



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #3
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, March 14, 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. Budget Workshop #4, February 7, 2022
 - 2. Regular Meeting #2, February 14, 2022
 - 3. Budget Workshop #5, February 28, 2022
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Jennifer Puglielli – Administrative Assistant – Dover Middle School – Resignation
 - b. Tracy Janelle – Occupational Therapist - District – Retirement
 - c. Devonn Thomas – Grade Two Teacher – Garrison Elementary School - Resignation
 - 3. **Leaves of Absence:**
 - a. Kayleigh Cassidy-Ketchen – Grade One Teacher – Horne Street School – 2021-2022 School Year
 - b. Kayleigh Cassidy-Ketchen – Grade One Teacher – Horne Street School – 2022-2023 School Year
 - 4. **Job Shares:**
 - a. Jillian Cote and Kerry Siebersma – Horne Street School
 - 5. **Nominations:**
 - a. DPA Nominations
 - b. DEOP Nomination
 - c. Spring Coaching Nominations
 - 6. **Extended Travel (Student Trips):**
 - a. United States Youth Ambassador Spring Training, Orlando, Florida - April 7-10, 2022 and Special Olympics USA Games, Orlando, Florida – June 4-12, 2022 - Preliminary and Final Approval Request
 - 7. **Donations:** None
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** None
- J. POLICY ADOPTION:** None
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:** None
- M. NEW BUSINESS:**
 - 1. Review of COVID-19 Metric and Identify Level of Restrictions
 - 2. Dover School District Protocols Applied to Pandemic Education (PAPE)
 - a. Retirement of the Revised February 14, 2022 PAPE
 - b. Adoption of the March 2, 2022 PAPE



DOVER SCHOOL BOARD – AGENDA

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3. 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.

February 18, 2022

Kimberly Lyndes

Dover Middle School

16 Daley Drive

Dover, NH 03820

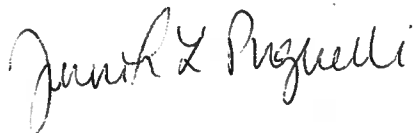
Dear Ms. Lyndes,

Please accept this letter as formal notification of my resignation from Dover School District. My last day with the school district will be Thursday, March 3, 2022.

I am happy to assist in any way to ensure a smooth handover to my replacement. I have enjoyed working with everyone at Dover Middle School and will miss our interactions.

While I am excited by the new opportunities that I will be pursuing, please do not hesitate to contact me if you need further information after I leave, and I would be delighted to offer you any assistance.

Kind regards,

A handwritten signature in cursive script, reading "Jennifer Puglielli".

Jennifer Puglielli

6 Great Cove Drive
Newmarket, NH 03857

March 9, 2022

Dr. William Harbron, Superintendent
61 Locust Street, Suite 409
Dover, NH 03820

Dear Dr. Harbron,

Please accept this letter as notice of my decision to retire from the Dover School District effective June 30, 2022.

I am very thankful for the experiences that I have enjoyed while working as an Occupational Therapist these past 11 years. It has been a pleasure working with such talented colleagues and supporting my students to access their learning.

Thank you for the opportunity to work in the Dover School District.

Sincerely,

Tracy Janelle

Tracy Janelle

March 10, 2022
Dover School District
61 Locust Street # 409
Dover, NH 03820

Dear Dr. Harbron,

For the past three years I have had the privilege of working at Garrison Elementary School as a second grade teacher. During these three years I have enjoyed working with the students, staff and administration. That is what makes this decision I have made a difficult one. I have the opportunity to stay home with my ten month old son next year and take care of him. For this reason I will not be signing a contract with Dover to return next year. My last day will be at the conclusion of the 2021-2022 school year.

Thank you so much for allowing me the opportunity to work with the students of Dover for the last three years.

Sincerely,

Devenn Thomas

Dr. William Harbron
Superintendent of Schools
Dover School District SAU 11
61 Locust St., Suite 409
Dover, NH 03820

February 11, 2022

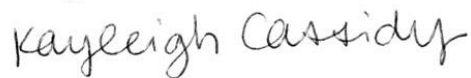
Dear Dr. Harbron,

I am writing to request family leave beginning April 4, 2022 so that I may care for my newborn child. I would like to stay on family leave for the remainder of the 2021-2022 school year.

I would also like to request an extended leave of absence for the 2022-2023 school year to continue caring for my growing family. I have every intention to return in the 2023-2024 school year and will send my intent to return by March 15, 2023.

Thank you for considering my two requests. I am happy to provide any support during this transition period.

Kindly,

A handwritten signature in cursive script that reads "Kayleigh Cassidy".

Kayleigh Cassidy-Ketchen, M.Ed.
First Grade Teacher
Horne Street School



Special Education Job Share Proposal

Horne Street School 2022-2023

Jillian Cote & Kerry Siebersma
February 2022

Dear Superintendent Harbron & Dover School Board Members,

Below is a detailed proposal for a Special Education job share position at Horne Street School. We appreciate your time and consideration in reviewing this request and look forward to your response.

Overview

Jillian Cote and Kerry Siebersma would like to propose a job share for a Special Education case manager position at Horne Street School with a 50/50 split for the 2022-2023 school year. Jillian and Kerry have been sharing this position throughout the current school year and have been successful in collaborating to provide specialized instruction and to effectively fulfill all job responsibilities to meet the needs of students and families at Horne Street School. Prior to this school year, Jillian and Kerry worked together as HSS Special Educators, with Kerry filling a long-term substitute position while Jillian was on family leave.

Before sharing the current position, we had the opportunity of working in a model similar to a job share. When Jillian originally went out on maternity leave in the spring of 2019, Kerry came in as her long-term substitute. Prior to this transition, we met several times to discuss each of our student's IEPs, goals and objectives, extended school year services, ABA supports, routines and procedures for emergencies, lesson planning including how plans aligned with goals, progress monitoring on each student and any daily concerns or issues that needed to be addressed. We successfully transitioned students from a classroom run by Jillian to a classroom run by both of us to a classroom run by Kerry. All daily routines, posted visuals, reward systems, instructional models and classroom expectations were seamlessly transitioned from one teacher to another. As Kerry continued to be the Kindergarten/ 1st grade case manager during the 19-20 school year, the classroom was set up and run using the original model as we both share not only the same teaching methodology and philosophy, but also our approach in the case management role with the same philosophy and guiding principles. Throughout the 20-21 school year, we have worked together to meet the needs of our students, fellow educators and HSS families. Our teamwork and dedication to our role and Special Educators has resulted in effective collaboration, specialized instruction, increased communication and support for families and high-quality case management services.

As educators, we share important fundamental principles such as strong relationships with families, open communication for both achievements and next steps, organization systems that ensure all student needs are met and goals and objectives are being evaluated and assessed, and our role in meeting student's unique, individual learning goals. We believe that working together in a job share model will maximize our individual strengths as educators and complement one another. Our years of experience combined with similar teaching styles and philosophies will create highly effective instruction and Special Education services to the students at Horne Street School.

We are both greatly invested in Horne Street School as educators, parents and members of this community and are 100% committed to continuing this job share as a positive experience for HSS. We are enthusiastic about this model and are pleased with how we have performed as a team this year. We view our position as being beneficial for students, teachers, administration and families. It allows us to provide high quality instruction and effectively fulfill the many responsibilities involved in Special Education. We plan to continually keep our students and their families as our number one priority, and we are excited about continuing to serve our student population.

Thank you for your time in reviewing this request and we hope that you will consider this proposal to continue the Special Education job share position for the 2022-2023 school year.

Details

Schedule

Jillian works Monday, Tuesday and Wednesday a.m.

Kerry works Wednesday p.m., Thursday and Friday.

We feel this schedule is best for teachers and students and provides the most consistency with instruction and services.

Communication

We are aware that student needs arise at any time throughout the week, which may require us to be flexible with scheduling and be accessible to team members and administration on any given day. We have been committed to meeting the needs of students and their families, even on days that we are not scheduled to be at school.

We plan to communicate with each other in several ways. Scheduled co-planning time will happen every Wednesday during our overlap time. Bi-weekly team meeting will address larger special education issues. Daily reports will be kept in a communication log in our shared drive. Unexpected events will be communicated through emails and texting as well as phone calls.

We both agree that communication and flexibility is imperative in order for this model to be successful and plan to work together to be in constant communication via text and phone call and be available should situations arise.

Curriculum Planning

We understand that this model will require an extensive amount of collaboration and careful planning together. We would plan to meet during the summer, front load planning, and work together throughout the first days of school. This will allow us to transition new students and first graders into their classrooms and routines as well as begin implementation of the curriculum. We would like to have plans completed a month in advance. Curriculum and interventions will be planned and implemented around student's individual goals and objectives.

Splitting Caseload/IEP Meetings/Progress Monitoring & Reporting

We are flexible about how the caseload will be divided and anticipate that changes will be made throughout the year. We have maintained our goal of both case managers being knowledgeable and familiar with the entire caseload, including all IEPs, goals, services and schedules. We will divide the caseload evenly with classroom placement in mind (we would like to have one case manager per classroom/teacher).

In order to maintain an equal workload, we will also consider dates of student triennial evaluations and alternate incoming referrals. With a smaller group of students, the case manager will have a stronger focus on each student, a deeper connection with families, and effectively fulfill all case management responsibilities including paperwork requirements, testing, reports, communication and meetings.

While either case manager can step in and problem solve, facilitate a meeting, or handle a situation at school we have a special focus with our “group” of students, parents and teachers.

In addition to reviewing all student files and IEPs prior to the start of school, both case managers will have access to the entire caseload in NHEISIS. This allows either educator to address needs that arise with knowledge of student files and access to NHEISIS.

Classroom Management

We share a genuine vision of what effective classroom management looks like. Horne Street School follows a Responsive Classroom Approach and has adopted common signals and routines in the classroom. Our special education classrooms follow these as well as additional structure provided in the behavior management process, as a few of our students have BCBA services or behavior plans that govern what their individual plan might be.

Special School Events/Meetings/Snow Days

Both Kerry and Jillian will attend the first week of school, parent-teacher conferences, transition meetings and Special Education case manager meetings. Snow days will be calculated and shared 50/50 at the end of the school year.

Insurance

Only one teacher would receive school insurance- Jillian Cote

Advantages of Job Sharing

For Students

- Enthusiastic, energetic and focused teachers with two sets of skills, talents and experience.
- Two educators collaborating to plan and deliver instruction results in the sharing of new ideas and methods of delivery as well as learning activities to increase student engagement.
- Job share model encourages student flexibility in working with several adults while maintaining consistency in teaching style, daily schedule/expectations and classroom management.
- More eyes on students, multiple perspectives and increased awareness of student functioning, progress and areas of concern. With two teachers attending to students and sharing observations, student needs will be better met and reduce the risk of anyone falling through the cracks.
- Improved case management services due to smaller caseloads and increased attention to each student's file, IEP and individual needs in and out of the classroom.

For the School and Teachers

- Two special educators are better than one. Teachers and staff will have access to more resources for collaboration, sharing of ideas and questions. Having multiple perspectives will be beneficial for all.
- Increased support for classroom teachers and specialists. One primary case manager for each classroom- higher quality collaboration and time with each student's case manager. The smaller case load will allow for increased focus and attention to student needs on a more detailed, intense level than before.

- Improved staff morale as a result of more manageable caseloads and flexible schedule. Enthusiastic case managers with more creativity, focus, and energy. This will optimize instruction and student learning.
- Potential for reducing the need for substitute teachers. For planned absences, we will do our best to act as one another's substitute with the goal of providing consistency for students. Any absences covered by case managers will be tracked and made up in order to maintain a 50/50 share.

For Parents

- A deeper connection with primary case manager with a smaller case load.
- Benefits of improved instruction with two enthusiastic and energetic teachers.
- Although each student and family will have a single, primary case manager as their contact, all families will have access to both special educators for questions, ideas and concerns.
- A case manager who is able to complete all responsibilities in an effective manner and confidently work to meet the needs of their child.

For Job Sharing Special Educators

- Increased energy, creativity and balance between work and personal life.
- Less burn out and improved performance in all areas.
- More balance and competency in fulfilling the many roles involved in the special educator position. We will be better able to meet the numerous responsibilities and requirements involved in special education.
- Smaller, more manageable caseloads will improve services.
- Team model allows for greater professional dialogue, sharing of ideas and broadening skills together.

In our experience over the past two school years, job sharing has provided a team approach that maximizes our individual strengths and complements our talents. This has improved instruction and service delivery for students, parents and teachers. The job share position has been a positive experience for us, our students, families and our colleagues. We hope to continue sharing this position for the upcoming year and look forward to building on the positive aspects experienced over the past two years. Thank you!



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

TO: DOVER SCHOOL BOARD

DATE: March 14, 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
Clark, Nicole	Paraprofessional	Horne Street School	Jen Clark	\$15.66/hr	C2, Step 3
Cole, Brenda	Paraprofessional	Dover Middle School	Vacant Position	\$23.13/hr	C3, Step 7
Hansom, Krystal	Paraprofessional	Dover High School	Nikki White	\$22.67/hr	C3, Step 6
Newton, George	Paraprofessional	Dover Middle School	Vacant Position	\$14.44/hr	C2, Step 1

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

TO: **DOVER SCHOOL BOARD**

DATE: March 14, 2022

MEMORANDUM: Nomination and Election of Administrative Assistants (DEOP)

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
White, Karen	Admin Assistant	Dover Middle School	Jennifer Pugielli	\$21.14 / hr.	C3, Step 8

Recommendations

To: Dr. William Harbron
From: Peter Wotton
Re: Coaching Recommendations
Date: March 4, 2022
Cc: Peter Driscoll, Kim Lyndes, Robin Lafleur

I would like to recommend that the following individuals be nominated for the following Coaching positions at DHS and DMS for the 2022 Spring Sports Season.

<u>Position</u>	<u>Name</u>	<u>Stipend</u>	<u>Replaces</u>
**Varsity Baseball	Scott Dubben	\$4312.50	John Carver
JV Baseball	OPEN	\$2775	Mike Williams
Reserves Baseball	Brendan Dimon	\$2250	
Varsity Softball	Melvin Torres	\$4312.50	Chris Caswell
JV Softball	OPEN	\$2775	Joseph Marasca
Reserves Softball	Jeff Sanborn	\$2250	
Boys Var Lacrosse	Liam Murphy	\$3075	
Boys JV Lacrosse	Neal Stacy	\$2025	
Girls Var. Lacrosse	Dana Gray	\$3075	
Girls JV Lacrosse	Don Wason	\$2025	
Boys Tennis	Brian Beck	\$2512.50	
Girls Tennis	Dan Casey	\$2512.50	
DHS G Head Track	Nick Piatti	\$4312.50	
DHS B Head Track	Christen Wilhelm	\$4312.50	
DHS B/G Ass't Track	Sara Rodriguez	\$2550	
DHS Boys Volleyball	Katie Lynch	\$800 (out of coach contingency)	
DMS Head Track	Laura Towle	\$2550	
DMS Asst Track	Kaylee Towle	\$1612.50	

**** = already nominated and approved by Dover School Board at prior meeting**

Please contact me with questions or concerns.



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6726

SAMANTHA TUKEY
Director of Career Technical Education
s.tukey@dover.k12.nh.us

ROBIN EICH
Dean of Bellamy Academy
r.eich@dover.k12.nh.us

LINDA MADDEN
Dean of Student Services
l.madden@dover.k12.nh.us

VALERIE WEST
Dean of Instruction
v.west@dover.k12.nh.us

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

THOMAS WALDRON
Dean of Students
t.waldron@dover.k12.nh.us

March 14, 2022

Dover School Board Members,

Dover High School is requesting your permission for an out-of-state field trip for a student and chaperone to attend the United States Youth Ambassador Spring Training to be held April 7 -10, 2022 in Orlando, Florida. The cost of this trip is paid for by Special Olympics New Hampshire.

Zoe Wisniewski (Grade 11) is one of two New Hampshire Youth Ambassadors for Special Olympics New Hampshire who is serving a two-year term that will expire in June 2023. Elissa Armstrong, a paraprofessional at Dover High School, is the New Hampshire Youth Ambassador Mentor for Special Olympics New Hampshire.

Special Olympics North America's Unified Champion Schools (SONA UCS) is hosting this training to bring together youth ambassadors, mentors, and SONA UCS staff to prepare the Special Olympics Utah Youth Summit and prepare for the 2022 USA Special Olympic Games. This training will allow our student and mentor to build meaningful relationships and connections to enhance their leadership journey with the Special Olympics.

From June 4 through June 12th, Special Olympics will be holding its national competition which takes place every four years. This year we have four students (Judah Payeur, Jason Menard, Rhiannon Bill-Banley, and Samantha Dyer) will be competing on the State of New Hampshire's Unified soccer team. In addition, Jacob Costas and Tessa Goodell will be competing on the State of New Hampshire's softball team. Our United States Youth Ambassador Zoe Wisniewski will attend to promote and advocate for inclusion at the national level.

Thank you for your consideration.

Sincerely,

Peter Driscoll
Dover High School Principal



COVID-19 Protocols and Procedures Document
Protocols Applied to Pandemic Education (PAPE)
Revised March 2, 2022

The following is based on information from the State of New Hampshire Division of Health and Human Services (NH DHHS) document '*Responding to COVID-19 in K-12 Schools and Child Care Facilities*'.

NOTE: The Dover School District Superintendent or designee is empowered to make specific decisions based on levels of community spread and incidents within a school community. Layers of mitigation can be applied, removed, or changed based on identified needs or mandates. Increases in community spread will require more restrictive guidelines. Decreases in community spread may result in less restrictive guidelines. When possible, questions or discrepancies will be determined for resolution through the District's COVID-19 Command Team.

The Dover School District is transitioning through the COVID-19 Pandemic based on the recommendations of NH DHHS. The following document and associated links within it from NH DHHS will be used to guide the District for the foreseeable future: ['Responding to COVID-19 in K-12 Schools and Child Care Facilities'](#)

Certain guidelines provided by NH DHHS differ slightly from those provided by the Centers for Disease Control (CDC). In such incidents, the Dover School District will follow the NH DHHS guidelines. For example, criteria for isolation, quarantine, and international travel are different between NH DHHS and the CDC.



DOVER SCHOOL DISTRICT

SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

Dear Dover School Community,

Over the course of two-years, restrictions were put in place to prevent the spread of COVID-19, all with the aim to protect students and faculty. Over the past several weeks, restrictions have continued to lessen throughout the state and country. To continue the district's response to new guidelines, the COVID-19 Command Team met to review the PAPE and the current restrictions. The following are the changes the district is making:

- **Field Trips:** Field trips will return to pre-pandemic protocols and policies, except for additional planning for students who develop symptoms while on a field trip of great distance. A symptomatic student will be advised to wear a mask and will be secluded from others, as much as practical. This mitigation process will be in the field trip permission form.
- **Visitors and Volunteers in the Schools:** Visitors and volunteers are allowed back into the schools following pre-pandemic protocols and policies.
- **Banquets, Concessions, and Other Food Related Items:** These events will return to pre-pandemic operations. Appropriate health practices need to be in place to protect all participants.
- **School Assemblies:** School assemblies will be permitted following pre-pandemic protocols.

As masking remains optional, the district continues to recommend one be worn, particularly while in a large group. Also, the district cannot require the COVID-19 vaccination, but does encourage families to consider this option as an additional layer of mitigation for your child and family.

It is also necessary to note that the above changes in protocols are tied to the COVID-19 data and NH DHHS guidelines. **If new directives are released by NH DHHS, changes to the district's protocols will be required.**

The revised Protocols Applied to Pandemic Education (PAPE) document can be found here:

Thank you to our faculty, students, and families for continually following the recommended practices to protect everyone from COVID-19. Your ability to be flexible throughout the pandemic has been greatly appreciated.

Respectfully,

William R. Harbron, Ed.D.
Superintendent

DOVER SCHOOL DISTRICT
Condition of Accounts - March 14, 2022

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 22,638,769	\$ 12,876,045	\$ 9,762,724	\$ 9,793,546	\$ (30,822)
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,109,962	\$ 8,673,563	\$ 6,436,399	\$ 5,928,132	\$ 508,267
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,563,623	\$ 1,110,128	\$ 1,453,494	\$ 806,461	\$ 647,034
1400	OTHER EDUCATIONAL PROGRAMS	\$ 739,826	\$ 530,058	\$ 209,768	\$ 165,703	\$ 44,066
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 225,968	\$ 152,204	\$ 73,764	\$ 72,372	\$ 1,392
2100	SUPPORT SERVICES - Students	\$ 4,929,348	\$ 2,558,924	\$ 2,370,424	\$ 2,005,159	\$ 365,265
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,635,780	\$ 804,084	\$ 831,696	\$ 454,445	\$ 377,252
2300	SUPPORT SERVICES - General Admin.	\$ 1,555,713	\$ 974,313	\$ 581,401	\$ 435,345	\$ 146,056
2400	SUPPORT SERVICES - School Admin.	\$ 3,119,035	\$ 2,033,131	\$ 1,085,904	\$ 985,920	\$ 99,985
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,125,976	\$ 3,447,411	\$ 1,678,566	\$ 1,551,008	\$ 127,557
2700	SUPPORT SERVICES - Student Transportation	\$ 3,374,362	\$ 1,828,270	\$ 1,546,092	\$ 2,008,819	\$ (462,727)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,388,748	\$ 898,118	\$ 490,630	\$ 246,956	\$ 243,674
2900	SUPPORT SERVICES - Other	\$ 24,342	\$ 15,780	\$ 8,562	\$ -	\$ 8,562
5200	FUND TRANSFERS OUT	\$ 814,573	\$ 800,000	\$ 14,573	\$ -	\$ 14,573
47190	SCHOOL DEBT - Principal & Interest	\$ 6,439,335	\$ 1,986,725	\$ 4,452,610	\$ 4,406,900	\$ 45,710
TOTAL GENERAL FUND EXPENDITURES:		\$ 69,685,360	\$ 38,688,753	\$ 30,996,607	\$ 28,860,764	\$ 2,135,843
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 975,720	\$ 674,280	\$ 626,502	\$ 47,778
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 9,314,187	\$ 3,116,624	\$ 6,197,564	\$ 1,194,934	\$ 5,002,630
Summarized Condition of District Expenditures:		\$ 80,649,547	\$ 42,781,097	\$ 37,868,451	\$ 30,682,200	\$ 7,186,251

DISTRICT-WIDE Revenue						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
01311.3410	TUITION - REGULAR FROM PARENTS	\$ -	\$ 3,010	\$ (3,010)	\$ -	\$ (3,010)
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	\$ 39,866	\$ 551	\$ -	\$ 551
01321.3390	TUITION - BARRINGTON	\$ 2,596,147	\$ 2,245,067	\$ 351,080	\$ -	\$ 351,080
01321.3390	TUITION - NOTTINGHAM	\$ 1,881,216	\$ 936,143	\$ 945,073	\$ -	\$ 945,073
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 7,800	\$ 2,200	\$ -	\$ 2,200
01321.3390	TUITION - BELLAMY ACADEMY	\$ 81,690	\$ 39,326	\$ 42,364	\$ -	\$ 42,364
01322.3390	TUITION - SPED AIDES	\$ 275,000	\$ 189,118	\$ 85,882	\$ -	\$ 85,882
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 115,000	\$ 65,686	\$ 49,314	\$ -	\$ 49,314
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ 20,921	\$ 14,079	\$ -	\$ 14,079
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 14,931	\$ 15,069	\$ -	\$ 15,069
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 70,387	\$ 33,613	\$ -	\$ 33,613
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 10,750,684	\$ 7,525,479	\$ 3,225,205	\$ -	\$ 3,225,205
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	\$ 25,920	\$ 59,080	\$ -	\$ 59,080
04220.3599	ABE ALLOCATION	\$ 45,918	\$ 17,830	\$ 28,088	\$ -	\$ 28,088
04310.3311	IMPACT AID	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000
04580.3311	MEDICAID DISTRIBUTION	\$ 250,000	\$ 55,232	\$ 194,768	\$ -	\$ 194,768
05251.3918	FUND TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUE:		\$ 18,182,086	\$ 13,226,197	\$ 4,955,889	\$ -	\$ 4,955,889
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 985,761	\$ 664,239	\$ -	\$ 664,239
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 9,237,072	\$ 1,876,259	\$ 7,360,813	\$ -	\$ 7,360,813
Summarized Condition of District Revenue:		\$ 29,069,158	\$ 16,088,217	\$ 12,980,942	\$ -	\$ 12,980,942

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 18,182,086	\$ 13,226,197
State Wide Property Tax:	\$ 7,093,652	\$ 7,093,652
Local Property Tax:	\$ 44,412,854	\$ 44,412,854
TOTAL GF Revenue:	\$ 69,688,592	\$ 64,732,703
TOTAL GF Expenditure:	\$ (69,685,360)	\$ (67,549,517)
Ending GF Fund Balance:	\$ 3,232	\$ (2,816,814)
TOTAL FS Revenue:	\$ 1,650,000	\$ 985,761
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,602,222)
Ending FS Fund Balance:	\$ -	\$ (616,461)
TOTAL Other SR Fund Revenue:	\$ 9,237,072	\$ 1,876,259
TOTAL Other SR Fund Expenditures:	\$ (9,314,187)	\$ (4,311,557)
Ending Grant Fund Balance:	\$ (77,115)	\$ (2,435,298)



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, March 14, 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 approving the resignations and retirements as listed.

Leaves of Absence – I recommend approving the leave of absences as listed.

Job Shares – I recommend approving the job share that has been presented by Horne Street School for Jillian Cote and Kerry Siebersma.

Nominations – I recommend approving the nominations as listed.

Extended Trips – A Dover High School student has the opportunity to participate in the United States Youth Ambassador Spring Training in Orlando, Florida April 7-10, 2022. All expenses are paid for by Special Olympics New Hampshire. Also, multiple students have the opportunity to participate in the Special Olympics USA Games June 4-12, 2022 in Orlando, Florida. I recommend the Board hold this item until a decision has been made to adopt the March 2 PAPE.

Donations – None

I. **POLICY – CHANGES – PROPOSALS:** None

J. **POLICY ADOPTION:** None

K. **RESOLUTIONS:** None

L. **OLD BUSINESS:** None

M. NEW BUSINESS:

1. **Review of the COVID-19 Metric and Identify Level of Restrictions:** The COVID-19 data update will be provided by Dr. Christine Boston.
2. **Dover School District Protocols Applied to Pandemic Education (PAPE)**
 - a. **Retirement of the Revised February 14, 2022 PAPE** – Based on the recent guidance from the New Hampshire Department of Health and Human Services, the Board is requested to retire the current *Protocols Applied to Pandemic Education (PAPE)* Document. It is understood that circumstances could change requiring the administration and Board to revisit reactivating the PAPE. I recommend retiring the Revised February 14, 2022, PAPE.

- b. **Adoption of the March 2, 2022 PAPE** – A new *Protocols Applied to Pandemic Education* (PAPE) has been drafted to align with the current New Hampshire Department of Health and Human Services recommendations. A copy is included in the Board packet. I recommend the Board approve the March 2, 2022 PAPE. In addition, a draft of the communication letter that will be distributed to staff and families is attached for your review.

3. **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 February 2022:

- **Weekly Review for Monday, January 31 through Friday, February 4:**

Students have completed 100 instructional days. On Friday, February 4, due to winter weather conditions, the district had a remote learning day. This is the second remote learning day due to weather conditions.

The Board held its third Fiscal Year 2023 Budget Workshop. The Board has reached consensus on the following: Obligation Model with modifications, sustain current staffing levels of schools, sustain current leadership positions, and sustain current SAU administrative positions. The Board also had the opportunity to review and to discuss the City Council Resolution pertaining to the development of the FY23 budget. Most of the meeting was dedicated to identifying potential positions that may be included in the FY23 budget.

The COVID-19 Command Team met this week to review the current protocols and to determine if any modifications needed to be made. Without the NH DHHS Tool Kit, it has become increasingly more difficult to navigate the various scenarios that are presented to the schools. The following modifications were made:

- Contact tracing will focus on athletic and co-curricular programs. The contact tracers will focus on the follow up with families. Further guidance was sought from the NH DHHS: When talking about the decreasing of contact tracing for in school when students are masked, the State said that they only 'recommend' and do not 'require' guidelines/protocols. They were not surprised by a potential Dover decision to decrease contact tracing for during school events when masking is required in a "controlled setting". Indoor athletics, even when students are masked, are not considered a "controlled setting". Unmasked school events beyond school hours would be an area where NH DHHS would likely step in and demand contact tracing. This would include athletics, band, chorus, musicals, etc.
- It was approved for the CTC to participate in an overnight skills competition due to the educational component and the health and safety protocols that will be in place for the competition. The event is scheduled for Mt. Washington for March 31-April 2.
- It was determined that all schools must act to provide effective mitigation and yet recognize that modification will need to be made based on space and staffing. Further clarification was sought from the NH DHHS and the following guidance was provided: "Schools need to do as many layers of mitigation as possible but not at the expense of preventing the operation of a school and/or delivering educational services."
- There will be no changes in the PAPE until further guidance from NH DHHS.

On Wednesday, February 2, NH DHHS held a meeting. The Command Team met on Friday, February 4 to review the latest information to determine what modifications will be made in the district's COVID-19 protocols and PAPE. This will be reported later.

Other meetings this week:

- Attended the monthly meeting of the Dover Mental Health Alliance
- Right to Know Request meeting with City Attorney Josh Wyatt
- Weekly update meetings
- Weekly Leadership Team Meeting
- Weekly SAU Cabinet Meeting
- Weekly meeting with Carolyn Mebert, Board chair, and Jessica Rozzo, vice chair
- Meeting with Michael Limanni and Mike Brooks to review the state inspection of the elementary schools and middle school
- Band Task Force held their second meeting
- The Board Negotiation Team, with Michael Limanni and Bill Harbron, met with Attorney Broth

▪ **Weekly Review for Monday, February 7 through Friday, February 11:**

Students have completed 105 instructional days.

On February 9, the Dover City Council presented the Dover School District with a proclamation recognizing the service of teachers, support staff, administrators, and contracted services during the pandemic. Lisa Dillingham, Jessica Rozzo, Maggie Fogarty, and I received the proclamation on behalf of the district. I must admit, I found this to be a positive and emotional moment. It is my hope this will be a positive uplift for all the Dover School District employees and contracted services staff. It is an honor that is well deserved by all.

The Board held the fourth FY23 Board Budget Workshop. The focus of the meeting was to finalize the budget model and identify the new positions that would be included in the recommended Board's Adopted FY23 Budget to be presented to the City Council. The following is what will be moved forward for the FY23 budget:

- A. Confirmation of the budget model
 - ✓ Obligation Model with modifications
 - ✓ Sustain current staffing levels of schools
 - ✓ Sustain current leadership positions
 - ✓ Sustain current SAU administrative positions
- B. Board selected new positions to potentially be included in the FY23 budget
 - Positions selected by 7 board members
 - ✓ DHS Library Assistant
 - ✓ CTE Building Construction – moving from part-time to full-time
 - ✓ CTE Sports Medicine – moving from part-time to full-time
 - ✓ CTE Health Science Clinical Instructor – salary increase
 - ✓ DMS 4 Noon/Lunch Supervisors
 - ✓ SAU Special Education Teacher
 - ✓ SAU IT Specialist
 - Positions selected by 6 board members
 - ✓ DHS Social Studies Teacher - .66 FTE to full-time
 - ✓ DMS Behavioral Specialist
 - ✓ SAU Float Nurse
 - Other
 - ✓ DMS Fifth Grade Teacher

The next task of the Board will be to prioritize the new positions in the event that City Council requests the Board reduce the proposed FY23 budget.

Other meetings this week included:

- ✓ Monthly conferences with school principals
- ✓ Monthly conference with Lisa Dillingham, DTU President
- ✓ Weekly update with SAU cabinet members
- ✓ Weekly Leadership Team Meeting
- ✓ Weekly SAU Cabinet Meeting
- ✓ Executive Coaching Session
- ✓ Meeting with Police Chief Bill Breault to review recent School Safety Preparedness Implemented Recommendations
- ✓ FLP Training
- ✓ Start of DTU negotiations
- ✓ Quarterly meeting of the Strafford County Public Health Network - Advisory Committee
- ✓ Start the development of information videos on district work. Session with Jon Vander Els of the New Hampshire Learning Initiative

▪ **Weekly Review for Monday, February 14 through Friday, February 18:**

Students have completed 110 instructional days.

It has been a remarkable week as we head towards the start of the winter break for the 2021-2022 school year. The Board approved a new PAPE document to respond to the continual changes reflected in the NH DHHS guidance document. As the spread continues to diminish with the possibility of entering the moderate range, the district will move to optional but recommended masking. This will be a significant move.

The Board has approved the Fiscal Year 2023 budget that will be presented to the City Manager. The FY23 budget bottom line is \$74,955,953. It will be necessary for the Board to identify priorities for the potential adjustments that may be requested by the City Council. The February 28th Budget Workshop will be used for that purpose.

The weekly meeting with Carolyn Mebert and Jessica Rozzo was held. Michael Limanni and Bob Carrier joined the meeting to discuss the major concepts of the FY23 budget with the mayor.

On Wednesday, February 16, the Dover High School Music Department held their annual Jazz Concert. It was a wonderful evening of music performed by the DHS Jazz Band, select choir, and a variety of soloists. The students did remarkable work. The district is fortunate to have a quality music department.

On Thursday, the Equity Vision Keepers Committee had 19 participants. Several individuals were first time attenders. The committee worked in small groups to discuss a scenario related to a lesson on Huck Finn followed by a large group sharing. In addition, there was a discussion of the role of the Equity Vision Keepers in developing the district's equity plan. The meeting was facilitated by Ted Hall and Mo Nunez.

I had the opportunity this week to visit Horne Street School and participate in a second-grade class interview on "If I built a school." It was a great question and answer session. These are the types of activities that help one to realize the importance of the work that is done each day in the Dover Schools.

Other significant meetings this week included the following:

- Continuation of monthly conferences with members of the Leadership Team.
- Planning session with Christine Boston, Ted Hall, and Mo Nunez for the team that will be selected to develop the district's equity plan.
- Weekly Leadership Team meeting.
- Weekly SAU Cabinet meeting.
- Planning session for MTSS with Christine Boston, Paula Glynn, and Travis Bickford.

- Meeting with elementary principals with Christine Boston and Paula Glynn to review elementary FTE allocation and usage.
 - Strafford Learning Center Board meeting.
 - Meeting with instructional coaches to update on their work in the district.
 - Restructuring conversation with Christine Boston and Michael Limanni.
 - Strafford County YMCA Advisory Board meeting.
 - Second session of the DTU negotiations.
- **Weekly Review for Monday, February 21 through Friday, February 25:**

This was the week of winter break for the Dover School District. During the week there were limited meetings. I did have the opportunity to meet with Chris Parker, assistant city manager, to review the new wards and discuss the schools that will be used for voting polls. The following are the schools that will be used for voting polls places and the ward alignment: **Ward 1** – Horne Street School, **Ward 2** – Ice Arena, **Ward 3** – Woodman Park School, **Ward 4** - Garrison School, **Ward 5** – Dover Middle School, and **Ward 6** – Hellenic Center.
 - **Video Project** - Mike Gills, City of Dover Media Director, and I are working on a video series to provide additional communication on the work and special projects that are occurring in the Dover Schools. In February, the first video was completed on Professional Learning Communities/Collaborative Teams featuring Jon Vander Els of the New Hampshire Learning Initiative. Second video will feature the Dover High School Student Mental Health Task Force.