AID) | $ 1,075,000 | $ 1,251,338 | $ (176,338) | $ - | $ (176,338) |
| 03241.3700 | CTE TUITION AID | $ 364,552 | $ 478,839 | $ (114,287) | $ - | $ (114,287) |
| 03242.3700 | CTE TRANSPORTATION AID | $ 2,500 | $ 4,373 | $ (1,873) | $ - | $ (1,873) |
| 03290.3700 | OTHER RESTRICTED STATE AID | $ - | $ 40,200 | $ (40,200) | $ - | $ (40,200) |
| 04210.3599 | INDIRECT COST ALLOCATION | $ 85,000 | $ 22,016 | $ 62,984 | $ - | $ 62,984 |
| 04220.3599 | ABE ALLOCATION | $ 45,918 | $ - | $ 45,918 | $ - | $ 45,918 |
| 04310.3311 | IMPACT AID | $ 6,000 | $ - | $ 6,000 | $ - | $ 6,000 |
| 04580.3311 | MEDICAID DISTRIBUTION | $ 250,000 | $ 43,186 | $ 206,814 | $ - | $ 206,814 |
| 05251.3918 | FUND TRANSFERS IN | $ - | $ - | $ - | $ - | $ - |
| **TOTAL GENERAL FUND REVENUE:** | | **$ 18,178,854** | **$ 10,743,256** | **$ 7,435,598** | **$ -** | **$ 7,435,598** |
| **TOTAL FOOD SERVICES FUND REVENUE:** | | **$ 1,650,000** | **$ 576,900** | **$ 1,073,100** | **$ -** | **$ 1,073,100** |
| **TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:** | | **$ 7,042,065** | **$ 907,186** | **$ 6,134,879** | **$ -** | **$ 6,134,879** |
| **Summarized Condition of District Revenue:** | | **$ 26,870,919** | **$ 12,227,343** | **$ 14,643,576** | **$ -** | **$ 14,643,576** |

| | Budget | Actual + Enc |
|---|---|---|
| General Fund Supporting Revenue Total: | $ 18,178,854 | **$ 10,743,256** |
| State Wide Property Tax: | $ 7,093,652 | $ 7,093,652 |
| Local Property Tax: | $ 44,412,854 | $ 44,412,854 |
| TOTAL GF Revenue: | $ 69,685,360 | $ 62,249,762 |
| TOTAL GF Expenditure: | $ (69,685,360) | $ (65,646,346) |
| **Ending GF Fund Balance:** | $ - | **$ (3,396,584)** |
| TOTAL FS Revenue: | $ 1,650,000 | $ 576,900 |
| TOTAL FS Expenditures: | $ (1,650,000) | $ (1,601,070) |
| **Ending FS Fund Balance:** | $ - | **$ (1,024,169)** |
| TOTAL Other SR Fund Revenue: | $ 7,042,065 | $ 907,186 |
| TOTAL Other SR Fund Expenditures: | $ (7,119,180) | $ (4,262,790) |
| **Ending Grant Fund Balance:** | $ (77,115) | **$ (3,355,604)** |

# DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

**Monday, January 10, 2022**

**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** – I recommend the Board approve the resignation presented.

**Leaves of Absence –** None

**Job Shares –** None

**Nominations** – I recommend approving the nominations as listed for (a) DPA Nomination and, (b) Winter Coaching Nomination – revised for incorrect salary listed for Ice Hockey coach.

**Extended Trips –** None

**Donations –** I recommend the Board approve the requested donations.

Information provided by Patrick Boodey, Woodman Park School Principal: The School Board is requested to approve a $1,000 donation to Woodman Park School. Dover Chevrolet is on board with the donation going to the Woodman Park STEM Program. The money will go to support the Makerspace component of the curriculum. This does **not** involve technology. With the funds going to Makerspace resources, all students benefit from the hands-on, problem solving activities. The Woodman Park STEM teacher has ways to ensure all students are included and participate in the makerspace curriculum. This includes those with physical and other exceptionalities.

**I. POLICY – CHANGES – PROPOSALS:**

The following policies are being recommended to be withdrawn. The listed policies have been combined and included into policy DAF – Administration of Federal Grant Funds, which was adopted at the December 13 regular School Board meeting.

1. **DAF 1 – Allowability (Withdraw)**
2. **DAF 2 – Cash Management (Withdraw)**
3. **DAF 6 – Inventory Management (Withdraw)**
4. **DAF 7 – District Travel (Withdraw)**
5. **DAF 8 – Accountability and Certifications (Withdraw)**
6. **DAF 10 – Grant Management Reconciliation (Withdraw)**
7. **DAF 11 – Subrecipient Monitoring (Withdraw)**

**J. POLICY ADOPTION**:

The policy below received its first reading at the November 8, 2021 Board meeting and is being proposed for the Board's third reading and adoption. I recommend the Board adopt this policy.

1. **IKF – High School Graduation Requirements – Third Reading Revised Policy:** Required for districts with high school grades. Districts which tuition high school students would reference the policy of the receiving district. Other substantive revisions include: (A) reflect 2021 amendments to RSA 189:11, II (HB320) requiring (i) students to obtain a 70% or better grade on the U.S. Citizenship test; (ii) districts to report civics OR citizenship test results to the N.H. Dept. of Ed., and (B) 2021 passage of new RSA 193:26-a (SB147) requiring graduating students to file applications for financial aid. Additional revisions include reformatting and re-organization for improved usability, and addition of related policies and legal references.

**K. RESOLUTIONS:** None

**L. OLD BUSINESS:** None

**M. NEW BUSINESS:**

1. **Public Hearing – To Accept the Monetary Donation from the Dover Shares Fund:** The Dover Shares Fund would like to donate $25,000 to the District to be divided up equally amongst the Districts schools to aid families in need who are recognized through the District's Guidance offices.
2. **Review of the COVID-19 Metric and Identify Level of Restrictions:** The COVID-19 Metric will be reviewed and based on the rubric data; the Board will need to set the level of COVID-19 restrictions.
3. **Revised PAPE:** The NH Department of Health and Human Services has move forward with the adoption of the CDC's new guidance. The revisions are being incorporated into the Dover School District PAPE. If completed in time for the January 10th Board Meeting, a revised copy will be provided for Board review and potential adoption.
4. **Fiscal Year 2023 Budget Presentation:** Michael Limanni, Business Administrator, will be providing the Board with an overview of the Fiscal Year 23 Budget. This will be the initial step in the budget process.
5. **Condition of Accounts:** Michael Limanni, Business Administrator will review the Condition of Accounts.

**N. SUBMISSION AND PAYMENT OF BILLS**

**O. SUPERINTENDENT'S REPORT**

**The following is for the month of December 2021:**

- **Weekly Review for Monday, December 6 through Friday, December 10:**

  Students have completed sixty-eight instructional days. The following is a summary of the week:

  The second round of vaccinations for the students 5 years through 11 years old was completed at Horne Street School, Woodman Park School, and Dover Middle School. On Monday, sixty dosages of the COVID-19 vaccine boosters became available and was open to the first sixty staff members who registered. This was also administered on Wednesday at Woodman Park School. Due to parent/teacher conferences on Friday, Garrison will complete the second round of the vaccine on Monday, December 13. The principals, school staffs, and Dover Fire Department are to be commended on their efforts to make this available to our school families.

  Two meetings were held this week with the superintendents from Barrington, Dover, Oyster River, Rochester, and Somersworth School District to finalize the calendar for the 2022-2023 academic year.

Paula Glynn, Christy Prosser, Kiley Hemphill, Debra Nary, Jackie Hansen, Jen Krans, Siobhan Mehalek, Valerie West, Sam Tukey, and I attended a full-day professional development with the New Hampshire Learning Initiative. The focus of the professional development was on Portrait of Learner (Graduate) and developing pathways for learning. The group is also doing a book study of Street Data by Shane Safir and Jamila Dugan.

Thursday evening and Friday were parent/teacher conferences for kindergarten through the eighth grade. It was a professional development day for Dover High School. The focus of Dover High School's professional development was formative assessment.

Thursday was the orientation session for new City Council and new Board Members. The session was facilitated by Michael Joyal. A comprehensive binder was provided by the City with resources related to the roles and functions of the City Council and School Board.

Other meetings this week included:

- Update meeting with Lisa Dillingham, DTU President
- Weekly update meetings with SAU Cabinet members
- Monthly update meetings with principals and directors
- Staff interviews for vacant positions
- Meeting with representatives from Big Brothers Big Sisters
- Weekly Leadership Team and SAU Cabinet Meetings
- Meeting with Karen Morton-Clark to discuss Recovery Friendly Workplace

- **Weekly Review for Monday, December 13 through Friday, December 17:**

Students have completed seventy-three instructional days. The following is a summary of the week:

The vaccination of the younger students 5 through 11 years old was completed on Monday, December 13 at Garrison Elementary School. Approximately 450 students participated in the vaccination program. The Dover Fire Department, elementary principals and deans, teachers, and support staff are to be commended for stepping forward to make the COVID-19 vaccinations available to the younger Dover students.

The Monday, December 13th Regular Board meeting was a lengthy meeting with business items and reporting, but most importantly was the recognition of service of the board members that will complete their service on December 31. A sincere thank you to Amanda Russell, serving ten tears; Keith Holt serving six years; Zac Koehler serving four years; and Rachel Burdin serving 2 years. Their contribution to the community is greatly appreciated.

On Wednesday, December 15, Maggie Fogarty, Robin Trefethen, Micaela Demeter, and Michelle Clancy completed an orientation session with Barrett Christina, executive director of the New Hampshire School Board Session. This marked the third training orientation session for the new members.

The significant incident of the week was the Tik Tok issue facing school districts across the nation. This involved conversations with the Dover Police Department and communication to District employees and our school community families. The Dover Police Department was an excellent partner in collaboration and working through the issue.

Other meetings this week included:

- Weekly Leadership Team and SAU Cabinet Meetings.

- Summer Program Meeting with Kim Harty and Jessica Goodine-Riendeau of the Granite State YMCA.
- NHSAA – New Focus on Personnel Investigations attended by Christine Boston and Bill Harbron.
- Vision Equity Keepers Meeting. Details of the meeting are indicated in the weekly calendar review.

▪ **Weekly Review for Monday, December 19 through Thursday, December 23:**

Students have completed seventy-seven instructional days. The following is a summary of the week:

On December 20, the training cycle for the new board members was completed. During December, three training sessions were provided for the Board. In addition, there was a joint session with the new City Council members. From my observations, the new members have demonstrated their passion for serving the Dover School District and the Dover Community.

The SAU Cabinet has been dedicated to working through the budget work for FY23. Several meetings were held in developing two budget models. Model 1 is a *Taxed Capped Budget* and Model 2 is *Meeting Obligations Budget*. The concept is to present the two models for the Board's deliberations and development of the Dover School District FY23 Budget that will be presented to the City Council.

On Wednesday, the District had its first remote learning day associated with the weather conditions. Initially, the thought was a two-hour delay, but in consulting with the City of Dover Public Works, they felt the two-hours would not allow adequate time for students and employees to get safely to work. The situation also allowed the opportunity to test the remote learning for weather related days.

The COVID-19 Command Team met on Tuesday. The focus was reviewing protocols and updating the PAPE to align with the recent updates made by NH DHHS. This will also require an update in the screeners. Both the revised PAPE and Screener will be sent with Thursday's Family Update.

At the close of school on Thursday, the long-anticipated holiday break arrives. As we are all aware, the continuation of COVID-19 has put additional stresses on our faculty and staff. Dealing with the day-to-day operations with lack of adequate staffing adds additional stressors. This break is well deserved and needed by our administrators, teachers, and support staff. They are to be commended on their work and efforts over the past seventy-seven days.