



DOVER SCHOOL BOARD – AGENDA

Meeting Type: Regular Session #6
Meeting Location: McConnell Center, Room 306
Meeting Date: Monday, June 13, 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. Regular Meeting #5, May 9, 2022
 - 2. Board Workshop, May 16, 2022
 - 3. Non-Public Meeting, May 23, 2022
 - 4. Joint Dover/Barrington/Nottingham Workshop, May 23, 2022
 - 5. Special Session, May 23, 2022
- G. CONSENT AGENDA
 - 1. Correspondence: None
 - 2. Resignations/Retirements:
 - a. Joseph Belakonis – Special Education Teacher – Dover Middle School - Resignation
 - b. Jeanne Carignan – Administrative Assistant/Health Office – Dover High School - Resignation
 - c. Jessica Clark – Grade 6 Teacher – Dover Middle School - Resignation
 - d. Elizabeth Egbert – Special Education Teacher – Dover High School - Resignation
 - e. Courtney Hassell – Grade 7 Teacher – Dover Middle School - Resignation
 - f. Erik Hogan – Sports Medicine Teacher – Dover High School CTC - Resignation
 - g. Mychaela Kelly – Special Education Teacher – Dover High School - Resignation
 - h. Madison Krasko – Special Education Teacher - Dover High School - Resignation
 - i. Crystal Lisbon – Library Media Specialist – Woodman Park School - Resignation
 - j. Karen Lovering – Special Education Teacher – Horne Street School – Resignation
 - k. Garrett Main – Biology Teacher – Dover High School - Resignation
 - l. Debbie McCann – Guidance Assistant/Registrar – Dover Middle School - Resignation
 - m. Jennifer McCarthy – Occupational Therapist – Woodman Park School - Resignation
 - n. Susan Moore – Occupational Therapist – Horne Street School - Resignation
 - o. Christine Myers – Special Education Teacher – Dover High School – Resignation
 - p. James Paiva - Science Teacher – Dover Middle School - Resignation
 - q. Allison Paluzzi – Grade 4 Teacher – Woodman Park School - Resignation
 - r. Jeremy Severson – Technology – Resignation
 - s. Madeline Tota - Grade 7 Teacher – Dover Middle School – Resignation
 - t. Justyna Wilson – Special Education Teacher – Dover Middle School – Resignation
 - u. Wolfe, Sarah – Paraeducator - Resignation
 - 3. Leaves of Absence:
 - a. Rebecca Leone – Grade 1 Teacher – Horne Street School –2022-2023
 - b. Christina Doore – Case Manager – Dover High School – 2022-2023
 - 4. Job Shares: None
 - 5. Nominations:
 - a. DEOP Nomination
 - b. DTU Nominations
 - 6. Extended Travel (Student Trips):
 - a. Dover High School CTC - Skills USA Nationals – June 20-25, 2022 - Atlanta, GA



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b. Dover High School CTC - FFA Nationals - October 26-29, 2022 – Indianapolis, IN

7. Donations:

a. June Donations

H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS:

1. Emergency Action Plan – Requirement of School Board Policy JLCJA – Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation

J. POLICY ADOPTION:

1. GCFA – Hiring and Advancement Policy for Adult Education Professional Staff

K. RESOLUTIONS:

1. Dover School District SAU 11 Resolution of Recognition

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. Memorandum of Understanding – Woodman Park School/Seymour Osman Community Center
2. Dover Adult Learning Center Staff & Student Handbook Changes
3. Title I Grant Coordinator Job Description
4. Title III Grant Coordinator Job Description
5. Curriculum, Instruction & Assessment Co-Director Job Description
6. Request to Waive School Board Policy EC – Buildings and Ground Management-Integrated Pest Management Program, for the Dover High School Softball Field
7. 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.

June 6, 2022

Dr. William Harbron
Superintendent
Dover School District

Dear Dr. Harbron,

Please accept this letter as my formal notice of resignation from the position of Special Education Teacher at Dover Middle School. I am resigning my position due to pursuing an opportunity in another school district. Thank you for the opportunity to work in the Dover School District for the past 5 years.

Sincerely,

Joseph Belakonis

To: Peter Driscoll
Dover High School
Principal

5/20/2022

I am submitting my resignation from the position of administrative assistant in the Dover High School Health office effective at the end of the 2021-2022 school year.

I would like to thank you for entrusting me with this rewarding and fulfilling opportunity over the past two years.

It has been a privilege to be able to work with the students to support their health needs in the health office. It has been a pleasure to get to know the students and school staff at Dover High School. This is truly a community of caring and dedication that I have felt so proud to be a part of.

I wish all the best to the teachers, administration, staff and students at Dover High School in all the coming years.

(Go green wave!)

Sincerely,

Jeanne Carignan
Admin assistant in the Health Office
Dover High School

From: Jessica Clark <j.clark@doover.k12.nh.us>
Sent: Friday, May 27, 2022 11:28 AM
To: William Harbron <w.harbron@doover.k12.nh.us>
Cc: Kimberly Lyndes <k.lyndes@doover.k12.nh.us>
Subject: Resigning

Dr. Harbron,

Please accept my resignation for the end of the 2021-2022 school year.

Jessica Clark

Dover School District

61 Locust St #49

Dover, NH 03820

Dear Dover School District,

I am writing to inform you that I am resigning from my special education teaching position at Dover High School, effective June 17, 2022.

While I am excited for new professional opportunities, I will miss the constant hard work and dedication shown by the other teachers in my department. We are often time faced with impossible tasks and the creativity, innovation, and hard work shown by my co-workers daily should be applauded. The pandemic has changed teaching forever, especially special education. In the last 2 years we have been forced to address an unprecedented number of needs while simultaneously helping the neediest of students meet their academic, social, and emotional needs; and the members of my department have constantly gone above and beyond to try and meet this goal. The role of a quality special education teacher is based on building rapport with students, which requires a significant amount of specialized knowledge, skill, emotional energy, and dedication. These are skills that are developed through practice and study and are not easily attained. I encourage the district to recognize and acknowledge the skill and hard work my co-workers exhibit on a daily basis. I have developed into the teacher I am now because of the professionals in this department.

Regards,

Elizabeth Egbert, M.Ed

Special education case manager & pre-algebra teacher

Dover High school

From: Courtney Hassell
Sent: Tuesday, May 10, 2022 10:55 AM
To: William Harbron <w.harbron@dover.k12.nh.us>
Subject: Next year

Hi Dr. Harbron,

I am writing to inform you that I will not be continuing teaching at Dover Middle School next year. I have accepted a teaching position at Portsmouth Christian Academy.

I have enjoyed my time teaching at Dover Middle School. I've learned a lot as an educator and as a person.

Thank you for all that you did during COVID, navigating through everything. I wish you all the best in the years to come!

Sincerely,

Courtney Hassell
Grade 7
Dover Middle School

Erik M. Hogan

SAU 11

27 May 2022

I regret to inform you this document is official notice that I will not be signing my contract that is due 5/27/22, effective the 2022-2023 school year. I have enjoyed my time at Dover High School and am eternally thankful for the opportunity, however it is not in my best financial interest to continue any further.

May 20, 2022

To Whom It May Concern:

I, Mychaela Kelly, am resigning from my Case Management position at Dover High School effective June 17, 2022, to take a new position in a different school district. Thank you for your time and this valuable opportunity.

Sincerely,

Mychaela Kelly

Madison Krasko

50 Fifth Street
Dover, NH 03820

May 18, 2022

Linda Madden

Dover High School
25 Alumni Drive
Dover, NH 03820

Dear Linda,

I am writing to inform you of my intention to resign from my position as Special Education Case Manager with Dover High School. This will be effective June 17, 2022.

I greatly appreciate the time I spent working here as a case manager and the effort that you have put into training me and pushing me to grow. I came into this position as a first time case manager, and due to your excellent leadership, and the team you have built here in the student services department, I believe I am leaving as a well experienced case manager and teacher.

I know the knowledge gained here will be an asset to me throughout my career and I'm thankful for the opportunity.

I hope to stay in touch in the future and wish the school and department continued success going forward.

Sincerely,

Madison Krasko

From: Crystal Lisbon <c.lisbon@dover.k12.nh.us>
Sent: Wednesday, May 25, 2022 8:07 PM
To: Patrick Boodey <p.boodey@dover.k12.nh.us>
Subject: Letter

Dear Patrick,

I am writing to formally notify you of my resignation from my position as the Library Media Specialist at Woodman Park Elementary School.

The last six years at Woodman Park have been incredibly special and significant to me. I have treasured my time here in this community, with our incredible staff and students, and will be leaving with countless wonderful memories. I am proud to have been even a small part of our student's education, and grateful to all at WPS for their kindness and humor over the years.

Thank you for all your support and understanding the last six years, and especially as I move on to my next library adventure. It is deeply appreciated. Please let me know if I can be of any assistance as we conclude the school year.

Sincerely,

Crystal Lisbon
Library Media Specialist
Woodman Park School
11 Towle Ave
Dover, NH 03820
(603) 516-6705

June 9, 2022

Karen L Lovering

40 Folly Brook Terr

Kingston, NH 03848

Dr. William Harbron

61 Locust Street, Suite 409

Dover NH 03820

Dear Dr. Harbron,

I am writing to resign from my position as special educator at Horne Street School. This was not an easy decision for me as there is much that I truly love about this wonderful school. I found the climate at Horne Street to be very welcoming, very upbeat and positive despite all the challenges faced this year. This climate is the direct result of amazingly committed educators who come in every day and overcome significant obstacles to do what's right for students. Credit also must go to the three administrators I was blessed to work under: Patty Driscoll, Brittany Granfield and Moira Taylor. Over the years I've heard repeatedly that administrators had open door policies, but these professional leaders truly practice it. They are not only available for questions and concerns but ready to roll up their sleeves to actively help and support their staff. I never doubted that they had my back.

It would be easy to simply say that I am leaving because the commute is significantly longer than I anticipated. This is the reason I generally share if asked and it is true but if I am completely honest it is only part of the reason I am leaving. The other reasons are the case load and the problems with the contract.

The very large and diverse case load is frankly overwhelming despite having Moira's wonderful and supportive leadership. My caseload this year is larger than any of the classes in the school and I feel that my teaching has suffered in order to complete the required case management responsibilities.

Lastly, when I reviewed the contract prior to applying for the position I checked on the pay scale and while not competitive with other districts, I found it acceptable. Then, I was informed that it would actually be less due to the budget problems of the previous year. This year I am frankly shocked to find that there are any considerations other than reverting to what was previously agreed to. I find this disrespectful and very discouraging.

I will cherish the connections I made working here. I enjoyed meeting with you, and our conversation when I joined Dover and I just wanted to be honest with you about why I am leaving your district. I wish the students and staff in Dover all my best and hope that the challenges Dover is facing are resolved because there is much here that is very special.

Sincerely,

Karen L Lovering, M.Ed.

Special Educator

May 31, 2022

Dear Dr. Harbron and the Dover Community,

It is with sadness and appreciation that I must inform you that I will not be returning to Dover High School for the 2022-2023 school year as a biology teacher. Over the past two school years, I have been touched by the kindness, talent, and the relationships that I have had the opportunity to build with my colleagues and students. I have learned so much from my experiences as a teacher and am grateful for the opportunities I have had along this journey. I wish the Dover School District the best next year.

Thank you,

Garrett Main

Debbie A McCann

Dover, NH 03820

June 1, 2022

Dr. William Harbron
Superintendent of Schools
City of Dover / McConnell Center
61 Locust Street #409
Dover, NH 03820

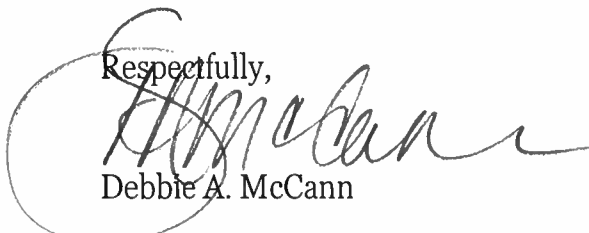
Dear Dr. Harbron,

Please accept this letter as notice of my resignation from my position as Guidance Assistant/School Registrar at Dover Middle School. I have accepted an employment offer in another school district.

This decision was not made lightly as my family has deep roots in the community. My Husband and I are proud Dover residents, both graduates of Dover, as well as our two children. We have volunteered on PTG's, PTA's, Boosters, DMS Sunshine Fund, as well as a current DEOP union board member. My Husband has been an assistant DHS softball coach for many years and well as a volunteer at the DHS football games. As a Dover school district employee, I have invested 18 years working both at Horne Street School and Dover Middle School and I have experienced many changes and challenges during my tenure. I have been fortunate to work with numerous outstanding, caring professionals and have made many valued life-long friends.

I am thankful for my time here both professionally and personally. Please feel welcome to contact me should you wish to discuss this matter further. Best wishes.

Respectfully,


Debbie A. McCann

Cc: Kimberly Lyndes, DMS Principal

Jennifer McCarthy,OTR/L
j.mccarthy@dover.k12.nh.us

To Whom it May Concern,

Please accept this letter as my formal resignation in the position of Occupational Therapist in the Dover School District effective June 30, 2022.

During my 20 years working in Dover I have had the opportunity to work with amazingly talented, caring and supportive colleagues.

I will be available to help with the transition should the team need my input.

Best,
Jennifer McCarthy

Dover School District
61 Locust Street, Suite 409
Dover, New Hampshire 03801

May 31, 2022

To Whom it May Concern:

Please accept my resignation from my position as Occupational Therapist for Horne Street School, Dover, New Hampshire. My last day will be June 17, 2022.

I'm leaving Dover to work in my community of Portsmouth, New Hampshire. I will have three boys in Portsmouth schools next school year, and I look forward to being closer to home.

I have really enjoyed the 11 years I have worked for Dover schools. During my time in Dover, I have worked at Garrison, Horne Street, and the Middle School. I feel grateful to have worked with so many amazing and supportive teachers, staff, and administration. This was a very difficult decision, and I will truly miss working in Dover.

Please let me know if I can be of any assistance transitioning a new Occupational Therapist.

Sincerely,

Susan Moore

May 18, 2022

Dear SAU 11 members,

After a hard decision I have decided to not return to Dover High School for the 2022-2023 school year. I have decided to take time to stay home with my family.

Thank you for your support throughout my four years at Dover.

Please feel free to contact me with any questions.

Thank you,
Christine Myers

May 31, 2022

Dear Kim,

I wanted to inform you that I have accepted a position at the Litchfield Middle school as an 8th grade science teacher, and that this letter should serve as my letter of resignation at the end of the school year.

I also wanted you to know how fortunate I feel to have been a part of this school environment and to work with you as principal. Thank you for all you do.

All the best,


Jim

From: Allison Paluzzi <a.paluzzi@dover.k12.nh.us>

Sent: Thursday, May 26, 2022 2:44 PM

To: Patrick Boodey <p.boodey@dover.k12.nh.us>

Subject: Letter of Resignation

Dear Mr. Boodey,

I am writing to give my official notice of resignation from my position as a classroom teacher at Woodman Park School at the conclusion of this school year/contract.

I want to thank you for the incredible opportunities I have been given during my time in the Dover School District. I am grateful to have had such a wonderful internship experience, in addition to my two years of classroom teaching. Although I will sincerely miss this position, my colleagues, and the Woodman Park School Community, I have decided to relocate to be closer to my family.

Thank you for your time and support, it is greatly appreciated.

Best wishes,

Allison Paluzzi

From: Jeremy Severson <j.severson@dover.k12.nh.us>

Sent: Friday, May 20, 2022 9:04 AM

To: Tammy Badger <t.badger@dover.k12.nh.us>

Subject: Intent for resignation

Hello. I'm writing to you today to notify of my intent to not sign the contract for 2022-23, and resign when the current contract ends on June 30th. I greatly appreciate the opportunity to work in the district I attended as a student, as well as all the people I worked with these past two years. Thank you.

Jeremy Severson
Technology Specialist
Dover School District
Dover, New Hampshire

Helpdesk System (SysAid): <https://sau11.sysaidit.com/>

Tech Resource Page: <https://sites.google.com/sau11.org/techresource>

From: Madeline Tota <m.tota@dover.k12.nh.us>
Sent: Tuesday, May 10, 2022 4:15 PM
To: William Harbron <w.harbron@dover.k12.nh.us>
Subject: DMS 22-23 School Year

Dear Dr. Harbron,

I am writing to let you and the School Board know that I will not be returning to Dover Middle School for the 2022-2023 school year. I have accepted a position at another school district.

Thank you so much for the last three years. It has been amazing to be a part of this school district and community and I appreciate being able to learn and grow as a teacher. The experiences I've had and the relationships with my colleagues have been extremely meaningful.

Sincerely,

Madeline Tota

Grade 7 Math – Team Bellamy

Justyna Wilson
Special education teacher/
Case manager
Room 224
5/31/22

I am writing to inform you that I am resigning from my position as special education teacher/case manager at Dover Middle School. I will finish this school year, but I will not return for the 2022/2023 school year.

I appreciate all the guidance and support that was provided to me during the 3 years that I taught here. I have acquired a vast amount of knowledge and skills that I will use in all areas of my life.

Please, let me know if there is anything I can prepare for the next person who will be the case manager for the Autism Resource Room.

Sincerely,
Justyna.

Thursday, June 9, 2022

Dear Dr. Harbron,

Please accept this letter as a formal resignation from my position as a paraeducator for the Dover School District with my last day being June 17, 2022.

I would like to take this opportunity to say thank you to the Dover School district for the opportunities they have given me over the past 12 years. My family and I have decided to move north to Conway NH. I have learned a lot and will take those lessons with me to my new school. My time at Woodman Park school has been nothing short of amazing. The staff and administrators have always been so supportive and welcoming and are the reason I want to continue my career in education. Any new staff member to walk through those doors are extremely lucky.

I also want to take this opportunity to say that as my time as DPA president I was proud of the work done to come up with a contract that would help retain quality employees. I felt disappointed when the district made us feel unimportant and unnecessary. My hope is that when the DPA is negotiating their next contract please keep in mind your para educators are your front-line workers. They are the workers that are first to the "scene" when a student is dysregulated, they were the ones that were in "close contact" to students during the pandemic. When teachers were told to stay 6 feet away from students, your para educators could NOT do that and in most cases could not be 6 inches away from students. Your para educators are not glorified babysitters and should not be treated as so. I can say I was completely disappointed and disheartened with the way the district portrays its para educators and I hope this will change in the future.

I wish the Dover School District every success in the future and thank you for all the opportunities I have been given during my time here.

Sincerely,

Sarah Wolfe

Para educator WPS

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

May 16, 2022

Dear Dr. Harbron,

I am writing to request family leave beginning August 29th, 2022 so that I may have time to prepare for my newborn child due in October.

I would also like to request an extended leave for the remainder of the 2022-2023 school year to continue caring for my growing family. I have every intention to return in the 2023-2024 school year.

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

Thank you,
Rebecca Leone
First Grade Teacher
Horne Street School

May 23, 2022

Dear Superintendent Harbron and School Board Members,

I am writing to you to request an extended maternity leave beginning August 29, 2022, and ending June 15, 2023, or the last day of school. My husband and I are very excited to welcome our first child, a baby girl, sometime this June.

When my husband and I first purchased our home in Dover last spring, it was our intent that my Mother-in-Law would assist in providing childcare. Unfortunately, due to recent and sudden circumstances, my Mother-in-Law must now return to work after being home for almost 17 years.

After much deliberation, my husband and I have made the decision that it is in the best interest of our family if I take an extended leave to care for our child. I am committed to the city of Dover, both as a resident and teacher, and therefore it is my hope to take a leave of absence rather than resign so I may return to my position as a Case Manager at Dover High School.

Thank you for your consideration of my request.

Sincerely,

A handwritten signature in black ink that reads "Christina Doore". The signature is written in a cursive, flowing style with a large initial 'C'.

Christina Doore

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

TO: **DOVER SCHOOL BOARD**

DATE: June 13, 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
Ciereszynski, Donna	Office Manager	Dover Adult Learning Center	Amy Steves	\$23.49 / hr.	C6, Step 3

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

TO: **DOVER SCHOOL BOARD**

DATE: June 13, 2022

MEMORANDUM: Nomination and Election of Teachers

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2022-2023 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Anchor, Molly	Gr. K Teacher – OYO	Horne Street School	Kayleigh Cassidy	TBD	MA+30, Step 1
Hamilton, Nicole	Gr. 3 Teacher	Woodman Park School	Emma Collins	TBD	MA, Step 1
Nulk, Darlene	Special Education Teacher	Dover High School	Elizabeth Egbert	TBD	MA, Step 17
Rowell, Morgan	Teacher	Garrison Elementary School	Elaine Langer	TBD	MA+30, Step 13
Saccoccia, Natalie	Occupational Therapist	Woodman Park School	Jennifer McCarthy	TBD	MA+30, Step 10
Salach, Jane	Math Teacher	Dover Middle School	Sara Maurais	TBD	MA, Step 2
Senfleben, Kiley	Gr. 1 Teacher	Woodman Park School	BarBara Soris	TBD	MA
Simon, Rachel	Gr. 1 Teacher – OYO	Horne Street School	Annie LeBlanc	TBD	BA
Watkins, Blake	Gr. 3 Teacher	Woodman Park School	Allison Paluzzi		BA, Step 2



**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

May 31, 2022

Dear Dover School Board,

I am writing to you in hopes of gaining your support in sending two groups of students on Extended travel field trips in the coming months. These trips include SkillsUSA Nationals in Atlanta, Georgia, and FFA Nationals in Indianapolis, Indiana. It is my recommendation that the school board approves both of these extended travel request to further support their academic and technical skill attainment through participation in CTE. Below you will find further information summarizing both trips.

One of the many advantages of CTE is that students have the opportunity to become members of a Career and Technical Student Organization. These organizations are integrated within our CTE programs to extend teaching and learning through innovative programs, business and community partnerships, and leadership experiences at the school, state, and national levels.

Skills USA Nationals, Atlanta, GA, June 20, 2022 – June 25, 2022

Luke Wallace, an Electrical Technology senior, placed first at the state competition in residential wiring. Luke is a CTE program completer and has excelled in his 2.5 years in our electrical program. The opportunity to represent Dover CTE at the national level is something that does not come around very often. We are very proud of Luke's dedication to CTE and to the electrical industry. Further, his academic success has been acknowledged by our industry partners who awarded a scholarship of \$1,500 that has covered the cost of 100% of the registration, airfare, and lodging for this trip. The only out-of-pocket expenses for the student and family are the cost of the uniform required for nationals and any personal spending money for the length of the trip. We would like to thank the Electrical Contractors Business Association and the International Association of Electrical Inspectors for their continued support of our Electrical program and the direct support of Luke to participate in this competition.

We have worked with the CTE director of Pinkerton Academy to allow Luke to attend the competition with their advisor to lower the cost of our local district. They are sending 5 students, and with Luke, the total number of students attending is 6. They have two adults attending the competition bringing the student to adult ratio to 3:1. These adults are full-time employees of Pinkerton Academy and have undergone criminal background checks.

This trip takes place roughly two weeks after graduation, thus the student will not miss any school days.

FFA Nationals, Indianapolis, IN, October 26, 2022 – October 29, 2022

The Dover FFA Chapter placed in two state competitions that qualified the following six Animal Science students to attend Nationals. Lydia Wagner placed first in Agriscience Fair. The five-person Horse judging team also placed first. This team includes Griffin Stripto (Dover), Sophie Meyer (Oyster River), Jillian Wright (Dover), Grace

Harrington (Homeschool), and Hannah Bauer (Dover). This group includes many students that have only just completed their first year in our Animal Science program! That alone shows the expertise and dedication to agriculture education that the Dover Animal Science program develops.

The estimated cost per student is \$1000 including registration, travel, and lodging. Students have already begun fundraising efforts and have reached out to local industry partners for sponsorships to attend these career development events. The Animal Science program also runs a dog grooming service throughout the school year and these funds are used to support student activities and field trips. Should students need additional funds to cover the cost of the trip the dog grooming profits may be utilized. The goal is to bring the student cost down to around \$250 per student.

The cost for two chaperones will be covered by the Professional Development funds in the Perkin's Grant that the Dover CTE receives each year. These funds are used to develop and enhance CTE programs and support students in high-skill, high-wage, and in-demand skills.

The trip includes three school days, and students will be responsible for any work missed during this time. With the amount of lead time for this trip, our hope is that students will be able to plan ahead to manage any missing work or deadlines during the trip to keep them up to date in all of their classes.

In closing, I recommend that both the SkillsUSA Nationals and FFA Nationals trips be approved by the Dover School Board. By approving these trips, it shows your direct support for the effort and dedication these students have to their career paths and post-secondary plans.

Please don't hesitate to reach out should you have any further questions.

Sincerely,



Samantha Tukey
CTE Director

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Dover FFA - CTC Animal Science

Destination: FFA National Competition, Indianapolis, Indiana

Contact Person (s): Carrie Hough

Dates of Travel: October 26-29, 2022

Number of Students Traveling: 6

Number of Chaperones: 2

Adult/Student Ratio: 2 / 6

Please circle appropriate response:

Permission Forms submitted to Principal: yes/no

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes/no

Telephone Contact Notification submitted to Principal: yes/no

List of all students and chaperones submitted to the school and Supt's Office: yes/no

All Chaperones completed criminal background check: yes/no

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

2019 – 2020 FIELD TRIP REQUEST

Date: 5/20/2022

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: Mrs. Carrie Hough

Destination of Field Trip: Indianapolis, Indiana

Date of Field Trip: 10/25-29/21 Time of Departure: TBD Time of Return: TBD

Number of Students: 6 Cost Per Student: \$1000

Number of Adults Going: 2 Method of Transportation: Airline/ Shuttle

LIST ALL CHAPERONES: Carrie Hough and Katherine Green

***Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip. ***

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☒ No ☐

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☒ No ☐

What is the educational purpose of the field trip?

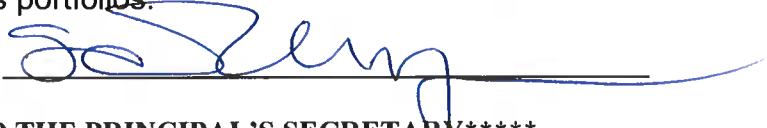
National Horse Evaluation CDE and National Agriscience Fair CDE

What instructional classroom preparations will be done prior to the field trip?

Students won the state level competition and are eligible to compete at the national level. More practices and fundraising will be done this year.

What follow-up classroom activities will take place after the field trip?

Students will reflect on these expereinces in their skills portfolios.

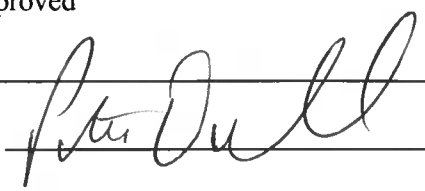
Approval of Appropriate Administrator (AC, CTC Director:) 

*****PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*****

 Trip Approved

_____ Trip Disapproved

Reason for Denial: _____

Principal's Signature:  Date: 5/20/22

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: AUGUST 10, 2015	PAGE 1 OF 2

School: Dover High School

DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. ****Please note that no child will be allowed to attend a trip without a signed permission slip.****

Please sign and return to your child's teacher by: 5/31/2022.

Description of Activity: National FFA Convention, Indianapolis, Indiana

Purpose of Activity: National Horse Evaluation CDE or Agriscience Fair CDE

Destination: Ind, Indiana Transportation Provided By Airline/ Shuttles

Date: 10/25-10/29/22 Departure Time: TBD Return Time TBD

Cost: see letter Please make check payable to: Dover FFA

We Need Chaperones for this Trip: YES ☐ NO ☒

 I understand I must complete fingerprinting for a criminal records check at least three (3) weeks in advance of the field trip at the SAU 11 office before attending this trip.

 I have completed the fingerprinting for a criminal records check at the SAU 11 office.

Recommended clothing, equipment, supplies, etc.:

FFA Official Dress

Dover **School/Field Trip Permission Form**

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers and chaperones to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: _____

Student Name: _____ **Teacher Name:** Mrs. Hough/ Mrs. Green **Grade:** _____

Trip Date & Destination: National FFA Convention, Indiana

Parent/Guardian Signature: _____ **Date:** _____

Home # _____ **Work #** _____ **Cell #** _____

In case of an emergency and you cannot be reached, whom do you want us to call?

Name: _____ **Home #** _____ **Work #** _____ **Cell #** _____

**Extended Travel Documentation for School Board,
for the National FFA Convention Fieldtrip, Indianapolis, Indiana, Oct. 26-Oct. 29th 2022**

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.

The purpose of this trip is for students to compete at the National FFA Convention in the areas of Agriscience Fair and Horse Evaluation. They became eligible at the NH State Level this past year through competitions at the UNH Spring Interscholastics Horse Show and the State FFA Convention. They learned how to show and judge through in class lessons and practice with the Dover High School's barn animals. The value is in the preparation and the experience of competing at a national event. Meeting people from all of the other states and seeing how different locations evaluate animals in different ways. Students will also get to observe the FFA career show and see the national convention session and their guest speakers. If time allows students will also participate in leadership workshops.

2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.

None.

3. Inclusive dates of trip.

October 26-October 29th 2022

4. General itinerary.

Oct. 26th- Travel and Hotel Check in

Oct. 27th- Team Photos

Agriscience Fair Display Set Up and Orientation
Horse Judging Orientation and Event
First General Session

Oct 28th-

Horse Judging Team Event and Review
Agriscience Fair Judging
FFA Convention Career Show

Oct 29th-

Horse Judging Awards Banquet Breakfast and Team Review
Conclusion of Convention- 9th General Session
Travel Home

5. Cost per student.(current estimate)

Hotel-\$300 per person 2/3 in a room.

Flights- \$600

Registration- \$90

Approximate Total= \$990 (suggesting families to plan for \$1200)

6. Statement of academic eligibility or other limiting rules of participation established by the trip director.

Students need to have been on the State Qualifying team in order to participate and be eligible to attend.

7. Permission forms to be reviewed with and signed by parents.

To be completed.

8. Statement of source and nature of insurance coverage.

Completed and turned in once permission is granted.

9. Decision and opinion of the Principal and Superintendent.

10. Release from duty of any staff member by the Superintendent.

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)

Perkins funds have been set aside to cover the trip for one chaperone.

12. Cost to the District.

No costs to the school district. Funds will be obtained through fundraising and perkins grant.

Requests for final approval submitted to the School Board shall include:

1. Names and addresses of all students and chaperones. (Note: All chaperones must complete a criminal background check, at District expense, at least one month prior to departure.)

This will be completed.

2. The only adults allowed to travel with the students will be those assigned as chaperones.

3. Adult/Student ratio.

1 Adult to 3 Students.

4. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.

Will be submitted by June 10th 2022.



**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
reich@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

5/20/2022

To whom it may concern,

The National FFA Convention is in October, and not that far away! We have a lot to do if you are interested in attending. The dates of the trip would be that we would leave on October 25th 2022, and be back Saturday evening on October 29th 2022.

During the summer we would like to plan several practices, as well as have students create resource binders to study from.. At times we may have guest presenters and take field trips to learn more about the competitions. The practices are highly encouraged, and if you are unable to make it you must notify me in advance. I will be requesting the space at the school for the summer so we will be in the classroom until they need to clean it out, and at that time we can move to the conference room to practice. We will try to create a practice schedule that works for all team members.

These are the anticipated costs of attending National Convention. We won't know final costs until August, but this is using last years costs. Registration is \$75 a person, shuttle \$75, plane tickets \$600, hotel \$270 (for 3 in a room). A total of \$1,020. Please also keep in mind this may change, also this does not include meals, souvenirs and tips. I recommend students plan to have about \$200 minimum for the meals and such for the trip.

Fundraising! The students have some great ideas, and their motivation will determine how much they have to pay in the end. I also have two fundraisers that I am working on to help with costs. The first one is to offer doggy daycare to teachers dogs on teacher workshop days next fall and the other is running the dairy promotion booth at the Deerfield Fair for a time slot. Another idea is to get some sponsors who will help the students attend the National Convention.

All students will need to make two payments for the trip, with remaining balance needing to be covered by September 30th if they either don't participate in fundraising or we don't fundraise enough. The first payment date is by June 16th of \$100 which pays the registration costs, the second payment is July 30th and that is \$150 to help cover the costs of the plane tickets. If the money isn't in on those dates there has to be a late charge of \$10 a week. Please make checks out to Dover FFA. Hopefully that will be all that the students will have to pay and that we can fundraise the rest. You will get another letter in August explaining how summer fundraising went and what final costs are. Much of the fundraising depends on the students motivation and work ethic.

*2005 New Hampshire School of Excellence
Accredited New England Association of Schools and Colleges
Equal Employment Opportunities – Equal Educational Opportunities*

I hope you have a great summer, if you have any questions please don't hesitate to call me at 603 516 6984 (at school) or my e-mail is c.hough@dover.k12.nh.us.

Thank you,

Mrs. Carrie Hough
Dover FFA Advisor

2020-21 CLASS OR CLUB ACTIVITY/FUNDRAISER APPLICATION

Application Date: 5/20/2022

YOU MUST COMPLETE THE ENTIRE FORM AND OBTAIN APPROVAL AT LEAST 2 WEEKS BEFORE THE EVENT. ONCE APPROVAL IS GRANTED, THE EVENT MUST BE SCHEDULED IN SCHOOL DUDE IF APPLICABLE.

1. Name of Event: National FFA Sponsorships Type of Event: Activity Fundraiser

2. Date of Event: 5/31-9/31/2022 Starting Time: June 2022 Ending Time: Sept. 2022

3. Group Sponsoring Event: Dover FFA Chapter

4. Faculty Member in Charge: Carrie Hough

5. Number of Chaperones: Faculty 2 Parent(s) N/A

(A list of chaperones must be turned into the office prior to the event, if applicable)

6. Briefly Describe Event: Asking for sponsorships and sponsors get names on t-shirt

7.

Location of Activity: N/A 8. Will you advertise? Yes ☒ No ☐ If yes, how? social media,

word of mouth 9. Will an administrator need to be present? Yes No **X**

10. Faculty member in charge is responsible for the banking deposits if applicable. Deposits must be in a sealed envelope with the club name designated on the outside. Please see the Green & White deposit slip for further instructions.

11. Have transportation arrangements been made, if needed? Yes _____ N/A ☒ X

12. If the event is a bake sale, the Director of the School Cafeteria needs to sign off:

Signature of Director _____ N/A

13. If applicable, contact the Dover Police Department to hire officers for the event. Yes _____ N/A ☒ X

14. Advisor's Signature: _____ (Please make it legible, thanks) *******SUBMIT THIS**

FORM TO THE PRINCIPAL'S SECRETARY.*****

Approved: ✓ Denied: _____

Reason for Denial: 

Principal's Signature:



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



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

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

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

5/20/2022

Dear Friend,

I am writing you on behalf of the Dover FFA Chapter. The FFA is a youth organization for students enrolled in Agricultural classes. The mission of the FFA is to help highschool students become better leaders and promote agriculture education within the community. Some of the ways that we are able to accomplish these goals is through sending students to leadership camp, conducting petting barns for the community, and attending fairs, competitions, and other regional events.

This is made possible from donations and fundraisers that benefit the Dover FFA chapter. These proceeds provide scholarships/ sponsorships to send students to leadership trainings, pay for our travel to regional events, and provide general support for the Dover agricultural program. This year we are trying to get funds to help our six state winning students to compete at the National FFA convention. The students will be competing in Equine Evaluation and Agriscience Fair. The FFA National Convention is the largest event of the year, and is a week long convention with guest speakers, workshops, and service projects available when students are not in the competitions. This year convention is held in Indianapolis, Indiana. Its a wonderful opportunity for students to grow personally and professionally!

We would like to ask you/your organization to consider donating to our chapter to help these students go to nationals. Your help is greatly needed and no contribution would be too large or small. All donors will receive recognition at our events, name on our teams t-shirts, as well as on the career tech website for Dover, and a letter for the donation- as all donations are tax exempt.

Please do not hesitate to contact us if you have any questions, our number is (603)516-6984. We hope to hear from you!

Sincerely,

State Horse Evaluation Team 2022

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Accredited New England Association of Schools and Colleges
Equal Employment Opportunities – Equal Educational Opportunities*

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Electrical Technologies

Destination: Atlanta, Georgia Skills USA National Competition

Contact Person (s): David McKenzie, Samantha Tukey

Dates of Travel: June 20-25

Number of Students Traveling: 1

Number of Chaperones: 1

Adult/Student Ratio: 2 to 5

Please circle appropriate response:

Permission Forms submitted to Principal: ☒ yes ☐ no

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: ☒ yes ☐ no

Telephone Contact Notification submitted to Principal: yes/no

List of all students and chaperones submitted to the school and Supt's Office: ☒ yes ☐ no

All Chaperones completed criminal background check: ☒ yes ☐ no

with Pinkerton Academy.

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

FIELD TRIP REQUEST - FY: 2022

Date: 4/21/22

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: David McKenzie

Destination of Field Trip: Skills USA National Conference Atlanta, Georgia

Date of Field Trip: 6/20/22-6/25/22 Time of Departure: _____ Time of Return: _____

Number of Students: 1 Cost Per Student: \$0

Number of Adults Going: 1 Method of Transportation: Airplane

LIST ALL CHAPERONES: Keryl Rabideau

*****Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip.*****

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☒ No ☐

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☒ No ☐

What is the educational purpose of the field trip? The student will be competing in the National Championship for electrical constudtion wiring.

What instructional classroom preparations will be done prior to the field trip?

We will be working on different phases of the National Competition including pipe bending, the NEC, and residential wiring

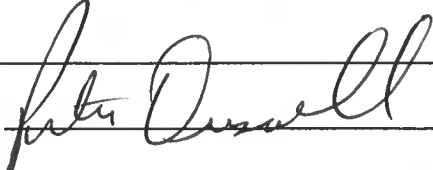
What follow-up classroom activities will take place after the field trip?

Approval of Appropriate Administrator (AC, CTC Director:): 

*******PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*******

 Trip Approved _____ Trip Disapproved

Reason for Denial: _____

Principal's Signature:  Date: 5/20/22

 **NATIONAL LEADERSHIP
& SKILLS CONFERENCE**

**SkillsUSA NH
NLSC 2022
Meeting**

June 20-25, 2022

Condensed Agenda

Monday, June 20

Travel Day
State Delegation Meeting

Thursday, June 23

SkillsUSA Championships
SkillsUSA TECHSPO
Academy of Excellence
Champions Festival (7 p.m.)

Tuesday, June 21

SkillsUSA Championships
SkillsUSA TECHSPO
Academy of Excellence
Opening Session (7 p.m.)

Friday, June 24

Community Service Project
Awards Session (5 p.m.)

Wednesday, June 22

SkillsUSA Championships
SkillsUSA TECHSPO
Academy of Excellence
Recognition Session (6:30 p.m.)

Saturday, June 25

Travel Day

Pre-Conference

Sat., June 18 - Mon., June 20

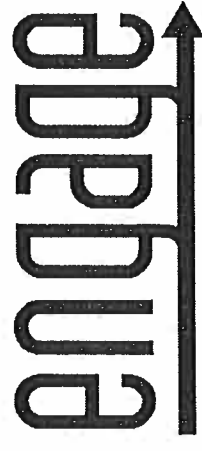
Activate (Chapter Leaders)

Activate is a two-and-a-half-day, high-energy leadership conference that is open to all middle school and high school SkillsUSA student leaders.



Engage (Advisors/Educators)

Engage is a professional development conference that assists teachers and SkillsUSA advisors in elevating their teaching skills to new levels.





SkillsUSA.

**NATIONAL LEADERSHIP
& SKILLS CONFERENCE**

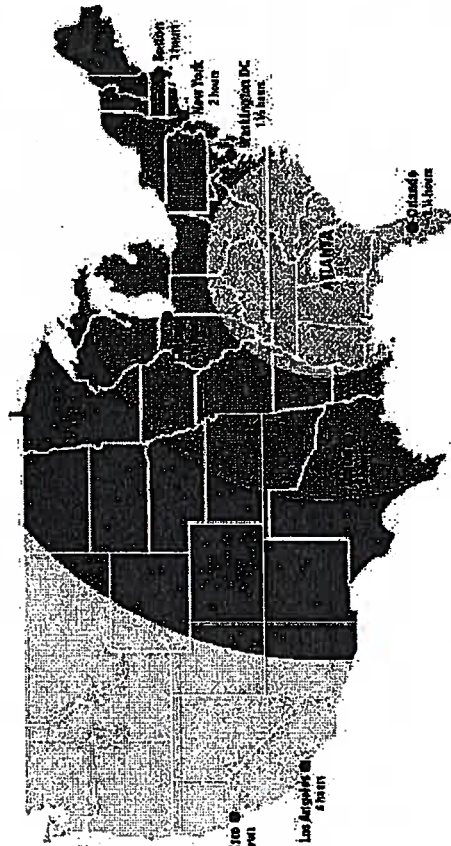
Travel Information

Recommended travel is by air to Hartsfield-Jackson Atlanta International Airport. Book flights with arrival times before 6 p.m.

Use MARTA to quickly get to our conference hotel.

80 PERCENT
of the U.S. population
is within a 2.5-hour
flight of Atlanta

- 4 hours
- 3 hours
- 2 hours
- 1 hour



Travel Information

FLIGHT ITINERARY

1st Group of 50

American Airlines 653	20JUN Boston	Charlotte	915A 1138A *
American Airlines 1643	20JUN Charlotte	Atlanta	1226P 132P *
American Airlines 1323	25JUN Atlanta	Charlotte	759P 921P *
American Airlines 1937	25JUN Charlotte	Boston	1025P 1233A+*

State Hotel

The Westin Peachtree Plaza

Address: 210 Peachtree St NW, Atlanta, GA 30303

Phone: (404) 659-1400



SkillsUSA.

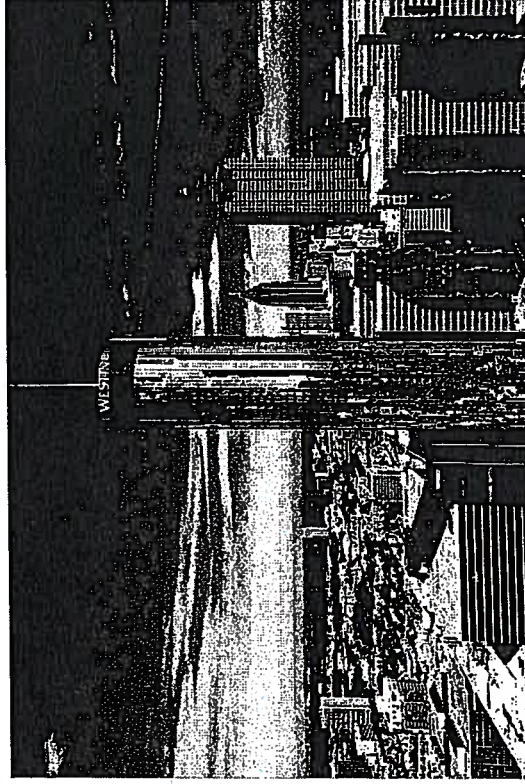
**NATIONAL LEADERSHIP
& SKILLS CONFERENCE**

Hotel Information

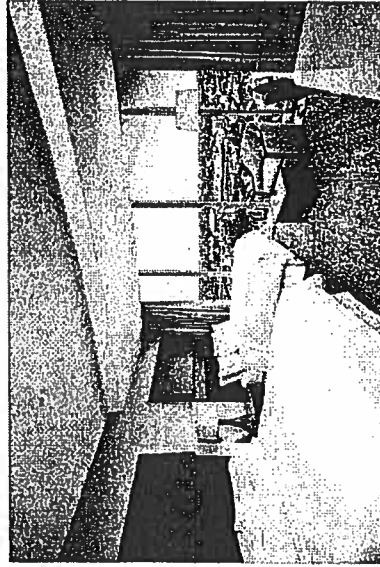
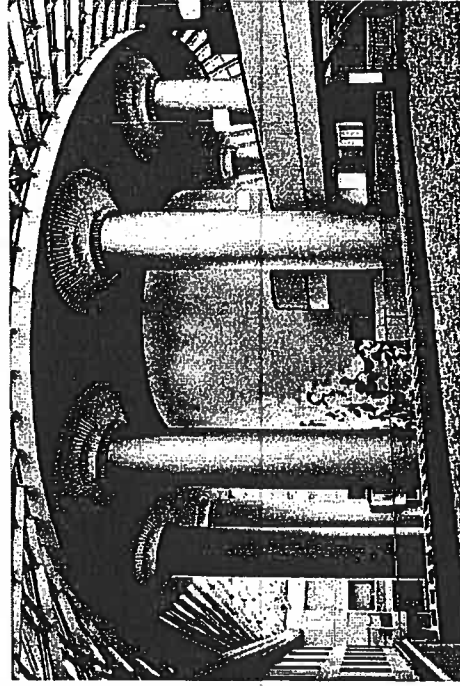
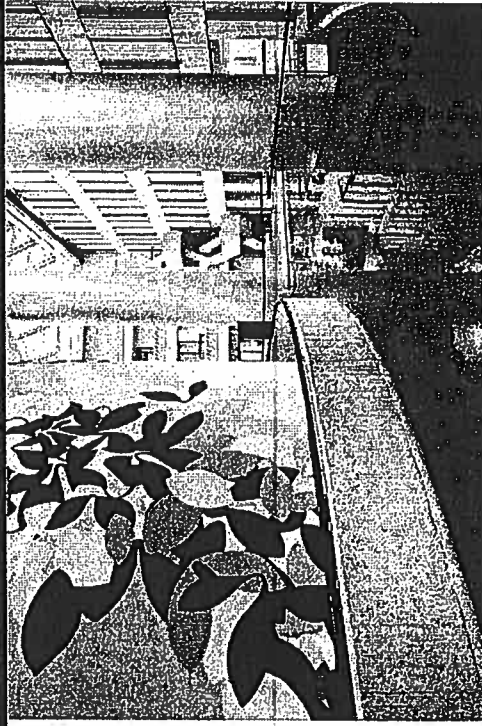
Quad Packages \$1,500.00
Includes Flight (limited to 50 first
come first
serve),
Hotel, National SkillsUSA fees, and
more to come
Metropolitan
Atlanta Rapid Transit Authority

Supervision: school advisors and
teachers will be
responsible for your child.

How to book - School Advisor



Westin Peachtree Plaza





SkillsUSA.

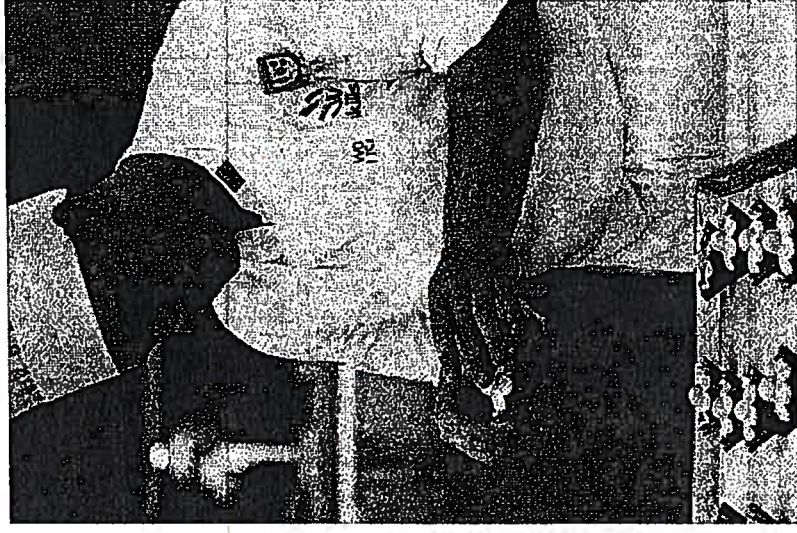
NATIONAL LEADERSHIP
& SKILLS CONFERENCE

SkillsUSA Championships Information

Career competition updates
will be posted to the
SkillsUSA website at

SkillsUSA.org/updates

Review the SkillsUSA
Championships Technical
Standards available in
SkillsUSA Absorb to
professional members.



What's Around

Georgia Aquarium
World of Coca Cola

Zoo Atlanta

Atlanta Botanical Garden
Centennial Olympic Park



New Hampshire Registration Information

Additional information
will be out sent from
school advisors as we
finalizing more detail.



 **SkillsUSA[®] NATIONAL LEADERSHIP
& SKILLS CONFERENCE**

**SEE YOU IN
ATLANTA!**

Questions?

**Jeffrey Stuart
Executive Director
SkillsUSA NH
jeffrey.stuart@sau57.org**

**Donation Request List for Approval
June 13, 2022 School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
DHS	Somersworth Veterans Foreign Wars	\$500.00	Monetary	To purchase uniform items for the NJROTC program.
DHS	Alliance Energy	\$500.00	ExxonMobil Educational Alliance Math & Science Grant Program	To be used toward STEM programs within the school.
DMS	DMS PTA	\$2,000.00	Monetary	To help offset costs for the Drama Club field trip to NYC to see Hamilton on Broadway.

Emergency Action Plan

For

Dover High School

Athletics Program

Personnel Involved in Development of the Emergency Action Plan

Eric M Goodman, Athletic Trainer (AT) and Wellness Instructor
Peter Wotton, Athletic Director (AD)

In case of an emergency, personnel responsibilities, locations of emergency equipment, and other emergency information such as 911 call instructions, addresses/directions to the venue, and a chain of command with important phone numbers have been listed here.

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DOCUMENTATION OF RECENT CHANGES

As changes to the Emergency Action Plan (EAP) are made, please list the change, the page affected and the date the change was made.

[illegible]

EMERGENCY ACTION PLAN FOR ATHLETICS –

OVERVIEW

INTRODUCTION

Emergency situations may arise at any time during athletic events. Expedient action must be taken to provide the best possible care to the student athlete. The development and implementation of an Emergency Action Plan (also referred to as EAP) will help ensure that the best care will be provided.

Emergencies can occur at any time; therefore, all school activities personnel must be prepared. Athletic organizations have a duty to develop an Emergency Action Plan that can be implemented immediately, to provide the appropriate standards of emergency care to all sports participants when necessary. This preparation involves the formulation of an Emergency Action Plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency to be managed appropriately and efficiently.

Components of an Emergency Action Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel.

Certification in cardiopulmonary resuscitation (CPR), first aid, Automated External Defibrillator (AED), prevention of disease transmission, and emergency action plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards should be maintained with the athletic director. **All Dover High School coaches are required to have CPR, First Aid, AED, Heat Acclimatization and concussion management training certifications.**

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training students, coaches, managers, and possibly even bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, personnel present, etc.

The **four basic roles within the emergency team** are:

1. **Establish scene safety and immediate care of the athlete.**
 - a. This should be provided by the most qualified individual on the medical team (the first individual in the chain of command).
2. **Activation of Emergency Medical Services.**
 - a. This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor, and this may be done by anyone on the team.
3. **Equipment Retrieval.**
 - a. May be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed.
4. **Direction of EMS to the scene.**
 - a. One of the members of the team should be in charge of meeting emergency personnel as they arrive at the site. This person should have keys to locked gates/doors.

Activating Emergency Medical Services

Call 9-1-1

Provide the below information:

- Name, address, and telephone number of the caller;
- Nature of the emergency (medical or non-medical*);
- Number of athletes;
- Condition of athlete(s);
- First aid treatment initiated by first responder;
- Specific directions, as needed, to locate the emergency scene (i.e., “use the south entrance to the school off Asylum Street”), and;
- Other information requested by the dispatcher.
- DO NOT BE THE FIRST TO HANG UP.

*If non-medical, refer to the specified checklist of the school’s non-athletics emergency action plan.

Emergency Communication

Communication is key to a quick, efficient emergency response. There is a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. Please see Emergency Situation Contact Tree (page 8) for emergency communication guidelines for Dover High School.

Medical Emergency Transportation

Any emergency situation where there is loss of consciousness (LOC), impairment of airway, breathing, or circulation (ABCs) or there is a neurovascular compromise, it should be considered a “load and go” situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. Any emergency personnel who experience any doubts in their mind regarding the severity of the situation should consider a “load and go” situation and transport the individual.

Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan and follow instructions.

Post Emergency Action Plan (EAP) Activation Procedures

Documentation: Documentation must be done by the Athletic Trainer (ATC) or other provider, and coach, immediately following activation of the EAP. Both injury and accident report forms must be completed.

Debriefing: A team, which may include the Athletic Trainer (ATC), athletic director (AD), coaches and school nurse are encouraged to discuss the event within 48 hours to evaluate the effectiveness of the EAP and conduct a staff debriefing. A specific timeline for changes to the EAP should be made for promptness.

Return to Play: When an athlete experiences an injury or illness requiring use of the Emergency Action Plan, the athlete will be required to see a Medical Professional. The athlete will need to provide written documentation from the Medical Professional clearly stating they may return to play. The Athletic Trainer (ATC) will maintain final determination on all return to play situations.

Conclusion

It is imperative to be prepared in an emergency situation. A person's survival may hinge on the training and preparation of healthcare providers. It is prudent to invest athletic department "ownership" in the Emergency Action Plan by involving athletic administration and sport coaches, and sports medicine personnel. The Emergency Action Plan should **be reviewed at least once a year** with all athletic personnel and local emergency response teams. Through development and implementation of the plan, Dover High School helps to ensure athletes will have the best care provided when an emergency situation does arise.

STAFF EDUCATION

1. Each season, every coach will receive a copy of the Emergency Action Plan (EAP).
 - a. Each coach will provide their signature confirming they have read and understand the document.
2. A copy of the EAP will be in each medical kit (which is kept with the coach at every practice/event).
3. A copy of the EAP will be posted on the wall in the athletic training room.

CHAIN OF COMMAND

The Athletic Trainer (ATC) should always act as primary caregiver at the site of the injury or accident (when on-site) and manage the situation according to the following rank:

1. Athletic Trainer - Eric Goodman
2. Head Coach
3. Assistant Coach (when applicable)
4. Athletic Director - Peter Wotton

If a certified athletic trainer is not on-site at the time of injury, the following chain of command would be used (most medically qualified):

1. Head Coach
2. Assistant Coach
3. Athletic Director - Peter Wotton

EMERGENCY TELEPHONE NUMBERS

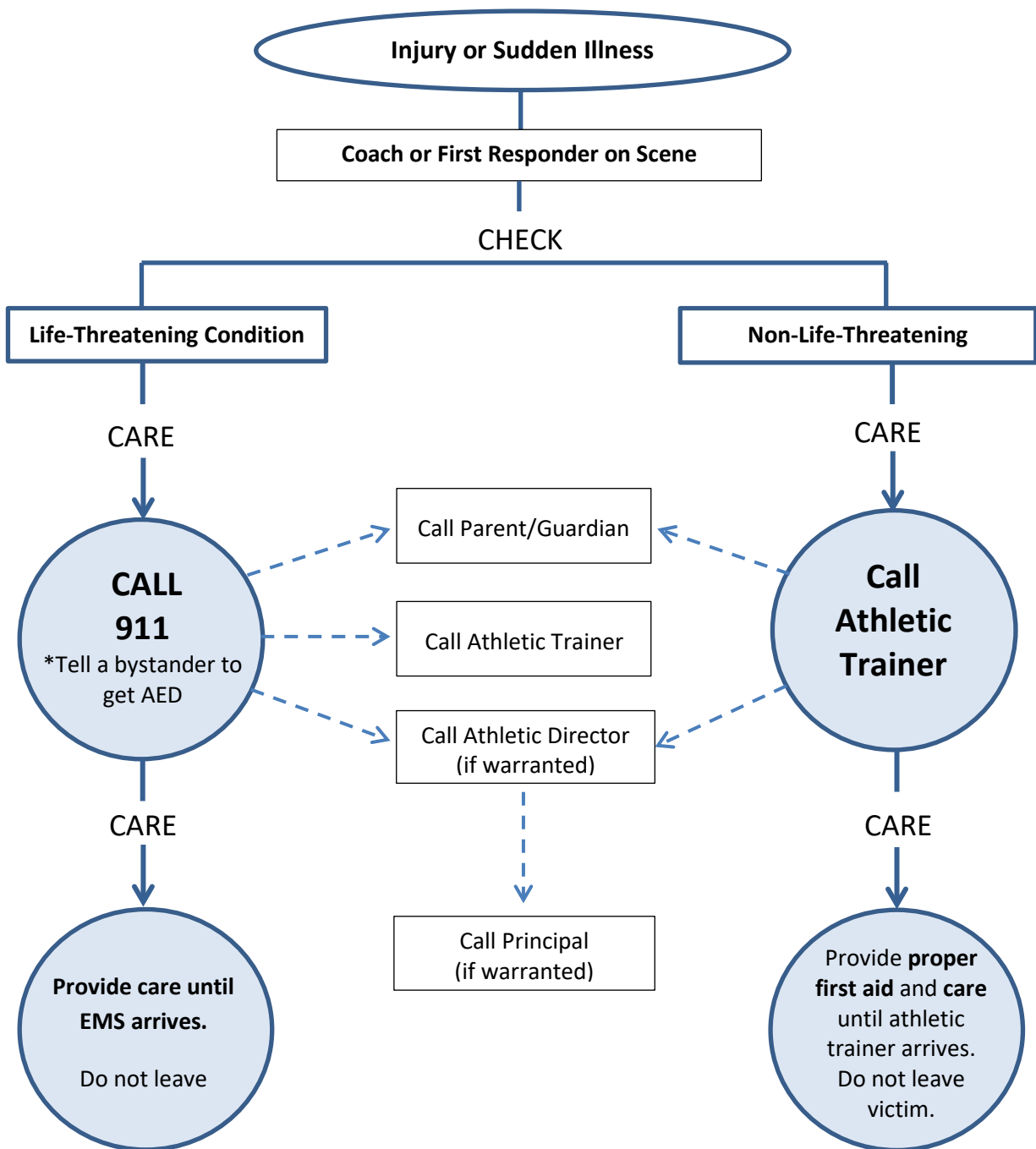
This list is only to be used in case of an emergency.

OFF-CAMPUS CONTACTS	PHONE NUMBER
Emergency	9-1-1
Police Department	603-742-4646
Fire and Ambulance	603-742-4646
Wentworth Douglass Hospital	603-742-5252
Portsmouth Regional Hospital	603-436-5110
Hazardous Materials	800-424-8802
Poison Control Center	800-222-1222

ON-CAMPUS OFFICES	PHONE NUMBER
Athletic Training Room	603-516-6953
Nurse	603-516-6928
Athletic Director	603-516-6950
Main Office	603-516-6900
Administrative Office	603-516-6924
School Counselor Office	603-516-6942

TITLE	NAME	OFFICE	CELL
Athletic Trainer	Eric Goodman	603-516-6953	603-490-7466
Athletic Director	Peter Wotton	603-516-6950	603-396-4450
DHS Principal	Peter Driscoll	603-516-6920	603-534-5671
DHS Dean of Students	Kim Stephens	603-516-6910	603-396-4117
DHS Dean of Students	Thomas Waldron	603-516-6908	603-738-3975
DHS Nurse	Sara Rodriguez	603-516-6928	603-479-4330

EMERGENCY SITUATION CONTACT TREE



After the situation is controlled: Contact the *athletic trainer and/or athletic director* by phone or email. The athletic trainer may, at their discretion, contact a sports medicine physician for guidance.

EMERGENCY EQUIPMENT LOCATIONS

Emergency Equipment:

- Athletic Training Kit, Emergency Bag, Biohazard/First Aid Kit on site for events covered by Athletic Trainer (ATC).
- First Aid Kit located with coach.

1. AED

- a. Located with Athletic Trainer (ATC) for all covered events.
- b. Additional AED for Dover High School, located on the first floor by the elevator, CTC Main Office, room 136.

2. Nearest Phone

- a. Athletic Trainer's personal cell phone when covering events.
- b. Coaches' personal cell phones.
- c. Phone inside Athletic Trainers Office in the Athletic Training Room.

3. Rescue Inhaler

- a. Coaches are responsible for each student who has an inhaler and the student is responsible for bringing the inhaler with them to all practices/games.
- b. Athletic trainer may be given a backup inhaler by the parent/guardian, or child to keep as a backup in the medical kit.

4. EpiPen

- a. Coaches are responsible for each student who has an EpiPen and the student is responsible for bringing their EpiPen with them to all practices/games.
- b. Athletic trainer may be given a backup EpiPen by the parent/guardian, or child to keep as a backup in the medical kit.

5. Splints

- a. With (ATC) during events or in the athletic training room (ATR).

6. Spine Boards/Cervical Collar

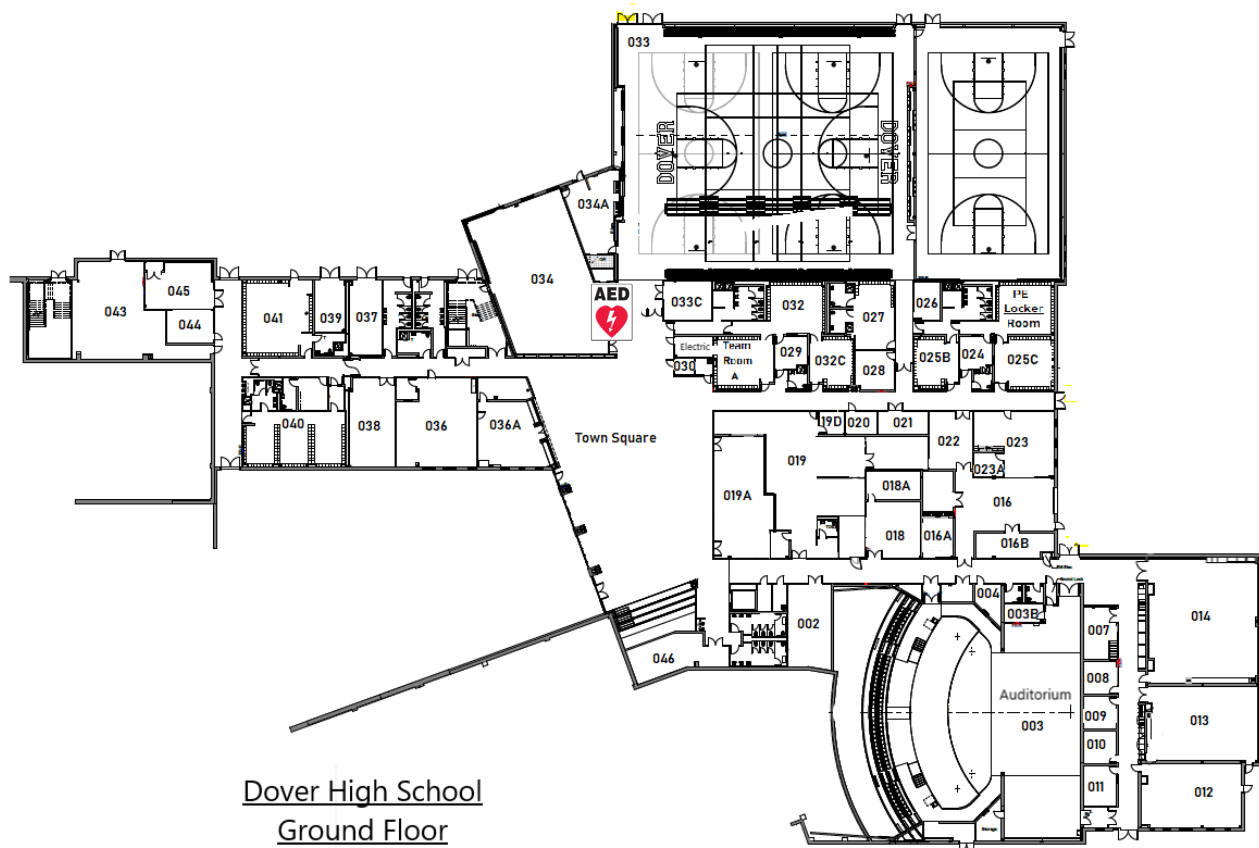
- a. Will be provided by EMS upon arrival.

7. Bio-hazard Materials

- a. Red bags – in each medical kit and in the athletic training room (ATR).
- b. Disposal bin – in the Nurses Office.

Dover High School - AED Location

The Main AED for Dover High School Athletics is located outside the entrance to the Gymnasium.

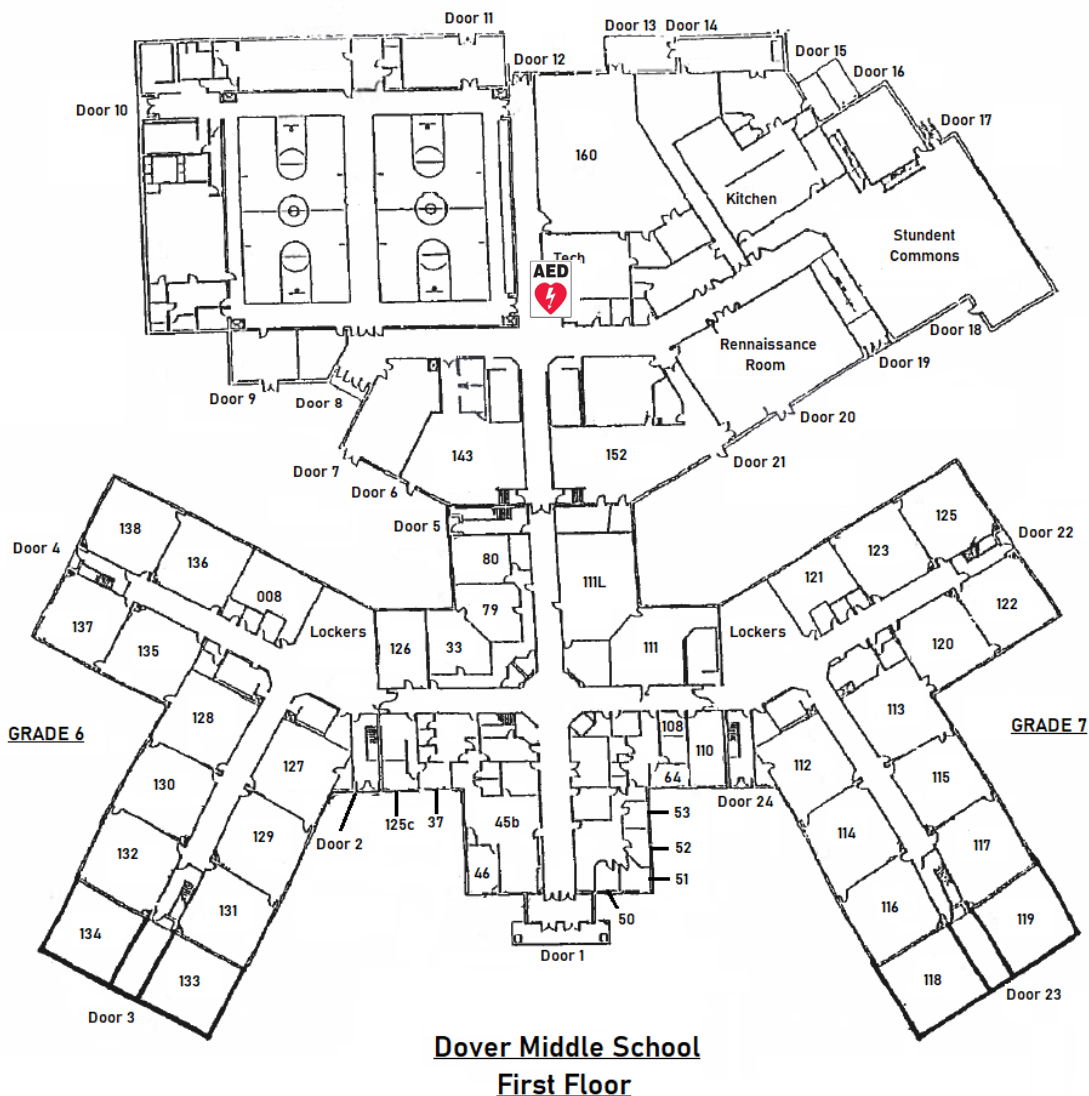


Located on the first floor by the elevator, CTC Main Office, room 136.



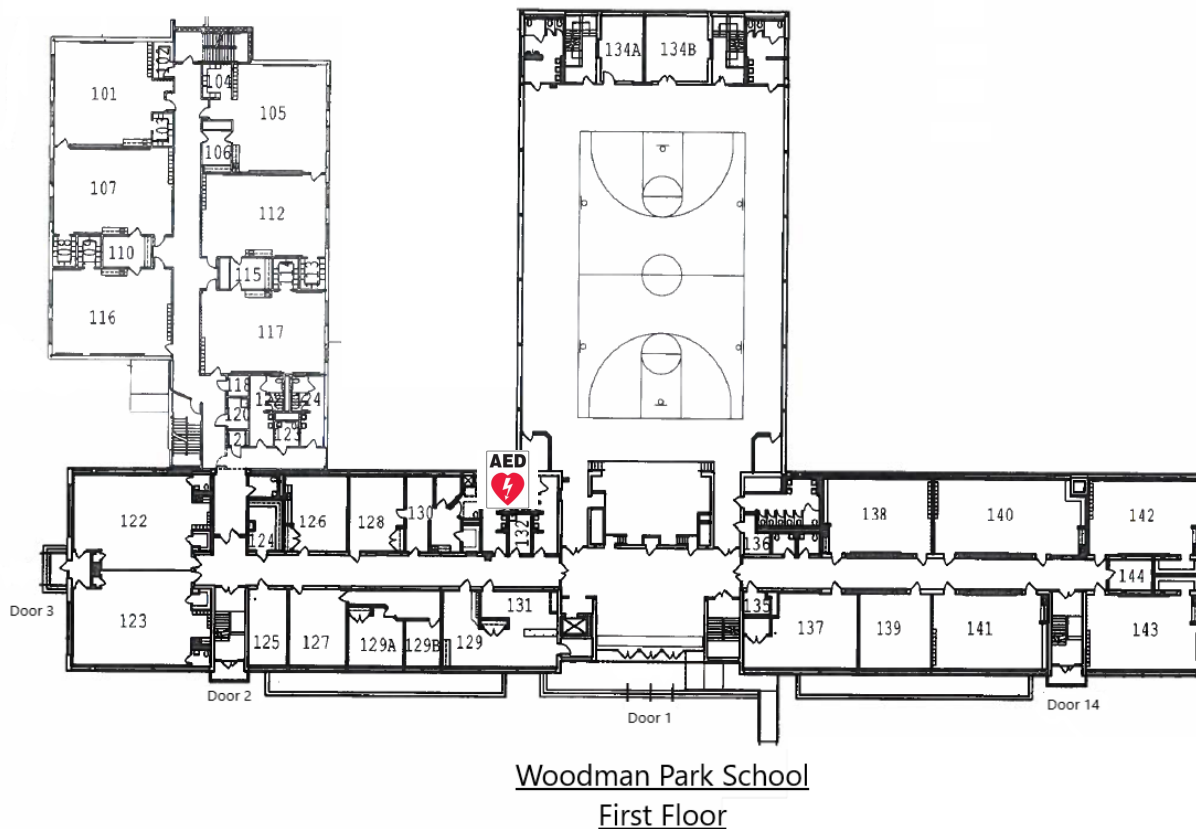
Dover Middle School - AED Location

The Main AED for Dover Middle School is located outside the entrance to the Gymnasium.



Woodman Park School - AED Location

The Main AED for inside Woodman Park School is located outside the entrance to the Gymnasium.



GENERAL PLAN OF ACTION

1. Most medically qualified person will lead.
2. Check the scene – is it safe to help?
3. Is the athlete breathing? Conscious? Pulse?
 - a. If NO instruct person to call 911 – LOOK PERSON DIRECTLY IN EYES and make sure they call!
 - b. Check card for 911 call instructions for your location.
4. Perform emergency CPR/First Aid.
 - a. If severe bleeding – instruct individual to assist with bleeding control.
5. Instruct coach or bystander to get AED.
6. Instruct coach or bystander to control crowd.
7. Contact the athletic trainer of Dover High School if they are present at the school but not on scene.
8. Contact parents.
9. Contact athletic director.
10. Contact principal/dean.
11. Instruct individual to meet ambulance to direct to appropriate site.
12. Assist with care as necessary.
13. Assistant coach must accompany athlete to hospital – either in ambulance or follow by car.
14. Document the event.

EMERGENCY ACTION PLAN

Dover High School - Gymnasium

Activate the Emergency Action Plan (EAP):

- Any loss of consciousness?
- Possible spine injury?
- Dislocation, Open Fracture, Displaced Closed Fracture?
- Difficulty or absent breathing or pulse?
- Uncertainty of if you have a medical emergency.

Emergency Personnel:

The Dover High School athletic trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene.
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911 - Provide the following information:
 - a. Who you are;
 - b. General information about the injury or situation;
 - c. Where you are (provide name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*);
 - d. Address:
Dover High School, 25 Alumni Drive, Dover, NH 03820
DIRECTIONS - (rear of the school, use door C-11)
GPS COORDINATES - 43.17706124347549, -70.88619783346877
 - e. Any additional information, and;
 - f. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First Aid.
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, they will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. Instruct coach or bystander to GET AED!!!
4. Designate coach or bystander to control crowd.
5. Contact the athletic trainer for Dover High School if not present on scene.
6. Meet ambulance and direct to appropriate site.
 - a. Open appropriate gates/doors.
 - b. Designate an individual to "flag down" and direct to scene.
 - c. Control injury site, limit care providers etc.
7. Assist Athletic Trainer (ATC) and/or EMS with care as directed.
 - a. Retrieve necessary supplies/equipment.
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance.
9. Document event and debrief.

EMERGENCY ACTION PLAN

Dover High School - Auxiliary Gymnasium

Activate the Emergency Action Plan (EAP):

- Any loss of consciousness?
- Possible spine injury?
- Dislocation, Open Fracture, Displaced Closed Fracture?
- Difficulty or absent breathing or pulse?
- Uncertainty of if you have a medical emergency.

Emergency Personnel:

The Dover High School athletic trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene.
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911 - Provide the following information:
 - a. Who you are;
 - b. General information about the injury or situation;
 - c. Where you are (provide name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*);
 - d. Address:
Dover High School, 25 Alumni Drive, Dover, NH 03820
DIRECTIONS - (rear of the school, use door C-13)
GPS COORDINATES - 43.17706124347549, -70.88619783346877
 - e. Any additional information, and;
 - f. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First Aid.
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, they will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. Instruct coach or bystander to GET AED!!!
4. Designate coach or bystander to control crowd.
5. Contact the athletic trainer for Dover High School if not present on scene.
6. Meet ambulance and direct to appropriate site.
 - a. Open appropriate gates/doors.
 - b. Designate an individual to "flag down" and direct to scene.
 - c. Control injury site, limit care providers etc.
7. Assist Athletic Trainer (ATC) and/or EMS with care as directed.
 - a. Retrieve necessary supplies/equipment.
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance.
9. Document event and debrief.

EMERGENCY ACTION PLAN

Dover High School - Bellamy Athletic Fields 1,2,3

Activate the Emergency Action Plan (EAP):

- Any loss of consciousness?
- Possible spine injury?
- Dislocation, Open Fracture, Displaced Closed Fracture?
- Difficulty or absent breathing or pulse?
- Uncertainty of if you have a medical emergency.

Emergency Personnel:

The Dover High School athletic trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911 - Provide the following information:
 - a. Who you are;
 - b. General information about the injury or situation;
 - c. Where you are (provide name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*);
 - d. Address:

34 Bellamy Road, Dover, NH 03820
DIRECTIONS - Use the Bellamy Road entrance, directly across from the Dunaway entrance. The gate can be opened to allow ambulance access.
GPS COORDINATES - 43.17844102454809, -70.88982815316018
3. Perform emergency CPR/First Aid.
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, they will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. Instruct coach or bystander to GET AED!!!
4. Designate coach or bystander to control crowd.
5. Contact the athletic trainer for Dover High School if not present on scene.
6. Meet ambulance and direct to appropriate site.
 - a. Open appropriate gates/doors.
 - b. Designate an individual to "flag down" and direct to scene.
 - c. Control injury site, limit care providers etc.
7. Assist Athletic Trainer (ATC) and/or EMS with care as directed.
 - a. Retrieve necessary supplies/equipment.
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance.
9. Document event and debrief.

EMERGENCY ACTION PLAN

Dover High School - Dunaway Football Field/Track

Activate the Emergency Action Plan (EAP):

- Any loss of consciousness?
- Possible spine injury?
- Dislocation, Open Fracture, Displaced Closed Fracture?
- Difficulty or absent breathing or pulse?
- Uncertainty of if you have a medical emergency.

Emergency Personnel:

The Dover High School athletic trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene.
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911 - Provide the following information:
 - a. Who you are;
 - b. General information about the injury or situation;
 - c. Where you are (provide name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*);
 - d. Address:
34 Bellamy Road, Dover, NH 03820
DIRECTIONS - Use the Bellamy Road entrance to the Dunaway Athletic Fields.
GPS COORDINATES - 43.178488139379134, -70.8896744659263
3. Perform emergency CPR/First Aid.
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, they will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. Instruct coach or bystander to GET AED!!!
4. Designate coach or bystander to control crowd.
5. Contact the Athletic trainer for Dover High School if not present on scene.
6. Meet ambulance and direct to appropriate site.
 - a. Open appropriate gates/doors.
 - b. Designate an individual to "flag down" and direct to scene.
 - c. Control injury site, limit care providers etc.
7. Assist Athletic Trainer (ATC) and/or EMS with care as directed.
 - a. Retrieve necessary supplies/equipment.
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance.
9. Document event and debrief.

EMERGENCY ACTION PLAN

Dover High School - Dunaway Baseball Field

Activate the Emergency Action Plan (EAP):

- Any loss of consciousness?
- Possible spine injury?
- Dislocation, Open Fracture, Displaced Closed Fracture?
- Difficulty or absent breathing or pulse?
- Uncertainty of if you have a medical emergency.

Emergency Personnel:

The Dover High School athletic trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene.
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911 - Provide the following information:
 - a. Who you are;
 - b. General information about the injury or situation;
 - c. Where you are (provide name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*);
 - d. Address:
34 Bellamy Road, Dover, NH 03820
DIRECTIONS - Use the Bellamy Road entrance to the Dunaway Athletic Fields.
GPS COORDINATES - 43.178488139379134, -70.8896744659263
 - e. Any additional information, and;
 - f. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First Aid.
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, they will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. Instruct coach or bystander to GET AED!!!
4. Designate coach or bystander to control crowd.
5. Contact the athletic trainer for Dover High School if not present on scene.
6. Meet ambulance and direct to appropriate site.
 - a. Open appropriate gates/doors.
 - b. Designate an individual to "flag down" and direct to scene.
 - c. Control injury site, limit care providers etc.
7. Assist Athletic Trainer (ATC) and/or EMS with care as directed.
 - a. Retrieve necessary supplies/equipment.
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance.
9. Document event and debrief.

EMERGENCY ACTION PLAN

Dover High School - Fisk Field

Activate the Emergency Action Plan (EAP):

- Any loss of consciousness?
- Possible Spine Injury?
- Dislocation, Open Fracture, Displaced Closed Fracture?
- Difficulty or absent breathing or pulse?
- Uncertainty of if you have a medical emergency.

Emergency Personnel:

The Dover High School athletic trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene.
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911 - Provide the following information:
 - a. Who you are;
 - b. General information about the injury or situation;
 - c. Where you are (provide name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*);
 - d. Address:
50 Alumni Drive, Dover, NH 03820
DIRECTIONS - Once on Alumni Drive, the parking lot for Fisk Field is across the street from DHS.
GPS COORDINATES - 43.176601409132516, -70.88846677221154
 - e. Any additional information, and;
 - f. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First Aid.
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, they will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. Instruct coach or bystander to GET AED!!!
4. Designate coach or bystander to control crowd.
5. Contact the athletic trainer for Dover High School if not present on scene.
6. Meet ambulance and direct to appropriate site.
 - a. Open appropriate gates/doors.
 - b. Designate an individual to "flag down" and direct to scene.
 - c. Control injury site, limit care providers etc.
7. Assist Athletic Trainer (ATC) and/or EMS with care as directed.
 - a. Retrieve necessary supplies/equipment.
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance.
9. Document event and debrief.

EMERGENCY ACTION PLAN

Dover High School - Tennis Courts

Activate the Emergency Action Plan (EAP):

- Any loss of consciousness?
- Possible spine injury?
- Dislocation, Open Fracture, Displaced Closed Fracture?
- Difficulty or absent breathing or pulse?
- Uncertainty of if you have a medical emergency.

Emergency Personnel:

The Dover High School athletic trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene.
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911 - Provide the following information:
 - a. Who you are;
 - b. General information about the injury or situation;
 - c. Where you are (provide name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*);
 - d. Address:
25 Alumni Drive, Dover, NH 03820
DIRECTIONS: Directly across Alumni Drive from the front of Dover High School.
GPS COORDINATES: 54G7+2P Dover, New Hampshire
 - e. Any additional information, and;
 - f. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First Aid.
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, they will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. Instruct coach or bystander to GET AED!!!
4. Designate coach or bystander to control crowd.
5. Contact the athletic trainer for Dover High School if not present on scene.
6. Meet ambulance and direct to appropriate site.
 - a. Open appropriate gates/doors.
 - b. Designate an individual to "flag down" and direct to scene.
 - c. Control injury site, limit care providers etc.
7. Assist Athletic Trainer (ATC) /or EMS with care as directed.
 - a. Retrieve necessary supplies/equipment.
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance.
9. Document event and debrief.

EMERGENCY ACTION PLAN

Woodman Park Baseball Field

Activate the Emergency Action Plan (EAP):

- Any loss of consciousness?
- Possible spine injury?
- Dislocation, Open Fracture, Displaced Closed Fracture?
- Difficulty or absent breathing or pulse?
- Uncertainty of if you have a medical emergency.

Emergency Personnel:

The Dover High School athletic trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

1. Check the scene.
 - a. Is it safe for you to help?
 - b. What happened?
 - c. How many victims are there?
 - d. Can bystanders help?
2. Instruct coach or bystander to call 911 - Provide the following information:
 - a. Who you are;
 - b. General information about the injury or situation;
 - c. Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*);
 - d. Address:
11 Towle Avenue, Dover, NH 03820
DIRECTIONS - Baseball field is located to the left of the school as you are facing the main entrance.
GPS COORDINATES - 54P8+VH Dover, New Hampshire
 - e. Any additional information, and;
 - f. ***STAY ON THE PHONE, BE THE LAST TO HANG UP***
3. Perform emergency CPR/First Aid.
 - a. Check airway/breathing/circulation, level of consciousness, and severe bleeding.
 - i. If athletic trainer is present, they will stay with athlete and provide immediate care.
 - ii. If athletic trainer is not present, most qualified coach (training/certifications) will stay with athlete and provide immediate care.
 - b. Instruct coach or bystander to GET AED!!!
4. Designate coach or bystander to control crowd.
5. Contact the athletic trainer for Dover High School if not present on scene.
6. Meet ambulance and direct to appropriate site.
 - a. Open appropriate gates/doors.
 - b. Designate an individual to "flag down" and direct to scene.
 - c. Control injury site, limit care providers etc.
7. Assist Athletic Trainer (ATC) and/or EMS with care as directed.
 - a. Retrieve necessary supplies/equipment.
8. An assistant coach must go with the athlete to the hospital or follow in a car if not allowed in ambulance.
9. Document event and debrief.

ADDENDUM A - Rehearsal Strategy / Exertional Heat Illness Policy & Procedures

The athletic trainer will be responsible for reviewing the Emergency Action Plan (EAP) annually and rehearsing it prior to each sports season.

Coaches at Dover High School and Dover Middle School will be educated on the EAP prior to their first season of coaching during each academic year. The meeting will be a requirement for all coaches, of all levels, of each sport.

The meeting will be directed by the athletic trainer and will include a power point presentation for recent updates along with a hands-on portion. The hands-on portion will run through different scenarios to ensure the coaches understand the EAP. All coaches will be provided the opportunity to ask questions. The athletic trainer will be responsible for ensuring there is a proper and adequate answer to all questions.

All coaches must sign in to prove their attendance (see Addendum B). The documentation of attendance will be stored with the athletic trainer.

The athletic director will be provided with a copy of the EAP and will be required to attend one of the meetings with the coaches. The athletic director must sign in to prove attendance.

Exertional Heat Illness Policy & Procedures

I. Purpose of Policy:

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is needed.

National governing bodies, such as the National Federations of High School Associations, National Collegiate Athletic Association (NCAA) and numerous state athletic/activity associations, have published guidelines for the prevention, monitoring and treatment of exertional heat illnesses. In addition, national authorities such as the National Athletic Trainers' Association and the Korey Stringer Institute have published research to support best practices in this area. The development of the organization's heat acclimatization guidelines will be based on the current best practice documents.

II. Policy Statement:

This policy describes the best practice procedures for the prevention, monitoring, and when necessary, the treatment of exertional heat illnesses for students/athletes, faculty and staff of **Dover High School and Dover Middle School**.

This policy will be a living, working document, that is continually reviewed and updated yearly as the organization and our community changes.

III. Definitions:

- *Acclimatization* – The process of gradually increasing the intensity of activity in a progressive manner that improves the body's ability to adapt to and tolerate exercise in the heat.

- *Wet Bulb Globe Temperature* – The WBGT is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a comprehensive measure that can be used to monitor environmental conditions during exercise. WBGT is different than heat index, as it is a more comprehensive measurement of environmental heat stress on the body.
- *Non-Practice Activities* – Activities that include meetings, injury treatment, and film study.
- *Practice* – The period of time that a student-athlete engages in coach-supervised, school approved sport or conditioning related-activity. Practice time includes from the time the players report to the field until they leave.
- *Walk Through* – A period of time where players are reviewing positional strategy and rehearsing plays. Players do not experience contact and thus they do not wear equipment and the intensity of the activity is minimal, often involving walking. This period of time shall last no more than one hour. It is not considered part of the practice time regulation. It may not involve conditioning or weight room activities. Players may not wear protective equipment during the walk through.
- *Recovery Time* – This period of time is defined as non-activity time outside of practices or games. NO ACTIVITY, including non-practice activity, can occur during this time. Proper recovery should occur in an air-conditioned facility, when possible and usually is a minimum of 3 hours in duration.
- *Rest Breaks* – This period of time occurs during practice and is a non-activity time that is in a ‘cool zone’ out of direct sunlight.
- *Exertional Heat Stroke (EHS)*– Defined as having a rectal temperature over 104°F-105°F (40.5°C), and central nervous system dysfunction (e.g., irrational behavior, confusion, irritability, emotional instability, altered consciousness, collapse, coma, dizzy, etc.).
- *Cooling Zone*- An area out of direct sunlight with adequate air flow to assist in cooling. A cold-water or ice tub and ice towels should be available to immerse or soak a patient with suspected heat illness. This may be outdoors or indoors depending on proximity to field.
- *Qualified Health Care Professional (QHP)* - As defined by the American Medical Association (AMA), “is an individual who is qualified by education, training, licensure/regulation (when applicable), and facility privileging (when applicable) who performs a professional service within his/her scope of practice and independently reports that professional service.”
- *Hypohydration*- (reduced hydration status) is a deficit of body water that is caused by acute or chronic dehydration.
- *Central Nervous System Dysfunction*- includes any sign or symptom that the central nervous system is not working properly, including dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, etc.

IV. Scope

This policy applies to all athletics personnel of **Dover High School and Dover Middle School** who are associated with activities where heat illness poses a risk, including but not limited to, outdoor and indoor activities where high temperature and specifically high humidity environmental risks are present.

V. Procedures

Prevention

Pre-participation History and Physical Exam

1. A thorough medical history will be gathered (history of heat illness, sickle cell trait/disease, etc.)
2. Individuals with risk factors will be identified and counseled (see table below):

Risk Factors for Heat Illness	
<i>Intrinsic</i>	<i>Strategies to Minimize Risk</i>
High intensity exercise	Gradually phase in exercise and conditioning
Fever or illness	Monitor and remove at risk athletes as necessary
Dehydration	Educate coaches/athletes on proper hydration Provide adequate access to water
Overweight/obesity	Gradually phase in exercise and conditioning
Lack of heat acclimatization	Follow heat acclimatization program
Medications (antihistamines, diuretics, ADHD drugs)	Monitor and remove at risk athletes as necessary
Skin disorder (sunburn or malaria rubra)	Monitor athletes closely
Predisposing medical conditions	Monitor and remove at risk athletes as necessary
<i>Extrinsic</i>	<i>Strategies to Minimize Risk</i>
High ambient temperature, solar radiation or humidity	Avoid exercise in hotter parts of the day
Heavy gear or equipment	Gradually introduce equipment
Poor practice design	Educate coaches regarding strategies to minimize risk

- When applicable the athletic trainer or persons responsible will be notified of individuals with pre-existing conditions that place the individual at risk of exertional heat illness.
- As necessary, coaches are notified of individuals at higher risk.

Environmental Monitoring and Activity Modification/Cancellation

- Environmental monitoring will occur utilizing a WBGT device **Kestrel 5400 Heat Stress Tracker Pro**.
- Environmental monitoring will occur any time it is warm outside (i.e., over 70°F).
- Environmental monitoring and activity modifications may be necessary for certain types of indoor facilities.
- Monitoring of WBGT will occur every 30 minutes beginning at the scheduled practice time.
 - Certified athletic trainer will monitor the WBGT.**
 - Certified athletic trainer and/or director of athletics will make modifications and/or cancelations to athletic activities.**
 - The WBGT will be measured on grassed and sunny athletic fields on Dover High School property.**
 - All environmental monitoring will be recorded **within device (Kestrel 5400)**.

Cat 3	Cat 2	Cat 1	Activity Guidelines
< 82.0	< 79.7	< 76.1	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2 - 86.9	79.9 - 84.6	76.3 - 81.0	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1 - 90.0	84.7 - 87.6	81.1 - 84.0	Maximum practice time is 2 h. <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 91.9	87.8 - 89.6	84.2 - 86.0	Maximum practice time is 1 h. <u>For Football</u> : No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 92.1	≥ 89.8	≥ 86.2	No outdoor workouts. Delay practice until a cooler WBGT is reached.

Acclimatization

1. Per New Hampshire Interscholastic Athletic Association (NHIAA) acclimatization guidelines.

Fluid Replacement

1. Water breaks will be provided based on the policy on environmental-condition guidelines using work to rest ratios.
 - a. Water or other palatable fluids will be easily accessible before, during and after activity. Cool and flavored beverages are often preferred by athletes and will be made available, when possible, for optimal rehydration.
2. When possible, diet and rehydration beverages will include sufficient sodium (enough to replace losses) to prevent imbalances that may occur as a result of sweat and urine losses.

Monitoring

1. Monitoring of student-athletes safety will be continuous during any physical activity.
2. Athletic trainers, coaches, administrators, and other athletics personnel will be educated on the signs and symptoms of exertional heat illness (see training/retraining in section 6).
 - a. These signs and symptoms include (but are not limited to) the table below:

Headache	Dehydration, dry mouth, thirst
Confusion or just look “out of it”	Decreasing performance or weakness
Disorientation or dizziness	Profuse sweating
Altered consciousness, coma	Collapse, staggering or sluggish feeling
Nausea or vomiting	Muscle cramps, loss of muscle function/balance, inability to walk
Diarrhea	Irrational behavior, irritability, emotional instability

Treatment in the Event of an Exertional Heat Stroke (EHS) - Medical Emergency

Recognition

1. Any athlete with signs of central nervous system dysfunction during exercise in the heat should be suspected to be suffering from exertional heat stroke (EHS) – until a rectal temperature confirms or refutes this diagnosis.
2. Athletes with suspected exertional heat stroke (EHS) will have a temperature obtained via rectal thermometer by a qualified health care professional (QHP).
3. If a qualified health care professional (QHP) is not available/present, cooling will begin immediately, and EMS will be called.

Cooling

1. If rectal temperature is between 102°-104°F, initiate cooling via rotating cold wet towels.
2. If rectal temperature is at or above 104°F, initiate the exertional heat stroke treatment protocol and contact EMS services immediately.
3. The athlete must be moved to a cooling zone, begin appropriate treatment and continuously monitor the athlete.
4. Excess clothing shall be removed to aid cooling.
 - a. If removal of clothing and/or equipment would cause delays of 5+ minutes, do not remove and initiate cooling.
5. Place athlete in a cold-water (35-59°F) tub up to the neck.

- a. Wrap a towel across the chest and beneath both arms to prevent the athlete from sliding into the tub.
 - b. Ice shall cover the surface of the water at all times.
 - c. Water shall be continuously and vigorously stirred to maximize cooling.
 - d. An ice-cold towel will be placed over the head/neck and rewet and replaced every 2 minutes.
 - e. Cooling shall cease when body temperature reaches 102°F.
6. Cold Water Immersion (CWI) Tub.
 - a. Must be set up:
 - i. **When WBGT reading approaches 76.3 - 81.0**
 - ii. **The CWI Tub will be set up as dictated by practice locations and space availability on the grounds of Dover High School.**
7. Cool First, Transport Second.
 - a. When an athlete is diagnosed with exertional heat stroke (EHS), the principle of, 'Cool First, Transport Second', will be used.
 - i. Note: EMS should not transport the athlete until they reach 102°F due to the inability to continue vigorous cooling in the ambulance

Vital Sign Monitoring

1. The qualified health care professional (QHP) will monitor vital signs including core body (rectal) temperature, heart rate, blood pressure and other vital signs. This will be monitored regularly throughout the cooling process.

EMS

1. EMS must be called immediately if a patient is suspected of exertional heat stroke (EHS).
2. HOWEVER, any patient with exertional heat stroke (EHS), must be **cooled FIRST and then transported via EMS.**
 - a. This 'Cool First, Transport Second' EAP protocol will be communicated/shared with EMS annually PRIOR to the first official sport practice at the school in accordance with the EAP policy and procedures.

Return to Activity

Patients who have suffered an Exertional Heat Illness must complete a rest period and obtain clearance from a physician before beginning a progression of physical activity under the supervision of a qualified medical professional. The following is the suggested protocol:

- Activity should first begin in a cool environment.
- Once patient has shown success with exercise in a cool environment, patient should then complete the heat acclimatization protocol (above) for progression back into exercise in a warm environment.
- Body temperature monitoring may be recommended during the first 1-2 weeks for those returning from exertional heat stroke (EHS), episode.

ADDENDUM B - Documentation of Seasonal Coaches Educational Meeting
Topic: Emergency Action Plan (EAP) Rehearsal

Sign in Sheet

Coach Name (printed)	Sport	HS	MS	Signature

Notes:

ADDENDUM C - Documentation of Emergency Equipment Maintenance

AED

Responsible Party for Ensuring AED Maintenance:
AEDs should be checked every month.

[illegible]

DOVER SCHOOL DISTRICT	POLICY CODE: GCFA
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SECOND READING

HIRING AND ADVANCEMENT POLICY FOR ADULT EDUCATION PROFESSIONAL STAFF

Approved by DALC Board March 17, 2015

~~Professional staff members hired for the Dover Adult Education Program will be placed at an appropriate step of the Dover Adult Education Staff Pay Scale as recommended by the DALC director and approved by the Superintendent of Schools and the Dover School Board. Professional staff members will include teaching or counseling in the adult diploma and adult basic education programs. Enrichment class teaching, tutoring, or other services not compensated at the professional level, service in other educational programs, and staff development training hours shall not be included.~~

~~In recommending professional staff members for an appropriate step, the DALC director shall take into consideration professional experience in education at all levels and particularly in adult education. Relevant industrial experience shall also be taken into consideration for vocational teachers. These experiences shall be evaluated, and placement recommendation made according to the guidelines indicated here below. The Dover School Board reserves the right to make exceptions to the guidelines.~~

~~Progression to the next higher step on the adult education salary schedule will require the completion of 250 additional hours of successful professional services at Dover Adult Learning Center prior to the beginning of the academic year for which the salary level is being set.~~

DALC staff members may be hired in instructional, support or administrative roles. Positions may be hourly or salary, as indicated in the chart below. New hires will be paid at a rate within the appropriate range according to their level of skill and experience and will advance within the range based on their performance.

Professional **All** staff members are contracted to work for a specific period of time: a semester, a course or a year. Renewal of contracts is subject to grant funding and performance. A teacher may retain the same teaching load and schedule from year to year, provided grant funding allows and performance is satisfactory. Teachers may request changes to their schedule mid-year or from one year to the next and may swap **exchange assignments** with one another for time slots, subject or level with program coordinator's recommendation and director's approval. If a teacher vacates a position without taking on another to replace it, that position will be posted internally, and applications taken and reviewed. If no suitable candidates are found, the position will be posted externally.

Wages are set at market rates comparable to similar positions within the region and COLA increases are made when Bureau of Adult Education grant funding allows. Hourly rates for FY23 are as follows:

Instructional Positions

<u>Adult Education & Literacy Teacher</u>	<u>\$27-32</u>
<u>Adult High School Diploma Teacher</u>	<u>\$27-32</u>
<u>Technology Integrator</u>	<u>\$27-32</u>
<u>Computer Literacy Teacher</u>	<u>\$27-32</u>

Support Positions

<u>HiSET Supervisor</u>	<u>\$22-24</u>
<u>HiSET Proctor</u>	<u>\$14-17.50</u>

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<u>Counselor Aide</u>	<u>\$15-19</u>
<u>Office Assistant</u>	<u>\$15-19</u>
<u>Receptionist</u>	<u>\$14-17.50</u>
<u>Childcare Coordinator</u>	<u>\$15-19</u>
<u>Childcare Assistant</u>	<u>\$14-17.50</u>

Administrative Positions

<u>Data Manager</u>	<u>\$22-24</u>
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The following year-round, full-time positions are paid an annual salary, commensurate with experience, and are benefits eligible.

Instructional Positions

Counselor
Student Services Coordinator
Volunteer Tutor Coordinator

Guidelines for Initial Placement of Staff Members on the Adult Education Salary Schedule

- STEP 1 — under 250 hours adult education OR 1-8 years teaching, industrial —
- STEP 2 — 250-499 hours adult education OR 9-16 years other teaching, industrial
- STEP 3 — 500-749 hours adult education OR 17+ years other teaching, industrial
- STEP 4 — 750 hours adult education
(Dover School Committee — Adopted 7/81)
- STEP 5 — professional staff member with master's degree or above, ten or more years of successful adult education experience, and currently employed by DALC for twenty hours per week or more.
(approved by DALC Board 9/96)

RESOLUTION OF RECOGNITION

RE: *Dover School District Staff Retirements 2022*

WHEREAS *the Dover School District relies upon dedicated individuals to work with our students, and*

WHEREAS *those dedicated teachers and staff members can have a life-long impact in the life of a child, and*

WHEREAS *this level of dedication demonstrates a sense of compassion, caring, and love for students, and*

WHEREAS *one measure of dedication is their many years of service to the community, and*

WHEREAS *those individuals worked tirelessly for many years and each day arrived at work with one goal in mind: to make the Dover School District a safe and exciting place for children, and*

WHEREAS *the following individuals have worked selflessly for a total of 243 combined years for the Dover School District:*

*Vicki Cote
Diana Edgecomb
Paula Glynn
Tracy Janelle
Robin LaFleur
Brenda LeClair
Maria Rouillard
Lucinda Shattuck
Barbara Soris
Melissa Stein*

NOW THEREFORE BE IT RESOLVED *that the Dover School Board and the Dover School community acknowledge the contribution and thank these most important individuals for their many years of dedicated service and devotion to the children and community of the Dover School District.*

SUBMITTED BY:

Carolyn Mebert, Chairperson

Jessica Rozzo, Vice Chairperson

Kathleen Morrison, Secretary

Maggie Fogarty

Robin Trefethen

Micaela Demeter

Michelle Clancy

June 13, 2022

Memorandum of Understanding

Woodman Park Elementary School will partner with the Seymour Osman Community Center and Youth Safe Haven by participating in the SOCC Afterschool Program, and commits to do the following for the year starting July 1, 2022 and ending June 30, 2023:

1. Information and data

- a. Provide report cards, progress reports, and test scores for program participants (with parent-signed information releases), to be used as evaluation and assessment tools by SOCC staff.
- b. Provide oral and written communication with SOCC staff to report program participants' achievements and obstacles (for students with parent-signed information releases).
- c. Provide aggregate data on behavior incident reports for program participants.
- d. Provide e-mail address of staff and mailbox at school to facilitate communication between SOCC staff and school personnel.
- e. Provide curriculum resources to allow SOCC staff to develop activities that are aligned with school-day instruction.

2. Volunteer time

- a. Provide representation on SOCC Board of Directors.

3. Provide space

- a. Five classrooms every school day for homework lab (3:00-4:00).
- b. Three classrooms every school day for enrichment programs (4:00-6:00).
- c. Technology devices (Chrome Cart, Ipads, tablets, etc) for weekly enrichment program (4:00-6:00).
- d. Gymnasium every school day for enrichment programs (3:00-6:00).
- e. Gymnasium/Cafeteria/Black Top for quarterly fundraisers or family events.
- f. Provide SOCC Program Director and Site Coordinator with swipe card entry to building.

4. Staff development

- a. Provide opportunities for SOCC staff to participate in relevant teacher workshops.
- b. Provide opportunities for SOCC staff to invite teachers and interns to afterschool program activities.

5. Support

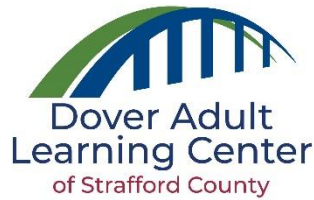
- a. Provide SOCC staff access to Title IX Coordinator, 504 Coordinator and an English Language Learners (ELL) Coordinator, as needed for consultation on issues related to students requiring additional services.

Woodman Park Elementary School sees its role as supporting the SOCC Afterschool Program toward achievement of its goals. In carrying out the program, the Seymour Osman Community Center and Youth Safe Haven will manage, fund, and evaluate program operations.

Signed this _____ day of _____, 20____:

Ryan Crosby
Executive Director
Seymour Osman Community Center

Patrick Boodey/William Harbron
Principal/Superintendent
Woodman Park Elementary School



TO: William Harbron, Superintendent of Dover Schools
Dover School Board
FROM: Deanna Strand, Executive Director Dover Adult Learning Center
RE: Dover Adult Learning Center Staff & Student Handbook Changes
DATE: April 20, 2022

Remove ~~struck out text~~
Insert **bold text**

Staff Handbook Page 19-21

Dover School District Policy GCFA: HIRING AND ADVANCEMENT POLICY FOR ADULT EDUCATION PROFESSIONAL STAFF

To be replaced with policy to be approved by the Dover School Board at its June meeting.

Staff Handbook Page 34

Email

DALC staff employed for the school year ~~may~~ **will** be issued a Dover School District email address. **Additionally, a gmail address from the NH Bureau of Adult Education will be assigned. This email address will provide access to Canvas. All school related communication should be done via one of these email addresses. All school email is considered public information and is subject to disclosure under Right to Know laws, even if is generated from a personal email address.** ~~Email is accessed through the SAU portal.office.com. It can also be accessed on mobile devices (see the Technology Integrator for email requests and instructions).~~

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 1 OF 2

Job Title: Title I Grant Coordinator
Department: Teaching and Learning Department
Reports To: Superintendent or Superintendent Designee

Summary:

The Title I Grant Coordinator is an educational leader who works with district administration, building administration and staff, as well as families to establish and implement a program for academic support to effectively close student learning gaps in Title I students. The following are the overarching responsibilities of this role.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following:

- Collaborates with district and building administrators to create a comprehensive vision for K-8 academic support to close student learning gaps.
- Writes a comprehensive plan that articulates how the district will reach the established vision and goals.
- Provides direction and support to the Title I teachers and supports staff in implementing and evaluating building specific Title I programs to best meet the needs of students.
- Works collaboratively with the MTSS Director or ensuring the Title I program is an integral part of the district's overall Multi-Tiered System of Support (MTSS). This includes both school year and summer programs.
- Works with district and building administration and Title I staff to create opportunities for staff to receive professional development to continue to grow as educators and to support building and district goals.
- Ensures that all ESEA Title I regulations and laws are met.
- Creates and maintains the Title I budget in compliance with federal regulations.
- Works with district and building administration to establish procedures to procure, manage and maintain an inventory of Title I materials and equipment.
- Works with district and building administration to support family engagement activities.
- Attends regional, statewide, national Title I Coordinator meetings when required.
- Collaborates with other professionals through participation on building and district committees to ensure effective services for students served in ESEA Title I funded programs.
- Disseminates information about Title I requirements to district and school-level staff.
- Other duties as assigned by the Superintendent.

Minimum Qualifications:

- Master's degree, CAGS or PhD in Elementary Education, Educational Leadership/Administration, Literacy, or Curriculum Development.
- Five or more years of district leadership experience including experience supervising academic programs and staff.
- Either have or be eligible for administrative certification within one year.
- Demonstrated ability to work with and effectively communicate with administrators, staff and families.
- Experience in strategic planning as well as budget development.
- Federal grant management highly recommended.

Technology Skills:

To perform this job successfully, an individual should have operational knowledge of and experience with computer software and hardware including:

- Familiarity with the technology systems used by teachers and students.
- Effective use of the current technology products and systems utilized by the district.
- Ability to facilitate collaboration between the IT Department and teachers.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

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

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

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 1 OF 2

Job Title: Title III Grant Coordinator
Department: Teaching and Learning Department
Reports To: Superintendent or Superintendent Designee

Summary:

The Title III Grant Coordinator is an educational leader who works with district administration, building administration and staff, as well as families to establish and implement a program for academic support to effectively close student learning gaps in ESOL students. The following are the overarching responsibilities of this role.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following:

- Collaborates with district and building administrators to create a comprehensive vision for K-12 academic support to close student learning gaps in ESOL students.
- Writes a plan that articulates how the district will reach the established vision and goals.
- Provides direction and support to the Title III teachers and supports staff in implementing and evaluating building specific Title III programs to best meet the needs of students.
- Works collaboratively with the MTSS Director on ensuring the Title III program is an integral part of the district's overall Multi-Tiered System of Support (MTSS). This includes both school year and summer programs.
- Works with district and building administration and Title III staff to create opportunities for staff to receive professional development to continue to grow as educators and to support building and district goals.
- Ensures that all ESEA Title III laws and regulations are met.
- Creates and maintains the Title III budget in compliance with federal regulations.
- Works with district and building administration to establish procedures to procure, manage and maintain an inventory of Title III materials and equipment.
- Works with district and building administration to support family engagement activities.
- Attends regional, statewide, national Title III Coordinator meetings when required.
- Collaborates with other professionals through participation on building and district committees to ensure effective services for students served in ESEA Title III funded programs.
- Disseminates information about Title III requirements to District and school-level staff.
- Other duties as assigned by the Superintendent.

Minimum Qualifications:

- Master's degree, CAGS or PhD in Elementary Education, Educational Leadership/Administration, Literacy, or Curriculum Development.
- Five or more years of district leadership experience including experience supervising academic programs and staff.
- Either have or be eligible for administrative certification within one year.
- Demonstrated ability to work with and effectively communicate with administrators, staff and families.
- Experience in strategic planning as well as budget development.
- Federal grant management highly recommended.

Technology Skills:

To perform this job successfully, an individual should have operational knowledge of and experience with computer software and hardware including:

- Familiarity with the technology systems used by teachers and students.
- Effective use of the current technology products and systems utilized by the district.
- Ability to facilitate collaboration between the IT Department and teachers.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

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

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

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 1 OF 4

Job Title: Curriculum, Instruction, and Assessment (CIA) Co-Directors
Department: Teaching and Learning Department
Reports To: Superintendent or Superintendent Designee

Summary:

The following are the overarching responsibilities of this role. CIA Co-Directors will collaborate with each other to flexibly determine project plans and individual responsibilities.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following:

- Develop a collaborative and interdependent leadership structure
- Provide leadership for district aligned professional development
- Use data to systematically inform curriculum development and implementation
- Support research-based instructional practices
- Provide leadership and management of a coherent assessment system
- Support the integration of technology to enhance learning
- Other duties as assigned by the Superintendent

Professional Learning:

- Create and maintain a positive culture for professional learning
- Work with Superintendent to establish a professional development plan
- Manage and implement a professional development plan including a yearlong map
- Plan, implement, and communicate structures for accountability regarding certifications
- Stay current on curriculum, instruction, and assessment best practices
- Facilitate summer learning opportunities
- District collaboration
- Grant development and management

Curriculum:

- Implement a curriculum renewal plan to evaluate, develop, align, implement, and refine curriculum, based on NH state standards
- Provide guidance for curriculum adoptions
- Resource management and alignment with curriculum

Instruction:

- Support building administrators in their role as instructional leaders
- Create and maintain a structure for non-evaluative instructional coaching
- Engage in non-evaluative instructional coaching
- Support best practices in instructional planning
- Develop and support instructional leadership among teachers
- Support and advance competency-based instructional practices
- Support formative assessment practices, including feedback loop

Assessment:

- Support formative and summative assessment practices
- Manage state and local assessments
- Facilitate data-informed decision making
- Communicate assessment results to stakeholders
- Support and advance competency-based grading and reporting practices
- Collaborate with the MTSS coordinator to develop a balanced assessment system

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
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Technology Collaboration:

- Collaborate with media specialists to vet technology resources for instructional use
- Communicate with and assist teachers, staff, and administrators regarding technology integration
- Support the technology department in implementing new end user technology
- Oversee the curriculum content on the website
- Collaborate with the technology team to advance district goals related to curriculum, instruction, and assessment
- Communicate technology support related to curriculum, instruction, and assessment

District Collaboration:

- Collaborate with building administrators to support Collaborative Teams (Professional Learning Communities)
- Foster professional relationships with surrounding districts and consultants to build and maintain educational expertise
- Maintain consistent communication with all stakeholders, including the school board
- Facilitate district level committees regarding curriculum, instruction, and assessment
- Oversee director/s of summer school and coordinate with the facilities department
- Collaborate with Student Services to ensure success for all students
- Collaborate with administrators to develop and maintain district-wide system to advance curriculum, instruction, and assessment
- Promote collaboration within the district to facilitate vertical and horizontal alignment

Grants:

- Collaborate with the business office to write and monitor state and federal grants
- Research available grants to supplement resources

State Level Collaboration:

- Stay current on DOE policies and initiatives
- Maintain connections with statewide Curriculum Directors

Supervisory Responsibilities:

- The position involves no supervision responsibilities

Competencies:

To perform the job successfully, the individual should effectively demonstrate the following competencies:

- Effectively communicate with a variety of stakeholders through appropriate channels
- Use communication approaches that support shared responsibility
- Establish and sustain a culture focused on strength-based learning
- Lead, organize, and manage extensive projects related to teaching and learning
- Support and spread continuous improvement which enables a culture of mutual accountability
- Build, sustain and facilitate effective teams related to district goals
- Apply extensive knowledge base of competency-based education, curriculum, instruction, and assessment to improve student achievement
- Work in an interdependent, mutually accountable, collaborative team
- Use professional judgement to flexibly address complex situations that arise pertaining to the leadership of teaching and learning
- Develop mission driven project plans and strategically prioritize goals and outcomes
- Build educators capacity for meaningful instructional and assessment practices using student-centered coaching
- Build educators capacity for meaningful, student-centered curriculum development

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 3 OF 4

- Write and manage federal and local grants to advance district goals

Essential Position Aims:

To develop a collaborative and interdependent leadership structure that is mutually accountable to address the following major functions of the Teaching and Learning Department.

1. Develop a model of a highly functioning interdependent and collaborative team that is anchored in:
 - a. **Mission:** Why do we exist?
 - b. **Vision:** What must we become to accomplish our fundamental purpose?
 - c. **Values:** How must we behave to achieve our vision?
 - d. **Goals:** How will we mark our progress?
2. Develop and implement curriculum, assessment, and instructional practices that coherently aligns with competency-based education and portrait of a learner and develops a robust Tier I that works collaboratively with Tier II and Tier III in delivering a coherent system of planning and delivery of curriculum/interventions.
3. Develop and implement a system of data analysis and feedback in collaboration with MTSS to continually improve the effectiveness of instruction to achieve equitable and high levels of student learning and achievement.
4. Develop and implement a data informed system to evaluate the selection of instructional resources and practices.
5. Develop and implement a system of ongoing research and development to align grants with the resources needed to support all aspects of teacher development and provide ongoing support for the continual improvement of student learning and achievement and provide oversight and assessment of grants.
6. Develop and implement a system of technology integration that continues to enhance the design and implementation of curriculum and the effective use of technology to support teachers' instruction and management of student learning and to engage students as leaders in their learning process.
7. Develop and provide observation tools related to reading and math instruction to guide and enhance the principals' observation and feedback cycle.
8. Develop and implement a cycle of Board Reports to inform board members of teaching and learning practices, curricular programs, and student performance and achievement.
9. Develop and implement a system of literacy support to continually use the science of reading to improve the effectiveness of reading instruction to achieve the literacy initiative of kindergarten through fourth graders achieving the following goals:
 - The Dover School District's elementary schools envision at the conclusion of fourth grade that all students will be competent readers as defined by the New Hampshire College and Career Readiness Standards.
 - Dover Middle School envisions at the conclusion of eighth grade that all students will be competent readers as defined by the New Hampshire College and Career Readiness Standards.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 4 OF 4

- All students in K-8 will consistently meet the English Language Arts Competencies equating to one year's growth.

Qualifications:

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

Education and/or Experience:

The position requires a minimum 5 years' experience as a highly effective classroom teacher and teacher leader, extensive knowledge of competency-based education, extensive knowledge on the implementation and development of collaborative teams (Professional Learning Communities), and professional coaching skills to successfully support classroom teachers. Either have or be eligible for administrative certification within one year.

Technology Skills:

To perform this job successfully, an individual should have operational knowledge of and experience with computer software and hardware including:

- Familiarity with the technology systems used by teachers and students
- Effective use of the current technology products and systems utilized by the district
- Ability to facilitate collaboration between the IT Department and teachers

Certificates, Licenses, Registrations:

Either have or be eligible for administrative certification within one year.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

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

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

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BUILDINGS AND GROUND MANAGEMENT / INTEGRATED PEST MANAGEMENT PROGRAM

School District properties will be maintained in good physical condition: safe, clean, and sanitary, and as comfortable and convenient as the facilities will permit or the use requires. In the event the District receives money from the state School Building Aid program, the district will develop a 20-year maintenance plan, as required by statute.

The Facilities Director, who reports to the Business Administrator, will have the general responsibility for the care, custody, and safekeeping of all school property, establishing such procedures and employing such means as may be necessary to discharge responsibility.

The School District will work in coordination with the City Community Services Department to maintain shared-use grounds, including but not limited to playgrounds and playing fields.

Decisions about which products to use for turf management, and pest control, and weed control will be made with the best interest of the student's health and well-being and keeping the health of our environment in mind. The City and Schools will regularly review pest management techniques in keeping with best practices in the turf management industry. In fulfilling their obligation to ensure safe and useable public green spaces around the city and schools, the City and School Department will continue to seek the safest and most cost-effective means for turf treatments, ensuring at all times, the means and materials used are safe and applied in conformance with proven acceptable practices and regulatory standards.

The Integrated Pest Management (IPM) program will provide for the safest and lowest risk approach to controlling pest problems while protecting people, the environment and property. The IPM program focuses on long-term prevention and ensures that non-chemical methods will be considered first when selecting appropriate pest and weed control techniques. The District will strive to eliminate the use of all chemical controls. Pests will be controlled to protect the health and safety of students and staff, maintain a productive learning environment and maintain the integrity of school buildings and grounds.

Turf management and pest control products will be used when students are not on the property and areas treated will be posted as such. The District will make all reasonable efforts to follow the Principles of Natural Turf Management, provided that those methods both address the need for usable turf surfaces and preserve the investment of the property being treated.

The following turf care procedures will be implemented:

- There will be no automatic application or blanket application of weed or pest control.
- Each playing field will be spot checked for grubs during the month or months most important in the grub life cycle.
- Each field will be soil tested on an annual basis
- Fields will be top-dressed with compost as needed
- Each field will receive a plug aeration, a slice aeration, and a deep tine aeration
- Each field will be slice seeded using native and common type grass seed
- Strategic turf replacement with pre-cut sod will be placed as needed (e.g., goal mouths). Lime will be applied to all fields to maintain proper PH balance
- Appropriate Fertilizer applications 4 times per year to encourage deep and healthy root growth.

The appropriate weed and pest control will be used only as needed and should be organic, as

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defined by the USDA. There will be no automatic application of weed control or pest control. Irrigation control will be used to maintain the appropriate saturation of the soil and all fields will be maintained between at a height of 2 ½" to 3" except Fiske field in the fall that is required to be not more than 1" in height for Field Hockey.

In those instances where pesticide products fall outside of these specific guidelines, the District's decisions on pest management methods or product selection will conform to the spirit and intent of this policy and these guidelines

The District will use only those pest management products that can be applied in a manner and at a time where no person will inhale or come into direct contact with them or be exposed to volatile agents.

At the building level, the principal will work in collaboration with maintenance and custodial staff to oversee the school plant ensure the proper care of school property by staff and students.

Adopted December 11, 2017
Revised December 14, 2020

DOVER SCHOOL DISTRICT
Condition of Accounts - June 13, 2022

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 22,639,154	\$ 19,420,521	\$ 3,218,633	\$ 4,389,364	\$ (1,170,731)
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,109,962	\$ 12,704,650	\$ 2,405,312	\$ 1,852,140	\$ 553,171
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,563,623	\$ 1,616,692	\$ 946,931	\$ 367,366	\$ 579,565
1400	OTHER EDUCATIONAL PROGRAMS	\$ 739,826	\$ 736,563	\$ 3,263	\$ 43,760	\$ (40,496)
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 225,968	\$ 198,012	\$ 27,956	\$ 5,863	\$ 22,093
2100	SUPPORT SERVICES - Students	\$ 4,929,848	\$ 3,856,623	\$ 1,073,225	\$ 801,365	\$ 271,860
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,635,780	\$ 1,139,286	\$ 496,493	\$ 177,445	\$ 319,048
2300	SUPPORT SERVICES - General Admin.	\$ 1,555,713	\$ 1,298,806	\$ 256,907	\$ 206,204	\$ 50,704
2400	SUPPORT SERVICES - School Admin.	\$ 3,118,150	\$ 2,878,633	\$ 239,517	\$ 163,750	\$ 75,767
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,125,976	\$ 4,712,434	\$ 413,543	\$ 832,752	\$ (419,209)
2700	SUPPORT SERVICES - Student Transportation	\$ 3,374,362	\$ 3,356,238	\$ 18,124	\$ 529,708	\$ (511,585)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,388,748	\$ 1,115,347	\$ 273,401	\$ 49,877	\$ 223,524
2900	SUPPORT SERVICES - Other	\$ 24,342	\$ 22,347	\$ 1,995	\$ 16,579	\$ (14,583)
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	\$ 55,842,878	\$ 13,842,482	\$ 13,843,071	\$ (589)
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 1,524,781	\$ 125,219	\$ 6,919	\$ 118,300
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 10,600,498	\$ 4,094,070	\$ 6,506,428	\$ 386,900	\$ 6,119,527
Summarized Condition of District Expenditures:		\$ 81,935,858	\$ 61,461,729	\$ 20,474,129	\$ 14,236,891	\$ 6,237,239

DISTRICT-WIDE Revenue						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
01311.3410	TUITION - REGULAR FROM PARENTS	\$ -	\$ 7,525	\$ (7,525)	\$ -	\$ (7,525)
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	\$ 59,415	\$ (18,998)	\$ -	\$ (18,998)
01321.3390	TUITION - BARRINGTON	\$ 2,596,147	\$ 2,793,699	\$ (197,552)	\$ 12,920	\$ (210,471)
01321.3390	TUITION - NOTTINGHAM	\$ 1,881,216	\$ 1,450,999	\$ 430,217	\$ 171,201	\$ 259,016
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 7,800	\$ 2,200	\$ -	\$ 2,200
01321.3390	TUITION - BELLAMY ACADEMY	\$ 81,690	\$ 143,762	\$ (62,072)	\$ -	\$ (62,072)
01322.3390	TUITION - SPED AIDES	\$ 275,000	\$ 297,625	\$ (22,625)	\$ -	\$ (22,625)
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	\$ 73,537	\$ 30,463	\$ -	\$ 30,463
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 10,750,684	\$ 10,750,740	\$ (56)	\$ -	\$ (56)
03210.3700	SCHOOL BUILDING AID	\$ 389,462	\$ 389,462	\$ (0)	\$ -	\$ (0)
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	\$ 93,491	\$ (8,491)	\$ -	\$ (8,491)
04220.3599	ABE ALLOCATION	\$ 45,918	\$ 35,175	\$ 10,743	\$ -	\$ 10,743
04310.3311	IMPACT AID	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000
04580.3311	MEDICAID DISTRIBUTION	\$ 250,000	\$ 164,055	\$ 85,945	\$ -	\$ 85,945
05251.3918	FUND TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUE:		\$ 18,182,086	\$ 18,143,571	\$ 38,515	\$ 184,121	\$ (145,605)
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 1,801,034	\$ (151,034)	\$ -	\$ (151,034)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 10,523,383	\$ 3,324,330	\$ 7,199,053	\$ -	\$ 7,199,053
Summarized Condition of District Revenue:		\$ 30,355,469	\$ 23,268,935	\$ 7,086,534	\$ 184,121	\$ 6,902,414

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 18,182,086	\$ 18,327,691
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	\$ 69,834,197
TOTAL GF Expenditure:	\$ (69,685,360)	\$ (69,685,949)
Ending GF Fund Balance:	\$ 3,232	\$ 148,248
TOTAL FS Revenue:	\$ 1,650,000	\$ 1,801,034
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,531,700)
Ending FS Fund Balance:	\$ -	\$ 269,334
TOTAL Other SR Fund Revenue:	\$ 10,523,383	\$ 3,324,330
TOTAL Other SR Fund Expenditures:	\$ (10,600,498)	\$ (4,480,971)
Ending Grant Fund Balance:	\$ (77,115)	\$ (1,156,641)



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, May 13, 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

1. **Resignations/Retirements** – I recommend approving the resignations and/or retirements as listed.
2. **Leaves of Absence** – I recommend approving leaves of absences as listed.
3. **Nominations** – I recommend approving the new nominations as listed.
4. **Extended Trips** – I recommend approving Dover Regional CTC extended travel:
 - a. Skills USA Nationals – June 20-25, 2022 – Atlanta, Georgia
 - b. FFA Nationals – October 26-29, 2022 – Indianapolis, Indiana
5. **Donations** – I recommend approving the June Donations as presented.

I. POLICY – CHANGES – PROPOSALS:

1. **Emergency Action Plan** – Policy JLCJA – Emergency Plan for Sports Related Injuries and Additional Protocols for Athletic Participation requires the creation of an Emergency Action Plan for the Dover High School Athletics Program. Peter Wotton has facilitated the development of the plan. The plan must be adopted by August 1, 2022. Peter Wotton will be available to answer questions from the Board. I recommend the Board move forward in adopting the Emergency Action Plan. A copy of Policy JLCJA has been included in the Board Agenda materials for your reference.

J. POLICY ADOPTION:

1. **GCFA – Hiring and Advancement Policy for the Adult Education Professional Staff** – Second Reading – Michael Limanni and Deanna Strand have worked together to revise this policy to bring further clarity to actual practices as they relate to the personnel hired for the operations of the Dover Adult Learning Center.

K. RESOLUTIONS:

1. I recommend the Board approve the Dover School District, SAU-11 Resolution of Recognition.

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **Memorandum of Understanding** – I recommend the Board approve the Memorandum of Understanding for Woodman Park School and Seymour Osman Community Center (SOCC). This viable after school program serves the students at Woodman Park School. Stacey Kearns, SOCC Director, will be available to provide an overview of the program and to answer any questions pertaining to the program and Memorandum of Understanding.
2. **Dover Adult Learning Center (DALC) Staff and Student Handbook Changes** – Deanna Strand, DALC Director, will be available to answer questions pertaining to the DALC Staff and Student Handbook changes. I recommend the Board approve the changes.
3. **Job Description – Title I Grant Coordinator Job Description** – Paula Glynn has developed a job description for a Title I Coordinator. I recommend the Board approve the job description as presented.
4. **Job Description – Title III Grant Coordinator Job Description** – Paula Glynn has developed a job description for a Title III Coordinator. I recommend the Board approve the job description as presented.
5. **Job Description – Curriculum, Instruction, and Assessment Co-Director Job Description** – A job description has been developed for the Curriculum, Instruction, and Assessment Co-Directors. I recommend the Board approve the job description.
6. **Request to Waive School Board Policy EC – Buildings and Ground Management-Integrated Pest Management Program, for the Dover High School Softball Field** - As you may know the District had two new Softball fields installed with the building of the new high school. We are requesting a waiver to the attached policy EC-Buildings & Grounds. The facilities department has been following the organic policy that describes how the fields can be treated, for the last 3 years, with exception of spot treatment of herbicides. Currently the new softball fields are not thriving yet because they are not as established like other fields; because of this, we are looking for a waiver to allow the grounds team to blanket treat the softball fields with one application of LESCO 3-Way along with two applications of compost and our seasonal aeration and slice seeding. The LESCO 3-Way will be used to control the abundance of clover which has taken over the fields.
7. **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 a summary for the month of May 2022:

▪ Weekly Review for Monday, May 2 through Friday, May 6:

The district was deeply saddened to learn of the untimely death of Christopher McCann, a Science Teacher at Dover High School, and the advisor of the Key Club. Chris had taught at Dover High School since 1998. Chris was a passionate learner, teacher, and colleague and was the longtime advisor of the Key Club. He dedicated his life to sharing his passion for Earth Science with his students and colleagues. His passion for the field of education and devotion to his students was admirable. He will be missed.

The FY23 budget process ended on Wednesday, May 4th with the City Council approving a \$3.17M over the tax cap. The next steps are completing negotiations with the DTU and working through the details of the FY23 budget. I also want to take this opportunity to commend Michael Limanni on his presentation to the City Council

and for the many hours he has invested in the preparation of the FY23 budget. His talents in the business arena are a positive asset to the financial and business functions of the district. The Board is also to be commended on their work throughout the FY23 budget process. I believe that you effectively provided the budget information the City Council was seeking, which I believe created improved framing of the district's needs for the FY23 budget.

At the SAU level, Christine Boston, Michael Limanni, and I continue to work on the reorganization of the SAU. With the retirements in the business office, retirement of Paula Glynn, and resignation of Christy Prosser, it provides the opportunity for us to rethink the structure, organization, and functions of the SAU. We are targeting the June Board Meeting to bring the restructuring to the Board.

The second meeting was held with the Dover Theatre Group. Both sessions have been productive. The Arts Commission will be working with the district to develop an artist in residence program.

Interview season has started. This week a candidate was interviewed for a DHS science position as well as a school psychologist candidate.

▪ **Weekly Review for Monday, May 9 through Friday, May 13:**

There were two major events that I feel were the highlights of the week. The first was the Dover Mental Health Alliance's opening reception for the *Many Faces of Our Mental Health: 99 Faces Projects*. The program featured Lynda Cutrell and John Broderick. Lynda Cutrell provided a guided conversation of the *99 Faces* explaining how the project was developed and highlighting the causes of mental illness, and the stories and journeys of the people featured in the exhibit. John Broderick, retired New Hampshire Supreme Court Judge, shared his story about his son's and family's journey with mental health. Café Services provided food for the reception. Seventy-five people participated in the event. The Dover Mental Health Alliance has made great strides since founding the organization, due to the dedication and energy of Suzanne Weete, Cora Long, Greg Dowly, Jodi Langellotti, Karen Morton-Clark, Melissa Lesniak, and Stephen Pappajohn.

The second was the CAPS 56th Annual Meeting. Dover School District, Rochester School District, Somersworth School District, Farmington School District, and Milton School District, along the food service providers and transportation providers of the listed districts received the Distinguished Service Award for providing meals to students during the pandemic. This effort was successful because of the many people coming together to provide this much needed service to families.

On Monday, May 9, Dover High School hosted an Internet Safety Program presented by Scott Driscoll. The program was presented to the eighth, ninth, and tenth grades. The evening session was provided for parents/guardians. Attendance for the parent/guardian session was low. Peter Driscoll is working with the presenter to schedule a webinar for parents/guardians for the fall of 2022.

D.R.E.A.M. – DREAM is part of NEYON (New England Youth Organizing Network) that is coordinated through CYCLE (Center for Youth and Community Leadership in Education) at Roger Williams University. NEYON is almost completely funded by the Nellie Mae Educational Foundation who have routinely expressed support for DREAM and have periodically committed funds for programming.

Roger Williams University reached out to Tom Waldron and encouraged him to apply for the \$2,000 NEYON Fund for DREAM. More details about this funding opportunity can be found here: <https://neyon.org/training-fund/>.

DHS Civic Class – Thank you to Carolyn Mebert, Michelle Clancy, and Micaela Demeter for participating in the conversation with the DHS civics class with Michael Joyal and other city officials. Michael Joyal shared the concerns that were identified by the students.

Dover High School Musical - Dover High School will present the musical *The Music Man* on May 13 and 14 at 7 p.m. and May 15 at 2 p.m. Following two-year absences of musicals, this was an excellent show to restart the theatre efforts of Dover High School.

▪ **Weekly Review for Monday, May 16 through Friday, May 20:**

On Monday, the Board's Negotiation Committee continued negotiations with the DTU. The DTU did not accept the Board's proposed salary scale. The next step in the process is fact finding.

Meetings with the instructional coaches, Paula Glynn, and Ellen Hume-Howard have continued with additional conversations related to the development and planning of the redesign of the SAU Teaching and Learning Department. The sessions have been productive, and planning elements are starting to come together. NH Learning Initiative has provided valuable insights into the work being done on the redesign.

▪ **Weekly Review for Monday, May 23 through Friday, May 27:**

It is deeply concerning and unfortunate that the week's highlight was the tragic shooting that occurred in an elementary school in Uvalde, Texas. As their school community works through the tragedy, keep them in your thoughts and prayers.

The interviewing season for the 2022-2023 school year is underway at the school and district level. The district level involves the finalists that the directors and principals are recommending. For my interviews, I use the instrument *Ventures for Excellence*. The instrument provides questions pertaining to the candidate's purpose and mission, relationship skills, and teaching and learning knowledge. The instrument consists of 22 questions and provides insight on the potential of the candidate to be a successful educator. I have found the instrument provides the district a deeper insight and understanding of the candidate.

On Tuesday, the Dover CTC inducted new members into the National Technical Honor Society and Completers Ceremony.

Friday, May 27 was a professional development day. The professional development was school-based and inclusive of inquiry.