



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #9
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, September 12, 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 #8, August 8, 2022
 - 2. Special Session, August 22, 2022
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Rachel Campbell – Speech-Language Assistant – Dover High School - Resignation
 - b. Joshua Droesch – Math Teacher – Dover Middle School - Resignation
 - c. Jessica Lachance – Special Education Case Manager – Woodman Park School – Resignation
 - d. Kelly Parker – Network Specialist – District - Resignation
 - 3. **Leaves of Absence:**
 - a. Kasey Lewis – Title I Coordinator - Dover Middle School
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DTU Nominations
 - b. DPA Nominations
 - c. Non-Union Nomination
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** None
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. DFGA – Crowd Funding – First Reading
 - 2. EHB-R – Local Data/Records Retention Schedule – First Reading
 - 3. JLCJ – Concussions and Head Injuries – First Reading
- J. POLICY ADOPTION:**
 - 1. BEDH - Dover School District Guidelines for Email Submission to Public Forum in Accordance with Board Bylaws Article IV Section 6 – **First & Second Reading**
 - 2. BIE – Board Member Indemnification – Second Reading
 - 3. EBBB – Accident Reports – Second Reading
 - 4. GBCD – Background Investigation and Criminal History Records Check – Second Reading
 - 5. GBCD-R – Technical Advisory (concerning “School Employee Background Investigations Including a Criminal History Records Check”) – Withdraw - Second Reading
 - 6. GBEAB – Mandatory Code of Conduct Reporting – All Employees – Second Reading
 - 7. GBEB – Staff Conduct – Second Reading
 - 8. GCAA – Highly Qualified Teachers – Withdraw – Second Reading



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9. JFA – Residency – Second Reading
10. JFABD – Admission of Homeless Students – Second Reading
11. JLCD-R – Procedures for Administering Medication to Students – Second Reading
12. JLCD-F1 – Medication Administration Authorization Form – Second Reading
13. JLCD-F2 – Epi-Pen Medication Administration Form (Self-Administered) – Second Reading
14. JLCD-F3 – Inhaled Medication Administration Form (Self-Administered) – Second Reading

K. RESOLUTIONS: None

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. Memorandum of Understanding - The Friends Program, Inc and Dover School District
2. Fiscal Year 2024 Budget Preparation Adoption Schedule
3. 2022 Tech Assessment Bid Recommendation
4. Dover School District Presentations
 - a. Dover School District New Teacher Induction Program
 - b. Dover School District 2022-2023 Professional Development Plan
 - c. Statewide Tutoring Programs – ENGAGE New Hampshire / Tutor.com
5. Superintendent Evaluation
6. 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.

Rachel Campbell

17B Hanson Street - Dover, NH 03820 - Phone: (603) 706-5165 - Email: r.campbell@dover.k12.nh.us

August 23, 2022

Christine Boston

Assistant Superintendent of Student Services

61 Locust St # 409, Dover, NH 03820

Dear Christine,

Please accept this letter of resignation from my position as Speech-Language Assistant at Dover High School. This resignation will be effective as of today, August 23, 2022.

Yesterday I received an unexpected offer for a Speech-Language Assistant position in the Manchester, NH school district at a pay rate that was too significant to decline. I did not seek out this position, but rather was scouted by a contracting company, and I regret that this happened so close to the beginning of the upcoming school year.

This decision has been extremely difficult to make, given the immense pleasure I have had working at Dover High School. I felt supported and appreciated from the moment I walked into the building and have already built a great rapport with the Speech Pathologist, Kristine Leclerc, and many of the teachers and staff in the few short weeks I was there. I sincerely hope Dover High School can find a replacement for this position to continue the great work they are doing in supporting students in their Speech and Language goals.

Again, I cannot thank the staff at SAU 11 as well as at Dover High School for giving me this opportunity, and I will not soon forget it. I do apologize for the unfortunate timing of this resignation, but hope you know that I have worked as swiftly as I can to make this change as smooth as possible given the circumstances.

Sincerely,

Rachel Campbell

Dear Dr. Harbron and Principal Lyndes,

I am writing to request that you accept my resignation as a teacher in the Dover School District. I want to thank the teachers, administrators, and support staff that have made my eleven years in Dover a successful one. Leaving Dover was not an easy decision. When I started the 2021-2022 school year I would have never thought I was going to leave. However, this spring I realized I needed to do what is best for my family both financially and emotionally. The last year and a half of contract negotiations put a serious strain on my personal life, more so than my financial one. I plan on continuing my position as an assistant football coach for Dover High School, and in that role will continue to do what I can to support Dover youth.

Thank you for your consideration,
Joshua Droesch

August 9th, 2022

Attn: William R. Harbron, Superintendent & Patrick Boodey, Woodman Park School Principal

Dover School District

McConnell Center

61 Locust Street, Suite 409 Dover, NH 03820-4132

Phone: 603-516-6800 | Fax: 603-516-6809

Dear Doctor Harbron & Mr. Boodey,

Please accept this letter as formal notification that I am resigning from my position as Special Education Case Manager at Woodman Park School. Upon the release of my contract with the Dover School District, I will be accepting a position with the Portsmouth School District. I want to apologize and thank you for your understanding with my resignation occurring so close to the start of the new school year. It has been with a heavy heart that I have had to make this decision.

Thank you so much for the opportunity and the experience that I have gained in working at WPS over the past 6 years. The support and guidance that I have received over the years from the staff and especially Mr. Boodey, I am forever grateful for. Woodman Park School will forever hold a special place in my heart. Wherever I go and whatever I teach, WPS will be with me!

I will do my best to support my team and WPS with this transition. Please let me know if there is anything else that I can do to make this transition as smooth as possible.

Sincerely,

Jessica Lachance

September 7, 2022

Dr. Harbron
61 Locust Street
Dover, NH 03820

Dear Dr. Harbron,

This letter is my formal notice of my resignation as Lead Systems Administrator effective Wednesday, September 27, 2022.

I have truly enjoyed my tenure with SAU11, and I hope good things continue to happen for Dover on the foundation that we have built. Thank you for the opportunity to be part of the Dover School District team for the past 4 years.

If you need assistance training my successor after my departure, please do not hesitate to reach out. My time will be limited during the business day but would be available late afternoon/early evenings.

Sincerely,

Kelly Parker

To: Kimberly Lyndes <k.lyndes@doover.k12.nh.us>; William Harbron <w.harbron@doover.k12.nh.us>
Subject: Maternity Leave

Dear Dr. Harbron and Principal Lyndes,

I am writing to request maternity leave beginning August 29, 2022 through December 23, 2022 for the adoption of my infant daughter. My husband and I are excited for this blessing, and are looking forward to the precious time to bond with her.

I am grateful for your support in this matter!
All the Best,

Kasey Lewis

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

TO: **DOVER SCHOOL BOARD**

DATE: September 12, 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
Canavan, Christina	Special Education Teacher	Dover Middle School	Joseph Belakonis	TBD	MA, Step 8
Crosier, Kristen	English/LA Teacher	Dover Middle School	Kelly Nevins	TBD	MA, Step 11
Eisner, Lynn	Math Teacher	Dover Middle School	Ashley Mowatt	TBD	MA, Step 17
Minnis, Andrea	Nurse	Dover High School	Sara Rodriguez	TBD	MA+30, Step 4
Rockwell, Deborah	Math Teacher	Dover Middle School	Joshua Droesch	TBD	BA, Step 7
Wilson, Michelle <i>(will be released from current contract when her position is filled)</i>	Special Education Teacher	Dover Middle School	Dawn Wallace	TBD	BA, Step 17

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

TO: **DOVER SCHOOL BOARD**

DATE: September 12, 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
Dunbar, Michelle	Paraprofessional	Woodman Park School	Maria Nuzzo	\$19.56	C2, Step 7
Lagacy, Eric	Paraprofessional	Dover Middle School		\$17.05	C2, Step 4
Lahr, Matt	Paraprofessional	Woodman Park School	Becky McCormack	\$19.38	C3, Step 3
Long, Meaghan	Paraprofessional	Dover Middle School	Teagan Boucher	\$17.94	C2, Step 5
Nicastro, Angela	Paraprofessional	Dover High School	Amy Martin	\$17.05	C2, Step 4
Stevens, Samantha	Paraprofessional	Frances G. Hopkins	Ben Diaz	\$17.05	C2, Step 4
Sullivan, Lindsay	Paraprofessional	Dover High School	Jen Paradis	\$15.60	C2, Step 2

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

TO: **DOVER SCHOOL BOARD**

DATE: September 12, 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
McKenna, Kelli	Family Outreach Coordinator	Woodman Park School	Jen Spargo	\$19.56/hr	

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DATE OF ADOPTION:	PAGE 1 OF 4

Category: Recommended

*Related Policies: EHAB, GBEC, JJE, JLCF,
JRA & KCD*

NEW POLICY – FIRST READING

CROWD FUNDING

A. Purpose and General Policy Statement.

The purpose of this policy is to establish and regulate parameters for use of crowdfunding or other forms of online fundraising and solicitations for classroom, school or district programs.

The School Board recognizes that crowdfunding campaigns and other forms of online fundraising have become an increasingly popular method by which teachers and school sponsored activities, or organizations can procure funding for specific projects and/or programs. The revenue-raising potential that crowdfunding campaigns may provide may be a benefit for District programs and classrooms. The Board further recognizes, however, that unregulated employee use of crowdfunding campaigns on behalf of the District can subject both the District and its employees to significant potential legal liability.

For purposes of this policy, “crowdfunding” is the practice of using online sites to solicit donations, whether monetary or in-kind, on behalf of the School District. A crowdfunding campaign is considered “to be on behalf of the School District” if it uses imagery, logos or language that would lead a reasonable person to believe that (1) the School District or any school within the District, or program/activity of a school within the District, is associated with the campaign or (2) the campaign has the purpose or effect of providing resources or a benefit to the District.

B. Unapproved Crowdfunding Prohibited.

Crowdfunding on behalf of the District is prohibited unless undertaken by an employee with prior written approval under this policy. No public action towards initiating a crowdfunding campaign on behalf of the District may be taken until the campaign is approved in writing pursuant to this policy.

No employee or student will be compelled to initiate or participate in a crowdfunding campaign on behalf of the District. Students are permitted to participate in publicizing an employee’s approved crowdfunding campaign but are prohibited from otherwise engaging in crowdfunding on behalf of the District. Employees or students who participate in crowdfunding on behalf of the District are acting in their capacity as employees or students and are subject to all rules governing employee and student conduct.

Except in furtherance of an approved campaign, employees are prohibited from doing any of the following as part of a crowdfunding campaign: identifying as an employee of or stating an association with the District; using a District email address, school name, logo, or mascot; or linking to or referencing any school website, social media site, platform, or account associated with the District.

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Approved crowdfunding campaigns will operate in compliance with all laws and other Board policies and regulations.

C. Crowdfunding Request and Approval Procedures.

1. Crowdfunding Requests. Any request for approval of a crowdfunding campaign shall be in writing and shall include the following information:
 - a. the employee's name, job title, school, and email address;
 - b. the approved crowdfunding website to be used;
 - c. the nature and quantity or amount of donations being requested;
 - d. the classroom, program, or activity to be benefitted and the educational purpose to be served;
 - e. the exact language that will be used in the crowdfunding campaign, as well as any graphics that will be included;
 - f. the start and end dates of the crowdfunding campaign; and
 - g. a statement of recognition by the requester that any proceeds of the campaign are school property.

The Superintendent may create and make available a form, which may be online, to be used for such requests.

2. Approved Crowdfunding Sites

The Superintendent or designee shall create a list of approved crowdfunding sites. All approved crowdfunding sites must (1) be operated by an entity with no known significant history of fraud, unlawful activity, financial mismanagement, or other misconduct and (2) have a policy requiring all donations on behalf of the District to go directly to the District. The Superintendent/designee shall encourage the use of sites focused on K-12 education.

If no site meets these requirements or the Superintendent or designee does not approve any sites, no crowdfunding requests will be approved.

3. Approval Process. Notwithstanding anything to the contrary in Board policy KCD, Gifts and Bequests, the terms of this section control the approval of proposed online crowdfunding campaigns.

- a. Review by the Superintendent. The Superintendent or designee shall review referred approval request forms and seek additional information about proposed campaigns as appropriate. The Superintendent or designee has authority to approve proposed campaigns seeking a dollar value up to \$500. Regardless of the amount sought to be donated, the Superintendent or designee may deny a referred campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Superintendent or designee, the proposed campaign would produce unacceptable inequity in the educational environment.

If a proposed campaign seeks a dollar value in excess of \$500, and the Superintendent or designee believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the Superintendent or designee shall refer the proposed campaign to the Board.

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- b. Review by the Board. Subject to the requirements of RSA 198:20-b, only the Board has the authority to approve a campaign that seeks a dollar value in excess of \$500. After considering the Superintendent's or designee's recommendation, the Board will decide whether to approve or deny the proposed campaign.
- 4. Criteria of Approval of Crowdfunding Requests. Crowdfunding requests will not be approved unless the proposed campaign:
 - a. meets all requirements of applicable Board policies and administrative regulations, and is consistent with the requirements of Title IX, FERPA, the IDEA, and any other applicable state or federal laws or regulations;
 - b. uses a crowdfunding site that has been approved by the Superintendent pursuant to Section C.2, above;
 - c. is consistent with the District's approved curriculum;
 - d. does not create significant disparities or inequities among similarly situated students;
 - e. does not solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
 - f. seeks donations that are compatible with the District's Data and Privacy Governance Plan, as confirmed by the District's Director of Technology or designee.
 - g. has a specific, pre-determined beginning and ending date;
 - h. does not disparage the District or any of its buildings, programs, representatives, employees, or students;
 - i. does not include pictures or the identifying or confidential information of any District student, unless specifically approved by the student's parent or guardian in writing and attached to the approval request form;
 - j. furtheres the educational mission of the school and is not used for the unrelated personal gain of any individual;
 - k. does not result in donations being delivered directly to the requester;
 - l. is not contingent on the District matching funds or making any expenditure;
 - m. does not request food or beverage items inconsistent with the District Wellness Policy JLCF;
 - n. does not suggest or state that the donation sought is required for or integral to a student's special education program, a student's ability to achieve his or her IEP goals, or the participation of students with disabilities in any school program.

Any crowdfunding campaign that does not fully comply with the requirements of this policy is prohibited. It is the responsibility of the employee implementing an approved crowdfunding campaign to ensure that all applicable policies, regulations, and laws, including the requirements of the crowdfunding site, are followed.

The Board reserves the right to terminate any approved crowdfunding campaign or refuse any donation for any reason and at any time.

D. Receipt and Allocation of Donations

All monetary donations will be made payable to and deposited into an account designated by the SAU business office. All in-kind donations must be inventoried in accordance with Board policy and District procedures.

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All donations, regardless of their form, obtained through crowdfunding on behalf of the District are school property. As a general matter, the employee who completed an approved crowdfunding campaign should be given preference in the use of the donations obtained. Employees shall only use donations from a crowdfunding campaign for the approved purpose stated in the campaign. The Board reserves the right to transfer donations to a different use at the Board's sole discretion.

E. Record Keeping

After donations obtained through an approved crowdfunding campaign have been utilized, the employee must file a written report with the Superintendent or Building Principal detailing how the donations were used and how students benefited. Such records will be forwarded to the District's business office.

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FIRST READING

LOCAL DATA/RECORDS RETENTION SCHEDULE

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

A. Special Education Records.

1. Upon a student's graduation from high school, ~~his or her~~ **their** parents/guardians may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday
4. A permanent record of a student's name, address, ~~and~~ phone number, ~~his or her~~ grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

B. Litigation Hold.

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

C. Right-to-Know Request - Hold.

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing the District authorizing destruction of the records has been received.

D. Electronic Records.

For legal purposes, electronic records and communications are no different than paper

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documents. The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by [Superintendent] responsible for the records. The [Superintendent] is responsible for assuring the accessibility of the records for the mandated period.

E. Retention Period Schedule.

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc. The Superintendent will identify those persons responsible for the retention /destruction of records in accordance with the schedule.

Note regarding records relating to federal funds (items marked below with "***"): Before any records related to federal funds are destroyed, however, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit for three years after the completion of the activity for which the funds are used." Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

Type of Record	Statute, Rule, or other legal authority – if none listed the retention period is a recommendation	Retention Period	Responsible Party
Business Records			
Accident Reports:			
Employee		Term of employment, plus 6 years	Business Assistant
Student		Age of majority, plus 6 years	Business Assistant
Accounts Receivable	RSA 33-A:3-a	Until audited, plus 1 year	Accounting Specialist
Annual Audit	RSA 33-A:3-a (10 years)	Permanent	Business Administrator
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	RSA 33-A:3-a	Permanent	Business Administrator

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Application for Federal Grants	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply	5 years	<u>Business Administrator</u>
Architectural Plans		Permanent	<u>Operations & Accounting Manager</u>
Asbestos Removal		Permanent	<u>Operations & Accounting Manager</u>
Bank Deposit Slips	RSA 33-A:3-a	6 years	<u>Accounting Specialist</u>
Bonds and continuation certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent	<u>City of Dover</u>
Budget Worksheets		End of budget year, plus 1 year	<u>Business Administrator</u>
Cash receipts, disbursement records, checks	RSA 33-A:3-a	Until audited and at least 6 years after last entry	<u>Accounting Assistant</u>
Child Labor Permits		1 year	<u>High School Building Administrative Assistant</u>
Work-study	29 C.F.R. §570.37	3 years from date of enrollment	<u>High School Building Administrative Assistant</u>
Contracts:*	RSA 33-A:3-a (Life of project or purchase)	Life of contract plus 3 years	<u>Business Administrator</u> <u>Operations & Accounting Manager</u>
Construction Contracts, Capital projects, fixed assets that require accountability after acquired*	RSA 33-A:3-a (Life of project/asset)	Life of contract, building, asset plus 20 years	<u>Business Administrator</u> <u>Operations & Accounting Manager</u>
Engineering Surveys		Permanent	<u>Operations & Accounting Manager</u>
Unsuccessful bids	RSA 33-A:3-a (Completion of project, plus one year)	Life of contract plus 3 years	<u>Business Administrator</u> <u>Operations & Accounting Manager</u>
Certified Educator		Permanent	<u>Superintendent</u>

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COBRA Notices	42 U.S.C. 300bb-1, <i>et. seq.</i> (3 years)	6 years from date of issue	<u>Payroll & Benefits Manager</u>
	ERISA 29 U.S.C. §1027 (6 years)		<u>Payroll & Benefits Manager</u>
Collective Bargaining Agreements		Permanent	<u>Business Administrator</u>
Correspondence for Business transactions*		Life of subject matter plus 4 years	<u>Business Administrator</u>
Correspondence - General		3 years or longer when historic/useful	<u>Superintendent</u>
Correspondence Transitory	RSA 33-A:3-a	As needed for reference	<u>Superintendent</u>
Deeds		Permanent	<u>City of Dover</u>
District Meeting Minutes & Warrant		Permanent	<u>Superintendent Administrative Assistant</u>
Insurance policies	RSA 33-A:3-a	Permanent	<u>Payroll & Benefits Manager</u>
			<u>Operations & Accounting Manager</u>
Notes (loan documents)	RSA 33-A:3-a	Until paid, Audited, plus 3 years	<u>City of Dover</u>
Student Activities Records/Accounts	RSA 33-A:3-a (bank deposit slips and statements 6 years)	Until Audited, plus 6 years	<u>Building Administrative Assistants</u>
Enrollment Reports:			
Fall Reports A12A (RSA 189:28)		Permanent	<u>Building Administrative Assistants</u>
Pupil Registers	RSA 189:27-b	Permanent	<u>Building Administrative Assistants</u>
Resident Pupil Membership Forms		14 years	<u>Building Administrative Assistants</u>
School Opening Reports		3 years	<u>Building Administrative Assistants</u>
Statistical Report A-3 (RSA 189:28)		Permanent	<u>Building Administrative Assistants</u>

Federal Projects Documents	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply	5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit	<u>Business Administrator Federal Funds Manager</u>
FICA Reports – monthly		7 years	<u>Accounting Specialist</u>
Fixed Trip Requests/Confirmation		1 year	<u>Business Administrator</u>
Fixed Assets Schedule		Permanent/as updated	<u>Business Administrator</u>
Form C-2 Unemployment		6 years	<u>Payroll & Benefits Manager</u>
Wage Report (DES 100)		6 years	<u>Payroll & Benefits Manager</u>
Invoices*	Until Audited, plus 1 year	3 years*	<u>Accounting Specialist</u>
MS-22 Budget Form		6 years	<u>Business Administrator</u>
MS-23 Budget Form		6 years	<u>Business Administrator</u>
MS-25 Budget Form		Permanent	<u>Business Administrator</u>
Minutes of Board Meetings, Board Committees	RSA 91-A:2, II, RSA 33-A:3-a	Permanent	<u>Superintendent Administrative Assistant</u>
Purchase Orders*		Until Audited, plus 1 year	<u>Accounting Specialist</u>
Request for Payment Vouchers*		Until Audited, plus 1 year	<u>Accounting Specialist</u>
Requisitions*		Until Audited, plus 1 year	<u>Accounting Specialist</u>
Retirement Reports – Monthly		1 year	<u>Payroll & Benefits Manager</u>
Timecards:			
Bus Drivers	Lab 803.03. Notification and Records no less than 4 years	5 years	<u>Contracted Service</u>
Custodial	Lab 803.03. Notification and Records no less than 4 years	5 years	<u>Contracted Service</u>
Secretarial	Lab 803.03. Notification and Records no less than 4 years	5 years	<u>Payroll & Benefits Manager</u>
Substitute Teachers pay slips	Lab 803.03. Notification and Records no less than 4 years	5 years	<u>Payroll & Benefits Manager</u>

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Payroll Records	RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C. §2616, 3 years	6 years	Payroll & Benefits Manager
			Payroll & Benefits Manager
Travel Reimbursements*	Until Audit, plus 1 year	3 years*	Accounting Specialist
Treasurer's Receipts – canceled checks		6 years	City of Dover
Treasurer's Report		6 years	City of Dover
Vocational Education:			
AVI Forms		1 year	CTC Director
Vocational Center Regional Contracts		20 years	CTC Director
Federal Vocational Forms*		6 years	CTC Director
Vouchers Manifests*		Until Audit, plus 1 year	Accounting Specialist
Tax Forms:			
W-2's, 1099 *	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)	7 years	Payroll & Benefits Manager
W-4 Withholding Exemption Certificate	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years	Payroll & Benefits Manager
W-9	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years	Payroll & Benefits Manager
941-E Quarterly Taxes	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years	Accounting Specialist

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Personnel Records	RSA 33-A:3-a. Retirement or termination, plus 50 years	Term of Employment, plus 50 years	<u>Payroll & Benefits Manager</u>
Application for employment - Successful	RSA 33-A:3-a	Term of Employment, plus 50 years	<u>Payroll & Benefits Manager</u>
	Unsuccessful applicants: current year, plus 3 years.		<u>Payroll & Benefits Manager</u>
Attendance Records:			
Leaves	Family Medical Leave Act – 3 years	3 years	<u>Payroll & Benefits Manager</u>
Request for Leaves		1 year	<u>Payroll & Benefits Manager</u>
Class Observation Forms		1 year	<u>School Administration Superintendent</u>
Criminal Record Check:			
No criminal record	RSA 189:13-a (Superintendent only)	Destroy immediately after review	<u>Payroll & Benefits Manager</u>
Criminal record	RSA 189:13-a (Superintendent only)	Destroy within 30 days of receipt	<u>Payroll & Benefits Manager</u>
Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)	6 years	<u>Superintendent</u>
Deferred Compensation plans	RSA 33-A:3-a	7 years	<u>Payroll & Benefits Manager</u>
Dues Authorization	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years	<u>Payroll & Benefits Manager</u>
Employment test papers with results	29 C.F.R. §1627.3	One year from date of personnel action	<u>Payroll & Benefits Manager</u>
Evaluations	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years	<u>Payroll & Benefits Manager</u>
HIPAA Documentation	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years	<u>Payroll & Benefits Manager</u>
	HIPAA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938		<u>Payroll & Benefits Manager</u>
Labor-PELRB actions	RSA 33-A:3-a	Permanent	<u>Business Administrator</u>
Labor Negotiations	RSA 33-A:3-a	Permanent	<u>Business Administrator</u>
			<u>Superintendent</u>
Legal Actions - lawsuits	RSA 33-A:3-a	Permanent	<u>Superintendent</u>
Medical Benefits Application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years	<u>Payroll & Benefits Manager</u>

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Medical exams, Physical examinations used for personnel action	29 C.F.R. §1627.3(One year from date of personnel action)	Term of Employment, plus 50 years	Payroll & Benefits Manager
	RSA 33-A:3-a. – Personnel record		Payroll & Benefits Manager
	29 C.F.R. §1910.1020 (term of employment plus 30 years)		Payroll & Benefits Manager
Oaths of Office	RSA 33-A:3-a Term, plus 3 years	Permanent	City of Dover
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	29 C.F.R. §1627.3 (1 year from date of action)	Term of Employment, plus 50 years	Payroll & Benefits Manager
	RSA 33-A:3-a. – Personnel record		Payroll & Benefits Manager
Recruitment Documents	29 C.F.R. §1627.3	One year from date of personnel action	Payroll & Benefits Manager
Re-employment Letter of Assurance	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years	Payroll & Benefits Manager
Retirement application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years	Payroll & Benefits Manager
School Bus Driver Drug Tests – positive results & records of administration of test	49 C.F.R. §382.401; 49 C.F.R. § 40.333	5 years	Contracted Service
School Bus Driver Drug tests – negative & cancelled	49 C.F.R. §382.401	1 year	Contracted Service
Separation from Employment Form/Letter	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years	Payroll & Benefits Manager
Settlement agreements, even if in anticipation of a lawsuit	RSA 91-A:4, VI (10 years)	Permanent	Superintendent
Staff Development Plan	Term of Employment, plus 50 years	Term of Employment, plus 50 years	Superintendent
Substitute Teacher Lists		7 years	Payroll & Benefits Manager
Student Records:			
Applications for Free/Reduced Lunch		6 years	Business Administrator
			Accounting Specialist
Assessment Results	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent	School Guidance Office

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Attendance	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent	Building Administrative Assistants
Disciplinary Records		Term of Enrollment, plus 3 years	School Administration
Early Dismissal		1 year	Building Administrative Assistants
Emergency Information Form		1 year/as updated	Building Administrative Assistants
Grades	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent	School Administration School Guidance Office
Health and Physical Records		Term of Enrollment, plus 3 years	School Nurse
Immunization Record		Term of Enrollment, plus 3 years	School Nurse
Log of requests for access to education records	FERPA 20 U.S.C. §1232g (b)(4)(A)	As long as the education record is retained	Building Administrative Assistants
Medical Reports		Term of Enrollment, plus 3 years	School Nurse
Registration Form		Term of Enrollment, plus 3 years	Building Administrative Assistants
Student Handbook		1 copy of each edition Permanent	School Administration
Transcripts	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent	School Guidance Office
Internal Records:			
Child Abuse Reports/Allegations		Permanent	Student Services Director
Criminal Investigation		Permanent	Superintendent Dover Police Department
Personnel Investigations		Permanent	Superintendent

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Sexual Harassment		Permanent	<u>Student Services Director</u>
Records Management, transfer to storage or disposal	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)	Permanent	<u>Operations & Accounting Manager</u>
Vehicle maintenance	RSA 33-A:3-a	Life of vehicle, plus 3 years	<u>Operations & Accounting Manager</u>
Special Education Records:	At a minimum, records for Special Education students should be kept as long as the student is in a program and there is district liability for the education of the student.	All individual Special Education Records can be destroyed after the student turns 26.	<u>Student Services Director</u>

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FIRST READING

CONCUSSIONS AND HEAD INJURIES

~~The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student athletes, this policy will apply to all competitive athletic activities as identified by the board and administration.~~

~~Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.~~

~~Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student athletes in competitive sport activities prior to the student athlete's initial practice or competition.~~

~~For purposes of this policy, "student athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.~~

~~For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district sponsored sports or activities as determined by the board or administration.~~

~~All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.~~

Athletic Director or Administrator in Charge of Athletic Duties

~~Updating: Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.~~

~~Identified Sports: Identified sports include all NHIAA sanctioned activities, including cheer/dance squads, and any other district sponsored sports or activities as determined by the district.~~

~~Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSa Sports Medicine page at www.mhsa.org.~~

~~Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student athlete and the athlete's parent/guardian prior to the student athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.~~

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~~Coach's Responsibility: A student athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.~~

~~Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.~~

Removal From Play and Protocol For Return To Play

~~Any coach, official, licensed athletic trainer, or health care provider who suspects that a student athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student athlete from play. A student athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. The student athlete shall also present written permission from a parent/guardian to return to play.~~

~~The District may limit a student athlete's participation as determined by the student's treating health care provider.~~

Concussion Awareness and Education

~~To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.~~

Academic Issues in Concussed Students

~~In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.~~

~~**Section 504 accommodations may be developed in accordance with applicable law and board policies.**~~

Legal References

~~_____RSA 200:49, Head Injury Policies for Student Sports~~

~~_____RSA 200:50, Removal of Student Athlete~~

~~_____RSA 205:51, School Districts; Limitation of Liability~~

~~_____RSA 200:52, Definitions~~

~~-~~

~~_____Additional Resources:~~

~~<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>~~

~~_____http://www.bianh.org/concussion.asp~~

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RECOMMENDED REVISIONS

Related Policies: EBBB

The Dover School District is committed to ensuring the safety of students while at school and when participating in any school-sponsored events. The Board is aware that head injuries, including concussions, can happen to any student, not just an athlete, and the risk of catastrophic injuries or death is significant when a concussion or other head injury is not properly evaluated and managed.

Section A of this policy applies to all students of the District who experience or are suspected to have experienced a concussion or other traumatic brain injury, whether in school or out, while Section B pertains to student-athletes, and other students participating in school sports or other district athletic activities.

A. Provisions relating to all Students Who have Experienced a Concussion or Traumatic Brain Injury.

1. Definitions: For purposes of this policy, the terms below will have the ascribed meanings.

"Head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.

"Health care provider" means a person who is licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment (physician, advanced registered nurse practitioner, licensed physician's assistant, or dentist).

"Student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.

"Sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including, without limitation, all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

2. Duty to Report. All District employees shall report any accident or incident which involves a student head injury. The report should be filed in the same manner provided under Board policy EBBB as for that of any accident requiring first aid. Additionally, teachers should report to the school nurse (or administrator in charge if the nurse is unavailable) if the student appears to have any difficulty with academic tasks the teacher believes may be related to concussion. The school nurse will notify the student's parents/guardians and treating health care provider.
3. Return to Learning Protocols. After a student has suffered a concussion, whether in school or not, before full resumption of academic work, the building principal or their designee will work with the school nurse, a student's parent/guardian, medical provider, teacher(s) and other appropriate district staff, to establish a graduated learning reentry plan. The plan will support the student's full return to academic activities and ease the stress of making up past work while engaged in present work. The plan must include:
 - Step-by-step instructions and details for students, parents/guardians and school personnel;

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- Time frames for physical and cognitive rest within first few days post-injury and throughout the recovery as needed;
- Guidance on graduated return to extracurricular athletic activities and classroom studies, including classroom accommodations or modifications;
- Frequency of assessments by the school nurse, school physician if applicable, neuropsychologist or athletic trainer until full return to the classroom and extracurricular athletic activities are authorized;
- Any provisions relative to "return-to-play" for student-athletes;
- A plan for communication and coordination among school personnel and with the parents/guardians and the student's medical provider.

Section 504 or other such accommodations or modifications when appropriate will be developed in accordance with applicable law and Board policies.

4. Concussion Awareness and Education. To the extent possible, the District will implement concussion awareness and education into physical education and/or health education curriculum.

B. Provisions Relating to Students Participating in Sports and Athletic Programs.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

1. Compliance with NHIAA Procedures and Protocols. All coaches, officials or licensed athletic trainers will comply with NHIAA recommended procedures for the management of head injuries and concussions.
2. Immediate Removal from Play and other NHIAA Protocols. Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice (including tryouts or trainings) or during a competition shall immediately remove the student-athlete from all physical activity.
3. "Return to Play". A student-athlete who has been removed from play shall not return to play on the same day, nor until (a) a Return to Learning Plan has been established consistent with paragraph A.3 of this policy, (b) the student-athlete is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider stating the student-athlete is symptom free and may return to play, and (c) the student-athlete's parent/guardian provides written permission for the student-athlete to return to play.

The District shall limit a student-athlete's participation as determined by the student's treating health care provider, unless, based upon the judgement of the coach or licensed athletic trainer greater limitations are appropriate.

If symptoms of a concussion recur, or if concussion signs and/or behaviors are observed at any time during the return-to-activity program, the coach must immediately remove the student-athlete from play. Depending on previous instructions, the athlete may need to be re-evaluated by the healthcare provider, or may have to return to the previous step of the return-to-activity program.

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4. Parent/Guardian Information Sheet. On a yearly basis, the Athletic Director shall assure that a concussion and head injury information sheet is distributed to each student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice (including try-out) or competition. This information sheet may be incorporated into the parent/guardian permission sheet that allows students to participate in extracurricular athletics.
5. Coach Training. All coaches, including volunteer coaches, will complete training in head injury and concussion management as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. The Athletic Director is responsible for assuring compliance with this provision.
6. Annual Review of NHIAA Concussion Protocols by Athletic Director. No less than annually, the Athletic Director or their designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA [and the District's on-call physician, if applicable]. The Athletic Director shall take steps to implement the then current procedures and protocols as soon as possible.

Policy History:

Adopted December 9, 2013

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Category: Recommended

Related Policies: BEDB, KE & KEB

FIRST READING

DOVER SCHOOL DISTRICT GUIDELINES FOR EMAIL SUBMISSION TO PUBLIC FORUM IN ACCORDANCE WITH BOARD BYLAWS ARTICLE IV SECTION 6

PUBLIC COMMENT & PARTICIPATION AT BOARD MEETINGS

A. General Meeting Policy.

Meetings of the Board shall be open to the press and public (the term public refers to the 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. From here on, referred to only as “public”).

The Board encourages residents to attend Board meetings so they become acquainted with the operation and programs of the schools. Additionally, the Board will provide an opportunity for the public to provide input and comment at Board meetings consistent with the meeting and participation rules as described below.

This policy sets forth the standards and meeting rules that apply to the public in attendance at Board meetings, and to the opportunity for the public to provide comment at Board meetings.

B. Opportunity for Public Comment.

Consistent with RSA 189:74, the Board will provide the opportunity for members of the public to comment on school district matters at all Regular Board meetings with the exception of emergency meetings called under RSA 91-A:2, II, Special Sessions and Workshop meetings where comments are limited to agenda items only, or for which the sole purpose is to address one or more issues in non-public session under RSA 91-A:3.

In order to ensure that persons who wish to appear before the Board may be heard and, at the same time, ensure the Board may conduct its business and meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

1. Members of the public shall not speak unless recognized by the Board Chair or other person presiding over the meeting (“Chair” shall apply to either in this policy).
2. The Board will generally schedule the public comment period in the first half of its meetings.
3. The Board will provide a minimum of thirty (30) minutes and a maximum of sixty (60) minutes to hear public comment. This period may be extended by a majority vote of the Board. The Board may include additional public comment periods for specific agenda items with a time limit for public comment specified on the pertinent agenda. If speakers do not fill the minimum 30-minute public comment

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period, the Board will move to table the remainder of the time until the end of the meeting.

4. Individual speakers will be allotted five (5) minutes per person and each speaker will be permitted equal time. Speakers may not relinquish allotted time to another speaker. The Board may at the outset of the public comment period increase or decrease the individual time limit for all speakers (but may not decrease the aggregate time below thirty (30) minutes).
5. The Board will provide opportunity for written public comment for persons unable to attend the meeting. Written comments that meet the requirements of this paragraph and other provisions of this policy, will be briefly described in the minutes (in the same manner as comments made in person). In the event the full thirty (30) minutes for public comment have not been exhausted, the Board may read the written comments aloud at the meeting on a first received basis until the comment period has expired.
 - a. The individual must identify their membership in one of the above categories:
 - i. Resident of the City of Dover (please clearly identify yourself by name and address);
 - ii. Property owner in the City of Dover (please clearly identify yourself by name and property owned);
 - iii. Designated representative of recognized civic organization or business located in the City of Dover (please clearly identify yourself by name and identify the civic organization or business that you represent and the address of that business/organization);
 - iv. Resident of sending school district (please clearly identify yourself by name and address in the sending district).
 - b. The content of the email must identify an item on the Board's published agenda. Please identify which agenda item you are commenting on. If the content of the email does not relate to an agenda item, please identify how the comment relates to the business of the school board. At workshop meetings and special sessions, Citizens' Forum will be restricted to items on the meeting agenda. Obscene, libelous, defamatory or violent emails will be considered out of order and will not be included in Citizens Forum.
 - c. Emails must not be more than 500 words. Only the first 500 words of any email will be read at the Board meeting, unless an exemption is granted by the Chair, with the approval of the School Board.
 - d. Emails to be read during public forum must be submitted to Dover School Board at DoverSchoolBoard@dover.k12.nh.us no later than 5 p.m. on the day prior to the public meeting. For example, if the meeting is posted to occur at 7 p.m. on Monday, all emails to be read during Citizens Forum must be sent by 5 p.m. on the preceding Sunday.
 - e. Comments relating to complaints about personnel in the District and/or that include personally identifiable information or other confidential information will only be disclosed/made public as required under RSA 91-A:4 and 5, the Family Educational Rights and Privacy Act (FERPA), and Board policy EH. These

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comments will not be read aloud during Citizens Forum. Please refer to Policies KE and KEB.

- f. Anonymous written comments will not be accepted as part of public comment as RSA 91-A:2, II requires that meeting minutes include the names of persons appearing at public meetings.
- g. Only one written comment is permitted per individual for each meeting. This paragraph is not intended to limit other correspondence to the school district, but only pertains to writings intended to be included as public comment at a school board meeting.

Further details for public comment during virtual Board meetings throughout a pandemic are outlined below in Section D.

- 6. In order to comply with the official minutes requirements of RSA 91-A:2, II, speakers shall identify themselves clearly by first and last name and provide their street address, for the record.
- 7. During the public comment period, the individual may offer comments on agenda items or any other District matters as outlined in Section B (e.g., operations, budget, and other issues directly relating to the District's school policies, programs and operations.) However, consistent with RSA 189:74, I, and in the interest of protecting personally identifiable information as well as other confidential information, comments (including complaints) regarding individual students, volunteers, or employees (other than the Superintendent) should be directed to the Superintendent or otherwise as provided under the complaint/grievance resolution processes set forth in Board policies KE and/or KEB.
- 8. Defamatory statements, comments threatening bodily harm, or other unprotected speech will not be tolerated.
- 9. Comments which do not adhere to the above provisions, may be ruled out of order by the Chair. Repeated violations may result in the Chair terminating the speaker's privilege of address, and possibly deeming the violations a disruption to be treated as discussed in section C below.
- 10. Persons appearing before the Board are reminded that the public comment period is an opportunity for members of the public to provide their input to the Board but is not a question-and-answer session. Board members are without authority to answer spontaneously on behalf of the Board. Thus, in most instances, Board response, if any, will be deferred pending consideration by the full Board.
- 11. In addition to the opportunity to offer input during the public comment period of a Board meeting, members of the public may also request initiatives or other such items to be placed on the Board's agenda. The determination whether or not to include the matter on a Board meeting agenda will be made consistent with Board Policy BEDB. Requests to have a matter placed on an agenda should be presented in writing to the Superintendent on or before the Tuesday preceding the meeting and must set forth the specifics of the subject to be addressed.

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C. Meeting Disruptions.

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. While members of the public have the right to attend and offer input during the public comment period of meetings, they do not have the right to disrupt the meetings. Impermissible disruptions include, but are not limited to:

- Shouting at any time, or speaking while someone else has been recognized by the Chair;
- Obstructing the view of others with posters or otherwise;
- Refusing to terminate public comment after that speaker's time has expired;
- Any other sustained or intentionally loud noises after the Chair has called for order; or
- Any other conduct intended to disrupt the meeting or person speaking.

If, after at least two warnings from the Chair, an individual continues to disrupt the meeting by words or actions, the Chair may direct the person to leave the meeting. Upon refusal, the Chair may request assistance from law enforcement officials to have the individual removed, with the potential for criminal charges. Interruptions may result in a recess or, provided the thirty minutes for public comment has expired, an adjournment of the meeting.

D. Guidelines for Public Comment During a Pandemic

While the ~~Dover School Board~~ is meeting virtually as a result of the COVID-19 ~~a~~ pandemic, the ~~Dover School Board~~ will allow the public 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 to submit comments to the Board via email correspondence. Such emails shall **follow the guidelines of Section B. 5. above.** ~~be read during Citizens Forum so long as they conform to the following rules:~~

- ~~1. The individual wishing for their email to be read during Citizens Forum must clearly identify, in bold lettering, that they wish for their email to be read out loud at Citizens Forum.~~
- ~~2. The individual must identify their membership in one of the above categories:~~
 - ~~a. Resident of the City of Dover (please clearly identify yourself by name and address);~~
 - ~~b. Property owner in the City of Dover (please clearly identify yourself by name and property owned);~~
 - ~~c. Designated representative of recognized civic organization or business located in the City of Dover (please clearly identify yourself by name and identify the civic organization or business that you represent and the address of that business/organization);~~
 - ~~d. Resident of sending school district (please clearly identify yourself by name and address in the sending district).~~

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3. ~~The content of the email must identify an item on the Board's published agenda. Please identify which agenda item you are commenting on. If the content of the email does not relate to an agenda item, please identify how the comment relates to the business of the school board. At workshop meetings and special sessions, Citizens' Forum will be restricted to items on the meeting agenda. Obscene, libelous, defamatory or violent emails will be considered out of order and will not be included in Citizens Forum.~~
4. ~~Emails must not be more than 500 words. Only the first 500 words of any email will be read at the Board meeting, unless an exemption is granted by the Chair, with the approval of the School Board.~~
5. ~~Emails must be submitted no later than 5 p.m. on the day prior to the public meeting. For example, if the meeting is posted to occur at 7 p.m. on Monday, all emails to be read during Citizens Forum must be sent by 5 p.m. on the preceding Sunday.~~
6. ~~Emails to be read during public forum should be submitted to: Dover School Board at DoverSchoolBoard@dover.k12.nh.us.~~
7. ~~Comments relating to complaints about personnel in the District will not be read aloud during Citizens Forum. Please refer to Policies KE and KEB. The Board will not allow emails pertaining to particular students in accordance with RSA 91-A and the Family Educational Rights and Privacy Act (FERPA).~~

~~Failure to comply with any of these guidelines may result in the Board declining to read your email during Citizens Forum.~~

~~These guidelines are meant to be temporary and apply only while the Board itself is meeting virtually. The Board will not allow email submissions to be read during public comment once the Board resumes meeting in person. Further, these guidelines expire no later than June 30, 2021, but may be renewed by formal vote of the Board during public session. These guidelines may be amended at any time at a properly posted Board meeting by majority vote of the Board.~~

Policy Revisions:

Adopted January 11, 2021

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DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 1

REVISED - SECOND READING

SCHOOL BOARD MEMBER INDEMNIFICATION

~~Because they are members of an agency of government whose powers and duties can be exercised by a decision of the majority of School Board membership only when the School Board is in session, the members of the School Board and its employees and agents act as agents of the district.~~ **The members of the Board and its employees and agents act as agents of the District.** None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the district and the state and federal governments.

~~Therefore,~~ In order to protect the individual members of the School Board, its employees and other agents, and the educational interest of the community, the School Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify School Board members and agents of the district for their official actions in the service of the school district.

~~The School Board will present to the City Council for approval appropriate indemnification resolutions prescribed in RSA 31:104, 105, 106, and 107, and will purchase insurance to protect the district against its potential liability for such indemnification, structuring such insurance to preserve statutory immunities wherever possible.~~

Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who violates the oath of office, or otherwise engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

Policy History:

October 10, 2005

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Related Policies: EBBC, JLC & JLCD

REVISED – SECOND READING

ACCIDENT REPORTS

~~In case of accident, the school nurse, athletic trainer, or appropriate or staff member, in conjunction with the school nurse, will complete an accident form as soon as possible following the accident.~~

~~The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the staffs of each school.~~

~~All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal for signature within 24 hours of the report. The original accident report is filed in the Superintendent's office and a copy is filed in the health office.~~

~~If the incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or staff member in conjunction with the school nurse, shall report all instances of the AED use with the New Hampshire Department of Safety. Incident Report Forms, are available on the New Hampshire Department of Safety web site, www.state.nh.us/safety/ems/.~~

A. General Accident Reporting: An accident report shall be required whenever an accident occurs:

- 1. in a school;**
- 2. on a school playground; or**
- 3. at any school-sponsored activity**

which requires a student or employee to be:

- 1. out of class or absent from school;**
- 2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician's assistant or dentist);**
- 3. requires first aid; or**
- 4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.**

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal's absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

B. Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent or Superintendent designee, shall notify the District's liability carrier promptly.

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C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.

1. Within eight (8) hours of any accident involving a death which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.
2. Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

D. Training: All staff shall receive annual training relative to accident and accident reporting protocols.

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REVISIONS – SECOND READING

BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

To help assure the safety of District students, it is the policy of the Dover School Board that before any person is employed by the School District, or are otherwise placed into positions whereby they have frequent close contact with, or supervision of students, that the administration conduct proper investigation into such person's background, including, without limitation, a criminal history records check under RSA 189:13-a – 189:13-c.

A. Definitions. As used in this policy:

1. “Applicant” shall mean and include an applicant for employment or any person seeking to serve in any position falling within the term “Covered Person” as defined below, who is selected by the District for further consideration for such position.
2. “Background investigation” means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
 - a. The applicant/covered person is qualified for the position for which they have applied, will/would be assigned, or will/would perform, and
 - b. The applicant has been found guilty of any criminal activity or conduct that would make them ineligible or unsuitable for employment or service in the district.
3. “Conditional offer of employment” means an offer of employment extended to a selected Applicant subject to a successful completed criminal history record check (defined below) which is satisfactory to the SAU or school district.
4. “Contractor” means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - a. cafeteria workers,
 - b. school bus drivers,
 - c. custodial personnel,
 - d. any other direct service or services to students of the district or charter school.
5. “Covered Person” shall mean every employee, stipended position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District, or any applicant/person seeking to serve in any of those positions. NOTE: Only those volunteers who meet the definition of “Designated Volunteer” below are considered “Covered Employees”. See Board policy IJOC for additional provisions relating to all volunteers
6. “Criminal History Records Check” or “CHRC” means a criminal history records inquiry under RSA 189:13-a – 13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.
7. “Designated Volunteer” is any volunteer who:

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- a. Comes in direct contact with students on a predictable basis (e.g., library volunteer, overnight field trip chaperone);
- b. Meets regularly with students (e.g., community mentor, volunteer assistant coach);
- c. Meets with students on a one-on-one basis [without the presence of a teacher or other such professional staff member]; OR
- d. Any other volunteer so designated by the School Board or Superintendent.

The administrative supervisor for the applicable activity or program (e.g., building principal, athletic director), shall have the responsibility of determining whether a volunteer position is a "Designated Volunteer", subject to any additional rules or procedures established by the Superintendent.

8. "Educator Candidate" means a student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program (RSA 189:13-c, I(b)). This definition includes both Educator Candidates who are placed as student teachers in the district, and those who might be in the District for a different purpose (e.g., Methods, etc.).
9. "Section V Offense(s)" are those criminal offenses listed in RSA 189:13-a, V, as that list may be amended by the Legislature from time to time. The current of offenses may be accessed at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

"Non-Section V Offenses" are all other crimes offenses, whether felonies or misdemeanors.

10. "Designee" shall mean, a person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee for purposes of CHRC may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

~~A. **Background Investigation.** The Superintendent or designee shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District. All decisions regarding employment and the pre-employment process shall conform to the District's Anti-Discrimination and Equal Opportunity policy, AC.~~ **The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy. The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than Designee, but shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, student teacher, or a Designated Volunteer to work or serve within the District. For Covered Persons who are employed by a third-party contractor or assigned as a Designated Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived. All decisions regarding**

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employment and the pre-employment process shall conform to the District's Anti-Discrimination and Equal Opportunity policy, AC.

As part of the application process, each applicant shall be asked whether they have ever been convicted of any crime and whether there are any criminal charges pending against them at the time of application. The applicant will also be directed to report any criminal charges brought against themselves after the application is submitted and until either hired or notified that they will not be hired. **Failure to report will be treated in the same manner as falsification of information under Section C, below.**

~~Record of background investigations (not necessarily source documentation) shall be retained pursuant to the District's Record Retention Schedule EHB-R.~~ **General record of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee's personnel file and retained pursuant to the District's Record Retention Schedule EHB-R.**

B. False Information. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

C. "Covered Person" and "Applicant" Defined. ~~Except as otherwise provided in this Policy, the term "Covered Person" shall mean employee, coaches, trainers, designated volunteer, whether direct or through a volunteer organization, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the District.~~

~~The term "applicant" as used in this policy shall include an applicant for employment or any person seeking to serve in any position falling with the term "covered person" as defined above.~~

D. Criminal History Records Check.

1. General. As part of the District's background check investigation, each covered person/applicant must submit to a criminal history records check ("**CHRC**") through the State of New Hampshire in full compliance with RSA 189:13-a. No covered person/**applicant** shall be employed, extended a conditional offer of employment (as described below), or begin service in the District, until the Superintendent or designee, has initiated the formal State and FBI criminal history records check process and a background investigation **CHRC**.

The applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken according to that statute **by a qualified law enforcement agency according to RSA 189:13-a, II.**

~~The release form generally authorizes the State Police to conduct a criminal history records check through its state and records of the Federal Bureau of Investigation, and to release a report of any misdemeanors and/or felony convictions, as well as any~~

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charges pending disposition for any crimes listed in the then-current paragraph V of RSA 189:13-a (“~~Section V Offenses~~”). Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the criminal history records check **CHRC** will result in immediate disqualification of the applicant/**covered person** and no further consideration **will not be considered** for the position.

E. Exceptions for Substitute Teachers, Bus Drivers & Bus Monitors. The following exceptions apply only to the State Police/FBI criminal history records check provisions of this policy. The Superintendent shall, nonetheless, require a full background investigation for the excepted employees, and for applicants for school bus drivers or monitors employed directly by the District, the background check shall include a full background check, including a state criminal record release from an applicant for a bus driver or monitor for district positions.

1. ~~Substitute Teachers and Other Non-“Applicant” Educational Staff.~~ Pursuant to RSA 189:13-a, IX(a), substitute teachers and other staff who do not meet the definition of “applicant” above, may initiate a criminal history records check with the Superintendent as described above. The State Police, however, shall issue its report directly to the potential substitute teacher/staff person. The report shall be valid for 30 days from the date of issuance and constitutes satisfactory proof of compliance with RSA 189:13-a.
2. ~~Bus Drivers and Bus Monitors.~~ Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education.

2. Special Provisions for Educator Candidates, Bus Drivers & Bus Monitors and Substitutes.

- a. **Educator Candidate.** Educator Candidates who are placed in the District as a student teacher shall undergo a CHRC prior to beginning in the District. For Educator Candidates in the District under a status other than student teacher (e.g, observation, Methods Course or Practicum student), the Superintendent or Designee will determine whether to require a CHRC using the same parameters included in the Designated Volunteer definition, above.
- b. **Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education (“NHED”). Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.

3. Results of Criminal History Records Check. The results of the criminal history records check **CHRC** shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality. **The Superintendent or Designee shall destroy all results and reports of any CHRC within sixty (60) days of receiving said information.**

As used in this Section F, a “designee” of the Superintendent authorized to receive and inspect results of the criminal history records check, may only be an assistant

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~~superintendent, head of human resources, the personnel director, the business administrator or the finance director.~~

~~If the results of the records check disclose no criminal record, the results and information shall be destroyed immediately following review by the Superintendent or designee. If the results indicate criminal conviction or indicate any charge pending disposition of a Section V Offense, then the Superintendent or designee shall review the information for a hiring decision but shall destroy the records within 60 days of receiving the information.~~

~~Section V Offense. If the results of the record check disclose that the Applicant or Covered Person has either been convicted or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment.~~

4. **Pending Charges or Convictions for Section V Offenses. If the results of the CHRC disclose that the Applicant has either been convicted of or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment. Additionally, the Superintendent (not the Superintendent's Designee), shall notify NHED through its Investigator or the Chief of the Governance Unit or as otherwise directed by NHED.**

~~Non-Section V Offenses. In addition to disqualification based upon conviction or pending charges for a Section V Offense, the District may deny a final offer of employment or permit service/work in the schools based upon convictions or charges of other misdemeanors or felonies, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity and the best interests of the students and the District. Such determination will be made by the Superintendent or designee in accordance with the established protocol and on a case-by-case basis. For non-Section V Offenses, which the applicant discloses, or which come to light during the background check, the presumption of innocence shall apply; however, the Superintendent or designee shall consider all reliable information in assessing the applicant's suitability. The Superintendent or designee shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.~~

~~If the Superintendent chooses to nominate an applicant who has a history of conviction or pending charges of a crime (non-Section V Offense), then the final hiring decision must be approved by the School Board, who shall be informed generally of that history in non-public session.~~

5. **Non-Section V Offenses and/or Past Charges of Section V Offenses. If the results of a CHRC disclose that the Applicant has been charged (whether pending or previously concluded) with a Non-Section V Offense, or has been previously charged with a Section V Offense which the charge has been disposed of other than by a conviction, the Superintendent or Designee shall take such information into account prior to hiring or assigning such Applicant. In making a determination regarding such an Applicant, the Superintendent or Designee shall consider all reliable information, and assess whether, in light of the totality of the circumstances, the Applicant's suitability for the position sought with student safety being the priority consideration. (Circumstances the Superintendent should consider, include, but are not limited to, nature and date of the charge,**

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information about reduced charges, age at time of charge, relationship of the nature of the charged offense to the duties of the position sought).

If the Superintendent chooses to nominate, appoint or assign an Applicant who has a history of conviction or pending charges of a Non-Section V Offense, or of past concluded charges of Section V Offenses that did not result in a conviction, then the final hiring decision or appointment of another Covered Person must be approved by the School Board. The Superintendent may share to the Board in non-public session general information about the offense/conviction but is prohibited under RSA 189:13-a from sharing the CHRC report.

6. Fees for Criminal History Records Check. Any applicant for whom the Board requires a CHRC, or, in the instance of third party contractors/organizations, the Covered Person's employer/organization, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the CHRC, unless otherwise determined by the Board.
7. Additional Criminal Records Checks. To the extent permitted by law, the Superintendent or Designee may require a CHRC of any Covered Person at any time after hire or appointment to a position within the District.

- E. Conditional Offer of Employment. Persons Applicants who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the Background check Investigation and CHRC, ~~the State Police and FBI criminal history records check~~, and a determination that there are no disqualifying pending charges or convictions.

Any person applicant who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that their employment or approval to work within the District ~~as a contractor or employee of a contractor~~ is entirely conditioned upon the results of a criminal history records check CHRC and background check investigation being satisfactory to the District.

- F. Final Offer of Employment. No applicant shall be extended a final offer of employment or be allowed to serve/provide services in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of criminal history records check CHRC and background check investigation.

- ~~G. Fees for Criminal History Records Check. Any applicant for whom the Board requires a criminal history records check, or, in the instance of third party contractors, the applicant's employer, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.~~

- H. G. Administrative Protocols/Procedures. The Superintendent is authorized to establish written protocols for background investigations, which protocols may vary depending on the

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nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional **specific** disqualifying misdemeanor or felony convictions or charges (**e.g., prositution, theft, etc.**) in addition to the Section V Offenses.

- I. **H. Contractor and Vendor Provisions.** The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to ~~complete criminal history records checks~~ **CHRCs and Background Investigations** as required under this policy. **as well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII.**

I. Training of Superintendent/Designee. The Superintendent or any Designee shall complete such training relative to the reading and interpretation of criminal records as required by NHED.

- J. ~~**Additional Criminal Records Checks.**~~ The Superintendent may require a state criminal history records check of any covered person at any time to the extent permitted by law.

- K. ~~**J. Reports of Post-Employment/Service Section V Offenses Reports of Criminal Offenses Post-Hire or Commencement of Service.**~~ When the District receives a notification of a covered person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to ~~and immediately discharged~~ **immediate discharge**. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the **covered** person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall make a report to the **New Hampshire** Department of Education **pursuant to section 510.05 of the Code.**

Policy History

Policy Adoption: November 13, 2017
Policy Revision: November 8, 2021

TECHNICAL ASSISTANCE ADVISORY
PREPARED BY THE DEPARTMENT OF EDUCATION AND THE DEPARTMENT OF
SAFETY

WITHDRAWN

SCHOOL EMPLOYEE BACKGROUND INVESTIGATION,
INCLUDING A CRIMINAL HISTORY RECORDS CHECK

Purpose.

The purpose of this Technical Assistance Advisory is to provide clear and concise requirements for school administrative units (hereinafter, the "SAU"), school districts, or charter schools with respect to a school employee background investigation, including a criminal history records check, for each selected applicant regularly in contact with pupils in the performance of his/her duties.

Definitions. The following definitions shall apply:

- (a) "Background investigation" means an investigation into the past employment and other background of a selected applicant in a SAU, school district, or charter school or an employee or employees of a contractor which contracts with a SAU, school district, or charter school with the intent of determining whether:
 - (1) The applicant is qualified for the position for which he/she has applied, and
 - (2) The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible for employment.
- (b) "Conditional offer of employment" means an offer of employment extended to a selected applicant subject to a successful completed criminal history record check which is satisfactory to the SAU, school district, or charter school.
- (c) "Contractor" means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - (1) cafeteria workers,
 - (2) school bus drivers,
 - (3) custodial personnel,
 - (4) any other direct service or services to students of the district or charter school.
- (d) "Criminal history records check" means a criminal history records inquiry conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation (hereinafter, the "FBI").

- (e) "Persons regularly in contact with pupils" means a person or persons who in the performance of his/her duties:
 - (1) Comes in direct contact with pupils on a daily basis for any period of time;
 - (2) Meets regularly, once or twice a week, with students, including but not limited to an art, music, or physical education teacher; or
 - (2) A substitute teacher who comes in direct contact with pupils on a limited basis.
 - (4) Designated volunteers, as defined in policy IJOC are categories of volunteers that designated by the governing bodies of SAU, school districts, or charter schools to have criminal history records checks performed.
- (f) "School employee" means an employee in any position in a SAU, school district, or charter school.
- (g) "Selected applicant" means a person selected for employment who has provided a SAU, school district, or charter school with:
 - (1) A signed notarized criminal history records release form, and
 - (2) A complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of a SAU, school district, or charter school which have been submitted by a SAU, school district, or charter school to the New Hampshire State Police for a criminal history record check.
- (h) "Subcontractor" means a private business or agency or an employee or employees of a contractor that contracts with a contractor to provide services.

Employee Background Investigation

Each SAU, school district, or charter school, as part of the employment process, shall conduct an employee background investigation for each selected applicant for employment.

SAU's, school districts, or charter schools are not liable in any lawsuit for negligence or deficiencies, if the SAU, school district, or charter school satisfies the requirements of RSA 189:13-a, I

Criminal Records Check.

- (a) For each selected applicant the SAU, school district, or charter school shall submit, with appropriate fees, a notarized criminal history records release form provided by the state police, and a complete set of fingerprints on a FBI Applicant_Fingerprint

Card to the New Hampshire State Police so that the State Police can conduct a criminal history record inquiry through the state repository and through the FBI.

- (b) No selected applicant may be extended a conditional offer of employment unless the SAU, school district, or charter school has initiated a criminal history records check.
- (c) A criminal history record check shall be prepared in compliance with RSA 189:13-a and with New Hampshire Department of Safety requirements included in this advisory.
- (d) The Department of Safety, Division of State Police shall notify, in writing, to the submitting agency whether the selected applicant does or does not have any convictions under RSA 189:13-a, V or a submitted list of other felonies
 - (1) The SAU, school district, or charter school will immediately destroy a “does not have any convictions” notification received from the state police.
 - (2) The SAU, school district, or charter school has 30 days to destroy a “does have a conviction” notification received from the state police.
 - (3) Under no circumstances shall the criminal history records notification be kept by the school administrative unit, school district, or charter school.
- (e) No selected applicant shall be extended a final offer of employment if such person has been convicted of:
 - (1) RSA 630:1 Capital Murder
 - (2) RSA 630:1-a First Degree Murder
 - (3) RSA 630:1-b Second Degree Murder
 - (4) RSA 630:2 Manslaughter
 - (5) RSA 632-A:2 Aggravated Felonious Sexual Assault
 - (6) RSA 632-A:3 Felonious Sexual Assault
 - (7) RSA 632-A:4 Sexual Assault
 - (8) RSA 633:1 Kidnapping
 - (9) RSA 639:2 Incest
 - (10) RSA 639:3 Endangering Welfare of Child or Incompetent
 - (11) RSA 645:1, I (b) Indecent Exposure and Lewdness
 - (12) RSA 645:2 Prostitution and Related Offenses
 - (13) RSA 649-A:3 Child Pornography
 - (14) RSA 649-B:3 Computer Pornography and Child Exploitation Prevention
 - (15) RSA 649-B:4 Certain Uses of Computer Services Prohibited
 - (16) RSA 650:2 Obscene Matter Offenses

- (f) A SAU, school board, or charter school board of trustees may deny a selected applicant a final offer of employment if such person has been convicted of a felony in addition to (e) above as determined by the SAU, school district, or charter school.

Criminal Records Check Through the Division of State Police, Department of Safety

- (a) The law (RSA 189:13-a) requires that a SAU, school district, or charter school must submit to the State Police a complete set of fingerprints and a notarized release form for each individual covered by the law. The state police must conduct a New Hampshire criminal records check, and will forward the fingerprints to the FBI for a national records' check. The FBI will not conduct that check without a proper set of fingerprints.
- (b) The state police will provide to each SAU, school district or charter school a set of records release forms and fingerprints cards. The records release forms and the fingerprint cards, provided by the state police, will be the only types of forms that will be accepted. However each SAU, school district, or charter school may produce the release form as is necessary.
- (c) The selected applicant will complete the release form, have it notarized and bring the fingerprint card to a person qualified to take fingerprints. Depending on arrangements that have been made by the district, this may be a local law enforcement agency or a trained individual employed by the selected an employed by the SAU, school district, or charter school.

The SAU, school district, or charter school will then forward the release form and the fingerprints to the state police. The submission of the release form and the fingerprints must be accompanied by the proper fees, which cover the cost of both the state and federal records check. Inadequate fees will delay the process.

- (d) The criminal history record check conducted by the FBI will take between 30 to 60 days. The FBI will forward the results to the state police and the state police will send a notification to the hiring agency indicting the presence or absence of a criminal conviction. If there is no criminal history record, the FBI will destroy the fingerprint card once the check has been completed. Similarly, no copy of the fingerprints will be kept by the state police.
- (e) The results of the completed criminal history records checks by the state police will be sent separately from the completed criminal history records checks by the FBI. The average time to receive a notification for a New Hampshire criminal history records check is two weeks.

Criminal History Records Check by the State Police for Persons Who Work for Several School Districts.

- (a) Because criminal history record information must be destroyed by the SAU, school district, or charter school, there is no record information to share with another SAU, school district, or charter school.
- (b) The sole exception will apply to substitute teacher applicants.
- (c) Substitute teachers concurrently applying to multiple SAU's, school districts, or charter schools will submit the proper release forms, fingerprints and fees to only one of the districts.
- (d) Upon request, in person or in writing to the state police, the substitute teacher applicant will receive a copy of their criminal history record notification.
- (e) The substitute teacher applicant will show the state police notification to the other SAU's school districts or charter schools, and this will satisfy the statutory requirements for the criminal history records check.
- (f) This copy of the substitute's criminal history record notification will be valid for 14 days from the date of the notification. After this time period the criminal history records check process must be reinitiated.

Fingerprints.

- (a) The overriding issues with respect to the fingerprints are that they be taken properly on the FBI Applicant Fingerprint Card supplied by the State Police.
- (b) The law allows this to be done by a qualified law enforcement agency or an authorized person employed by the SAU, school district, or charter school.
- (c) If, after two attempts a set of fingerprints is invalid, a SAU, school district, or charter school may, in lieu of fingerprints, accept clearances from every city, town or county where an applicant has lived during the past five years.
- (d) To assure that completed criminal history records checks are returned to the correct SAU's, school districts or charter schools, the SAU, school district, or charter school must place the name, address and identification number in Employer and Address section and the OCA section of the FBI Applicant Fingerprint Card.

Conditional Offer of Employment.

- (a) A SAU, school district, or charter may extend a conditional offer of employment to a selected applicant, with a final offer of employment subject to a successful completed records check including a criminal history records check.
- (b) A selected applicant extended a conditional offer of employment shall be eligible for the same salary and fringe benefits as if he/she were provided a final offer of employment.

- (c) A conditional offer of employment may continue during the time the SAU, school district, or charter school is awaiting receipt of a completed criminal history records notifications.
- (d) In the event that the first set of fingerprints is invalid and a second set of fingerprints is necessary in order to complete the criminal history records check the conditional offer of employment shall remain in effect.
- (e) A conditional offer of employment for a selected applicant shall be valid for no more than on resubmission of fingerprints and the subsequent clearances for the law enforcement agencies in the city, town or county which the applicant has lived for the last five years.

Final Offer of Employment.

- (a) A SAU, school district, or charter school may extend a final offer of employment to a selected applicant, who has a conditional offer of employment, if the selected applicant receives a successfully completed records check including a criminal history records check.
- (b) If a selected applicant is extended a final offer of employment, the individual shall be entitled to membership in the collective bargaining unit subject to the requirements of RSA 273-A and shall immediately be covered by the terms and conditions of the collective bargaining agreement.

Records Retention.

Under no circumstances shall the criminal records be released to the school administrative unit, school district, or charter school. The school administrative unit, school district or charter school shall maintain the confidentiality of all criminal history records information received pursuant to this paragraph. If the criminal history records information indicates no criminal record, the school administrative unit, school district or charter school shall immediately destroy the information received from the Division of the State Police. If the criminal history record information indicates that the applicant has been convicted of a felony or a crime listed in paragraph V, the school administrative unit, school district or charter school shall review the information for a hiring decision, and the division of state police shall notify the department of education of any such convictions. The school administrative unit, school district or charter school shall destroy any criminal history record information that indicates a criminal record within 30 days of receiving such information.

Contractors Or Subcontractor Responsibility.

- (a) An employee background investigation including a criminal history records check shall be conducted by a contractor or subcontractor for each employee in regular contact with pupils in accordance with this advisory.
- (b) The cost of such investigation, including criminal history records checks for employees or selected applicants for employment with such contractors, shall be borne by the contractor or subcontractor.

- (c) The contractor or subcontractor shall submit to the SAU, school district, or charter school, a written verification that a background a criminal history records check has been done for each employee of the contractor or subcontractor who is regularly in contact with pupils.
- (d) In the event that services performed by a SAU, school district, or charter school, are now provided by a contractor, an employee background investigation shall not be required for a school employee who becomes an employee of the contractor.

Unsuccessful Criminal History Records Notification.

If a SAU, school district, or charter school receives a criminal history records notification which states "does have a conviction" for crimes listed in RSA 189:13-a V, or a separate list of felonies submitted by that agency's governing authority for a selected applicant the SAU, school district, or charter school shall immediately, within 24 hours of receipt of such report, excluding Saturday, Sunday, or a holiday, dismiss the selected applicant.

Cost of an Employee Background Investigation, Including Criminal History Records Check. The cost of a background investigation, including history records check or any other relevant records check shall be borne by the selected applicant unless otherwise determined by a SAU, school board, or charter school.

EMPLOYEE INITIATION OF A CRIMINAL RECORDS HISTORY CHECK

(The new employee must initiate the Criminal Records Check at the Superintendent's Office before s/he can be issued a conditional employment contract.)

1. Arrange to have your fingerprints taken by making an appointment with the SAU.
2. The fee is set by the New Hampshire Division of Safety and is to be paid by the employee, not the School District.

Do not send these materials directly to the Division of Safety.

3. Pursuant to RSA 198:13-a, the conditional employment contract entitles you to the same salary and economic benefits as you would otherwise receive under a final offer of employment, except that you are not covered by the terms and conditions of any applicable collective bargaining agreement while conditionally employed.

Completion of Criminal Records History Check

4. The Superintendent's office will send-your Criminal Records Release Authorization form, fingerprints card, and payment to the New Hampshire Department of Safety, Division of State Police, Central Reporting for Criminal Records, 10 Hazen Drive, Concord.
5. The State Police will conduct a New Hampshire Criminal Records Check and will forward your fingerprints to the FBI for a National Criminal Records Check.

The check done by the FBI will take a minimum of 30 days. The FBI will destroy your fingerprint card once the check has completed. No copy of the fingerprint card will be kept by the State Police.

6. The results of the completed Criminal Records Check conducted by the State Police will be sent to the Superintendent and the Department of Education separately from the completed Records Check conducted by the FBI. Your two-part Criminal Records Report shall be kept confidential, and only the Superintendent and the Principal shall have access to it. The Department of Education establishes its own confidentiality procedure. The Criminal Records Report issued by the FBI and the NH Department of Safety becomes the property of the School Administrative Unit, however, you, as an employee, may request and receive one attested copy of these Reports from the Superintendent's Office at no charge.

Final Offer of Employment

The District will automatically convert your conditional employment to a final employment contract if you have not been found guilty of a criminal activity or of any other contract if you have not been found guilty of any Criminal Records Check, then state law requires that you be dismissed from employment within 24 hours of our receipt of the report, excluding Saturday, Sunday or holidays.

Effective January 1, 2009: Dover School District staff employed as teachers, paraprofessionals, substitutes, café workers, facility workers, coaches and secretaries, will be required to pay in advance the sum equivalent of what the State of New Hampshire charges.

See Policy GBCD

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DATE OF ADOPTION:	PAGE 1 OF 2

Related Policies: GBEA, GBEB, GBEBB, JICK & JLF

SECOND READING

MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES

A. General.

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Department of Education Administrative Rules (the “NH Code of Conduct”) imposes various reporting requirements upon each “Credential Holder” as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. reporting any “suspected violation of the code of conduct” (see NH Code of Conduct at Ed 510.05 (a)); and
2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V (“Section V Offenses”) (see NH Code of Conduct, at Ed 510.01 (b)(2)).

By way of District Policy GBEB, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractor, irrespective of whether or not such persons are Credential Holders. Consequently, each District employee designated volunteer, or contracted service provider (collectively referred to in this policy as a “Covered Individual”), is required to report certain acts, incidents and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy JLF; acts of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy JICK, and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy GBEB, whether on or off duty, shall report the same to such Covered Individual’s building principal, or to the Superintendent.

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Board, who is hereby granted authority to consult with the District’s attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, they shall report the Superintendent’s suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to

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the Principal and/or the Superintendent, and believes that the District's reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the New Hampshire Department of Education directly.

2. Any initial report made relative to A.1 or A.2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed "received" annotation, such that the Covered Individual may document their State mandated obligation to report.

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the N.H. Legislature, employees, etc. who are arrested for any reason should promptly review the then statute, which may be found online at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of GBEB or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same to the Superintendent. If the Superintendent is the subject of report, then the Principal's report shall be made in the same manner as described in B.2, above.

E. Superintendent's Report to the Department Regarding Credential Holders.

The Superintendent shall report misconduct by Credential Holders to the N.H. Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

F. Procedures.

The Superintendent may establish such administrative procedures, forms, etc. as they may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: GBEB
DATE OF ADOPTION:	PAGE 1 OF 1

Related Policies: GBEA, GBEAB & GBEBB

SECOND READING

STAFF CONDUCT

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: GCAA
DATE OF ADOPTION: SEPTEMBER 11, 2006	PAGE 1 OF 1

WITHDRAW – SECOND READING

HIGHLY QUALIFIED TEACHERS

~~Pursuant to federal law, the School District will strive to ensure that all teachers who teach core academic subjects will satisfy “Highly Qualified Teacher” requirements set forth in the No Child Left Behind Act of 2001 and defined by the State of New Hampshire.~~

~~Core academic subjects are: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, art, history, and geography.~~

~~Because standards for satisfying Highly Qualified Teacher requirements differ between elementary school and secondary school, the Superintendent and building principals are responsible for:~~

- ~~1. Making sure all teachers who are required to do so meet or exceed Highly Qualified Teacher requirements;~~
- ~~2. Properly documenting necessary paperwork and, if necessary, providing such paperwork to the New Hampshire Department of Education; and~~
- ~~3. Providing notice to parents/guardians whose children are not being instructed by a teacher who satisfies Highly Qualified Teacher requirements, as required by No Child Left Behind.~~

Legal References

Pub. L. 107-110, No Child Left Behind Act of 2001
20 U.S.C. 7801 (23), Definitions, Highly Qualified Teacher
34 C.F.R. 200.55, Qualifications of Teachers

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SECOND READING

RESIDENCY

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12.

193:12 Legal Residence Required. –

- I. Notwithstanding any other provision of law, no person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board except as otherwise provided in this section or in RSA 193:28.
- II. For purposes of this section, the legal residence of a pupil shall be as follows:
 - a. In the case of a minor, legal residence is where the parents reside, except that:
 1. If the parents live apart and are not divorced, legal residence is the residence of the parent with whom the child resides.
 2. (A) In a divorce decree where parents are awarded joint decision-making responsibility or joint legal custody, the legal residence of a minor child is the residence of the parent with whom the child resides. In a divorce decree, or parenting plan developed pursuant to RSA 461-A, a child's legal residence for school attendance purposes may be the school district in which either parent resides, provided the parents agree in writing to the district the child will attend, and each parent furnishes a copy of the agreement to the school district in which the parent resides. The parents shall update their parenting plan to reflect this agreement. If a parent is awarded sole or primary residential responsibility or physical custody by a court of competent jurisdiction in this or any other state, legal residence of a minor child is the residence of the parent who has sole or primary residential responsibility or physical custody. If the parent with sole or primary physical custody lives outside the state of New Hampshire, the pupil does not have residence in New Hampshire. If the court order is for equal or approximately equal periods of residential responsibility, the child's legal residence for school attendance purposes shall be as stated in the order. If a child is in a court-ordered residential placement, foster home, or group home pursuant to RSA 169-B, RSA 169-C, RSA 169-D, RSA 170-C, or RSA 463, residence shall be determined in accordance with RSA 193:28.
 - (B) Nothing in this subparagraph shall require a school district to provide transportation for a child to another school in the school district in which the child resides, or beyond the designated attendance area for the school to which the child is assigned, or beyond the geographical limits of the school district in which the child resides.

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3. (A) If the minor is in the custody of a legal guardian appointed by a New Hampshire court of competent jurisdiction or a court of competent jurisdiction in another state, territory, or country, legal residence is where the guardian resides. If the department of health and human services has been appointed legal guardian, the residence of the minor is where the child is placed by the department or the court. Legal guardianship shall not be appointed solely for the purpose of allowing a pupil to attend school in a district other than the district of residence of the minor's parent or parents. Whenever a petition for guardianship or legal custody is filed in a court of competent jurisdiction on behalf of a relative of a child, other than a parent, the child shall be permitted to attend school in the district in which the relative of the child resides pending a court determination relative to custody or guardianship.

(B) No minor placed in a home for children or health care facility, as defined in RSA 193:27, by another state which charges the state of New Hampshire, a political subdivision of the state of New Hampshire, or a New Hampshire school district, for the regular or special education costs for New Hampshire children placed in that state, shall be deemed a legal resident for purposes of school assignment, unless the sending state agrees to reimburse the receiving district, as defined in RSA 193:27, for regular education and special education costs.

(C.1) If a parent with legal custody of a child moves from New Hampshire to another state while the child is in a court-ordered residential placement in this state or another state pursuant to RSA 169-B, RSA 169-C, RSA 169-D, RSA 170-C, or RSA 463, the departments of education and health and human services shall make a written request of the receiving state to assume the programmatic and financial liability of the child's placement in this state or another state until physical custody of the child is returned to a parent or legal guardian. In this subparagraph, "receiving state" shall mean the state to which the child's parents move.

(C.2) If the receiving state refuses to accept financial liability, the departments of education and health and human services shall enter into an agreement to provide the child with general and special education and residential services until legal custody of the child is returned to a parent or legal guardian.

- III. For the purposes of this title, "legal resident" of a school district means a natural person who is domiciled in the school district and who, if temporarily absent, demonstrates an intent to maintain a principal dwelling place in the school district indefinitely and to return there, coupled with an act or acts consistent with that intent. A married person may have a domicile independent of the domicile of his or her spouse. If a person removes to another town with the intention of remaining there indefinitely, that person shall be considered to have lost residence in the town in which the person originally resided even though the person intends to return at some future time. A person may have only one legal residence at a given time.

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IV. The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence, and shall include the following:

- a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- d. Migratory children, as defined in 20 U.S.C. 6399 who qualify as homeless because such children are living in circumstances as described in subparagraphs (a)-(c).

V. Except as provided in subparagraph II(b), nothing in this section shall limit or abridge the right of any child placed and cared for in any home for children, as defined in RSA 193:27, or of any child placed in the home of a relative of that child by the department of health and human services, or placed in the home of a relative or friend by a court pursuant to RSA 169-B, RSA 169-C, RSA 169-D, RSA 170-C, or RSA 463, to attend the public schools of the school district in which the home for children or home of the relative or friend in which a child is placed by the department of health and human services or by a court of competent jurisdiction is located, as provided in RSA 193:28.

VI. (A) Whenever a parent or guardian voluntarily places a child with a relative at the recommendation or request of the department of health and human services, that child shall be permitted to attend the public schools of the school district in which that relative resides provided that:

- a. Upon request of the school district, the department of health and human services shall confirm that the department recommended or requested that the child be placed with the relative to promote the child's wellbeing, and not for the purpose of allowing the child to attend school in the district where the relative resides; and
- b. Upon request of the school district, the relative shall take reasonable steps to secure a court award of guardianship over the child, the child being allowed to attend school in that district while the relative seeks guardianship.

(B) Whenever a dispute arises among one or more school districts, the department of health and human services, or one or more of the previously mentioned parties, as to the residency of a child who is in the legal custody or guardianship of the department of health and human services, or who has been placed pursuant to a

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DATE OF ADOPTION:	PAGE 4 OF 5

court order in a proceeding under RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, the department of health and human services shall request in writing that the superintendents involved resolve the dispute. If the residency dispute remains unresolved 10 days after such request, the department of health and human services shall request that the commissioner of the department of education determine the residence of the child. The child shall be permitted to attend school in the district in which the child has been placed by the court or the department of health and human services pending the resolution of the residency dispute. Liability as to the cost of school attendance provided under this paragraph shall be determined by the commissioner of education.

- VI. (A) The commissioner of the department of education, or designee, shall decide residency issues for all pupils, excluding homeless children and youths, in accordance with this section. If more than one school district is involved in a residency dispute, or the parents who live apart cannot agree on the residence of a minor child, the respective superintendents shall jointly make such decision. In those instances when an agreement cannot be reached, the commissioner of the department of education, or designee, shall make a determination within 30 days of notice of the residency dispute and such determination shall be final. If the unresolved residency dispute has resulted in an interruption of educational or related services, or such an interruption is likely to occur if the determination cannot be made before the expiration of 30 days, the determination shall be made within 14 days. With the agreement of the school districts involved and of the minor child's parent or legal representative, the time for determination of the residency dispute may be extended. Residency disputes may be submitted to the commissioner for determination by a school district involved in a dispute. In cases where the failure to resolve a residency dispute has resulted in or is likely to result in the interruption of educational or related services, a minor child's parent or legal representative may submit a residency dispute for determination to the commissioner. In all cases, all parties with an interest in the dispute shall be notified of the pendency of the proceedings, shall have an opportunity to review all information provided to the commissioner, and shall have an opportunity to present facts and legal arguments to the commissioner. The commissioner's decision, including a written explanation for that decision, shall be provided to the parties of record and a copy of such explanation shall be kept on file by the department of education. No school district shall deny a pupil attendance or implementation of an existing individualized education program.

(B) A pupil shall remain in attendance in the pupil's school of origin during the pendency of a determination of residency. If a child does not have a school of origin within this state, the child shall be immediately admitted to the school in which enrollment is sought pending determination of the residency dispute, provided such school is in the school district in which the child temporarily resides. For the purpose of this paragraph, "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.

(C) Notwithstanding the provisions of RSA 21-N:11, III any person aggrieved by a determination of the commissioner may appeal such determination to a court of competent jurisdiction.

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- VII. Nothing in this section shall require a district to provide transportation for a student beyond the geographical limits of that district.
- VIII. Each school district shall adopt an admission and attendance of non-resident students policy.
- IX. The commissioner of education may enter into agreements with other states relative to liability for educational costs, including special education costs, of students placed in New Hampshire by those states, or of students placed outside the state of New Hampshire.
- X. For the purpose of determining liability for a child placed and cared for in any home for children or health care facility, the provisions of RSA 193:29 shall apply.

Policy History:

Adopted -

DOVER SCHOOL DISTRICT	POLICY CODE: JFABD
DATE OF ADOPTION: JULY 12, 2010	PAGE 1 OF 7

Related Policies: EEA

REVISED – SECOND READING

Admission of Homeless Students

EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

~~To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.~~

~~Homeless students are defined as (per NCLB definitions) lacking a fixed, regular, and adequate nighttime residence, including:~~

- ~~1. Sharing the housing of other persons due to loss of housing or economic hardship;~~
- ~~2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;~~
- ~~3. Living in emergency or transitional shelters;~~
- ~~4. Are abandoned in hospitals;~~
- ~~5. Awaiting foster care placement;~~
- ~~6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;~~
- ~~7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;~~
- ~~8. Are migratory children living in conditions described in previous examples.~~

~~The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.~~

~~To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.~~

~~If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.~~

~~Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. IF the student does not have immediate access to the immunization records, the student shall be admitted under a personal exemption. Students~~

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DATE OF ADOPTION: JULY 12, 2010	PAGE 2 OF 7

~~and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from student's previous school shall be requested from the previous school pursuant to the district policies. Emergency contact information is required at the time of enrollment consistent with district policies.~~

~~Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.~~

~~The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.~~

Legal References:

~~NH Code of Administrative Rules, Section Ed 306.04(a)(17), Homeless Students
No Child Left Behind Act, 2002
McKinney-Vento Homeless Assistance Act, 42 USC §11431, et seq.
RSA 193:12, Legal Residence Required~~

RECOMMENDED UPDATES

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students.

Under the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), and guidance provided by the New Hampshire Department of Education ("NHDOE"), the term "homeless children and youths" means "individuals who lack a fixed, regular and adequate nighttime residence." Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

- 1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;**
- 2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;**
- 3. living in emergency or transitional shelters;**

DOVER SCHOOL DISTRICT	POLICY CODE: JFABD
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4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms “unaccompanied youth,” “school of origin,” “enrollment,” and “attendance area school” shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act (“McKinney-Vento”) and guidance provided by the New Hampshire Department of Education (“NHDOE”). For purposes of this policy and its accompanying regulation, “homeless students” shall refer to and include “homeless children and youth” and “unaccompanied youth.”

*Note: under RSA 193:12, IV, the definition of “homeless children and youth” also includes children “awaiting foster care placement”, see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

B. Enrollment and School Stability.

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year.

C. Homeless Liaison.

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The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the “Homeless Liaison” or the “District Homeless Liaison”). The District shall provide training and other technical assistance to the Homeless Liaison and other appropriate District staff regarding the District’s obligations to homeless students. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a) assist in requesting the student’s records;
- b) mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c) assist in making transportation arrangements;
- d) ensure that homeless students receive the educational services for which they are eligible or entitled;
- e) coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f) ensure that unaccompanied youth and/or parent/guardians of homeless students are informed of the educational and related opportunities available to homeless students;
- g) work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h) ensure that unaccompanied youth and/or parent/guardians of homeless students are informed of all transportation services including transportation to the school of origin;
- i) assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j) coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;
- k) assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l) work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students.

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Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students.

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution.

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent/guardian, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those requests to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

1. Notification of Appeal Process.

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent/guardian, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent/guardian, or the unaccompanied youth of the right to appeal. The District shall provide the parent/guardian or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent/guardian's right to appeal(s);

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- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I.

- a. If the parent/guardian or unaccompanied youth disagrees with the District's placement decision, they may appeal by filing a written request for dispute resolution/appeal ("appeal") with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District's placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent/guardian or unaccompanied youth with a written decision and notification of the parent/guardian's right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent/guardian or unaccompanied youth an "appeals package" consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent/guardian or unaccompanied youth.

3. Appeal to the Superintendent – Level II.

The parent/guardian or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent's designee, using the appeals package provided at Level I.

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent/guardian or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon

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the request of the parent/guardian or unaccompanied youth, this conference may be held telephonically).

- b. Within five business days of the conference with the parent/guardian or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to the NHDOE.
- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Records.

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

Policy History:

Adopted July 12, 2010

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-R
DATE OF ADOPTION:	PAGE 1 OF 3

Related Policies: EHB, JLCD & EBBC

Related Forms: JLCD-F1, JLCD-F2 & JLCD-F3

SECOND READING

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

These administrative procedures are intended to implement School Board policy JLCD "Administering Medication to Students". Pursuant to that policy, any medication, whether prescription or over-the-counter ("OTC") administered to or taken by students during the school day or school activities shall comply with School Board policy JLCD and these procedures.

A. Written Authorizations.

1. Prescription medications. In order for prescription medications to be given at the school, the following shall occur:

a. The school nurse shall ensure that a written statement containing the following be on file in the student's health record:

- i. The student's name;**
- ii. The name and signature of the licensed prescriber and contact numbers;**
- iii. The name, route and dosage of medication;**
- iv. Specific recommendations for administration;**
- v. The frequency and time of medication administration or assistance;**
- vi. Any special side effects, contraindications, and adverse reactions to be observed;**
- vii. The date of the order; and**
- viii. A diagnosis, if not a violation of confidentiality;**

b. The school nurse shall ensure that there is written authorization by the parent/guardian that contains:

- i. The parent/guardian's printed name and signature;**
- ii. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication be documented; and**
- iii. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and**

c. The school nurse shall ensure the authorization or other accessible documentation contains:

- i. The parent/guardian's home and emergency phone number(s); and**

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-R
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- ii. Persons to be notified in case of a medication emergency in addition to the parent/guardian and licensed prescriber.

2. Non-Prescription / Over-the-Counter Medications. Non-prescription and OTC medications shall be administered only with the written authorization of the parent/guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications in paragraphs A.1.b & c, above.

To the extent consistent with the N.H. Nurse Practice Act, RSA 326-B and applicable state regulations, the school nurse may accept verbal authorization from a parent/guardian or licensed healthcare provider, to be followed with written confirmation per Board policy JLCD.

B. Delivery of Medication to School

1. A parent/guardian or a parent/guardian-designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
2. The prescription medication shall be in a pharmacy or manufacturer labeled container;
3. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and
4. The medication may be delivered by other adult(s), provided, that the nurse is notified in advance by the parent/guardian of the delivery and the quantity of prescription medication being delivered to school is specified.

C. Storage of Medication.

1. All medications shall be stored in their original pharmacy or manufacturer labeled containers, and in such manner as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school sponsored activities.
2. All medication to be administered by the school nurse shall be kept in a securely-locked cabinet which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.
3. No more than a 30-school day supply of the prescription for a student shall be stored at the school.
4. Consistent with N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

D. Documentation & Communications Regarding Administration of Medication.

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-R
DATE OF ADOPTION:	PAGE 3 OF 3

1. The school nurse (or, in the school nurse's absence, the Principal/designee) will document the following information regarding medication taken by each student:
 - a. Name of medication taken/administered;
 - b. Dose and route of administration;
 - c. Date and time of administration;
 - d. Signature, initials, or electronic signature/verification of adults present; and
 - e. Other noteworthy comments or information relating to significant observations relating to prescriptions, a medication's adverse reactions, beneficial effects, etc.
2. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
3. Each school nurse shall develop and maintain a paper or electronic system to document the information required in paragraphs D.1 & 2. Such system shall allow for secure communication of the information recorded in items D.1 & 2 to the child's parent/guardian and/or licensed prescriber.
4. The recording system shall allow additions, but must assure that the original information cannot be deleted. Any changes must be signed by the school nurse, principal or designee in conformance with Board policy DGA "Authorized Signatures".
5. The system shall assure retention of records in accordance with paragraph E of these procedures.

E. Student Health Records

Physicians' written orders and the written authorization of parents/guardians should be filed with the student's cumulative health record. An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.

Student health records shall be retained in accordance with Board policy EHB and the District's Data/Records Retention Schedule, EHB-R, or any superseding statutes or regulations. Health records concerning students who receive special education services shall be retained according to the provisions of the Data/Records Retention Schedule pertaining to special education.

Record shall be available to representatives from the State Division of Public Health and/or State Department of Education to the extent consistent with the Family Education Rights and Privacy Act ("FERPA").

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F1
DATE OF ADOPTION:	PAGE 1 OF 2

Related Policies: JLCD

Related Forms: JLCD-R, JLCD-F2 & JLCD-F3

SECOND READING

MEDICATION ADMINISTRATION AUTHORIZATION FORM

Student's Name _____ DOB _____

School _____

Grade _____

Teacher/Advisor _____

Name of Medication _____

TO BE COMPLETED BY HEALTH CARE PROVIDER:

Diagnosis/Condition _____

Dose, Route other Administration Instructions _____

Frequency & Time(s) to be given at school _____

Dates to be given _____ 20 /20 school year or _____

Optional:

If an AM dose is given at home and is omitted, a dose of _____ mg may be given at school after omission is verified by a parent/guardian. School dose may then be given _____ hours later.

Special Side Effects, Adverse Reactions or Contraindications _____

Additional information _____

Licensed _____ Prescriber _____ Practice _____ Name _____

Licensed Prescriber Name (Print) _____ Date _____

Licensed Prescriber Signature _____ Date _____

Licensed Prescriber Telephone Number _____

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F1
DATE OF ADOPTION:	PAGE 2 OF 2

PARENT/GUARDIAN AUTHORIZATION

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality.

1. _____
2. _____
3. _____
4. _____

I hereby authorize the designated staff person or school nurse to administer the above medication as directed. In consideration for this service, I further agree that I will not hold liable, and will otherwise save harmless, the District and/or any department or employee thereof for death or injury resulting from administration or assistance in the administration of the medication described above. I understand that (a) not more than one month of prescribed medicine may be stored in school, (b) medication will be delivered directly to the School Nurse, Principal or designated staff member by the parent or guardian, if possible, and (c) the medication will be delivered in a container properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication and directions for taking by the student.

Printed Name of parent/guardian _____

Signature of parent/guardian _____ **Date** _____

☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for release/exchange of pertinent information by telephone, mail or electronic exchange including fax or e-mail between the school nurse and the physician's office regarding the above medication.</u>
☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for other school personnel to be notified of the medication and any adverse effects.</u>

Signature of parent/guardian _____ **Date** _____

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F2
DATE OF ADOPTION:	PAGE 1 OF 2

Related Policies: JLCD Related

Forms: JLCD-R, JLCD-F1 & JLCD-F3

SECOND READING

EPI-PEN MEDICATION ADMINISTRATION FORM **(SELF-ADMINISTERED)**

Student's Name _____ DOB _____

School _____ Grade _____

Teacher/Advisor _____

Parent/Guardian Name: _____ Emergency _____
Tel# _____

Diagnosis/Condition: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardian to keep confidential:

Name of
Medication: _____

DOSE to be given at school and ROUTE:

FREQUENCY and TIME (s) to be given at School:

Should a second dose be given? Y ☐ N ☐ If so, when

Specific recommendations for administration:

Contraindications, Adverse Reactions and/or Side-effects of this medication:

Severe adverse reactions that may occur to another pupil for whom the epinephrine is not prescribed, should such a pupil receive a dose of the medication:

Dates to be given at school OR if all year put school year date:

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F2
DATE OF ADOPTION:	PAGE 2 OF 2

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality:

1. _____
2. _____
3. _____
4. _____

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an Epi-Pen in school and should be allowed to carry and use that medication by themselves without supervision.

Licensed Prescriber Name (Print) _____ Date _____

Licensed Prescriber Signature _____ Date _____

Business Telephone: _____

Emergency Telephone: _____

PARENT/GUARDIAN AUTHORIZATION

☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for release/exchange of pertinent information between the school nurse and the licensed prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.</u>
☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for other school personnel to be notified of the medication and any adverse effects.</u>

Signature of parent/guardian _____ Date _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of parent/guardian _____ Date _____

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F3
DATE OF ADOPTION:	PAGE 1 OF 2

Related Policies: JLCD

Related Forms: JLCD-R, JLCD-F1, JLCD-F2

SECOND READING

INHALED MEDICATION ADMINISTRATION FORM **(SELF ADMINISTERED)**

Student's Name _____ **DOB** _____

School _____ **Grade** _____

Teacher/Advisor _____

Printed Name of parent/guardian _____

Emergency Tel# _____

Name of Medication _____

Please list all medications student is taking at home (Prescription and Over-the-Counter medications):

1. _____

2. _____

3. _____

4. _____

To be completed by health care provider:

Diagnosis/Condition: _____

Asthma Triggers: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardians to keep confidential: _____

DOSE to be given at school and ROUTE: _____

FREQUENCY and TIME (s) to be given at School: _____

Specific recommendations for administration: _____

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F3
DATE OF ADOPTION:	PAGE 2 OF 2

Special side effects, contraindications and adverse reactions of this medication to be observed for:

Dates to be given at school _____ or _____ 20 ____ -20 ____ school year

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an inhaler in school and should be allowed to carry and use that medication by himself/herself without supervision.

Licensed Prescriber Practice Name _____

Licensed Prescriber Name (Print) _____ **Date** _____

Licensed Prescriber Signature _____ **Date** _____

Licensed Prescriber Telephone Number _____

PARENT/GUARDIAN AUTHORIZATION

☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for release/exchange of pertinent information between the school nurse and the lic. Prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.</u>
☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for other school personnel to be notified of the medication and any adverse effects.</u>

Signature of parent/guardian _____ **Date** _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of parent/guardian _____ **Date** _____

Parent will provide backup inhaler to be kept in Health Office: YES ☐ NO ☐

Parent initials _____



MEMORANDUM OF UNDERSTANDING

**The Friends Program, Inc. a/k/a
Friends Foster Grandparent Program**
130 Pembroke Road Suite 200
Concord NH 03301
603-228-1193

Between

AND

Dover School District
61 Locust St, #409
Dover, NH 03820

Term: FOR THE THREE-YEAR PERIOD FROM: 8/15/2022 to 8/15/2025.

This document reflects a simple understanding between both listed organizations above as parties and does not determine any individual volunteer's term of service. For good and valuable consideration, acknowledged by the parties listed above, the undersigned The Friends Program, Inc. a/k/a Friends Foster Grandparent Program (hereinafter "Friends Foster Grandparent Program") and the Dover School District (hereinafter "Site") agree as follows:

Both parties will work cooperatively to provide the services listed below.

The Site has designated Beth Dunton as the Site Contact to serve as liaison with the Foster Grandparent Program staff.

Foster Grandparent(s) will volunteer with children for a predetermined number of hours at the Site each week. The Site Contact and Foster Grandparent Program will develop work schedules and assignments for each Foster Grandparent at the Site.

The Corporation for National and Community Service measures the impact of Foster Grandparents. The Foster Grandparent Program will seek Site assistance in acquiring a small amount of documentation needed to assess the Program's impact.

The Site Contact and/or Teacher will notify the Foster Grandparent Program if problems arise. All parties will work towards the resolution of any problems. The final decision as to the continuation of volunteer work by a Foster Grandparent at this Site shall rest with the Site.

Foster Grandparents may not take the place of employed staff at the Site. A Foster Grandparent may not perform custodial duties or be left alone with children, unless by prior agreement with The Foster Grandparent Program. Under no circumstance is a Foster Grandparent to provide transportation for children at the Site.

This Site is a public or non-profit organization: Yes ☒ No ☐ (The Foster Grandparent Program may not place volunteers at sites that are not public or non-profit organizations.)

☐ Non-profit (secular or faith-based private, non-profit organization)

MOU Friends Foster Grandparent Program

NOTE EIN # _____

☒ Public school

NOTE ID# 20430

The Site will provide space adequate, at no charge, for the Foster Grandparents to carry out their duties and will provide time and space for them to have adequate breaks.

In consultation with the Friends Foster Grandparent Program, The Site will provide information and training for the Foster Grandparents adequate to assure quality of service and a comfortable environment for the volunteer. Site staff will speak freely with the Foster Grandparents about their expectations.

To the fullest extent permitted by law, Friends Foster Grandparent Program agrees to defend (with counsel acceptable to the Site), indemnify, and hold harmless the Dover School District and the City of Dover from and against any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death, injury or injuries, or damages to any person, or damage or destruction of any property, in connection with or in relation to this MOU, in whole or in part, under this MOU to the extent caused by, and/or alleging, the negligent or otherwise tortious acts, errors, or omissions of Friends Foster Grandparent Program or its officers, directors, employees, agents, students, volunteers, or independent professional associates, or any of them. This covenant shall survive the termination of this MOU.

At all times this MOU is in effect, the Friends Foster Grandparent Program will, at its sole cost, provide each Foster Grandparent with excess accident and personal liability insurance, a federal tax-free hourly stipend for volunteer work, monthly workshop trainings and annual recognition events. An annual physical exam for volunteers is required and shall be funded solely by The Foster Grandparent Program. In addition, a background check satisfactory to the Site shall be required for all volunteers prior to any volunteer work at the Site. Friends Foster Grandparent Program staff will provide reasonable support services to assure quality service.

At all times this MOU is in effect, the Friends Foster Grandparent Program will, at its sole cost, provide a General Liability Insurance policy or policies, including (but not limited to) coverage, rider, and/or endorsement for sexual/abuse/molestation. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the Site by the Friends Foster Grandparent Program, as well as proof of an endorsement or policy additional insured provisions confirming the City of Dover's and Dover School District's additional insured status. The City of Dover and Dover School District shall be named as an additional insureds on the Friends Foster Grandparent Program's general liability insurance policy and all additional required coverages, which coverages shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the City of Dover and Dover School District with the same scope of coverage provided to the Friends Foster Grandparent Program without subjecting the City of Dover or Dover School District to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the City of Dover and Dover School District prior to cancellation of the policy. Friends Foster Grandparent Program shall also provide the City of Dover and Dover School District certificates of renewal and, if requested, proof of an endorsement or policy additional insured

MOU Friends Foster Grandparent Program

provisions for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.

Mileage reimbursement will be provided by: The Friends Program, Inc.

Foster Grandparents shall, prior to commencing any volunteer work, shall be required to each sign a volunteer agreement satisfactory to the Site, with written copy of same to be provided to Site for its records. No compensation shall be due from Site to Foster Grandparents or any other volunteers.

The Site may not discriminate against Foster Grandparents on the basis of race, color, national origin, sex, age, political affiliation, religion, disease or disability if the participant is capable of providing appropriate service in their assignments. The site will provide reasonable accommodations for those serving at the site.

The aforementioned parties may agree to amend this memorandum but may only do so by way of a written amendment mutually signed by all parties.

The Site may terminate this MOU at any time for convenience, or for any other reason, by giving thirty days written notice to the Friends Foster Grandparents Program.

In addition, the following are terms of this MOU:

1. Confidentiality of any and all information/data held by the Site under or related to this MOU shall be governed by New Hampshire RSA Chapter 91-A.
2. This MOU shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire.
3. Nothing within this MOU shall be deemed to constitute a waiver of any immunity of the City of Dover and/or Dover School District, which immunities are hereby reserved to the City of Dover and Dover School District. This covenant shall survive the termination of this contract's conclusion.
4. In the performance of this MOU, Friends Foster Grandparent Program (including its officers, directors, and employees) is/are in all respects an independent contractor and is/are neither an agent, joint venture, partner, nor employee of the City of Dover/Dover School District.

SITE

Signature

Title

Date

The Friends Program, Inc. a/k/a Friends Foster Grandparent Program

Lily Wellington, Director of Senior Programs

Date



(FY24) BUDGET PREPARATION ADOPTION SCHEDULE (9/12/22)

DATE	DESCRIPTION
2022	Administration Review
September 12	School Board to approve the FY23 Budget Adoption Schedule, set priorities, assumptions, and process
September 29	Deadline for administrators to submit proposed budget data in IVEE and New Staff Request forms to the Business Office
October 3-6	Multi-Department Review – SPED, TECH, Curriculum, Facilities, Business Administrator, Superintendent, and Building Admin
October 10-13	Business Administrator formatting final budget docs for department-based tax-cap analysis.
October 18	Cabinet receives program wage & non-wage budget detail with tax cap analysis.
October 25	Leadership Team Review for Board Proposal
October 3	Deadline for all remaining budget revisions
November 14	Superintendent to present Proposed Budget to School Board
2022 – 2023	School Board Review
November 28	School Board Budget Workshop (Department Presentations – Highlight Important Changes)
December 5	Budget Workshop
December 12	School Board Meeting & Budget Workshop
December 19	Budget Workshop
January 9	School Board Meeting to Adopt Budget & Send to City Council
January 16	School Board Meeting to Adopt Budget – Backup Date
January 17	School Budget due to City Manager – Tentative Date
February 15	City Manager Presents Overall Budget to City Council
March 15	School Budget Presentation to City Council
March 29	City Budget Public Hearing – Tentative Date
April 5	School Budget Public Hearing (City Council)– Tentative Date
April 13	City Budget (including School Budget) Adoption



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: September 9, 2022
RE: Approval of Bid Award

Dover Technology Department *Independent IT Program Assessment*

Acture Solutions, Inc.	\$ 59,200
Bulletproof Solutions, Inc.	\$ 48,840
CESO Technology	\$ 49,800
Global Solutions Group, Inc.	\$ 69,144
GreenPages, Inc.	\$ 137,610
Mainstay Technologies, LLC	\$ 21,000
MGT Consulting Group	\$ 150,000
Nessit, LLC	\$ 13,000
Tyler Technologies, Inc.	\$ 60,500

Recommendations:

The Dover School District would first like to thank all the vendors that responded to this Request for Proposal. A significant amount of work was done by each vendor to model their pricing, demonstrate their expertise in the subjects being evaluated, and provide background and context to the deliverables that would make up their final recommendations. The business office would also like to thank the District's Platform Manager, Sam Shearer, and Systems Specialist, Kelly Parker, as well as Josh Olstad, Director of IT at Oyster River Cooperative School District, and Annie Dove, IT Director for the City of Dover. Without their help, none of this would be possible.

A committee of the four IT professionals listed above joined the District's business administrator in reviewing nine proposals from the companies listed above. Before providing the committee's final recommendation, we will provide the scope of the RFP, and what was evaluated.

Scope of Work and Services Requested:

The Dover School District requested a proposal for the cost to provide the District an **Information Technology, Information Security, and HB 1612 Assessment**, which covers both the proper IT categories, and Information Security (going beyond technical security into organizational security, user security, and compliance), as well as a Gap Analysis related to how the District fares against the State's requirements for schools under House Bill 1612. The final product should provide the District the following:

1. Infrastructure evaluation and recommendations.
2. Security and compliance evaluation and recommendations.
3. IT department evaluation and recommendations.
4. Outline of potential IT management models available to the school district and likely costs.

The framework for the proposals:

- IT Infrastructure Assessment
 - Assess core infrastructure, critical systems, and the IT department against technology and industry best practices:
 - IT Infrastructure assessment
 - Evaluate network, servers, and endpoints.
 - Review hardware configurations.
 - Evaluate the overall network design, including VLANs, etc.
 - Review software applications, cloud, enterprise, desktop, and mobile infrastructure.
 - IT Security assessment
 - Assess the security posture of technical infrastructure against security best practices.
 - Includes server environment, network, computers, and mobile devices.
 - Business Continuity assessment
 - Assess the current state of organization's current business continuity and disaster recovery solutions.
- IT Policies, Procedures and Operations
 - Review current policies and procedures in place for daily operations.
 - Identify strategic planning for IT work, systems, and services.
 - Identify procedures related to emergencies, backups, overall resilience.
 - Indicate employee access to, awareness and practice of these procedures.
- IT Department & Budget Assessment
 - Assess current staffing and structure for IT management, systems administration, IT processes, and user support against IT industry staffing and management best practices.
 - Review IT budget against industry standards for hardware and software licensing, as well as for improving operational and capital expenditure efficiency.
 - Provide recommendation of effective organizational structure with position titles and brief description of assigned work.
 - Provide recommendations on professional development needs along with estimated cost.
- Information Security Assessment
 - Assess key components of a successful *information security program*, along with a summary of the components in place within the District.
 - This assessment will document areas of information security that are sufficient and working well, along with areas of opportunity, or areas that should be built out to further strengthen the program and reduce risk.
 - Identify cybersecurity framework to be used for assessment. Deliver scoring along with prioritization of work to improve cybersecurity posture.
 - Advise on best cybersecurity framework for the Dover School District to adopt.

- HB 1612 Gap Analysis
 - A comprehensive Compliance Report which details findings for all controls based on interviews and assessment findings
 - Proposers will include an initial draft of a District **Plan of Action and Milestones** creation (POA&M). The POA&M will become the District's living risk management and tracking document. This will include variables such as control mappings, deficiency details, remediation plans and milestone dates for mitigation. Proposers will evaluate the current network infrastructure and make recommendations on segmentation to minimize the requirements of HB 1612, and will also consult with the District on compensatory control strategies.

The District is expected to contract with the winning bidder to complete the above analysis and provide a **Full executive summary with prioritization of findings and recommendations**. This report must provide a clear outline of findings, recommendations, and estimated costs to remediate on each of the core elements outlined above. Also included will be a meeting to review the findings and recommendations with the District's key stakeholders.

What was evaluated, and who did the committee recommend:

The team evaluated each proposer's qualifications and experience with schools and similar projects in conjunction with their associated costs. The final consensus of the team landed on Bulletproof Solutions, Inc. The completeness of their response and the value demonstrated by their deliverables put them in the top three of all committee member's independent evaluations.

Bulletproof is a privately held Information Technology (IT) cyber security consulting firm headquartered in Fairfax, VA, with a nearby office in Brookline, MA. They have over 20 years of experience providing IT security evaluations of clients' networks and applications. They specialize in performing IT security risk assessments and network audits, vulnerability assessments, and penetration testing.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Dover's Induction Plan 2022-2023

Working collaboratively to empower all learners to become dynamic global citizens.

Strategic Plan goals addressed:

Goal 4 - The Dover School District will recruit, hire, develop, and retain effective and caring educators and support them in their growth as a strong school community.

- Objective 4.1 - Recruiting and Retaining: We will plan for and manage staff hiring, placement, turnover, and succession.
- Objective 4.2 - Professional Development: We will cultivate continuous improvement of instructional and leadership capacities to increase student growth and achievement through individual and collective professional development.

The goals of the Induction program are:

- 1.) Learn about our district (and school) policies, culture, histories, and narrative/s which define us
- 2.) Provide support for developing relationships and building professional networks with mentors and other colleagues in the building/district
- 3.) Provide opportunities to engage in professional growth activities that enhance inductees' knowledge of effective, evidence-based instructional strategies and techniques

Working toward these goals will better support new educators to our district and increase our retention of these professionals (Objective 4.1 of the Strategic Plan). These goals will be addressed through monthly Induction meetings, one-on-one meetings with mentors, and through developing professional relationships with new colleagues including the Induction Coordinators.

The Induction program will be included in the Title II grant application so that the funds for this initiative are sustainable. Our assumption is that as we increase retention by investing in Induction, our costs for the Induction program will decrease over time because the need to hire new staff will decrease (Villar & Strong, 2022).

Induction Coordinators will be in their role for up to 3 years at a time. Open Induction Coordinator positions will be made available to apply for by anyone interested in pursuing this leadership role. They will express their interest by writing a short statement of purpose (no more than 400 words) indicating their interest and how they will address the three goals. Applicants will be provided a detailed job description and clear expectations for their written statement of purpose. Their written responses will be submitted to the CIA Co-Director who will make recommendations to the administrative building liaisons. The administrators will consider the professional reflection practices and past demonstration of leadership by recommended applicants as they make their final decision.

Induction Coordinators will create a plan for monthly meetings that will attend to the 3 goals of the program and based on feedback from the inductees pre and mid year surveys. These plans will be shared with the CIA Co-Director and Director of Student Services. The Directors will collaborate to determine which monthly meetings would be beneficial for new Student Services staff to attend and which meetings Student Services can help support.

Induction Coordinators will help facilitate the development of teacher leadership within our system by inviting educators who demonstrate expertise in evidence-based teaching strategies and practices to present at the monthly meetings. They are encouraged to work with administrative building liaisons to identify staff members who have particular strengths. The guest experts will be compensated for their time presenting. They may choose to bring work samples, model lessons, short video clips, or other resources to facilitate engagement. This not only serves to develop teacher leadership and capacity, but also helps inductees to grow their network of resources and human capital within our system (Lin, 2001). Induction Coordinators will help the guest presenter to prepare for and facilitate the meeting. Induction Coordinators should plan to devote roughly 3 hours per month - 1 hour to prepare for monthly meetings, 1 hour to facilitate monthly meetings, 1 hour to follow up with inductees, mentors, presenting teachers, and/or CIA Co-Director as necessary.

The role of the mentor is critical to helping the inductee develop competency and self-efficacy within our system (Bandura, 1997). In order to foster this adult learning model, mentors need support. They will engage in a meeting together with the CIA Directors who will facilitate a professional book study once per month which can also be considered evidence for guided

inquiry requirements. Induction Coordinators and CIA Co-Directors will support mentors in ensuring that their 2 hours per month with their inductee is focused primarily on professional learning, rather than just nuts and bolts. Mentors will self-evaluate using a rubric and will set goals for future professional development related to their role as a mentor. Mentors will be asked by building administrators to serve in this role.

Inductees who are new to the profession (those who have not yet been tenured in another district) will continue in the Induction program for their 2nd year in our district. The focus of this portion of the program will be primarily on goals 2 and 3 of the program and will be more inductee-led. Inductees who have already been tenured in another district will have the option to continue in the program for the 2nd year and this will serve as their Inquiry project.

CIA Co-Directors will support all levels of the program, provide logistical support, professional learning for mentors, and will collaborate with the Student Services Director to ensure that all educators new to our district are provided with support and professional learning relevant to their positions. This may include a separate Induction-like program for special educators and/or collaboration with this Induction program for certain months as they relate to their specific job requirements.

Expected outcomes:

- 1.) We will increase our retention of new hires, as measured by yearly retention rates. Our initial goal will be to not lose more than 17 educators to reasons other than retirement at the conclusion of the 2022-2023 school year.
- 2.) We will increase the effectiveness of the Induction program to meet the needs of new hires to our district as measured by the pre - mid - post surveys conducted by inductees.
- 3.) We will increase the effectiveness of mentor teachers as measured by a pre and post survey.

Expected outcomes will be presented by the CIA Co-Director to the leadership team and school board as appropriate, at the end of each year.

Induction Coordinator Role:

1	Coordinate with administrative building liaison/s to plan building-specific agenda for inductees on the following summer Induction Days: 8/22 - 12:30 - 3:00 (we will meet as a whole group from 8:00-12:00) 8/23 - 8:00 - 3:00 (mentors will meet as a group from 8:30 - 9:30 and then join their mentee from 9:30 - 12:00)
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2	Facilitate monthly meetings, based on the 3 goals; agendas shared with administrative building liaisons and CIA Co-Director prior to each meeting. Coordinators are encouraged to invite teachers or other staff to present at each meeting in order to grow inductees' knowledge of building/district expertise (see goal #2) and develop teacher leadership opportunities. They need to work with administrative building liaisons to procure a bank of expertise among the staff that could be drawn upon.
3	As a part of the requirement of Title II, we need to collect evidence regarding the efficacy of the program. To this end, we will build in a pre, mid, and post survey of the induction participants to help identify whether the program is meeting their needs and how we may need to make adjustments mid-course. This will also serve to model for participants the high-quality instructional practice of using evidence to determine instructional next steps.
4	Induction Coordinators will create a plan for September - December meetings and share with administrative building liaisons and CIA Co-Director. They will use the results of the mid-year survey to create a plan for January - June and share those plans as well.
5	Induction Coordinators will serve a 3-year term, at which point they are welcome to reapply for the position. In order to ensure a mix of experience on the Induction Coordinator team, the Induction Coordinator positions will become available according to the following school years: DMS – 2022-2023 DHS – 2023-2024 Elem – 2024-2025
6	Induction Coordinators will guide inductees through the professional development process, helping them access and submit paperwork, providing regular opportunities for reflection which can be used as artifacts of their learning.

Inductee Role:

1	Attend two summer Induction Days.
2	Participate in monthly Induction meetings.
3	Meet at least 2 hours per month with mentor to reflect on the strategies and topics they are exploring during the monthly Induction meetings.
4	Build a professional network by initiating with colleagues in the building (and perhaps district) facilitated by the connections made during the monthly presentations in the Induction meetings.
5	Inductees who have not yet received tenure in another district will continue to participate in Induction for a second year. This second year of Induction is still being developed and will focus

	more on the mentor/collegial relationships and professional growth. Inductees who have already received tenure in another district will have the option of continuing in the program for a second year if they choose.
6	Reflect regularly (after each monthly meeting).

Mentor Role:

1	Attend three and a half hours of a summer Induction Day - 8/23, 8:30 - 12:00. 1 hour for training and setting expectations; 2.5 hours of working with inductee on issues of their need.
2	Meet with inductee for at least 2 hours per month. These meetings should be focused primarily on the professional development needs of the inductee, not on nuts and bolts. Ideas include: debriefing after an Induction meeting, problem-solving around classroom issues, reflecting after engaging in an observation of a colleague, etc.
3	Engage in a monthly book study to help build capacity to lead adult learning. Reflections built into this book study will be considered artifacts for the guided inquiry requirement for recertification.
4	Self-evaluate based on rubric of expectations for mentors.

CIA Co-Director Role:

1	Plan logistics regarding the Induction program, communicate to stakeholders and delegate tasks as appropriate.
2	Support Induction Coordinators - use efficacy data to create yearly plan, refine monthly agendas, and collaborate with Director of Student Services to identify mutually beneficial agenda items.
3	Support mentor teachers, facilitate monthly book study to advance adult learning. Measurement of the effectiveness of this support will be measured by pre and post surveys.
4	Communicate with administrative building liaisons including, when appropriate, make recommendations for new Induction Coordinators based on candidates paragraphs of purpose.
5	Review data on efficacy of induction program as reported by inductees and mentors, revising plan as necessary.

Bandura, A. (1997). Self-efficacy: The exercise of control.

Lin, N. (2001). *Social Capital: A Theory of Social Structure and Action* (Structural Analysis in the Social Sciences). Cambridge: Cambridge University Press. doi:10.1017/CBO9780511815447

Villar, A., & Strong, M. (2022). Is Mentoring Worth the Money? A Benefit-Cost Analysis and Five-Year Rate of Return of a Comprehensive Mentoring Program for Beginning Teachers. *ERS Spectrum*, 25(3), 1–17. Retrieved from <https://eric.ed.gov/?id=EJ795664>

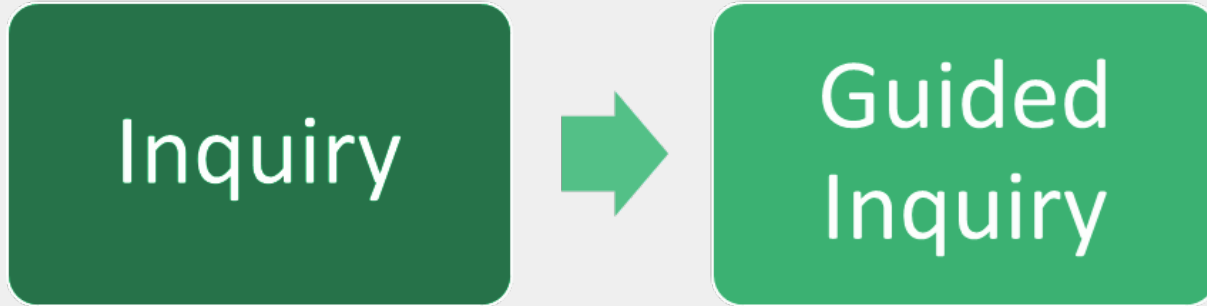


DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Professional Development Plan And Induction Plan

Professional Development Plan



What are the changes to the inquiry process?



- Inquiry will now be *guided* by an essential question that is shared as a whole district
- Schools will set targets aligned to their goals, and teachers will set measurable targets aligned to school and district goals
 - Exemplars are provided in the packet
- Professional development will be happening over a variety of contexts, connected to the question
- Professional development days will be planned in alignment with the question

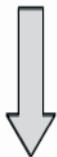
What is the purpose and structure of the plan?

Essential Question:

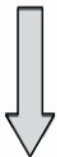
How can we use high leverage instructional practices to collect evidence of student learning along a progression?



**Instructional
Practices**



Student Evidence



Progressions

Purpose of this Professional Development Plan: The purpose of this plan is to further the goals and objectives of the Dover School District's Strategic Plan by providing coherent, high-quality, just-right, just in time professional learning for educators aligned to our common goals and objectives.

Professional Development Structure:

The Dover School District seeks to empower all learners, including adult learners. Professional learning will be structured to meet district goals, while providing needed flexibility, differentiation and school and teacher autonomy. The professional development plan unifies the district by posing an essential question, which can then be broken into three major categories. Schools and teachers can use this structure to personalize their work related to the question.

What are the professional development activities in the plan?

Content Focused: Addresses skills or competencies relevant to the professional or instructional responsibilities of the educator.

Active Learning: Engages educators directly in designing, learning, and applying relevant methods and practices.

Collaboration and Job Embedded: Engages educators in trusting, accepting, and productive dialogue within a job embedded context to foster growth.

Models and Modeling: Out of class presenter and in class colleague/coach demonstrates with authenticity, identifies and supplies resources; conversations provide learning targets and reflection, and identify educator's next steps.

Feedback and Reflection: Educators engage in professional learning, reflect meaningfully on their practices, and share and receive feedback in various modalities.

New Staff Induction Program

Strategic plan connections:

Goal 4 - The Dover School District will recruit, hire, develop, and retain effective and caring educators and support them in their growth as a strong school community.

- Objective 4.1 - Recruiting and Retaining: The district will plan for and manage staff hiring, placement, turnover, and succession.
- Objective 4.2 - Professional Development: The district will cultivate continuous improvement of instructional and leadership capacities to increase student growth and achievement through individual and collective professional development.

The goals of the Induction program are:

- Learn about our district (and school) policies, culture, histories, and narrative/s which define us
- Provide support for developing relationships and building professional networks with mentors and other colleagues in the building/district
- Provide opportunities to engage in professional growth activities that enhance inductees' knowledge of effective, evidence-based instructional strategies and techniques

Expected outcomes:

- The district will increase our retention of new hires, as measured by yearly retention rates. Our initial goal will be to not lose more than 17 educators to reasons other than retirement at the conclusion of the 2022-2023 school year.
- The district will increase the effectiveness of the Induction program to meet the needs of new hires to our district as measured by the pre - mid - post surveys conducted by inductees.
- The district will increase the effectiveness of mentor teachers as measured by a pre and post survey.



WORKING IN PARTNERSHIP

About ENGAGE New Hampshire Content

Can be used for staff newsletters, memos, websites, etc.

ENGAGE New Hampshire – Attendance Recovery Program

The ENGAGE New Hampshire program harnesses Graduation Alliance's technology-enabled infrastructure coupled with robust human support to address the academic performance, academic resource, and social emotional needs of students and families with the goal of stabilizing and improving academic engagement and achievement. ENGAGE programs have been implemented in five states with more than 40,000 students participating in coaching in 2020-21 alone.

Graduation Alliance's outreach and on-going support teams work alongside the current efforts of the state and districts to provide additional support for engagement and achievement in urban, suburban, and rural settings alike.

About the Program

Outreach

Outreach Counselors use contact information from the school districts to reach out to students and families by phone, text, social media, digital marketing, and traditional mail to find and engage students who are disengaged, chronically absent, or academically at-risk.

The outreach team uses the latest in data science, market intelligence, and differentiated multi-modal outreach strategies to locate students, identify their current educational status, and provide updated data back to the state and district. Once they are "engaged" by an Outreach Counselor, students are triaged into an intervention support level and assigned an Academic Success Coach for differentiated support based on their needs.

On-Going Support

The on-going support provided by Academic Success Coaches will vary by the intervention support level and needs of the student, but could range from daily outreach to periodic check-ins with students and parents.

This support is aimed at breaking down barriers to engagement and academic success. These barriers can be anything from academic achievement, navigating and ensuring access to academic resources, and mitigating the social emotional barriers students and families are facing. This model is responsive to changes in student barriers over time.



WORKING IN PARTNERSHIP

Data Collection and Communication

We are committed to reducing the administrative burden on districts by providing strong logistical support. We provide templates for the data elements needed and transfer that data through a secure server and securely report aggregate data to the state and student-level data to participating districts on a weekly basis.

Eligible Students

ENGAGE New Hampshire serves students in grades 6-12. Eligibility criteria developed by the state includes students who:

- Are chronically absent
- Are disengaged from learning
- Are academically at-risk (i.e. in danger of failing one or more courses)

DOVER SCHOOL DISTRICT
Condition of Accounts - September 12, 2022

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 26,115,088	\$ 975,606	\$ 25,139,482	\$ 20,709,503	\$ 4,429,979
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,883,700	\$ 1,085,557	\$ 14,798,142	\$ 12,896,806	\$ 1,901,337
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,426,352	\$ 130,155	\$ 2,296,197	\$ 1,757,606	\$ 538,591
1400	OTHER EDUCATIONAL PROGRAMS	\$ 730,524	\$ 42,327	\$ 688,197	\$ 477,124	\$ 211,073
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 238,851	\$ 44,592	\$ 194,259	\$ 190,020	\$ 4,239
2100	SUPPORT SERVICES - Students	\$ 5,099,489	\$ 235,423	\$ 4,864,066	\$ 3,878,774	\$ 985,292
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,372,877	\$ 229,390	\$ 1,143,487	\$ 689,690	\$ 453,797
2300	SUPPORT SERVICES - General Admin.	\$ 1,530,897	\$ 375,386	\$ 1,155,512	\$ 1,717,580	\$ (562,068)
2400	SUPPORT SERVICES - School Admin.	\$ 3,285,108	\$ 493,556	\$ 2,791,552	\$ 2,500,705	\$ 290,847
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,475,308	\$ 1,049,230	\$ 4,426,078	\$ 4,120,181	\$ 305,897
2700	SUPPORT SERVICES - Student Transportation	\$ 3,837,938	\$ 15,235	\$ 3,822,703	\$ 3,363,848	\$ 458,855
2800	SUPPORT SERVICES - Centralized Services	\$ 1,506,210	\$ 352,132	\$ 1,154,078	\$ 916,365	\$ 237,714
2900	SUPPORT SERVICES - Other	\$ 24,342	\$ -	\$ 24,342	\$ -	\$ 24,342
5200	FUND TRANSFERS OUT	\$ 339,573	\$ -	\$ 339,573	\$ -	\$ 339,573
47190	SCHOOL DEBT - Principal & Interest	\$ 6,362,322	\$ 144,333	\$ 6,217,989	\$ 6,217,989	\$ 1
TOTAL GENERAL FUND EXPENDITURES:		\$ 74,228,580	\$ 5,172,922	\$ 69,055,658	\$ 59,436,190	\$ 9,619,468
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 171,065	\$ 1,478,935	\$ 1,553,594	\$ (74,659)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 11,612,441	\$ 512,125	\$ 11,100,316	\$ 2,500,870	\$ 8,599,446
Summarized Condition of District Expenditures:		\$ 87,491,021	\$ 5,856,112	\$ 81,634,909	\$ 63,490,654	\$ 18,144,255

DISTRICT-WIDE Revenue						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
01311.3410	TUITION - REGULAR FROM PARENTS	\$ -	\$ -	\$ -	\$ -	\$ -
01314.3390	TUITION - SUMMER SCHOOL, ELEME	\$ -	\$ -	\$ -	\$ -	\$ -
01314.3390	TUITION - SUMMER SCHOOL, DHS	\$ -	\$ -	\$ -	\$ -	\$ -
01321.3390	TUITION - OTHER NH DISTRICTS	\$ 40,417	\$ -	\$ 40,417	\$ -	\$ 40,417
01321.3390	TUITION - BARRINGTON	\$ 2,801,505	\$ -	\$ 2,801,505	\$ -	\$ 2,801,505
01321.3390	TUITION - NOTTINGHAM	\$ 1,644,988	\$ -	\$ 1,644,988	\$ -	\$ 1,644,988
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 2,808	\$ 7,192	\$ -	\$ 7,192
01321.3390	TUITION - BELLAMY ACADEMY	\$ 146,775	\$ -	\$ 146,775	\$ -	\$ 146,775
01322.3390	TUITION - SPED AIDES	\$ 285,000	\$ -	\$ 285,000	\$ -	\$ 285,000
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 135,000	\$ -	\$ 135,000	\$ -	\$ 135,000
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 30,000
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ -	\$ 104,000	\$ -	\$ 104,000
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 11,863,524	\$ -	\$ 11,863,524	\$ -	\$ 11,863,524
03210.3700	SCHOOL BUILDING AID	\$ 389,462	\$ -	\$ 389,462	\$ -	\$ 389,462
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,285,000	\$ -	\$ 1,285,000	\$ -	\$ 1,285,000
03241.3700	CTE TUITION AID	\$ 431,092	\$ -	\$ 431,092	\$ -	\$ 431,092
03242.3700	CTE TRANSPORTATION AID	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000
03290.3700	OTHER RESTRICTED STATE AID	\$ -	\$ -	\$ -	\$ -	\$ -
04210.3599	INDIRECT COST ALLOCATION	\$ 110,000	\$ 6,256	\$ 103,744	\$ -	\$ 103,744
04220.3599	ABE ALLOCATION	\$ 43,000	\$ -	\$ 43,000	\$ -	\$ 43,000
04580.3311	MEDICAID DISTRIBUTION	\$ 200,000	\$ 27,260	\$ 172,740	\$ -	\$ 172,740
05251.3918	FUND TRANSFERS IN	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000
TOTAL GENERAL FUND REVENUE:		\$ 19,845,763	\$ 36,324	\$ 19,809,439	\$ -	\$ 19,809,439
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 455,367	\$ 1,194,633	\$ -	\$ 1,194,633
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 11,575,806	\$ 207,170	\$ 11,368,636	\$ -	\$ 11,368,636
Summarized Condition of District Revenue:		\$ 33,071,569	\$ 698,861	\$ 32,372,708	\$ -	\$ 32,372,708

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 19,845,763	\$ 36,324
State Wide Property Tax:	\$ 7,093,652	\$ 7,093,652
Local Property Tax:	\$ 44,412,854	\$ 44,412,854
TOTAL GF Revenue:	\$ 71,352,269	\$ 51,542,830
TOTAL GF Expenditure:	\$ (74,228,580)	\$ (64,609,112)
Ending GF Fund Balance:	\$ (2,876,311)	\$ (13,066,282)
TOTAL FS Revenue:	\$ 1,650,000	\$ 455,367
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,724,659)
Ending FS Fund Balance:	\$ -	\$ (1,269,292)
TOTAL Other SR Fund Revenue:	\$ 11,575,806	\$ 207,170
TOTAL Other SR Fund Expenditures:	\$ (11,612,441)	\$ (3,012,995)
Ending Grant Fund Balance:	\$ (36,635)	\$ (2,805,825)



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, September 12, 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

2. **Resignations/Retirements** – I recommend the Board approve the resignations/retirements as listed.
3. **Leaves of Absence** – I recommend the Board approve the leave of absence request as listed.
4. **Job Shares** - None
5. **Nominations** – I recommend the Board approve the nominations as listed. **Note:** Michele Wilson, nominee for DMS Special Education Teacher, will be released from the Somersworth School District for employment by the Dover School District once a replacement has been hired for her Somersworth position.
6. **Extended Trips** – None
7. **Donations** – None

H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS:

1. **DFGA – Crowd Funding – First Reading – New Policy** – The purpose of the policy is to establish and regulate parameters for use of crowdfunding or other forms of online fundraising and solicitation for classrooms, schools, or district programs.
2. **EHB-R – Local Data/Records Retention Schedule – First Reading – Revised Policy** – Policy EHB-R was completely revised to reflect the changes that were outlined in the corrective actions of the *Federal Fiscal Monitoring Final Report School Year 2020-2021*.
3. **JLCJ – Concussions and Head Injuries – First Reading – Revised Policy** – Policy JLCJ reflects the following revisions: (1) provisions related to all students who have experienced a concussion or traumatic brain injury inclusive of definitions, duty to report, return to learning protocols, and concussion awareness and education. (2) provisions relating to students' participation in sports and athletics.

J. POLICY ADOPTION:

1. **BEDH – Dover School District Guidelines for Email Submission to Public Forum in Accordance with Board Bylaws Article IV Section 6 – Revisions – First and Second Reading** – The revised policy reflects the revisions that need to be made to reflect that the Board must offer a minimum of thirty (30) minutes for public comment. **RECOMMENDATION:** All changes are noted in **bold and underlined**. **RECOMMENDATION:** The Superintendent recommends the Board waive the first reading and move to the second reading for adoption of the policy.

NOTE: Policy BEDH will be implemented at the September 12, 2022, Board Meeting to allow a minimum of 30 minutes for Public Forum. If the full thirty minutes is not used during the initial Public Forum, the remaining time will be used at the end of meeting agenda for the minimum of 30 minutes standard.

2. **BIE – Board Member Indemnification – Second Reading – Revised Policy** – Language has been updated for school board member indemnification. **RECOMMENDATION:** Superintendent recommends the Board approve the revision of Policy BIE.
3. **EBBB – Accident Reports – Second Reading – Revised Policy** – The policy has been revised to reflect details of the reporting requirements for accident reports. **RECOMMENDATION:** Superintendent recommends the Board approve the revision of Policy EBBB.
4. **GBCD – Background Investigation and Criminal History Records Check – Second Reading – Revised Policy** – The policy provides additional details related to background investigations and criminal history records checks. The policy aligns with what is required by the current law. **RECOMMENDATION:** Superintendent recommends the Board approve the revision of Policy GBCD.
5. **GBCD-R – Technical Advisory (concerning “School Employee Background Investigations Including a Criminal History Records Check”) – Withdraw - Second Reading** – Policy GBCD replaced policy GBCD-R. **RECOMMENDATION:** Superintendent recommends the Board withdraw Policy GBCD-R.
6. **GBEAB – Mandatory Code of Conduct Reporting – All Employees – Second Reading – New Policy**- The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Department of Education Administrative Rules (the “NH Code of Conduct”) imposes various reporting requirements upon each “Credential Holder” as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The policy details the reporting requirements. **RECOMMENDATION:** Superintendent recommends the Board adopt Policy GBEAB.
7. **GBEB – Staff Conduct – Second Reading – New Policy** - All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them. The policy outlines staff conduct expectations. **RECOMMENDATION:** Superintendent recommends the Board adopt Policy GBEB.
8. **GCAA – Highly Qualified Teachers – Withdraw – Second Reading** – The Board is requested to withdraw Policy GCAA. The policy is outdated. **RECOMMENDATION:** Superintendent recommends the Board withdraw Policy GCAA.
9. **JFA – Residency – Second Reading – New Policy** – The policy defines residency according to RSA 133:12. **RECOMMENDATION:** Superintendent recommends the Board withdraw Policy JFA.
10. **JFABD – Admission of Homeless Students – Second Reading – Revised** – The policy’s intent to remove barriers to the identification, enrollment, and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students. The policy provides further clarity pertaining to homeless students and the district’s responsibilities. **RECOMMENDATION:** Superintendent recommends the Board adopt revised Policy JFABD.
11. **JLCD-R – Procedures for Administering Medication to Students – Second Reading – New Policy** - These administrative procedures are intended to implement School Board policy JLCD “Administering Medication to Students”. Pursuant to that policy, any medication, whether prescription or over the counter (“OTC”)

administered to or taken by students during the school day or school activities shall comply with School Board policy JLCD and these procedures. **RECOMMENDATION:** Superintendent recommends the Board adopt Policy JLCD-R.

12. JLCD-F1 – Medication Administration Authorization Form – Second Reading – New – Form for medication authorization. **RECOMMENDATION:** Superintendent recommends the Board adopt Policy JLCD-F1.

13. JLCD-F2 – Epi-Pen Medication Administration Form (Self-Administered) – Second Reading – New – Form for Epi-Pen Medication administration. **RECOMMENDATION:** Superintendent recommends the Board adopt Policy JLCD-F2.

14. JLCD-F3 – Inhaled Medication Administration Form (Self-Administered) – Second Reading – New – Form for inhaled medication administration – self administration. **RECOMMENDATION:** Superintendent recommends the Board adopt Policy JLCD-F3.

K. **RESOLUTIONS:** None

L. **OLD BUSINESS:** None

M. **NEW BUSINESS:**

1. **Memorandum of Understanding - The Friends Program, Inc and Dover School District** – The Board has received a MOU for *The Friends Program* that will be offered at Garrison Elementary School. The MOU has been reviewed by Josh Wyatt, City Attorney. Principal Beth Dunton will be available to provide an overview of the program and to answer board member questions. **RECOMMENDATION:** The Superintendent recommends the Board approve *The Friends Program MOU*.

2. **Fiscal Year 2024 Budget Preparation Adoption Schedule** - Michael Limanni will be on hand to answer any questions you may have pertaining to the FY24 Budget Preparation Schedule. **RECOMMENDATION:** The Superintendent recommends the Board approve the FY24 Budget Schedule.

3. **2022 Tech Assessment Bid Recommendation** – An RFP was released for a study of the Dover School Department and infrastructure. The purpose is to have a recommended plan for the district moving forward with technology. Mr. Limanni has worked with a team to select the provider for the study. He has included the information pertaining to the proposals and the recommended proposal. **RECOMMENDATION:** The Superintendent recommends the Board approve the proposal as recommended by Mr. Limanni.

4. **Dover School District Presentations** – The Teaching and Learning Department has been involved in several program designs and initiatives. The Board will receive an overview of the 2022-2023 New Teacher Induction Program and the 2022-2023 Professional Development Program. Kiley Hemphill and Jennifer Krans will update the Board on the programs.

In addition, the New Hampshire Department of Education has made available to New Hampshire School Districts at no cost, two resources – Engage NH and Tutor.com. The Dover School District will be participating in both programs. Travis Bickford, MTSS Director, will update the Board on the programs.

- a. Dover School District New Teacher Induction Program
- b. Dover School District 2022-2023 Professional Development Plan
- c. Statewide Tutoring Program - ENGAGE NH / Tutor.com

5. **Superintendent Evaluation** – Board Chair Dr. Carolyn Mebert will be addressing the Board pertaining to the evaluation of Dr. William R. Harbron, Superintendent.

6. **Condition of Accounts** – Michael Limanni, Business Administrator, will present the condition of accounts for the Board’s review.

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

Principal Opening Days of School Reports

Dover High School – Peter Driscoll Principal: Thank you to our students and families for their help in a smooth opening to the start of school. Teachers and staff have commented on the positive energy exhibited by students and their willingness to dive right into their schoolwork.

Two important start of school procedures are under way. Student schedule changes must be completed by Friday, September 9th. Students can set up an appointment with their counselor if a schedule adjustment needs to be made. Laptops are being distributed to students through their English classes starting with freshmen and ending with seniors. This process will be completed by September 13th.

The mantra respect and responsibility equals success at Dover High School will be the focus for the school year. From classroom norm developments to lunchroom behavior and all other aspects of student life inside and outside of the classroom, students are deconstructing with their teachers and advisors what these terms mean and look like in practice.

Dover Middle School – Kim Lyndes, Principal: Dover Middle School had an excellent opening! Our 1043 students entered the doors with smiles, excitement, and a readiness to learn. As with any start, the lunch lines are a bit longer than we would like and time has been taken to teach, model and practice our school wide expectations. Students are learning our routines and we see daily improvements as we are settling in for the school year. Over the summer, our lockers were reconfigured to the hallways, and we gained a large, open common space in each grade level. Students are enjoying the new arrangement. We are still advertising for paraprofessionals and noon supervisors. Information can be found on SchoolSpring.com. We look forward to seeing parents/guardians at our Open Houses - Grade 5/6 on Wednesday, September 14 and Grades 7/8 on Thursday, September 15. A full schedule, including times, will be shared with families.

Frances G. Hopkins School at Horne Street – Patty Driscoll, Principal: The Frances G. Hopkins Elementary opened its doors on Wednesday to 399 students. We are off to a fabulous start and want to thank our students, faculty, staff, and families for following our drop off and our pickup procedures, making for safe transitions to and from school. Students are quickly settling in. Our student body continues to grow, with additional enrollments coming in each day. We are looking forward to a great year.

Garrison School – Beth Dunton, Principal: Garrison’s first few days were great! Students and staff alike were full of smiles as we met all students on the hot top the first day of school, and the school walked in for our first day all together. Students are settling in and learning routines quickly – we’re right back in the swing of it all.

I have been very impressed with our students - they are courteous, kind, and helpful to one another. Our school year is off to a great start, and I can’t wait to see our students learn and grow this year. As always, we are ready to partner with families to make this year successful for our students. Please reach out with any questions!

Woodman Park School – Patrick Boodey, Principal: New staff would be the early theme of the 2022-2023 School Year for Woodman Park Elementary School. Around two dozen educators have left WPS during the past year and slightly more than a dozen have been newly hired in the last few months. Fortunately, we are now fully staffed with the exception for the need of daily substitutes and before school care through the YMCA. With the addition of seven new UNH teacher interns being hosted at WPS this year, we have a lot of new people to get to know and

train. Fortunately, the staff and especially the students have embraced the new members and are introducing them to the WPS school community.

As stated earlier, WPS is extremely fortunate to have a strong relationship with the UNH Department of Education and have been allowed to again host teaching interns. These new to education professionals are co-teachers as a part of their state certification process. They are not financially compensated, and in fact pay tuition to UNH, while providing both quality instruction and practices with their cooperating teachers for the full school year. We are pleased to introduce Ms. Carbonara, Ms. Edwards, Ms. Nygren, Ms. Ryan, Ms. Santos, Ms. Schembri, and Ms. Soleimani to the Dover School District. We look forward to learning as much from them and they will from us.

All Kindergarten through Fourth Grade teachers will be having Professional Learning Community (PLC's) meetings on a rotating five-day basis this school year. During this time, the teachers and case managers can plan specific instruction and look at skill levels on various topics to promote student academic growth. In combination with 'What I Need' (WIN) blocks of time, students will receive instruction that will meet their academic needs as we further transition to a Competency Based Education system.

Other trends have been consistent for these first few days of school. Students continue to enroll at Woodman Park School. We expect this enrollment to increase at least through the month of October, if not longer. The student daily attendance rate has been high for the first few days of school. Before the school year officially started, there was a two-day Camp Explore for the Kindergarten students that went well and was also highly attended. Bus logistics are improving with routines becoming more familiar. The lunch menus once again reflect the choices that were available prior to the pandemic. All considered, the school year is starting to settle into predictable schedules for students, staff, and families. We very much look forward to another school year's learning adventure!

Superintendent August 2022 Weekly Reports

▪ Weekly Review for Monday, August 1 through Friday, August 5

It was a short business week for me. The interviewing process continues in the schools as well as at the district level.

Meeting with Carolyn Eastman to review current feedback on the Portrait of a Learner and discussing future focus groups to provide feedback. Carolyn is a consultant with NH Learning Initiatives with a focus on developing pathways with students. She has been working with the district to finalize the Portrait of a Learner and has been meeting with focus groups to obtain additional feedback which will help to shape the final version that will be presented to the Board.

The Co-CIA Directors are making progress. This week they will have completed the learning tour with the administrative teams of each school. This is providing them insights on needs and priorities. They have revisited and revised the district's teacher induction program and are also working on the professional development plan for the 2022-2023 school year. Once the 2022-2023 professional development plan is completed, they will start on the plan for the 2023-2024 school year.

Each morning we have a stand-up meeting to review status of work projects and to answer questions pertaining to their transition to their roles as Co-CIA Directors. From the meetings, I am impressed with how the agenda continues to move forward with high quality work.

Patrick Boodey has selected a new Dean for Woodman Park School. Roseanna Drysdale has been offered the position. She will be nominated at the August 8th Regular Board meeting. Ms. Drysdale has done extensive work with professional learning communities in the Dover Schools and has certification as principal K-12, curriculum administrator, and music K-12. I am excited for Ms. Drysdale to join the leadership team.

Other meetings this week included:

- ✓ Two interviews
- ✓ Meeting with Adam Houghton – Milton School District
- ✓ Hanover Research meeting with Mark Broth to discuss salary schedule study and meeting with Peter Miller, DTU Negotiator.
- ✓ Matt Keane – Meeting with Matt Keane on budget process.
- ✓ Lunch meeting with Jim Morse, Superintendent of Oyster River School District, to discuss the COVID-19 Re-Entry Plan.
- ✓ Weekly Chair and Vice Chair Meeting.

▪ **Weekly Review for Monday, August 8 through Friday, August 12**

The final countdown to the start of the school year has started with 10 business days remaining before faculty and staff return on August 29 and 12 business days before the first day for students on August 31. There are still many things to accomplish to be prepared for the school year.

Work was completed on the development of the 2022-2023 Re-Entry Plan and PAPE. The Re-Entry Plan has been sent to Dr. Meghan Harvey for review. On Thursday, Christine Boston, Patrick Boodey and I had the opportunity to conference with Dr. Harvey. Following the announcement from the CDC, we will need to make further revisions based on any adjustments made by the NH Department of Health and Human Services pertaining to COVID-19. The 2022-2023 Re-Entry Plan and PAPE will be presented to the Board on Monday, August 22 for review and action.

A planning session was held for the Monday, August 29 welcome back general assembly to begin at 8:30 a.m. at the Dover High School Auditorium. Board members are welcome to attend the Opening General Assembly.

A meeting was held with Jonathon Nichols, new executive director of the Woodman Museum to discuss third-grade social studies curriculum and Indigenous people. Joining the meeting were Christine Boston, Kathleen Blake, Whitney Carrier, and Siobhan Mehalek.

Staffing of the school continues. The primary need is special education teachers and paraeducators.

Other meetings this week included:

- ✓ August Regular Board Meeting
- ✓ Dover Mental Health Alliance Meeting with Pinetree to discuss a Walton Foundation Grant
- ✓ Completed my annual physical as required by my contract
- ✓ Meeting with Jon Vander Els to review the August 16 Leadership Team Retreat Agenda
- ✓ Meeting with Randy Raines to review a severe weather notification system
- ✓ Conducted one teacher interview
- ✓ Introductory meeting to Qualtrics platform
- ✓ ENGAGE New Hampshire – Webinar
- ✓ Meeting with Jodi Langellotti and Dover PD Sgt Alex Mitrushi to discuss ACERT communication
- ✓ Meeting on Learning PODS to be funded by NH Education Department

▪ **Weekly Review for Monday, August 15 through Friday, August 19**

The final countdown to the start of school continues with 5 business days remaining before faculty and staff return on August 29 and 7 business days before the first day for students on Wednesday, August 31. The checklist for the start of school is beginning to get shorter.

The highlight this week was the August 16th Leadership Team Retreat. The full day session was a follow up to the two-day July retreat. Jon Vander Els, NH Learning Initiative consultant, facilitated the retreat. The following

projects had been assigned from the two-day retreat: Vision, Collective Commitments/Values, Teaching and Learning, Systems and Operations, Talent and Community, Curriculum, Instruction, Assessment, and Communication. Leadership Team members selected the area(s) they wanted to be involved in. The day focused on reporting out and receiving feedback on the work. The aim is to continue to develop a common focus among the schools and to be more systematic in our thinking and application of the work. Throughout the day, there was a high sense of positive and focused energy. There is a renewal of the spirit and commitment to the work.

Other meetings this week included:

- ✓ Summative Evaluation Meeting for Patrick Boodey, Patty Driscoll, and Peter Driscoll
- ✓ Cabinet meeting
- ✓ Parent meeting
- ✓ Three teacher interviews
- ✓ Board Negotiation Team Meeting
- ✓ NHSBA 2022 Legislative Recap and Summary

▪ **Weekly Review for Monday, August 22 through Friday, August 26**

Next week is the start of the 2022-2023 school year. The faculty and staff officially start on Monday, August 29. The 2022-2023 General Assembly will be held in the Dover High School Auditorium starting at 8:30 a.m. Board members are welcome to attend. The full program is two-hours and is inclusive of several presentations. Students first day of school is Wednesday, August 31.

Kindergarten Camp Explore was held at the elementary schools on Wednesday and Thursday. Feedback from the event has been positive. Principals and Co-CIA Directors shared all went well.

Kiley Hemphill, Jen Krans, and Siobhan Mehalek are commended on the design and implementation of the *Dover School District Induction Program*. Monday, August 22 was the kickoff of the program followed by a full day on Tuesday, August 23. The induction program has been revamped to allow for differentiation of teaching experience.

On Wednesday, August 24, the Board Negotiations Team received the *Fact Finders Report*. The report cannot be shared with the public for ten days. The members of the DTU Negotiation Team and the Board Negotiations Team have copies of the *Fact Finder Report*. The DTU Negotiations Team and the Board Negotiations Team met without administrators, Mark Broth, and Peter Miller to start a conversation on reaching a compromise on the one-year agreement. This effort encompassed Thursday and Friday sessions. The *Fact Finder Report* was used as a basis for the conversations.

Other meetings this week included:

- ✓ Conducted 4 interviews
- ✓ Board Level IV Grievance Session
- ✓ School Board Special Session
- ✓ Gaggle Training for Gaggle After Hours
- ✓ SAU Cabinet Meeting
- ✓ Beth Dunton Summative Evaluation Meeting
- ✓ Meeting planning session with the Co-CIA Directors and MTSS Director
- ✓ Tutor.com information session
- ✓ Meeting to finalize details of the August 29th General Assembly
- ✓ 22-23 Tech Device Loan Agreement Meeting