



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #7
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, July 11, 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. Board Workshop, June 13, 2022
 - 2. Regular Meeting #6, June 13, 2022
 - 3. Non-Public Meeting, June 21, 2022
 - 4. Board Workshop, June 23, 2022
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Krysta Arguin – Grade 4 Teacher – Garrison Elementary School - Resignation
 - b. Elizabeth Lent – Guidance Counselor – Dover Middle School - Resignation
 - c. Ashley Oliver – Special Education Teacher – Garrison Elementary School – Resignation
 - d. Samantha Tukey – Regional Career Technical Center Director - Resignation
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DEOP Nominations
 - b. DPA Nominations
 - c. DTU Nominations
 - d. Non-Union Nominations
 - e. Fall Coaching Nominations
 - 6. **Extended Travel (Student Trips):**
 - a. Dover High School – Youth Leadership Institute (YLI), Babson College, Wellesley, MA – August 8-10, 2022
 - 7. **Donations:** None
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** None
- J. POLICY ADOPTION:** None
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:** None
- M. NEW BUSINESS:**
 - 1. Job Description – Assistant Superintendent of Schools
 - 2. Job Description – Director of Student Services
 - 3. Job Description – Data & Reporting Analyst
 - 4. Job Description – IT Platform Manager



DOVER SCHOOL BOARD – AGENDA

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5. Condition of Accounts

- N. SUBMISSION AND PAYMENT OF BILLS**
- O. SUPERINTENDENT’S REPORT**
- P. COMMITTEE REPORTS**
- Q. SCHOOL BOARD MATTERS OF INTEREST**
- R. ADJOURNMENT**

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

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members.

Citizen’s Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens’ Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) minutes unless otherwise extended by the chairperson, with the approval of the School Board.

All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

From: Krysta Arguin <K.Arguin@dover.k12.nh.us>
Sent: Tuesday, June 28, 2022 1:37 PM
To: William Harbron <w.harbron@dover.k12.nh.us>
Subject: Resignation

Hi Dr. Harbron,

I am emailing to let you know that I have decided to resign from teaching. I will not be returning to Garrison after this summer and will be pursuing a career in Tech. This was one of the hardest decisions I've ever had to make. I LOVE teaching, my students, and the staff at Garrison but unfortunately my pay is not sustainable.

I have spoken with Aaron and have emailed Beth to let them know as well. I truly hope for nothing for the best for Dover in the future and want to thank you for all you do to support the students and teachers of Dover.

Respectfully,

Krysta Arguin
4th Grade Teacher
Garrison Elementary School

file

May 11, 2022

To: Ms. Lyndes,

Please accept this letter as my formal resignation from my School Counseling position at the Dover School District effective the last day of my contract June 17, 2022.

I am grateful to have been part of this district both as a parent and an educator. I will miss my colleagues, as there are so many dedicated and talented professionals with whom I work. What a unique opportunity I have had through my career in Dover as many of the students I have in eighth grade presently, I have been with, as their school counselor, since they were in kindergarten. Please know I will continue to be dedicated to my students and my responsibilities through my last day and beyond, should my input be needed.

Respectfully,

Elizabeth Lent

Elizabeth Nylander Lent M.Ed, CMHC

Dear Mrs. Dunton,

I am writing to notify you that I will be resigning from my position as Special Education Teacher/Case Manager with Garrison Elementary School at the end of the school year. My last day will be June 17th, 2022.

I greatly appreciate the opportunities that this school has provided me, as well as the tremendous support from administration and colleagues through some difficult years. I wouldn't have wanted to spend a global pandemic with anyone else! I wish you and Garrison Elementary all the best in the future!

If I can be of any assistance during the transition, I would be happy to help. I can be reached anytime at [REDACTED].

Sincerely,

Ashley Oliver

June 21, 2022

Dear Dr. Harp...

Please accept this as my formal resignation from the Dover School District effective immediateiv. I am grateful for all of the support during my short time as the CTE Director. It has been a pleasure working for you and being a part of the Dover High School team. I sincerely appreciate all of the valuable experiences I have gained while in this position.

The CTC staff is one of a kind and truly one of the best groups of professionals that I have ever worked with. I wish everyone the absolute best and am confident that they will all continue to find success.

Please let me know if I can help during the transition period.

Thank you again for all of your support and encouragement.

Sincerely,



Samantha Tukey

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

TO: DOVER SCHOOL BOARD

DATE: July 11, 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 2022-2023 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Howard, Gregory	Admin. Asst.	SAU	Kimberley Hamel	\$20.30	C4, Step 4
Barnes, Ceili	Admin. Asst	Dover Middle School	Deb McCann	\$18.58	C4, Step 1
Peck, Sarah	Admin. Asst.	Dover High School	Vicki Cote	\$17.30 / hr.	C2, Step 2
Towle, Julie	Admin. Asst.	Dover High School CTC	Janet Mason	\$21.58 / hr.	C4, Step 6

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

TO: **DOVER SCHOOL BOARD**

DATE: July 11, 2022

MEMORANDUM: Nomination and Election of Paraprofessionals

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

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Jacques, Jennifer	Paraprofessional	Woodman Park School	Kate Clinch	\$27.01	C4, Step 7

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

TO: DOVER SCHOOL BOARD

DATE: July 11, 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
Bridges, Dawson	Gr. 7 Social Studies	Dover Middle School	Courtney Hassell	TBD	MA+30, Step 1
Ciancarelli, Nicole	Special Education Teacher	Dover High School	Madison Krasko	TBD	BA+30, Step 4
D’Zurilla, Pamela	Special Education Teacher	Horne Street School	Karen Lovering	TBD	MA, Step 11
Doremus, Ann	Gr. 8 Social Studies	Dover Middle School	Jen Mone	TBD	MA+30, Step 8
Gaddy, Elizabeth	Gr. 1 Teacher – OYO	Horne Street School	Rebecca Leone	TBD	MA+30, Step 1
Garnhart, Jack	Science Teacher	Dover High School	Christopher McCann	TBD	MA, Step 1
Izard, Brucie (Allyson)	English Teacher	Dover High School	OYO	TBD	MA, Step 6
Lambiase, Mark	CTE Computer Programming Teacher	Dover High School CTE	Vacant	TBD	BA, Step 10
LaRoche, Mihaela	World Languages Teacher	Dover Middle School	Nicholas Roy	TBD	MA+30, Step 17
Leveille, Emma	Gr. 2 Teacher	Woodman Park School	Katie Widerstrom	TBD	MA, Step 3
Mannesto, Jennika	Gr. 1 Teacher - OYO	Garrison School	OYO transfer from HSS	TBD	MA, Step 1
Marsden, Callahan	Guidance	Dover Middle School	Beth Lent	TBD	MA, Step 2
Mitro, Elizabeth	Gr. 7 Math Teacher	Dover Middle School	Maddie Tota	TBD	MA, Step 6
Mullett, Jesslyn	Teacher	Dover Middle School	John Clark	TBD	MA, Step 13
Phillips, Elizabeth	Special Education Teacher	Dover High School	Bianca Pietro	TBD	MA, Step 15
Quinatoa, Edison	World Languages Teacher	Dover High School	Miles Gervais	TBD	MA, Step 16
Rielly, Colleen	Gr. 6 Social Studies Teacher	Dover Middle School	Jess Clark	TBD	BA, Step 1
Wood, James	Special Education Teacher	Dover Middle School	Robyn Hayes	TBD	MA, Step 1
Wyda, Jason	Science Teacher	Dover High School	Garrett Main	TBD	MA+30, Step 14

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

TO: **DOVER SCHOOL BOARD**

DATE: July 11, 2022

MEMORANDUM: Nomination and Election of Non-Union Employees

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
Bickford, Travis	Director of MTSS	SAU	New Position	\$90,000	
Hemphill, Kiley	Co-Curriculum, Instruction and Assessment Director	SAU	New Position (Redesign of Teaching & Learning Department)	\$87,000	
Krans, Jennifer	Co-Curriculum, Instruction and Assessment Director	SAU	New Position (Redesign of Teaching & Learning Department)	\$87,000	
Mehalek, Siobhan	Co-Curriculum, Instruction and Assessment Director	SAU	New Position (Redesign of Teaching & Learning Department)	\$87,000	
Moore, Michael	Technology Specialist	District	Jeremy Severson	\$51,359.20	
Small, Abigail	Director of Student Services	SAU	Title Change	\$100,000	

Recommendations

To: Dr. William Harbron
 From: Peter Wotton
 Re: Fall Coaching Recommendations - 2022
 Date: July 11, 2022
 Cc: Kim Lyndes, Peter Driscoll, Tammy Badger

I am recommending the following individuals be nominated for FALL 2022 coaching positions.

<u>Position</u>	<u>Name</u>	<u>Stipend</u>	<u>Replaces</u>
Varsity Cheering	Kelsey Leighton	\$4312.50	
JV Cheering	Mikaela Leighton	\$2550	
Boys Var. Soccer	Ronan O'Doherty	\$3675	
Boys JV Soccer	Don Wason	\$2550	
Boys Reserve Soccer	Corey Hambrook	\$2025	
Middle School B. Soccer	Jason Subirana	\$2025	
Girls Var. Soccer	Jason Wisniewski	\$3675	
Girls JV Soccer	James Wares	\$2550	Chris Clinch
Middle School G. Soccer	Christen Wilhelm	\$2025	
Head Football	Eric Cumba	\$5587.50	
Asst Football	Matt Kimball	\$3712.50	Richard Clough
JV Football	Joshua Droesch	\$3712.50	
JV Football	David Lopez	\$3712.50	
Frosh Football	Justin Crowley	\$3187.50	
Frosh Football	Chris Stamoulis	\$3187.50	
Head Field Hockey	Sarah Richards	\$3675	
JV Field Hockey	Jessica Paul	\$2550	
MS Varsity Field Hockey	Jillian Brickley	\$1612.50	
MS JV Field Hockey	Deb Jacobs	\$1204	
Girls Varsity Volleyball	Whitney Carrier	\$3675	
Girls JV Volleyball	Katie Rebrovich	\$2550	
MS Varsity Volleyball	Emily Boles	\$2025	
MS JV Volleyball	Gloria Tawalujan	\$1613	
B/G Cross County	Nick Piatti	\$3337.50	
B/G Asst. Cross Country	Jeff Sanborn	\$2025	Alyson Mathieu
Middle School Cross Country	Laura Towle	\$1613	
MS Assistant Cross Country	Kaylee Towle	\$1613	
B/G Golf	Matt Fennessy	\$1987.50	
B/G JV Golf	Joe Tenuta	\$300	

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DATE OF ADOPTION: April 13, 2015	PAGE 1 OF 3

EXTENDED TRAVEL

School funded overnight trips as well as clubs and other school approved organizations that engage in overnight, in-state activities are exempt from this policy but must comply with policy IJOA.

Foreign or domestic overnight travel with significant educational value is permitted following approval of the Building Principal, Superintendent, and School Board.

Approval by the School Board shall consist of preliminary approval (permission to plan and to commit funds) and final approval (permission to proceed). Except to determine interest/feasibility, no substantive discussions of foreign travel can be conducted with students until preliminary approval is granted by the School Board. Requests for final approval should be scheduled for the regular School Board meeting approximately one month prior to departure. The School Board may rescind final approval in the event the government issues a travel advisory for any areas on the itinerary or if the safety and well-being of the students may be jeopardized by acts of terrorism or government instability.

Overnight trips shall, to the extent possible, be scheduled during school vacation periods. If the trip extends into the school days, a waiver request must be approved by the superintendent and the School Board.

Costs of such trips shall be the responsibility of the participating students and their parent/guardian. The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants and to ensure availability of financial assistance to those students otherwise qualifying, but for whom the economic strain is too severe.

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

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
3. Inclusive dates of trip.
4. General itinerary.
5. Cost per student.
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
7. Permission forms to be reviewed with and signed by parents.
8. Statement of source and nature of insurance coverage.
9. Decision and opinion of the Principal and Superintendent.
10. Release from duty of any staff member by the Superintendent.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: April 13, 2015	PAGE 2 OF 3

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.)
12. Cost to the District.

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

1. Adult/Student ratio.
2. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.

Additionally, a list of all students and chaperones will be submitted to the school and superintendent's office. All chaperones must complete a criminal background check at least one month prior to departure. Only adults assigned as chaperones are permitted to travel with the students.

A copy of this policy and release shall be provided to students and parents along with materials distributed on extended trips. Students and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip
2. Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip
3. Students will not purchase body art or piercing services while on a school sanctioned trip
4. Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants

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

FIELD TRIP REQUEST - FY: _____

Date: April 18th, 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: Tom Waldron

Destination of Field Trip: Babson College, Wellesley MA

Date of Field Trip: August 8-10 Time of Departure: 8:00am Aug 8 Time of Return: 4:00pm Aug 10

Number of Students: 6 Cost Per Student: 0

Number of Adults Going: 2 Method of Transportation: Bus

LIST ALL CHAPERONES: Tom Waldron, Whitney Carrier

*****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?

Youth Leadership Institute (YLI) brings youth organizations from all New England states to engage in three-days of learning activities that are youth-led and adult supported. This retreat is made possible by funding from the Nellie Mae Educational Foundation and Roger-Williams University. Learning activities focus on social justice and youth leadership

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

This aligns with the core mission and work of Project DREAM that has been ongoing

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

This occurs during the summer, so we will likely debrief and map out goals for the upcoming school year

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: [Signature]

Date: 4/18/22



DHS Project D.R.E.A.M.

Diversity. Respect. Educate. Advocate. Mission.

Mission Statement: Project D.R.E.A.M. is a student founded group promoting **Diversity & Respect** for all students. Our **Mission** is to **Educate** the community **Advocate** for each other and create an atmosphere of equity and inclusion for all.

Hello,

This is a request for school board approval for an overnight, out-of-state field trip for 8 students in Project D.R.E.A.M.

Dates: August 8th – August 10th, 2022

Location: Babson College, Wellesley MA

Event: Youth Leadership Institute (YLI), hosted by the Center for Youth & Community Leadership in Education (CYCLE) of Roger Williams University <https://cycle-rwu.org/>

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

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
 - a. YLI is a youth-led (adult-supported) annual conference where youth organizations across all the New England states come together for shared learning activities. Themes for learning revolve around social justice, leadership, and youth empowerment. Two students from DREAM have been part of the youth planning team for YLI, and will be youth facilitators during the conference.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
 - a. We have money in our student activities account to pay for a bus to/from the event
3. Inclusive dates of trip.
 - a. August 8 - 10
4. General itinerary.
 - a. Agenda still under development. Generally, includes plenary and small-group sessions designed to gain deeper understanding of a given topic with team-time to discuss ways to incorporate learning into goal setting for the upcoming year
5. Cost per student.
 - a. Free
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
 - a. All youth participants are academically eligible
7. Permission forms to be reviewed with and signed by parents.
 - a. See attached permission form
8. Statement of source and nature of insurance coverage.
 - a. N/A
9. Decision and opinion of the Principal and Superintendent.
 - a. See attached
10. Release from duty of any staff member by the Superintendent.
 - a. N/A



DHS Project D.R.E.A.M.

Diversity. Respect. Educate. Advocate. Mission.

Mission Statement: Project D.R.E.A.M. is a student founded group promoting **Diversity & Respect** for all students. Our **Mission** is to **Educate** the community **Advocate** for each other and create an atmosphere of equity and inclusion for all.

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.)
 - a. None
12. Cost to the District.
 - a. None

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

1. Adult/Student ratio.
 - a. Adults: 2
 - b. Students: 8
2. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.
 - a. All school rules and policies are in effect for student conduct during the trip.

Participants:

Adults:

- Thomas Waldron, DHS Dean of Students
- Whitney Carrier, DHS English Teacher

Students:

- Nhi Nguyen (Grade 12)
- Serafina Lee (Grade 12)
- Greta Hemphill (Grade 12)
- Gabrielle Patterson (Grade 12)
- Michelle Sulistyanto (Grade 12)
- Griffin Santos (Grade 12)
- (Two more open spots for student participants, TBD)

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: AUGUST 10, 2015	PAGE 2 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: August 1st, 2022.

Description of Activity: Youth Leadership Institute (YLI) is a three-day conference that brings youth organizations from all New England states to engage in three-days of learning activities that are youth-led and adult supported. Learning activities focus on leadership, youth empowerment and social justice issues. This conference takes place at Babson College in Wellesley, MA during the day, and participants will stay at the Sheraton Boston Needham Hotel overnight (shuttle provides transport to/from hotel). All meals are included throughout the trip at no cost. Students will apply learning to work in DHS Project D.R.E.A.M. during the 2022 - 2023 school year.

Purpose of Activity:

Destination: Babson Executive Conference Center Transportation Provided By First Student

Date: Aug 8 - 10 Departure Time: 9:00am Return Time 4:00 pm

Cost: Free Please make check payable to: N/A

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.:

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: Dean Waldron Grade: _____

Trip Date & Destination: Babson Executive Conference Center, 1 Snyder Drive, Babson Park, MA 02457

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 # _____

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

FIELD TRIPS AND EXCURSIONS

Field trips and excursions for the purpose of this policy are all “day” trips or those with limited overnight activities within the State of New Hampshire funded by the school.

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the school, field trips shall be authorized by the building principal.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers, and principals will be expected to consider the following factors in selection of field trips

- (a) Value of the activity to the particular class group or class groups
- (b) Relationship of the field trip activity to a particular aspect of classroom instruction
- (c) Suitability of the activity and distance traveled in terms of the age level
- (d) Mode and availability of transportation
- (e) Cost

Parents or guardians shall always have the right to excuse their child from any field trip or excursion. Consent forms for those attending must be filed with the Principal before any trip.

DOVER SCHOOL DISTRICT	
DATE OF ADOPTION: TBD	Page 1 of 3

**ASSISTANT SUPERINTENDENT OF SCHOOLS
DOVER SCHOOL DISTRICT**

Job Title: Assistant Superintendent of Schools

Department: Dover School District SAU 11

Reports To: Superintendent of Schools

Summary: Be responsible for overall administration of all Dover School District SAU programs and services and others as identified by the Superintendent.

The Assistant Superintendent will serve as the chief administrator for School District Administrators, Teaching and Learning Department, MTSS, Student Services, Counseling Services, and Health Services. They are responsible for the effective operation of the identified areas; for the general administration of all instructional, or other operations, and for advising and making recommendations to the Dover School District SAU 11 Superintendent.

They shall perform all the duties and accept all responsibilities required of an Assistant Superintendent as prescribed by the policies, rules, and regulations established by the Dover Board of Education as well as the regulations established by the New Hampshire State Board of Education.

The Assistant Superintendent shall be charged with the following duties:

1. To be the assistant chief executive officer of the Dover School District SAU 11.
2. To enforce all provisions of law and all rules and regulations relating to the management of the identified areas and other duties as assigned by the Dover School District SAU 11 Superintendent.

The Assistant Superintendent will have the responsibility to:

1. Work collaboratively with the Dover School District SAU 11 Superintendent.
2. Directly oversee the work of the identified SAU Departments (Teaching and Learning Department, MTSS, Student Services, Counseling Services, Health Services, School Administration or as identified by the Superintendent.
3. Keep Superintendent informed as to the condition of the district's educational and operational systems.
4. Submit a clear and detailed explanation to the Superintendent of any proposed procedure that would involve either departure from established policy or any fiscal implications impacting programs and services.
5. Assist the Superintendent with the development of specific administrative procedures and programs to implement the intent established by Board policies, directives, and formal actions and laws.
6. Assist the Superintendent with the development of sound plans for educational programs, and services.

DOVER SCHOOL DISTRICT	
DATE OF ADOPTION: TBD	Page 2 of 3

7. Assist the Superintendent in developing and implementing transformational leadership with a systems orientation.
8. Assist the Superintendent in providing for the optimum use of the staff of the district and assisting the Superintendent in staffing the district with competent people who are delegated authority commensurate with their responsibilities.
9. Assist the Superintendent with the development of high standards of performance in educational achievement and learning, use and development of personnel, and operational efficiency.
10. As needed, assist principals and directors with the development, authorization, and maintenance of an appropriate budgetary procedure as established by the Business Administrator.
11. Oversee the district personnel involved with grant development and implementation.
12. Assist the Superintendent with the establishment of and continued engagement with community groups which are interested or involved in the educational programs of the district. As identified by the Superintendent, represent the district in the public arena.
13. Attend all meetings of the School Board, and in the absence of the Superintendent, represent the Superintendent at the identified Board meeting.
14. Hold regular meetings as identified by the Superintendent with principals, directors, and coordinators, and other administrators to discuss progress, identified educational problems, and operational issues facing the district. Collaborate with the Superintendent to seek resolutions to district problems or issues.
15. Oversee the training and actualization of Title IX procedures and protocols in accordance with federal and state regulations.
16. Provide leadership and coordination of the district's critical incident response team.
17. Assist the Superintendent in the development of Board Policies.
18. Serve as a member of the SAU Cabinet with the Superintendent and Business Administrator.
19. Maintain membership in professional groups to keep the district informed of educational trends, policies, educational laws, and innovative practices that provide ongoing improvement of the quality and effectiveness of the Dover School District, SAU 11.

The Superintendent may delegate to other school personnel the exercise of any power, or the discharge of any duty imposed on the Superintendent by the School Board. This, however, shall not relieve the Superintendent of the responsibility for action taken under such delegation.

In the performance of their duties the Assistant Superintendent is responsible for the implementation of the policies and regulations of the Dover School Board and the New Hampshire State Board of Education (Ed 302.02).

DOVER SCHOOL DISTRICT	
DATE OF ADOPTION: TBD	Page 3 of 3

Qualifications:

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

Education and/or Experience:

This position requires a minimum of master's degree in administration and qualifies for licensing as Superintendent; and minimum of five (5) years successful administrative and leadership experience.

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended internet, word processing, database, and presentation software.

Certificates, Licenses, Registrations:

Possess or can obtain certification from the State of New Hampshire in Superintendent.

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: Director Student Services
Department: Student Services
Reports To: Assistant Superintendent of Schools

Summary: Be responsible for overall administration of all special education programs and additional support services to ensure procedural and service-related compliance.

Essential Duties and Responsibilities:

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

Special Education Administration

- Responsible for planning, organizing, and directing the network of programs operating within the SAU, which provide special education and related services to include public charters and private schools.
- Coordinate services and programs for students with disabilities.
- Oversee all Special Education State and Federal reporting.
- Arrange for transportation of all children with specific transportation needs identified in their IEP.
- Determine the need for new programs and services.
- Supervise and monitor out-of-district placements.
- Evaluate the effectiveness of special education programs and services.
- Participate in SAU committees designed to improve curriculum, school environment or any other issues deemed appropriate by the Superintendent or Assistant Superintendent of Schools.
- Serve as direct liaison to the State Department of Education in all matters concerning special education.
- Assume responsibility for the accurate and punctual preparation of all special education reports as required.
- Attend multidisciplinary staffing, IEP conferences, annual reviews and child team meetings as necessary.
- Keep informed of and report to the School Board regarding State and Federal financing of special education changes in the law and other pertinent special education issues.
- Provide leadership for all special education meetings.
- Participate in and attend team, staff and curriculum meetings, when required.
- Participate in SAU school wide initiatives.
- Interact with families and encourage family involvement to support student learning to include Dover Family School Alliance (DFSA).
- Establish and maintain a good working relationship with building Principals and staff.
- Function as part of an educational team in a collaborative role.
- Maintain professional certification and competence by participating in professional development activities as outlined in the Master Plan for Professional Learning in SAU 11.
- Work collaboratively with the MTSS Director on ensuring the special education program is an integral part of the district's overall Multi-Tiered System of Support (MTSS). This includes both school year and summer programs.

Supervision and Evaluation

- Collaborate with Principals in recruitment, selection, and placement of student services personnel.
- Assist Principals and Deans of Student Services with the supervision of student services staff.
- Schedule and assign itinerant staff.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	Page 2 of 4

- Support Deans of Student Services in implementing special education programs and services.
- Administer and assist in organizing, with the Deans of Student Services, the extending school year programming for students identified with disabilities.
- Collaborate with building Principals with evaluation of Deans of Student Services/LEA and related service providers.
- Provide input to Principals and/Deans of Student Services on special education staff evaluations, when necessary.
- Monitor, assess and provide appropriate feedback of student performance and progress.

Financial Responsibilities

- Serve as project manager for special education, preschool, and other program applications designed to service students with disabilities.
- Develop budget recommendations and provide expenditure control on established budgets for special education.
- Serve as project manager for consolidated applications including IDEA and preschool.
- To have knowledge of and authority to obligate district resources as needed and appropriate for special education purposes.
- Oversee the billing to outside sources for reimbursement for Medicaid.
- Supervise preparation of attendance reports, medical reports, and similar data necessary to claim reimbursement of funds, collection of tuition and similar fiscal duties.
- Maintain an inventory of equipment purchased through grants, Medicaid, or other programs as required by statute or rule.

Professional Development

- Develop and promote suitable procedures for identifying student needs.
- Provide in-service training for staff, as needed, regarding special education protocols and procedures, IEP implementation and other related issues.
- Interpret the program to school personnel and the community at large.
- Assist with the design and development of the SAU's staff development plan.
- Incorporate delivery of differentiated curriculum and instructional practices with the educational program for special needs students.
- Assist the schools in developing school improvement plans that incorporate special needs students.
- Direct the staff in its development and implementation of long- and short- range plans for achieving special education goals and objectives.
- Disseminate to all special education teachers information concerning current practices and research within the field of special education.
- Organize time, space, materials and equipment for effective instruction.
- Ensure that instructional activities and materials are clearly related to District, school, SLOs and New Hampshire standards.

Legal/Compliance

- Interpret and direct the implementation of all State and federal legislation relevant to providing special education services and ensuring compliance.
- Attend court proceedings for students identified for special education.
- Attend and participate in meetings of the School Board when appropriate.
- Oversee implementation of the New Hampshire Rules for the Education of Children with Disabilities.
- Ensure compliance with the requirements of student services and programs outside of special education (Section 504 Rehabilitation Act, nursing, counseling, testing) as related to children with disabilities.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	Page 3 of 4

- Consult with parents of students enrolled in the special education program, acts as the LEA when necessary, and is ultimately responsible for the legal processing of all special education referrals, placements, and the implementation of IEP services.
- Monitor the total special education program and recommend corrective action to the appropriate authority when deficiencies are cited.
- Keep all information concerning students, parents, staff, and school related incidents confidential.
- Maintain complete and accurate records as required by law and administration.
- Assume responsibility for the implementation and observation of all Board policies and State and federal regulations as they apply to the special education staff and students.
- Supervise the maintenance of accurate files for all currently served students in Special Education

Perform other job-related duties and responsibilities as assigned by the Assistant Superintendent and Superintendent of Schools.

Supervisory Responsibilities:

- Deans of Student Services
- Special Education Administrative Assistant
- Related Service Providers
- Nurses
- Guidance Counselors
- Psychologists

Competencies:

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

- Understanding of learners preschool to age 22.
- In-depth knowledge of special education laws, rights and regulations.
- Ability to communicate effectively both verbally and in writing.
- Knowledge of curriculum, instruction, inclusion and instructional strategies.
- Ability to evaluate, analyze and interpret data to make relevant educational recommendations.
- Such alternative and/or additions to the above qualifications as the School Administrative Unit 11 School Board may find appropriate and acceptable.
- Knowledge of Section 504 Rehabilitation Act, Guidance and Nursing practices.
- Ability to conduct staff and student investigations.

Qualifications:

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

Education and/or Experience:

This position requires a minimum of a Master's Degree in Special Education or related field, CAGS preferred. Minimum of five (5) years successful teacher experience. Prior experience in the field of special education required.

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended internet, word processing, database, and presentation software.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	Page 4 of 4

Certificates, Licenses, Registrations:

Possess or have the ability to obtain certification from the State of New Hampshire in Special Education Administration.

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: SEPTEMBER 11, 2017	

Job Title: Data & Reporting Analyst
Department: SAU IT
Reports To: Director of Technology

Summary: The Data & Reporting Analyst is responsible for the management, reporting, and analysis of school district data that directly supports school district operations, accountability, and strategic direction. The position is the system owner of the Student Information System (SIS), requiring sound business analysis to manage, maintain, and improve the system. The position is the resident expert of all school district data sources, using critical thinking, creativity, and analytical skills to solve complex query and reporting requests received from end-users. The position will assist with using data to assess instruction and program success.

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

1. Reporting & Data Analysis

Designing, writing, and implementing new reports, dashboards, and data reporting tools. Will need to translate large sets of data into meaningful end user reports. Providing support for ad-hoc and reoccurring reports. Maintaining a database of standing reports for on-demand use. Ensuring overall accessibility to data. Coordinate Federal reporting with assistance from school and SAU staff.

2. Data Systems

Responsible for the system development, management, & maintenance (with Sys Admin support) of all school district data systems, ancillary data systems, and integration with outside vendors/organizations. This includes, but is not limited to, the SIS functional areas of student enrollment, attendance, and scheduling. Maintain SIS and NH DOE school calendars.

3. Data Quality Control

Ensure the reliability, accuracy, and integrity of all school district data. This includes managing the acquisition process of data into school district systems. Collaborates with Registrars to maintain accurate student data.

4. End-user Training

Responsible for planning and conducting staff development for users of the SIS and other assigned systems. Training may be conducted in a classroom setting, sharing Webinars, online guides, one-to-one, as well as other forms as necessary.

5. 2nd Tier Helpdesk and Support

Support end-user SIS, data, and reporting needs through the SAU IT Helpdesk system. Assist in administering cloud systems including but not limited to: Clever, Microsoft Hybrid Administration, SysAid, and Google Admin. WIDA/DRC server setup for ACCESS ELL testing. Create Microsoft, Google, and SIS accounts for new staff. Create and manage email accounts for DALC.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: SEPTEMBER 11, 2017	

6. Documentation

Develop and continually maintain data definitions, reporting documentation, system configurations, and training information.

7. Skill Development

Maintain proficiency with new and emerging technologies relevant to data & reporting. Will utilize relevant professional development opportunities offered by the district.

Supervisory Responsibilities: There are no supervisory responsibilities associated with this position.

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

- Exemplary communication skills, both written and oral.
- Exemplary customer service skills.
- Ability to multi-task and provide effective support to all levels of the organization.

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

Education and/or Experience:

This position requires a minimum of a Bachelor's Degree in Business, Information Technology, or related area with three years of applicable technical work experience.

Technology Skills: To perform this job successfully, an individual should have:

- Highly proficient with data analytics, and experience with data manipulation using a variety of tools
- Highly skilled in PL/SQL query development
- Advanced Proficiency with the Microsoft Office Suite
- Highly proficient with Microsoft Active Directory, Azure AD (Active Directory), Google Workspace Admin
- Solid understanding of data integration and synchronization, how cloud platforms manage and present data, how hybrid local and cloud systems integrate data

Certificates, Licenses, Registrations:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: SEPTEMBER 11, 2017	

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 listen. The employee is frequently required to stand and walk.

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: TBD	

Job Title: Platform Manager
Department: SAU IT
Reports To: Director of Technology

Summary: The Platform Manager is primarily in charge of overseeing the efforts put into developing and maintaining IT platforms, applications, and systems, ensuring efficiency and client satisfaction. Their responsibilities include overseeing IT teams and tech specialists during Technology projects, setting goals and objectives, monitoring the workflow, performing installations and upgrades, and addressing issues and concerns, resolving them promptly and efficiently.

The position will assist District departments with evaluating and testing various program applications, helping develop training documentation, and providing support during all stages of the implementation process. The Platform Manager helps manage day-to-day costs, adherence to the budget, and assist in the procurement of these infrastructure solutions for the Technology Department.

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

1. Systems Management & Infrastructure:

Responsible for the systems development, management, & maintenance (with Sys Admin support) of all assigned district technology applications, including integration with outside vendors/organizations. This includes, but is not limited to:

a. Microsoft Systems:

- i. **Server Administration** - Updates, manages, and maintains physical and virtual Microsoft servers in a mixed HYPER-V / VMWARE environment.
- ii. **Active Directory** – Manages Staff and Student Microsoft User Accounts, manages policies and permissions, groups for local and hybrid District owned servers and computers.
- iii. **Office 365** – Management of Microsoft Office 365 products including but not limited to licensing and group management.
- iv. **Microsoft Endpoint Manager** – Remote management of Staff and Student Windows computers, applications, and policies.

b. **Google Workspace Administration** – Administers Google related accounts, Chromebooks, policies, apps, and Single Sign-On (for example Adobe, Clever, etc.)

c. **JAMF** – Administers JAMF to facilitate management of all Apple related devices within the district.

2. Applications Management:

Responsible for the application development, management, & maintenance (with Sys Admin support) of all assigned district technology applications, including integration with outside vendors/organizations. This includes, but is not limited to:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: TBD	

- a. **Adobe Creative Cloud** – Manages Adobe packages for remote app push and user access.
- b. **Bitdefender (Windows security application)** – Manages and deploys Bitdefender Anti-Malware and control of Windows applications.
- c. **Cleartouch and Newline Remote Management** – Management of Applications and Policies for touch displays within the district.
- d. **Clever** – Co-administers Clever to provide Single Sign-On for most classroom apps and services in K-12.
- e. **GoGuardian** – Manages policies that monitor and restrict Student internet access on district devices, provides classroom management tools for teachers. Assigns admins for each school's Deans or Principals.
- f. **PaperCut** – Manages printing throughout the district using the hybrid PaperCut software for both direct and cloud-based print solutions.
- g. **SysAid** – Co-administers the SysAid Helpdesk Ticketing System, Asset management, and ticketing workflows.
- h. **Zoom Admin** – Manages user licenses for district.

3. **Quality Control**

Ensure the reliability, accuracy, and integrity of all deployed platforms and applications. This includes managing standards, procedures, and district policy adherence in the procurement, implementation, and maintenance of program applications.

4. **End-user Training**

Partners with Curriculum directors to provide training on platforms and applications as necessary. Training may include but is not limited to: in classroom setting, one-to-one, online, and digital resources.

5. **2nd Tier Helpdesk Support**

Support end-user application and platform efficacy through the SAU IT Helpdesk system. Assist tech team with escalated tickets. Proper escalation to vendor of services when necessary.

6. **Documentation**

Develop and continually maintain application-based documentation, system configurations, and training information.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: TBD	

7. Skill Development

Maintain proficiency with new and emerging technologies relevant to student learning, business operations, and facilities management. Will utilize professional development opportunities offered by the district.

Supervisory Responsibilities: The Platform Manager may be responsible for managing IT teams and tech specialists for various project management tasks needed to provide product support and professional development, as well as for projects relating to device management and end of year program maintenance.

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

- Intuitive business and communication skills, able to understand end user behaviors and leverage that understanding in a way that leads to successful use of district applications.
- Strong analytical skills, able to gather information from various sources, interpret the data, and use it to reach logical conclusions that benefits the district.
- Essential organizational skills, able to multi-task while working efficiently while maintaining focus on current projects at hand.
- Project management skills to prioritize, develop, test, and refine functional components for initial-state and steady-state application implementation cycles.

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

Education and/or Experience:

This position requires a minimum of a bachelor's degree in Business, Information Technology, or related area with three years of applicable technical work experience. In lieu of a degree, an extra five years of relevant experience may be substituted.

Technology Skills: To perform this job successfully, an individual should have but is not limited to:

- The ability to manage enterprise-level platforms in an environment with multiple local, cloud and hybrid services
- Expert understanding of computer networking, networking protocols, LANS, and WANs
- Solid understanding of Server Administration
- MDM management (i.e. Microsoft, Google, JAMF, etc.)
- Experience managing SaaS Administration for 3rd party integrations
- The ability to troubleshoot layered, complex software and hardware issues

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: TBD	

Certificates, Licenses, Registrations:

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. Ability to lift up to 50lbs. The ability to sit, bend, stoop, stand and walk for extended periods of time. The employee may be required to lay on the ground or use ladders

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. Work environments may be dirty, dusty, and exceed 80 degrees Fahrenheit in some cases.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, July 11, 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 the Board approve resignations and/or retirements as listed.
2. **Leaves of Absence** – None
3. **Job Shares** - None
4. **Nominations** – I recommend the Board approve the nominations as listed.
5. **Extended Trips** – I recommend the Board approve Dover High School – Youth Leadership Institute (YLI) at Babson College, Wellesley, MA starting August 8 to August 10, 2022. Mr. Driscoll will be present to answer any questions pertaining to the trip request.
6. **Donations** – None

H. STUDENT REPORT: No Report – New student representative to be selected by Dover High School.

I. POLICY – CHANGES – PROPOSALS: None

J. POLICY ADOPTION: None

K. RESOLUTIONS: None

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **Job Descriptions** – The redesign of the SAU continues to move forward. With the realignment of roles and responsibilities, there is a need to develop new job descriptions. During the June Board meeting, the Board approved the following job descriptions: Title I Grant Coordinator, Title III Grant Coordinator and Curriculum, Instruction, and Assessment Co-Directors.

The following job descriptions are being presented for Board approval:

- **Assistant Superintendent** – The positions of Assistant Superintendent of Teaching and Learning and Assistant Superintendent of Student Services has been eliminated. Christine Boston will serve as the Assistant Superintendent. The new job description outlines the role and responsibilities.

- **Director of Student Services** – Abby Small has served in the role as the Assistant Director of Student Services. She will assume the leadership position of the SAU Student Services Department as the Director. The new job description outlines the roles and responsibilities. The position of the Assistant Director will be eliminated.
- **Data and Reporting Analyst** – The Technology Department will be included in the Business Department. Mr. Limanni has developed a job description for the Data and Reporting Analyst. This is not a new position, but a job description for the current position.
- **IT Platform Manager** – Mr. Limanni is in the process of assigning specific roles and responsibilities. This position will be filled by a current member of the IT Team.

I recommend the approval of the job descriptions.

2. **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 the summary for the month of June 2022:

- **Weekly Review for Monday, May 30 through Friday, June 3:**

There are 9.5 student days remaining in the 2021-2022 school year. A multitude of end-of-the-year activities are on the calendar for the next two weeks. Senior Class of 2022 will graduate on Thursday, June 9 at 7 p.m. The graduation exercise will be held on the football field. The rain date is Friday, June 10.

The Equity Vision Keepers Committee met on Thursday, June 2. It was an opportunity to review the draft of the Equity Plan that was developed by the Equity Plan Task Force facilitated by Ted Hall and Mo Nunez. This starts the process of the review and refinement of the plan.

The interview cycle for new teachers and other positions are in progress. Time dedicated to this will continue to increase as the district moves forward in filling vacant positions. For the week of May 30, six candidates were interviewed.

I had the opportunity this week to meet with Pam Raley and Claire Brown from the Health Care Action Group of the Dover Democrats. The conversation pertained to the mental health and the mental health needs of students.

Meetings this week included:

- ✓ Weekly Leadership Team Meeting
- ✓ Weekly update meeting with Paula Glynn
- ✓ DTU Negotiations/Proposal discussion
- ✓ Chair and Vice Chair weekly meeting
- ✓ DMHA Steering Committee meeting
- ✓ Mo Nunez to preview the draft of the Equity Plan
- ✓ James Morse, superintendent of Oyster River School District
- ✓ Elementary principals on Camp Explore and elementary master schedule
- ✓ Planning session with the instructional coaches

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

The most significant event this week was the graduation of the Dover High School Class of 2022. The class had 366 students graduate. Currently, there are only 5 seniors that are not graduating. Considering the past two

years, this is much better than anticipated. The Dover School District wishes all the members of the Senior Class of 2022 much success as they pursue their future endeavors.

On Wednesday, June 8, City Council recognized the Dover High School Girls' Tennis Team for being the State Tennis Champions with a proclamation.

Meetings this week included:

- ✓ Monthly meeting with Lisa Dillingham, DTU President
- ✓ Five teacher interviews
- ✓ Weekly update meetings with Paula Glynn, Christine Boston, and Michael Limanni
- ✓ Monthly conferences with Patrick Boodey, Peter Driscoll, and Sam Tukey
- ✓ Weekly Leadership Team Meeting
- ✓ Weekly SAU Cabinet Meeting
- ✓ Meeting with Paula Glynn, Jackie Hansen, and Deb Nary to discuss the redesign of the SAU Teaching and Learning Department
- ✓ Weekly Board Chair and Vice Chair meeting
- ✓ Meeting with NH Learning Initiative on further planning of the redesign of the Teaching & Learning Department
- ✓ Meeting with the instructional coaches

▪ **Weekly Review for Monday, June 13 through Friday, June 17:**

This was the closing week of school for the 2021-2022 school year. A variety of activities were held across the district inclusive of fourth grade step up programs conducted at Garrison School, Horne Street School, and Woodman Park School. Last week and this week Dover Middle School had several activities for the eighth graders. The activities were designed in collaboration with students and parents.

On Wednesday, June 15, Dover Adult Learning Center held their graduation exercises for High School Diploma and High School Equivalency. Ten students received their high school diploma, and fifty-five students received their high school equivalent certificate. Thirty-five students participated in the graduation exercises. This is a rewarding evening as you recognize the students and how they have persevered to receive their diploma or equivalency certificate. Each student has unique circumstances and life stories, but their determination has helped them to prevail. Deanna Strand, DALC Director, and her team do amazing work with these students and are to be commended on a job well done.

On Wednesday, June 15, the retirement patrol went out to recognize the retirees listed below. Each retiree receives personal recognition from the district. The collective group has had a positive impact on the Dover Schools. The retirees receive a pottery piece designed for the Dover Schools, flowers, chocolate, and their Board retirement resolution. The retirees this year have a combined service of 243 years to the Dover School District. The following individuals are retiring from the district:

- Vicki Cote – 22 Years of Service – Dover High School
- Diana Edgecomb – 9 Years of Service – Garrison Elementary School
- Paula Glynn – 30 Years of Service – SAU
- Tracy Janelle – 11 Years of Service – Dover Middle School
- Robin Lafleur – 22 Years of Service - SAU
- Brenda LeClair – 20 Years of Service - SAU
- Maria Rouillard – 34 Years of Service - Woodman Park School
- Lucinda Shattuck – 39 Years of Service – SAU
- Barbara Soris – 44 Years of Service – Woodman Park School
- Melissa Stein – 12 Years of Service – Dover Middle School

The SAU has discovered that the individual recognition is much more powerful than the group gathering. It is a wonderful opportunity to talk with each retiree.

The interview of teacher candidates continues and will continue until all positions are filled.

Meetings this week:

- ✓ Monthly update meetings with Beth Dunton
- ✓ Meeting with Police Chief Breault to discuss school security and Gaggle After Hours
- ✓ Weekly updates with Paula Glynn, Christine Boston, and Michael Limanni
- ✓ School Board Workshop
- ✓ Regular School Board Meeting
- ✓ Leadership Team Meeting
- ✓ SAU Cabinet Meeting
- ✓ Hanover Orientation Meeting
- ✓ SAU Floor Meeting
- ✓ Grievance Meeting
- ✓ SCPHN All Partner Meeting
- ✓ Quarterly SCPHN Meeting
- ✓ Instructional Coach Meeting
- ✓ Executive Board Session

■ **Weekly Review for Monday, June 27 through Friday, July 1:**

It has been a week of starting the summer projects and interviewing teacher candidates. The candidates that I have interviewed are a competent group of educators. Overall, the principals are forwarding viable teacher candidates. This is one of most important roles that principals perform in finding teacher candidates that will be effective as demonstrated by their purpose from being an educator, ability to create position relationships with students and colleagues, and their ability to be an effective teacher.

On Thursday, the SAU celebrated the work and retirement of Paula Glynn (30 years of service, Cindi Shattuck (39 Years of service) Cathy Faure (24 years of service), Brenda LeClair (20 years of service), and Robin LaFleur (22 years of service). These individuals have provided a total of 235 years of service to the Dover School District. They will be missed, and the SAU Team wishes them a fulfilling retirement.

Other meetings this week included:

- ✓ Paula Glynn weekly update meeting
- ✓ Planning and update meeting with Jon Vander Els, NH Learning Initiative
- ✓ Meeting with Gaggle pertaining to After Hours programs with Bill Breault and other members of the Dover Police Department
- ✓ SAU Cabinet meeting