



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #10
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, October 3, 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 #9, September 12, 2022
 - 2. Special Session, September 19, 2022
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Christina Canavan – Teacher – Dover Middle School - Resignation
 - b. Kenneth Osbon – Teacher - Dover High School - Retirement
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DPA Nominations
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** None
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. IJOC – Volunteers – First Reading
 - 2. IKL – Academic Integrity and Honesty – New Policy First Reading
 - 3. KDA – Public Information Program – Withdrawn First Reading
- J. POLICY ADOPTION:**
 - 1. DFGA – Crowd Funding – Second Reading
 - 2. EHB-R – Local Data/Records Retention Schedule – Second Reading
 - 3. JLCJ – Concussions and Head Injuries – Second Reading
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:** None
- M. NEW BUSINESS:**
 - 1. Dover Fire Department Recognition
 - 2. District Information Reports
 - a. MTSS
 - b. Teaching and Learning – Professional Development
 - c. Summer Maintenance and Projects
 - 3. Bid Waiver Request for aimswebPlus Training



DOVER SCHOOL BOARD – AGENDA

Meeting Type: **Regular Session #10**
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4. SAFE Grant Award for Access Controls
5. Condition of Accounts

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

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

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

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

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

September 28, 2022

Dear Dr. Harbron,

Please accept this letter as the official resignation from my position as Special Education Case Manager at Dover Middle School effective September 30, 2022. After much contemplation, I have made the decision to not sign the contract presented for the 2022-2023 school year.

This was a difficult decision to make and I thank you for providing me with the opportunity to contribute to this school district.

Respectfully,
Christina Canavan

September 20th, 2022

Bill Harbron
Superintendent of Dover Schools
Suite 409
61 Locust St. Dover NH, 03820

Dear Dr. Harbron,

Please accept this letter notifying you of my intent to retire from the Dover School District at the end of this school year June 2023. If you could pass this information on to only those that need to know. I'm certainly going to have questions on the process, and I welcome any information you could pass on or ask someone to reach out to me to assist in this process. Thank you for time and assistance.

Sincerely yours,

Ken Osbon
Dover High School

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

TO: **DOVER SCHOOL BOARD**

DATE: October 3, 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
Whitehead, Odis	Paraprofessional	Dover Middle School	Jessica Clark	\$15.60	C2, Step 2
Dededo, Katelin	Paraprofessional	Garrison School	Jen Solomon	\$17.94	C2, Step 5
Wedge, Sarah	Paraprofessional	Garrison School	Sarah Pomerleau	\$19.18	C2, Step 6

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC
DATE OF ADOPTION: 8/10/15	PAGE 1 OF 3

FIRST READING

SCHOOL VOLUNTEERS

~~The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.~~

Designated Volunteers

~~Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:~~

- ~~_____ 1. Comes in direct contact with pupils on a daily basis;~~
- ~~_____ 2. Meets regularly with students;~~
- ~~_____ 3. Meets with students on a one-on-one basis;~~
- ~~_____ 4. Any other person who supervises or chaperones students on or off the school campus.~~
- ~~_____ 5. People whose background checks yield a conviction noted in policy GBCE-R, may not volunteer in the Dover School District.~~

~~Designated volunteers are subject to the provisions of Policy GBCE—Background Investigation and Criminal Records Check.~~

Volunteer Application & Selection

~~Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the Principal's office.~~

~~Volunteer selection shall be made based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels for selected activities and as resource persons.~~

~~Assignment shall be made by the school administrator or designee.~~

~~Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district wide programs established by the administration whereby general volunteer programs would be defined.~~

~~A volunteer may be asked to terminate his/her services when circumstances in the judgment of the administrator necessitate termination.~~

Volunteer Duties

~~Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certified staff.~~

~~All volunteers will sign a confidentiality agreement and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or~~

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC
DATE OF ADOPTION: 8/10/15	PAGE 2 OF 3

~~other school district who has a legitimate educational purpose for discussing such information.~~

~~The Confidentiality Agreement is included as Appendix~~ **IJOC-R**.

~~Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to situations that may be supervised by a certificated staff person.~~

~~In some instances, volunteers may perform clerical and material preparation tasks away from the school site.~~

~~Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.~~

~~Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.~~

~~Volunteers will Receive orientation, including: (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.~~

~~Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the principal in consultation with the volunteer coordinator.~~

Coaches

~~Volunteer coaches of individual sports must be certified in that sport and be in compliance with the all other regulations and standards as set by NHIAA.~~

Legal References:

~~_____ RSA [189:13 a](#), School Employee and Volunteer Criminal History Records Check~~

A. General Policy. The School Board supports and encourages the use of parent and community member volunteers in our schools to assist school and District staff in meeting the needs of students and serving the school community at large.

B. Definitions

- 1. Volunteer. Under the Fair Labor Standards Act ("FLSA"), "volunteers" are persons who perform service (1) without promise, expectation or receipt of compensation for the services rendered (reimbursements, and modest stipends excepted); (2) have offered their services freely and without pressure or coercion from any employer, and (3) are not otherwise employed by the District to perform the same type of services for which the individual intends to volunteer.**

This expansive definition includes such services whether for classroom or other student programs or activities, or for services such as committee work, chaperones, trades work, etc.

Any volunteer who as used in this policy shall have the same definition as in Board policy GBCD - Background Investigation and Criminal Records Check. Before a person may volunteer in a position or perform a function falling within the definition of Volunteer, such person must undergo a background investigation

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and criminal history Records check as described in policy GBCD. Additionally, as required by RSA 189:13-a, XII, all Volunteers must receive training and information relative to child abuse prevention.

“Volunteer” is any volunteer who:

- 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.
- C. Coaches. All coaches, including assistant coaches, whether receiving a stipend or not, are Volunteers as defined in paragraph B above. Additionally, head coaches of team or individual sports must be in compliance with all regulations and certification requirements for that sport as set by NHIAA or the applicable organization within which the athletes/members compete or participate. Assistant coaches must meet the same requirements as head coaches or be under the direct supervision of the head coach.
- D. Supervision. Volunteers may not be assigned to perform any services within school buildings or during school activities during times that students may reasonably be expected to be in attendance, unless the volunteer is either a Volunteer (i.e., has undergone a background investigation and Criminal History Records Check, or is under the immediate direction of a staff or administration member within the pertinent program).
- E. Volunteer Responsibilities and Duties. Other than committee volunteers, and head coaches/directors, volunteers may only serve in the capacity of assistants. Instructional services shall be rendered only under the supervision of certified staff.
- All volunteers will sign a confidentiality agreement provided by administration and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district employee who has a legitimate educational purpose for discussing such information.
- Volunteers with special talents, hobbies or experiences may share those with students in a suitable educational setting scheduled by the staff or administrative member responsible for supervising the class, activity, program or project.
- Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.
- F. Volunteers serve at the pleasure, need, and discretion of the District.
- G. Implementation. The Superintendent is authorized to develop and administer any regulations or procedures they deem necessary or appropriate to implement this policy.

Policy History:

Policy Adopted: August 10, 2015

DOVER SCHOOL DISTRICT	POLICY CODE: IKL
DATE OF ADOPTION:	PAGE 1 OF 2

Category: Optional

Related Policies: EGAD, JICD & JICL

FIRST READING – NEW POLICY

ACADEMIC INTEGRITY AND HONESTY

- A. STATEMENT OF POLICY. All students are expected to demonstrate academic integrity and honesty. Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect toward their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. These expectations are directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior.
- B. PROHIBITED BEHAVIOR. In addition to any standards or rules established by individual classroom teachers, the following behaviors are in violation of the standards of academic integrity and honesty and are specifically prohibited:
1. Cheating. Cheating is any act of academic dishonesty, which includes such things as receiving or communicating information to another student during a test or other assessment; looking at another's test or assessment during the exam; using notes or obtaining information during a test or assessment when prohibited; obtaining information about the questions or answers for an assessment prior to the administration of the exam; or whatever else is deemed contrary to the rules of fairness with respect to school work or assessment, including special rules developed by the instructor of the course.
 2. Plagiarism. Plagiarism is the representation of someone else's ideas or words as one's own without crediting the source. It is the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment through proper citation format. The submission of an assignment or parts of an assignment written by someone other than the student, including but not limited to, other students, commercial organizations, or electronic sources.
 3. Academic Misrepresentation. Academic misrepresentation occurs when a student has another student or individual substitute for himself or herself during the taking of a test or other assessments.
 4. Academic Collusion. Academic collusion is the sharing of test or other assessment questions or answers with another student without the instructor's permission. Academic collusion includes copying another student's homework without the instructor's permission or allowing another student to copy one's work. It also includes group collaboration on individual assignments without the instructor's permission.
 5. Dishonesty in Papers. Dishonesty in papers entails using a writing service or having someone else write a paper for the student. All work submitted for a course must be the student's own original work unless the sources are cited.

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6. Self-Plagiarism (Work Done for One Course and Submitted in Another). Self-Plagiarism occurs when a student for a class refers to work previously submitted in another class in order to fulfill the academic requirements in that latter class. In some instances, instructors may allow a certain amount of work from a prior course to be repurposed; students who wish to do this must seek express approval from the instructor in advance.
7. Unfair academic advantage. Unfair academic advantage occurs when a student acts in such a way as to prevent or hinder another student's performance with respect to an academic activity. Examples include: concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use; sabotaging another student's work; or attempting intimidation for academic advantage.
8. Facilitating academic dishonesty. Facilitating academic dishonesty occurs when one student completes an academic activity (e.g., homework, test, paper, etc.) for another student, or collaborates with another student on an academic activity when instructions have called for independent work.
9. Other Academic Dishonesty. This policy also prohibits any intentional act that violates the spirit of academic integrity and this policy. Such prohibited conduct includes, but is not limited to, stealing assessments; tampering with academic records; including inaccurate academic information on any application or resume; altering academic tests or assessments, grades or other student records; distributing materials for the purpose of cheating or facilitating; inappropriate or unethical use of technology (pre-program of graphing calculator, smart phones, etc.); or feigning illness or personal circumstances to avoid an academic activity (e.g., test, quiz, paper, homework, lecture, etc.).

C. CONSEQUENCES.

The disciplinary consequences for violations of this policy shall be consistent with Board policy and the Student Code of Conduct. For high school student, violations of academic integrity and honesty are cumulative during the student's high school years.

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: KDA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 1

WITHDRAW – FIRST READING

PUBLIC INFORMATION PROGRAM

~~The School Board will do its best to keep the people informed about the affairs of the district. To achieve its goals for good school-community relations and maintenance of open two-way channels of communication with the public, the Board authorizes the Superintendent to:~~

- ~~1. Encourage the preparation of informational materials including newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material and to maintain close liaison with mass media and publicity organizations.~~
- ~~2. Organize or assist in the availability of speakers for civic, PTA, church, and other groups.~~
- ~~3. Provide staff members with assistance for preparation of material for community and staff consumption (handbooks, information leaflets, etc.).~~
- ~~4. Assist in coordinating work with civic and other groups which contribute to school system values.~~
- ~~5. Serve as community relations counselor to the School Board and other staff members.~~

Legal References:

~~Rule 306.04(k)(3)~~

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DATE OF ADOPTION:	PAGE 1 OF 4

Category: Recommended

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

SECOND READING - NEW POLICY

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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DATE OF ADOPTION:	PAGE 3 OF 4

- 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.

Donation Request Approval Form

Dover School District

PART ONE – INTRODUCTION

Donations from organizations, community groups and/or individuals which will benefit the Dover School District shall be encouraged. A donation shall be defined as money, items, real or personal property, and personal services provided without consideration. Those contemplating a donation to a school or the district are encouraged to discuss, in advance with the building principal or the superintendent, what gifts are appropriate and needed.

The Dover School Board and/or District reserves the right to refuse the acceptance of any donations which do not contribute toward the achievement of the goals of the District or the ownership of which would tend to deplete the resources of the District. In determining whether a donation will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students and all Dover public schools) and adherence to basic principles outlined in the regulation that accompanies Dover School Board Policy KCD—Public Gifts/Donations.

PART TWO - PARAMETERS

The donator must agree to the following:

1. Donations must have a purpose consistent with the mission and goals of the school district.
2. The donator must be one that is acceptable by the Dover School District.
3. The donation will not place restrictions on a school program, staffing, or purpose.
4. Donations will not be inappropriate or harmful to students.
5. Donations will not imply endorsement of any business or product.
6. Donations will not conflict with any provision of school policy or public law.
7. No money, checks, or gift cards are sent to the recipient.
8. Donations are to be shipped to the school or SAU # 11 Office.
9. All donations received will be owned by the Dover School District and are not the personal property of the recipient. The items must remain with the school/program described in the posted project even if the recipient changes grade levels or subject matter.
10. The principal must be consulted with during the development and application process. Any revisions or additional requests must obtain principal approval.
11. Participation in this program will not result in unreasonable, long-term, or hidden costs to the Dover School District and will not require extensive maintenance on the part of the district.
12. All signatures to this form need to be completed and approved before the acceptance of a donation. If a signature is not granted, then the donation is denied and cannot be donated.

PART THREE – APPROVAL AND SIGNATURES

1. Attach a brief description and purpose of the donation and how it supports the District's Strategic Plan.
2. Specify the total value of the donation and who has final authority to approve, as outlined in School Board Policy KCD – Public Gifts/Donations (below):

"Gifts of a value of \$100 or less will be accepted by the authority of the appropriate principal, director or program manager. Gifts of a value in excess of \$100 but less than \$500 will be accepted by the authority of the Superintendent or designee, and contributions of a value in excess of \$500 will be presented to and acted on by the School Board."

- ☐ Amount and/or Value of Donation _____
- ☐ Principal
- ☐ Superintendent
- ☐ School Board

The below District departments must review the donation request prior to approval of acceptance to ensure there are no future implications to critical areas within the District.

BUSINESS DEPARTMENT

- ☐ Future Budget Implications
- ☐ Future Facilities Implications
- ☐ Future Technology Implications
- ☐ Other

TEACHING AND LEARNING DEPARTMENT

- ☐ Aligns with the District's Curriculum
- ☐ Future Budget Implications
- ☐ Equity Implications
- ☐ Aligns with Students Unique Learning Needs

STUDENT SERVICES DEPARTMENT

- ☐ X
- ☐ X
- ☐ X
- ☐ X

SUPERINTENDENT

- ☐ All of the Above Have Been Completed
- ☐ Project Approved
- ☐ Project Denied (Provide Explanation Below)

DOVER SCHOOL DISTRICT	POLICY CODE: EHB-R
DATE OF ADOPTION: FEBRUARY 11, 2019	PAGE 1 OF 10

SECOND 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.

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

Project Updates:

I. Fire Suppression System Upgrades:

The Dover middle school had two fire suppression systems repaired over the summer:

1. **3rd floor dry system piping and head replacement:** due to the extreme heat over the summer, and the work being in the attic, the vendor only had time to complete one side of the system. The right side was completed and was inspected by the fire marshal. We have scheduled the completion of the left side for the summer of 2023.
2. **1st & 2nd floor wet system sprinkler head replacements:** The RFP for this project called for 700 heads which included 680 heads as specified in the original installer's building plans, and 20 extras to cover mistakes. During the project, it was discovered that the building plans did not match the District's plan documents or the information provided by Hampshire Fire, and there was an additional 72 heads that needed to be replaced. The vendor completed the contract as posted, and the 72 additional heads will be replaced over the summer of 2023.

II. Weed Management and Closed Athletic Fields: Some may have noticed that the soccer fields were closed for a portion of the summer. The fields were closed for several reasons this summer, the first involved a clover treatment which turned out to be a great success. The District also worked to address the fields' compact soil due to construction with aeration, compost, and overseeding. Our contractor applied the following:

1. Herbicide to kill off our clover issue.
2. Two applications of compost over a two-month period.
3. New seed in two different directions.

III. HVAC Improvements: The District is still working with the state for a contract via a national cooperative bid using Federal ESSER III funds. This project includes dehumidification and air purification for DMS GES FGH. Details can be found in the City's Proposed CIP publication for 2024 – 2029 on page 111. Construction is expected to begin during the summer of 2023.

IV. Radio Communications Overhaul: National supply chain issues have affected the completion of this project. The most recent update for the ordered equipment is as follows:

- The SLR5700 repeaters: Motorola is showing a pending ship date of 10/28. This date could change.
- The SLR100 repeaters: Shipping out on 10/28
- (20) XPR3500 radios: Shipping out 12/30
- The remainder (110) XPR3500s: Shipping 12/9

V. Cameras & Door Access Controls: Lack of EOY funding forced us to put this project on hold and seek alternative funding. A good portion of the funding has now been secured from the first round of SAFE grant funding, and we are waiting on the State's decision on additional funding in the second round.



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: Mr. Travis Bickford, MS, NCSP, Director of MTSS
DATE: September 26, 2022
RE: Request to Waive Bidding

ESSER-III Grant: aimswebPlus Training

aimswebPlus Benchmarking Essentials & Progress Monitoring Essentials - Reading/Math/Writing (60 participants)	\$14,000.00
aimswebPlus Benchmarking Data Utilization & Progress Monitoring Data Utilization - Reading/Math/Writing (60 participants)	\$14,000.00
aimswebPlus Train-the-Trainer 12-month Membership (8 District Trainers)	\$4,760.00

Request to waive bidding:

aimswebPlus is an assessment, data management, and reporting system that provides national performance and growth norms for screening and progress monitoring of foundational math and reading skills. NCS Pearson, Inc. is the single-source publisher of aimswebPlus, including the trainings that are being requested for waiving the bidding process. Screening and progress monitoring are two of the four essential elements in an MTSS framework. Historically, the Dover School District – Student Services Department has used Aimsweb, and now aimswebPlus, to monitor student growth towards math and reading related IEP goals. The requested trainings will be provided to district special education teachers to ensure continuity of services.

As part of the MTSS initiative, the requested trainings will also allow the district to scale up and provide universal screening and progress monitoring of word-level reading skills to students receiving Tier 1 (core academic instruction) and Tier 2 (small group or individual, supplemental academic intervention) in the general education setting. Educational specialists, including school psychologists, literacy coaches, and reading specialists will be provided aimswebPlus training. Additionally, 8 district personnel will be recruited to complete the Train-the-Trainer program, which will allow the district to sustain implementation of aimswebPlus beyond these initial trainings. aimswebPlus trainers will be able to assist with facilitating universal screening, provide training for new and experienced staff, and troubleshoot any platform related issues.

aimswebPlus - Early Literacy measures also comply with NH RSA 200:59, which requires school districts to “screen all students upon enrollment in kindergarten or first grade by November 30 of each school year...” For the purposes of meeting the RSA requirements, selected screening tools must measure potential risk factors of dyslexia in areas related to phonological/phonemic awareness, sound-symbol recognition, alphabet knowledge, decoding skills, rapid naming skills, and comprehension. The district has historically used the PALS (K-1), but the publisher has now developed an online system. Fully adopting aimswebPlus would allow the district to potentially reduce the number of platforms that need to be managed by IT and school personnel.

Sole Source Purchasing Documentation Form-Federal Funds

Dover School District

Vendor Name: NCS Pearson, Inc. (41-0850527) Fiscal Year: 2022-2023

Description and purpose of the purchase: aimswebPlus Benchmarking Essentials & Progress Monitoring Essentials – In Person 6 hours training; aimswebPlus Benchmarking Data Utilization and Progress Monitoring Data Utilization – In Person 6 Hours; and aimswebPlus Train-the-Trainer 12-month Membership – On Demand.

Non-Competitive Proposal

☒ This item is available only from a single source, please list the unique features of the product or service:

NCS Pearson, Inc. is the sole publisher of aimswebPlus. The aimswebPlus platform meets the requirements of NH RSA 200:59 Screening and Intervention for Dyslexia and Related Disorders.

☐ A public Emergency, explain situation and reasons why decision couldn't include other quotes.

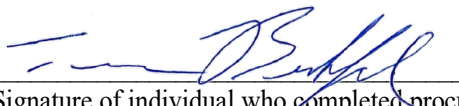
☐ Received authorization from a pass-through entity (NHDOE) Please include approval from the NHDOE.

☐ Competition is determined to be inadequate (after solicitation)

If there are similar products or services available, the reasons for selecting the vendor (check all that apply):

☐ Lowest Price ☐ Availability ☐ Accessibility ☐ Expertise ☐ Reputation

☒ Continuity of Services ☐ Location ☐ Bid Process ☐ Other Considerations: _____


Signature of individual who completed procurement

09/26/2022
Date

ESSER-III
Grant/Activity #



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 Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Michael Limanni, Business Administrator
DATE: October 3, 2022
RE: SAFE Grant Award for Access Controls – Authorization to Accept and Expend (Early Decision Phase)

In July 2022, the District was notified by the New Hampshire Department of Education of a grant opportunity to assist in funding school projects in the areas of surveillance, access control and emergency alerting. The funds totaling \$13 million include approximately \$3 million through the Secure Action of Education (SAFE) grant awards funded with State Public School Infrastructure Funds grants to be awarded in the [early decision phase](#) and approximately \$10 million in federal funds through the American Rescue Plan Act State Fiscal Recovery Fund to be awarded in the *final phase*.

The District submitted applications for access control upgrades at Bellamy Academy, Dover Middle School, Frances G. Hopkins Elementary School at Horne Street, Garrison Elementary School, and Woodman Park Elementary School in the early decision phase and was awarded a total of \$109,893.00 on September 9, 2022.

The first action request is authorization to accept funds through the Secure Action of Education (SAFE) grant awards funded with State Public School Infrastructure Funds grants in the amount of **\$109,893.00**.

The second action request is to approve the quote provided by Johnson Controls Fire Protection LP in the amount of **\$22,753.00** to be funded through the SAFE grant. Procurement for the equipment and services for the access control upgrade was priced through Sourcewell contract [#030421-JHN](#). The City of Dover is a member of Sourcewell, which is a member-focused public cooperative of more than 50,000 member agencies that may purchase utilizing any of their cooperative purchasing agreements.

The third action request is to approve the quotes provided by D.M. Burns Security in the total amount of **\$11,400.00** for security panel upgrades to the existing system to be funded through the SAFE grant.

The District also released a bid solicitation to purchase network switches and related equipment to be funded in part through the SAFE grant. The results and authorization to award will be brought to the School Board for review and approval at a later meeting.

Applications were also submitted for surveillance and emergency alerting that are currently under review in the *final phase* with the New Hampshire Department of Education.

DOVER SCHOOL DISTRICT
Condition of Accounts - October 3, 2022

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 26,115,088	\$ 2,910,617	\$ 23,204,471	\$ 21,050,979	\$ 2,153,492
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,885,300	\$ 2,591,073	\$ 13,294,227	\$ 13,275,531	\$ 18,696
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,426,352	\$ 300,922	\$ 2,125,430	\$ 1,770,513	\$ 354,917
1400	OTHER EDUCATIONAL PROGRAMS	\$ 730,524	\$ 78,256	\$ 652,269	\$ 499,598	\$ 152,671
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 238,851	\$ 63,661	\$ 175,190	\$ 184,702	\$ (9,511)
2100	SUPPORT SERVICES - Students	\$ 5,099,489	\$ 573,300	\$ 4,526,189	\$ 3,941,669	\$ 584,520
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,371,277	\$ 298,586	\$ 1,072,691	\$ 699,822	\$ 372,869
2300	SUPPORT SERVICES - General Admin.	\$ 1,530,897	\$ 528,553	\$ 1,002,344	\$ 1,627,853	\$ (625,509)
2400	SUPPORT SERVICES - School Admin.	\$ 3,285,108	\$ 749,421	\$ 2,535,686	\$ 2,438,131	\$ 97,556
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,475,308	\$ 1,149,699	\$ 4,325,609	\$ 4,010,447	\$ 315,162
2700	SUPPORT SERVICES - Student Transportation	\$ 3,837,938	\$ 362,332	\$ 3,475,606	\$ 3,794,870	\$ (319,265)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,506,210	\$ 405,662	\$ 1,100,549	\$ 873,704	\$ 226,845
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	\$ 10,156,414	\$ 64,072,166	\$ 60,385,807	\$ 3,686,359
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 171,187	\$ 1,478,813	\$ 1,562,867	\$ (84,054)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 11,660,350	\$ 784,970	\$ 10,875,380	\$ 2,498,867	\$ 8,376,513
Summarized Condition of District Expenditures:		\$ 87,538,930	\$ 11,112,571	\$ 76,426,359	\$ 64,447,542	\$ 11,978,817

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	\$ 50,000	\$ 1,594,988	\$ -	\$ 1,594,988
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	\$ 697	\$ 34,303	\$ -	\$ 34,303
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	\$ 2,441,387	\$ 9,422,137	\$ -	\$ 9,422,137
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	\$ 11,289	\$ 98,711	\$ -	\$ 98,711
04220.3599	ABE ALLOCATION	\$ 43,000	\$ -	\$ 43,000	\$ -	\$ 43,000
04580.3311	MEDICAID DISTRIBUTION	\$ 200,000	\$ 28,657	\$ 171,343	\$ -	\$ 171,343
05251.3918	FUND TRANSFERS IN	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000
TOTAL GENERAL FUND REVENUE:		\$ 19,845,763	\$ 2,534,838	\$ 17,310,925	\$ -	\$ 17,310,925
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 465,277	\$ 1,184,723	\$ -	\$ 1,184,723
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 11,623,716	\$ 404,242	\$ 11,219,473	\$ -	\$ 11,219,473
Summarized Condition of District Revenue:		\$ 33,119,479	\$ 3,404,357	\$ 29,715,121	\$ -	\$ 29,715,121

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 19,845,763	\$ 2,534,838
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	\$ 54,041,344
TOTAL GF Expenditure:	\$ (74,228,580)	\$ (70,542,221)
Ending GF Fund Balance:	\$ (2,876,311)	\$ (16,500,877)
TOTAL FS Revenue:	\$ 1,650,000	\$ 465,277
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,734,054)
Ending FS Fund Balance:	\$ -	\$ (1,268,777)
TOTAL Other SR Fund Revenue:	\$ 11,623,716	\$ 404,242
TOTAL Other SR Fund Expenditures:	\$ (11,660,350)	\$ (3,283,838)
Ending Grant Fund Balance:	\$ (36,635)	\$ (2,879,596)



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, October 3, 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** – None
4. **Job Shares** - None
5. **Nominations** -
 - a. **DPA Nominations** – I recommend the Board approve the nominations presented.
6. **Extended Trips** – None
7. **Donations** – None

H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS:

1. **IJOC - Volunteers – First Reading** – NHSBA added the FLSA definitional standard for “volunteer, and included information relating to assuring that volunteers are aware of the prohibition under the State human rights laws (RSA 354-A:31 & 32) against advocating or advancing discriminatory concepts (similar but broader than the prohibition against teaching such concepts under 193:40; and has changed the classification to “recommended” as the former “required component regarding designated volunteers is now included in sample GBCD. **RECOMMENDATION:** Superintendent requests feedback from the Board on the proposed Policy IJOC.
2. **IKL – Academic Integrity and Honesty – First Reading – New Policy** – NHSBA created this sample policy at the request of multiple NHSBA member boards. **RECOMMENDATION:** Superintendent requests feedback from the Board on the proposed Policy IKL.
3. **KDA – Public Information Program – First Reading to Withdraw** – NHSBA withdrew sample policy KDA to eliminate repetitive policies as it has been superseded by policy EG, which contains more thorough language regarding school-community relations. **RECOMMENDATION:** Superintendent requests feedback from the Board on the proposed withdrawal of Policy KDA.

J. POLICY ADOPTION:

1. **DFGA – Crowd Funding – Second Reading** – NHSBA created new sample policy DFGA in response to requests from multiple NHSBA member districts. While NHSBA recommends that school boards adopt a crowdfunding policy, a board could adopt a policy prohibiting crowdfunding outright. NHSBA can provide a sample of such a policy upon request. Adoption of DFGA requires modifications to sample KCD Public Gifts/Donations. **RECOMMENDATION:** Superintendent recommends the Board approve Policy DFGA.
2. **EHB-R – Local Data/Records Retention Schedule – Second Reading** - 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*. **RECOMMENDATION:** Superintendent recommends the Board approve Policy EHB-R.

3. **JLCJ – Concussions and Head Injuries – Second Reading** - 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. **RECOMMENDATION:** Superintendent recommends the Board approve Policy JLCJ

K. **RESOLUTIONS:** None

L. **OLD BUSINESS:** None

M. **NEW BUSINESS:**

1. **Dover Fire Department Recognition** – The Dover Fire Department would like to recognize two individuals, Brian Andreason and Scott Bergeron, whose quick actions prevented a major catastrophe from happening at Dover High School.
2. **District Information Reports**
 - a. **MTSS** – In October, the District will be publicly posting an RFP for MTSS professional learning and consultative services (technical assistance) to support the designing and implementation of MTSS over a multi-year period ideally starting in November of 2022 through September 2024. Joyce and Showers (2002) researched educator related training in public schools. Their findings indicate school organizations that adopted on-the-job coaching saw larger gains in knowledge, ability to demonstrate skills, and use of skills with students. Integrating MTSS technical assistance will help the district implementation team not only develop infrastructure but also maximize the use of ESSER-III funding. Travis Bickford, MTSS Director, will be available to answer the Board’s questions.
 - b. **Teaching and Learning – Professional Development** – Kiley Hemphill, Jen Krans, and Siobhan Mehalek, Co-CIA Directors, will provide the Board an update on the September 13, 2022 Professional Development inclusive of the successes and the lessons learned.
 - c. **Summer Maintenance and Projects** – Michael Limanni, Business Administrator, will provide an update report on the project work scheduled for the summer of 2022.
3. **Bid Waiver Request for aimswebPlus Training** – The aimswebPlus is an assessment, data management, and reporting system that provides national performance and growth norms for screening and progress monitoring of foundational math and reading skills. NCS Pearson, Inc. is the single-source publisher of aimswebPlus, including the trainings that are being requested for waiving the bidding process. Screening and progress monitoring are two of the four essential elements in an MTSS framework. Historically, the Dover School District – Student Services Department has used Aimsweb, and now aimswebPlus, to monitor student growth towards math and reading related IEP goals. The requested trainings will be provided to district special education teachers to ensure continuity of services. Additionally, the requested trainings will allow the district to expand progress monitoring of word-level reading skills to students receiving literacy interventions (Tier 2, small group or individual) in the general education setting. Travis Bickford, MTSS Director, will be available to answer the Board’s questions.
4. **SAFE Grant Award for Access Controls** – Michael Limanni, Business Administrator, is requesting action be taken on the acceptance of funds through the Secure Action of Education (SAFE) grant award as well as action to approve a quote provided by Johnson Controls Fire Protection LP to be funded through the SAFE grant.

5. **Condition of Accounts** - Michael Limanni, Business Administrator, will review the condition of accounts with the Board.

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

Principal Reports

Dover High School – Peter Driscoll, Principal: School Goals- 22-23

1. To return attendance to pre-pandemic levels. Before the pandemic attendance average 94%, during virtual learning and the 21-22 school year attendance was between 84% and 86%.
 - a. Engage Program
 - b. Alternative Plan/Modified Schedule Monitoring
 - c. Attendance Monitor
2. To continue to work to support the social-emotional needs of students.
 - a. Signs of Suicide Program
 - b. Teen Mental Health First Aid
 - c. NAMI Connect
 - d. Student Mental Health Task Force- advocacy has moved to the state level
 - e. Partnership with Community Mental Health Task Force

Dover Middle School – Kim Lyndes, Principal: Dover Middle School's first day was filled with smiles. Students laughed and smiled to see old friends and new and excitedly traveled the school, following their new schedules, and attending new classes. Time was devoted during the opening weeks to teach, model and practice behavioral expectations. We want students to succeed and part of that is each student knowing what is expected on them. The practice now pays off later. Throughout the year, we will revisit, and re-practice as needed.

Teachers and staff are busy! DMS is moving to competency-based reporting. This is a big lift for our teachers and will be a learning curve for our families. We presented the changes at Open House, and we have planned other timed events to continue to educate our community on the changes.

Currently at DMS we are missing 2 special education managers, 12 special education paraprofessionals and 4 noon supervisors. On any given day, there are not enough substitutes to fill the positions. The biggest need at DMS currently is for additional staff. Without these positions, classes are being combined, teachers are supporting students in classrooms without support and special educators are carrying large numbers for case management. With the additional responsibilities and coverage required, many staff members are doing double and triple of what is expected. It warms my heart to see their dedication to the students.

The best part of the opening for DMS was and continues to be happy and engaged students! The fifth graders would like the Board to know - They are loving the food in our cafeteria. Triangle pizza is a big thing!

Garrison School – Beth Dunton, Principal: Garrison is undertaking a shift in our schedule around our WIN (What I Need) block. Each grade level has a 30–40-minute block daily where students will be sorted into small groups to target instruction to their needs – whether that is intervention or enrichment. During this time, the classroom teachers are joined by the reading team and some of our related arts teachers, allowing for some groups to be very small for targeted instruction. As we learn to implement this model, we will refine and improve the process throughout the year. GES has seen good gains in math on our STAR assessment last year, and our focus for the year will be to increase the number of proficient students in reading on the STAR.

Frances G. Hopkins School at Horne Street – Patty Driscoll, Principal: Our focus areas include looking closely at our instructional practices around reading, making sure they are researched-based, and using data to drive our instruction with students. In addition, we continue to respond to the social/emotional needs of our students, our families and our staff and are working to build skill and capacity around de-escalation strategies and resilience.

Woodman Park School – Patrick Boodey, Principal: For professional development this school year, Woodman Park School will be primarily focusing on literacy instruction. Woodman Park School will continue the establishment and use of Professional Learning Communities (PLCs) to monitor student growth. Our educators will strengthen our understanding and use of Tier I and Tier II literacy instruction through a whole grade level approach. This school year will also be the second year of implementation of the mathematical program Bridges. In this second year of this new mathematical program, students, staff, and families will be more familiar in techniques, lessons, vocabulary, and expectations. For behavioral, social, and emotional aspirations, the school wide values of ‘Be Safe, Be Caring, Be Respectful, Be Here and Ready’ will be reinforced all school day and in all school locations. As a school staff, Woodman Park School will embrace the newly formed Dover School District Collective Commitments.

Superintendent August 2022 Weekly Reports

▪ Weekly Review for Monday, August 29 through Friday, September 2

The first week of the 2022-2023 school year started with the annual General Assembly featuring Tim Granfield as the keynote speaker. Tim told his personal family story, and his educational journey in the public schools. He emphasized the importance of educators seeing the potential and the positive qualities of each student.

Students’ first day of school was on Wednesday, August 31. Overall, the first day went well. Principals reported the tone of the day was positive, and they were overall pleased with the first and second day of the school year. This is the season school routines and procedures are developed and you establish expectations. The members of the SAU team were able to be out in the school for the first two days. As always, it takes a few days to standardize bus schedules and pick-ups and drop-offs. Chris Taft, First Student Manager, did an excellent job of communicating and keeping everyone informed of what was occurring.

On Wednesday, August 31, the Board Negotiations Team and the DTU Negotiations team came to a tentative agreement for the 2022-2023 salary schedule. From my perspective, it was a productive session for both parties. On Thursday, September 1, Dr. Mebert was informed that the DTU will hold their ratification vote on Monday, September 12, and indicated it would be ready for board action at the September 12 Board meeting.

Other meetings this week included:

- ✓ Three candidate interviews
- ✓ Mark Broth meeting with the Board’s Negotiations Team
- ✓ Meeting with Peter Driscoll, Kristin Whitworth, Siobhan Mehalek, and Christine Boston on potential book complaint
- ✓ Weekly SAU Cabinet Meeting
- ✓ Weekly Chair and Vice Chair Meeting
- ✓ Southeasters Superintendent Meeting

▪ Weekly Review for Monday, September 5 through Friday, September 9

Students have completed 6 instructional days. Overall, the school year is off to a positive start. Administrators and faculty have shared students entered with a more positive mindset, and administrators have observed a positive spirit among the teachers. Throughout the week, I have been able to be in the district’s schools, and I have sensed a different atmosphere than the previous school year.

During the initial days of school, time is invested in developing routines and procedures as well as starting the operational aspects of the district, such as transportation and food service. Each day, there is continual improvement.

Carolyn Eastman, NH Learning Initiative, has been working with identified focus groups to seek feedback on the Portrait of a Learner. This week Carolyn and I had a Zoom meeting to update on what has been completed and to identify other focus groups. The focus groups will be completed in October, and the findings will be used to refine the Portrait of a Learner.

Other meetings this week included:

- ✓ Planning for the Curriculum Advisory Council
- ✓ Weekly SAU Cabinet Meeting
- ✓ Board Chair and Vice Chair Meeting
- ✓ Dover Mental Health Alliance Mini Strategic Planning Session
- ✓ Carolyn Eastman on focus groups for continual work on the Portrait of a Learner
- ✓ Strafford County Public Health Advisory Committee Meeting
- ✓ Events – FGH Popsicles on the Playground, GES Popsicles on the Playground, and DHS Varsity Volleyball

▪ **Weekly Review for Monday, September 12 through Friday, September 16**

Students have completed ten instructional days.

The Co-CIA Directors are to be commended on the annual plan for professional development. Professional development was held on Tuesday, September 13. The day included a variety of topics based on literacy and competency-based education. In addition, the annual *Avoid, Deny, Defend Training* was held.

The DTU notified the Board that the DTU membership had ratified the DTU Contract.

The school open house season has started. Dover Middle School started the season with the Fifth and Sixth Grade Open House on Wednesday and the Seventh and Eighth Grade Open House on Thursday. The open house began with a parent/guardian meeting on information about competency-based education and grading. Kim Lyndes and Lindsey Dube led the session. This was followed by parents/guardians meeting with their students' teachers.

Unfortunately, on Thursday, September 15, 2022, there was a bomb threat at Dover Middle School. Kim Lyndes and her administrative team followed the right protocols in handling the situation. In addition, I want to recognize Police Chief Bill Breault and Assistant Superintendent Christine Boston on joining the team to support Kim Lyndes.

Other meetings this week included:

- ✓ SAU Directors Meeting
- ✓ Teaching and Learning Coordination Team Meeting
- ✓ Scottlyn Schuler – COVID-19 Update
- ✓ NHSBA Policy Update Webinar
- ✓ SB420 Accountability Training
- ✓ SAU Cabinet Meeting
- ✓ Board Chair Meeting
- ✓ Qualtrics Demo Meeting
- ✓ NHED Training - SAS Family Portal Training
- ✓ Strafford Learning Center Board Meeting
- ✓ Stafford County YMCA Advisory Board Meeting
- ✓ Strategic Planning with Strafford County Public Health Network

▪ **Weekly Review for Monday, September 19 through Friday, September 23**

Students have completed fifteen instructional days.

The highlight of this week was the Board's ratification of the DTU Collective Bargaining agreement on Monday, September 12. In addition, the Board voted to accept the funds from SB420 for \$225,247.10.

The open house season continued this week with open houses at Frances G. Hopkins School, Woodman Park School, and Dover High School. The final open house for the season is Garrison Elementary School on Wednesday, September 28.

This week, I had the opportunity to have site visits at Garrison School, Frances G. Hopkins School, Woodman Park School, and Dover Middle School. This has afforded me time to be in classrooms and to check-in with principals. I also had the opportunity to observe Jen Krans and Siobhan Mehalek facilitate a DMS fifth grade session on competency-based grading.

The Co-CIA Directors facilitated the Elementary Learning Guidance Team. This was the first of the monthly meetings. The purpose of the meetings are communication and coordination as it relates to teaching and learning.

Jon Vander Els, NH Learning Initiative consultant, facilitated the all-leadership team meeting on Wednesday, September 21. The meeting emphasis was to assess what has been accomplished since the July/August Retreat and identify those areas that still require further attention. In addition, the various committees formed during the July/August retreat assessed their progress and next steps. The session was concluded with a survey to identify further training that the leadership team requires in relationship to competency-based learning, professional learning communities, and other topics related to teaching and learning.

The survey also provided an opportunity to evaluate communication, clarity and focus of the district. Eighty-six percent responded communication within the Leadership Team has significantly improved. Eighty-six percent responded they feel better about the clarity and focus of the district with 24% of that 86% stating they are very confident in where things are headed and that they can articulate this to others. I believe the July-August Retreats established a direction and tone for the school year. In addition, with the redesign of the Teaching and Learning Department, there is a constant flow of communication and coordination. If we stay the course, I believe this will continue to improve and strengthen the leadership of the district.

On Monday, September 19, the superintendents of Rochester, Somersworth, Oyster River, Barrington, Nottingham, and Northwood met to initiate the planning of the 2023-2024 calendar. It was agreed the February break will align with NHED's 2023-2024 suggested calendar. It is required that CTEs can have no more than ten days that are not aligned. The goal is to have less than ten days.

Other meetings this week included:

- ✓ Weekly SAU Directors Meeting
- ✓ Meeting with Ryan Crosby, Executive Director of the Dover Housing Authority
- ✓ Planning session with Jon Vander Els
- ✓ Weekly SAU Cabinet meeting
- ✓ Board Chair meeting
- ✓ SEED meeting
- ✓ Hanover Research meeting pertaining to Teacher Evaluation Study
- ✓ Gaggle Incident Workflow Training
- ✓ Maggie Fogarty to discuss facilitating Vision Equity Keepers
- ✓ Ellen Hume-Howard, Executive Director of NH Learning Initiative

▪ **Weekly Review for Monday, September 26 through Friday, September 30**

Students have completed twenty instructional days.

On September 28, the process of finalizing the 2022-2023 DTU Collective Bargaining Agreement was completed with official action by the Dover City Council.

Garrison School completed the cycle of the 2022 fall school open houses. The series of open houses in September was a positive way to welcome families back into the Dover Schools. The principals, deans, and teachers are to be commended for their efforts in planning and implementing the events.

Dover Mental Health Alliance started their season of meetings with a kickoff on September 28. The program featured a speaker from S.O.S., review of the DMHA logic plan, and information on upcoming events. From my perspective the DMHA has had a significant impact on the community pertaining to mental health. Other communities are interested in the model that has been developed by the Dover Community. Suzanna Weete and the DMHA Steering Committee are to be commended on their leadership and commitment to the efforts of DHMA.

Friday, September 30 is the deadline for principals and directors to submit their Fiscal Year 2024 budgets.

The final week of September has forwarded me the opportunity to work on several projects and do planning for the month of October. I am looking forward as the district goes deeper into the work for the 2022-2023 school year. Our families and Dover School District are to be commended on the positive start of the 2022-2023 school year.

Other meetings this week included:

- ✓ Weekly SAU Directors Meeting
- ✓ Meeting with James Morse, Oyster River Cooperative School District on emergency planning
- ✓ Weekly Board Chair Meeting
- ✓ Dover Middle School PTA Meeting
- ✓ DMHA Season Kick Off Meeting
- ✓ Executive Session with City Council pertaining to DTU Contract
- ✓ DMHA Task Force Meeting
- ✓ Hanover Research Portal Presentation

General Observations

September 2022 has been dedicated to the start of school and detailing the planning for future district meetings and committee work. In October, the full implementation of meetings and committee work will be initiated. Principals and directors have been thoroughly engaged in developing school and department budgets for FY24.

As indicated earlier, the communication and alignment of the leadership team continues to improve with the action items identified during the July and August retreat being actualized.

There are still positions in the district to be filled particularly in special education. In addition, the district needs special education teachers, paraeducators, and lunch supervisors.