



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #4
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, April 10, 2023
Meeting Time:	7:00 p.m.

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **PLEDGE OF ALLEGIANCE**
- D. **AGENDA APPROVAL**
- E. **CITIZENS' FORUM** (to be recessed, if necessary, and resumed following Committee Reports)
- F. **APPROVAL OF MINUTES**
 - 1. Regular Meeting #3, March 13, 2023
- G. **CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Hilary Diehl – Counselor – Bellamy Academy – Resignation
 - 3. **Leaves of Absence:**
 - a. Calla Boria – Speech Language Pathologist – Woodman Park School
 - b. Jennifer Lally – Special Education Teacher – Dover High School
 - c. Amanda Spadafora – Wellness Teacher – Dover High School
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DAA Nomination
 - b. DPA Nominations
 - c. Spring Coach Nominations
 - d. Non-Union Nomination
 - e. DTU Nominations - 2023-2024 School Year
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** None
- H. **STUDENT REPORT:**
- I. **POLICY – CHANGES – PROPOSALS:** None
- J. **POLICY ADOPTION:**
 - 1. IJ – Instructional Materials Selection Policy – Revisions, Second Reading
 - 2. KEC – Reconsideration of Instructional Materials – Revisions, Second Reading
 - 3. KEC-R1 – Form for Reconsideration of Instructional Materials – Revisions, Second Reading
 - 4. KEC-R2 – Request Form for Review or Reconsideration of Educational Materials and Library Materials – Nonfiction – New Policy, Second Reading
- K. **RESOLUTIONS:**
 - 1. Resolution to City Council to Authorize the Transfer of Funds to the Elementary School HVAC Upgrade CIP Project and to Make An Additional Appropriation for the Elementary School HVAC Upgrade CIP Project
- L. **OLD BUSINESS:** None



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M. NEW BUSINESS:

1. Dover High School Career Technical Center Course Waiver Request Waiver
2. Research Request
3. University Instructors LLC – Ed Force
4. Policy JICK Presentation – Pupil Safety and Violence Prevention Policy - Bullying and Cyberbullying
5. New Hampshire Title IV-A Student Support and Academic Enrichment Grant Program Presentation
6. 2023 Water Bottle Filling Station Grant Program
7. Bid Award – Fire Inspection Services
8. Bid Award - Waste Disposal and Recycling Services
9. Condition of Accounts

MI. SUBMISSION AND PAYMENT OF BILLS

MII. SUPERINTENDENT'S REPORT

MIII. COMMITTEE REPORTS

MIV. SCHOOL BOARD MATTERS OF INTEREST

MV. 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.

Resignation Letter

March 22nd, 2023

Hilary Diehl

School Counselor

Bellamy Academy at Dover High School

(603) 516-6069

Dear Dr. Harbron,

Please accept this letter as my formal resignation from my position as the school counselor at Bellamy Academy at the end of this contractual 2022-2023 school year. The decision to leave the district was not an easy one. Recent barriers related to childcare have opened the door to new possibilities as my family has decided to relocate to the Lakes Region of the state. I have enjoyed the last seven years at Bellamy Academy—it has truly been a fulfilling experience. I recognize that I have grown both personally and professionally; a direct result of the extraordinary people and caring environment fostered by the Dover District. I will carry this with me in the future as I plan to continue my work with the adolescent/teen population in later years.

Please don't hesitate to contact me with any further questions related to my resignation. I thank you for the support over these years and wish you, Bellamy Academy and the Dover School District the very best.

Highest regards,

Hilary Diehl

Dr. Harbron,

March 21, 2023

I'm writing to request FMLA beginning September 25, 2023 effective through December 22, 2023, with a Leave of Absence from December 25, 2023 - April 18th, 2024 and a return date of April 19, 2024. I will be having my first baby during this time and am hoping to take the amount of time requested off. Next year will be my ninth year in the school district and will be the first leave I have requested/taken. Should I be granted this leave, I would most likely forgo the family insurance plan through Dover and switch over to my husband's insurance offered through his job. We are very excited about having a baby! I have spoken with Patrick Boodey and he is aware of, and in support of, this request. I have also spoken with Kim Hamel who advised me to write this request letter. Tammy Badger asked that I specify when the 60 days of FMLA ends and the extended leave ("leave of absence") begins, so please note that this is the amended letter request. Kim Hamel has reviewed with me my forecasted sick days and pay schedule based on this request.

Thank you!
Calla Boria
Woodman Park SLP

Mar 14, 2023

Dear Superintendent Harbron and Esteemed School Board members,

I am writing to formally request a leave of absence from my position at Dover High School for the 2023-2024 school year. I will be traveling and spending time with my family during that time.

Thank you very much for your consideration,

Jennifer Lally

March 10, 2023

Dear Dr. Harbron,

It is with a heavy heart that I write you this letter requesting a one-year leave of absence per Article VII, L.7. (Extended Leave) of the Dover Teachers' Union Collective Bargaining Agreement.

I have always prioritized my health and well-being by doing an extensive amount of care through exercise, yoga, proper nutrition, keeping up with stress management, and therapeutic sessions. Over the past few years, my overall health and well-being has declined, and my physical health being one of the aspects that I need to make a priority.

As a Health Educator, I feel that it is important to be mentally, emotionally, and physically aligned, not only to do this job, but to also enjoy life. Unfortunately, at this current spot in time with my life, I am struggling to align myself and need to put my personal health and well-being first. My intention is to start a family in the near future, and I need my health to be at an optimal level. I cannot prepare for this with the type of stress that I hold on to with this job as it currently is. Please know that the decision of taking the risk, and making this decision, has been very difficult for me. At this time I need to explore all my options in what I can do to ensure my health and wellness can be addressed.

I am passionate about teaching and truly love the art of teaching, but it is coming at a cost as I struggle to keep myself healthy. Students' needs are greater right now, and the demand for their emotional development is physically, mentally, and emotionally taxing. It is imperative that I make myself well so I can operate as my best self for the people in my life and to be the best teacher I can.

I appreciate all you have done within your leadership role in supporting me over the years and hope that you can honor my honesty and vulnerability.

Sincerely,
Amanda Spadafora



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: Dover School Board
From: William R. Harbron, Superintendent
Date: April 10, 2023
Re: Frances G. Hopkins School at Horne Street Principal

I am honored and delighted to nominate Brittany Granfield for the position of Principal at the Frances G. Hopkins School at Horne Street. Ms. Granfield is a highly experienced educator and leader, and I believe she will be an excellent fit for this role.

Ms. Granfield has been serving as Dean of Students at the Frances G. Hopkins School at Horne Street for the past four years and has been a dedicated member of the Dover School District for sixteen years. Her experience includes teaching social studies, creative writing, and public speaking to students in grades 5-8, as well as serving as a literacy facilitator, instructional coach, and interim dean of students.

I am confident that Ms. Granfield's leadership skills, enthusiasm, and experience will be a tremendous asset to the Frances G. Hopkins School community and the Dover School District SAU 11. Her start date will be July 1, 2023, and her salary for the 2023-2024 school year will be \$115,546.11.

Thank you for considering Ms. Granfield for this important position. I believe her skills and talents will continually improve the quality and effectiveness of the Frances G. Hopkins School at Horne Street Community.

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

TO: **DOVER SCHOOL BOARD**

DATE: April 10, 2023

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
DeCoste, Matthew	Paraprofessional	Dover High School	Ashley Avina	\$23.82	C3, Step 7
Feeney, Robert	Paraprofessional	Garrison Elementary School	New	\$19.56	C2, Step 7

Recommendations

To: Dr. William Harbron
From: Peter Wotton
Re: Coaching Recommendations
Date: March 20, 2023
Cc: Peter Driscoll, Tammy Badger, Kim Lyndes

I would like to recommend that the following individuals be nominated for the following Coaching positions at DHS and DMS for the 2023 Spring Sports Season.

<u><i>Position</i></u>	<u><i>Name</i></u>	<u><i>Stipend</i></u>	<u><i>Replaces</i></u>
Varsity Baseball	Scott Dubben	\$4600	Joe Marasca
JV Baseball	Sean Strack	\$2960	
Reserves Baseball	Brendan Dimon	\$2400	
Varsity Softball	Melvin Torres	\$4600	John Thompson Jeff Sanborn
JV Softball	Shannon Bissonnette	\$2960	
Reserves Softball	OPEN	\$2400	
Boys Var Lacrosse	Liam Murphy	\$3280	
Boys JV Lacrosse	Neal Stacy	\$2160	
Girls Var. Lacrosse	Dana Gray	\$3280	
Girls JV Lacrosse	Don Wason	\$2160	
Boys Tennis	Brian Beck	\$2680	
Girls Tennis	Sue Vitko	\$2680	
DHS G Head Track	Nick Piatti	\$4600	
DHS B Head Track	Christen Wilhelm	\$4600	Sara Rodriguez
DHS B/G Ass't Track	Jeffrey Sanborn	\$2720	
DHS Boys Volleyball	Katie Lynch	\$1000 (out of coach contingency)	
DMS Head Track	Laura Towle	\$2720	
DMS Asst Track	Kaylee Towle	\$1720	

Please contact me with questions or concerns.

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

TO: **DOVER SCHOOL BOARD**

DATE: April 10, 2023

MEMORANDUM: Nomination and Election of Non-Union Employees

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

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Pomerleau, Sarah	Noon Aide	Garrison Elementary School	New	\$10.35	

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

TO: **DOVER SCHOOL BOARD**

DATE: April 10, 2023

MEMORANDUM: Nomination and Election of Teachers

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2023-2024 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Demers, Tracy	Nurse	Dover Middle School	Linda Wyeth	TBD	BA, Step 17
Tryggestad, Brielle	Behavior Specialist	Woodman Park School	Karli Shill	TBD	MA, Step 11 for 23-24

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SECOND READING - REVISIONS

INSTRUCTIONAL EDUCATIONAL MATERIALS SELECTION POLICY

The Board is legally responsible to approve and to provide the necessary instructional materials used in the District. Digital materials, print materials, manipulatives, equipment, and instructional technologies will be used to provide quality learning experiences for students. ~~that:~~

~~Enrich and support the curriculum;~~

~~Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;~~

~~Provide background information to enable students to make intelligent judgments;~~

~~Present opposing sides of controversial issues;~~

~~Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;~~

~~Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of the American society.~~

~~Be matched to the appropriate skill levels of pupils.~~

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science and social studies should be reviewed annually according to the guidelines set by the Curriculum Planning Council.

Selection of Materials

A. Educational Materials

The selection of educational materials, including but not limited to textbooks and supplementary materials, is the responsibility of the professionally trained and certified personnel employed by the Dover School District ("the district"). The obligation for coordinating and maintaining qualitative standards in the selection process rests with the Teaching and Learning Department Curriculum, Instruction, and Assessment Co-Directors who have the duty to make educational materials selection recommendations. The selection of new course curriculum materials is reviewed and approved by the Dover Curriculum Advisory Council. Their mission is to evaluate, approve and support the design and implementation of effective instruction and curriculum that ensures equitable access and success for all students.

Textbook recommendations will be submitted to the Dover School Board by the Curriculum, Assessment, and Instruction Co-Directors for review and approval. The Dover School Board, as the governing body of the district, shall approve textbooks utilized within the instructional program of the district.

The district has the responsibility to provide adequate materials and texts, which reflect the cultural diversity and pluralistic nature of the American society. See generally N.H. Code of Admin. Rules, Ed 306.06(a) (requiring school policies that reflect "the acknowledgment of diversity and respect for differences"); N.H. Code of Admin. Rules, Ed 306.08(a)(1) & (4) (concerning obligations for educational materials

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“necessary to support the needs of the user population and the curriculum”). In addition, the district shall not discriminate in the selection and evaluation of instructional materials on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional, or learning disability in its education program and activities. In light of the foregoing, below are the guiding principles for development of the district’s educational materials:

1. Materials are selected consistent with the educational goals of the district regarding locally designed standards, State standards, and National standards.
2. Materials selected are appropriate for the age, social development, and maturity of students.
3. Materials and information shall meet high standards of quality in factual content and presentation.
4. Materials and information shall have factual, aesthetic, literary, ethical, or social value.
5. Materials and information chosen shall be written/produced by competent and qualified authors and producers.
6. Materials and information shall be chosen to represent our pluralistic society and to foster respect for all groups of people who form our society.
7. Physical format and appearance of materials and information shall be suitable for their intended use.
8. Materials are selected on all levels of difficulty with diverse appeal and differing points of view.
9. The selection of materials on political theories and ideologies, religion, public issues, and on topics considered by some to be controversial, is directed toward maintaining a balance representing various views.
10. Materials are judged as a whole considering the author’s/producer’s intent rather than focusing on single words, phrases, pictures, or incidents taken out of context.
11. Gift materials to the Dover School District will be accepted with the stipulation that they meet the same selection criteria as all other materials.
12. All educational materials shall comply with the requirements of RSA 193:40.

The manner in which curriculum is developed; however, is in the sole discretion of administrators, consistent with the above criteria and the district’s philosophy and goals, unless otherwise specified by State statute.

B. Library Materials

The Dover School Board hereby delegates to the superintendent of schools the authority and responsibility for the selection of library materials in all formats in consultation with each school’s certified library media specialist and in light of the

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district's adopted selection criteria above and including "Access to Resources and Services in the School Library Program" and The Students' Right to Read statement of the National Council of Teachers of English, subject to the rights of appeal set forth in this policy. The school libraries of this district are guided by the principles set forth in the Library Bill of Rights and its interpretative statements. *See Appendix

~~The above principles, adapted from the Library Bill of Rights and Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights (see note below), shall serve as a guide in the selection of all instructional and library materials — textbooks, supplementary books, library books, digital/electronic resources, etc.~~

~~Gift materials to the Dover School District will be accepted with the stipulation that they meet the same selection criteria as all other instructional materials.~~

Note: The Library Bill of Rights was developed and adopted by the American Library Association. Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Note: Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights was developed and adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Explanatory Note: Digital/electronic resources are considered as, but not limited to: electronic databases, videos, DVDS, software, websites, audio books, library catalog, etc.

For reconsideration of instructional materials/**library materials** see Policy KEC.

Statutory/Regulatory/Policy Cross References

NH Code of Administrative Rules, Section Ed. 306.08, Instructional Resources

NH Code of Administrative Rules, Section Ed. 306.18 (a) (5), Basic Instructional Standard.

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SECOND READING – REVISIONS

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

GENERAL REQUESTS FOR REVIEW OR RECONSIDERATION OF EDUCATIONAL MATERIALS/LIBRARY MATERIALS

~~Persons not in agreement with the school on its selection of books or other instructional material and who wish a particular book or material to be reviewed must submit to the Principal a "Request for Reconsideration of Instructional Materials." The request forms are available at the school office.~~

~~The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then notify the Book Review Committee and schedule meetings necessary to review the complaint and to write a report.~~

~~The final report will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit a request to the Superintendent of Schools for further action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the School Board, whose decision will be final.~~

~~During the investigation the instructional material will remain in use unless the Principal decides to remove or restrict the material until a final decision is made.~~

Statutory/Regulatory/Policy Cross References

Appendix KEC-R

I. Prefatory Statement and Purpose

This policy is intended to provide a procedure whereby a generalized review or reconsideration of either educational materials or library materials may be sought. This policy is not intended to address formal objections by parents/guardians to specific instructional materials, which are addressed in Dover School Board Policies IGE or IHAM.

II. Definitions

A. "Educational materials" as used herein shall mean texts and other materials used in certain classes, grades or with particular student groups; other instructional materials or resources available for general use by students including, but not limited to, reference books, periodicals and newspapers for general use, films and filmstrips, recordings, exhibits, charts, maps, globes, and other visual aids, electronic materials, and invited presenters. The Administration and/or teachers may select educational materials from a variety of media, including, but not limited to, books, online/internet materials, equipment, newspapers, other media and instructional technologies. Selection of such materials should be made only after a determination that such materials are age appropriate, provide quality learning experiences and fit within the Dover School District's educational goals and mission.

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B. "Library materials" are defined as print and/or non-print materials acquired through purchase, donation/gift, or award and used in the education of the student. Examples may include, but are not limited to, nonfiction books, fiction books, magazines, newspapers, DVDs, electronic databases, e-books and audiobooks. The school library media specialist is responsible for the selection of library materials and strives to select a wide range of materials in a variety of formats. Selected materials will support the mission and curriculum of the Dover School District, represent diverse points of view, provide a global perspective, stimulate critical thinking skills, and meet the interests, abilities, learning styles, and information needs of the learning community. Materials will also strive to represent the diversity of ethnic, religious, political, and cultural values held in a pluralistic society.

III. Review or Reconsideration of Educational Materials and Library Materials

A. Standing to Seek Review or Reconsideration of Educational Materials and Library Materials

Only the following shall have a standing to seek review or reconsideration of educational materials and library materials:

1. Parents/guardians of students currently attending a school in the district shall have a standing to seek review or reconsideration pursuant to this policy. To the extent consistent with the applicable law, which may include but not be limited to RSA 186:11 and applicable state and federal law concerning confidentiality of "education records", the name of any parent or legal guardian requesting review or reconsideration and any reasons disclosed to school officials for seeking a review or reconsideration may, on a case by case basis, not be public information, in which case it shall be excluded from access under RSA chapter 91-A, unless applicable law provides otherwise.
2. Consistent with Part I, Article 8 of the State Constitution, any individual taxpayer eligible to vote in the State and residing in the City of Dover has standing to request a review or reconsideration of educational materials or library materials, but only on the grounds that the challenged materials were acquired with "public funds in violation of a law, ordinance, or constitutional provision." N.H. Const. pt. I, art. 8. Public disclosure of any request for review or reconsideration filed by a taxpayer with standing shall be addressed consistent with the provisions of RSA chapter 91-A and applicable law.
3. Other individuals or entities may be determined to have standing within the discretion of the reviewing public body.

B. Initial Procedure for Review or Reconsideration

The school official, or staff member if applicable, receiving an inquiry, statement of general concern, or anything constituting or possibly constituting a request for review or reconsideration of educational materials or library materials shall first try to resolve the issue informally with the person ("Inquiring Person"). The school official or staff member shall:

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1. Explain the district's selection procedure, criteria used for selection, and the qualifications of those who made the selection.
2. Explain the place that the material in question occupies in the educational program and its intended educational use (if the official or staff member does not have knowledge of this information, a person who does, such as the principal or media person, shall be involved).
3. If the Inquiring Person is not satisfied with the initial explanation by the staff member, the Inquiring Person shall contact the principal regarding their concerns and schedule a meeting.
4. The principal will meet with the Inquiring Person to apprise them of the district's selection policy, criteria for selection, the reason for the selection, and the judgment of other outside professionals in the education field, such as reviewers, regarding the material. Appropriate district-level personnel shall be consulted for their expertise, which may contribute to a resolution of the issue.
5. If the Inquiring Person is not satisfied after the meeting with the principal, the principal will inform the Inquiring Person of the Materials Review Process and provide the Inquiring Person with the *Request Form for Review or Reconsideration of Educational Materials and Library Materials* – as discussed in the section below.

IV. Reconsideration and Review Process

The following procedure is for the purpose of bringing reconsideration or review requests before a district-level committee after the matter has been reviewed at the school level. The committee is charged with weighing the merits of the request against the educational and other suitability of the material, and applicable law, and then making a recommendation on the disposition of the inquiry. In performing its review, the committee shall comply with the directive of *N.H. Code of Admin. Rules, Ed 306.06(a)*, which requires that school policy decisions reflect "the acknowledgment of diversity and respect for differences."

The submission of a *Request Form for Review or Reconsideration of Educational Materials and Library Materials* shall not be confused with the normal reviewing process as a part of selection. The disposition of any review will not be considered to reflect adversely on the qualifications of the person or persons who made the initial selection or acquisition of the material(s) under review.

1. All formal requests for review must be made on the appropriate *Request Form for Review or Reconsideration of Educational Materials and Library Materials*, School Board Policies KEC-R1 (Fiction and Other Literary Forms) or KEC-R2 (Nonfiction).
2. As part of the completing the appropriate form, the Inquiring Person shall specifically indicate and attest, under penalties of perjury, to whether they (or if an entity, an authorized officer of the entity) have read (or had read to them) the entire Educational Material or Library Material challenged. Failure of the Inquiring

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Person to read the entire Educational Material or Library Material challenged shall be grounds for dismissal of the request for reconsideration, within the discretion of the Educational Materials Review Committee or any other subsequent reviewing person/body.

3. The Request Form for Review or Reconsideration of Educational Materials and Library Materials must be signed by the Inquiring Person and filed with the Superintendent.
4. Within fifteen business days of the receipt of the signed and filed form requesting review or reconsideration, the Superintendent or Superintendent's designee shall present the formal request to the chair of the district's Educational Materials Review Committee for evaluation. The task of the committee will be to make a recommendation for disposition of the material in question.
5. The challenged material will not be removed from use during the review/reconsideration process until a decision is made by the Superintendent. However, the Superintendent has discretion and authority to temporarily remove materials pending the reconsideration process if justified by unusual circumstances. Any decision for temporary measures by the Superintendent will be considered merely a preliminary determination or precaution, and shall not be a final decision on the merits.
6. Educational Materials Review Committees

The Dover School Board hereby establishes two Educational Materials Review Committees; one committee to consider concerns from educational or library materials used at the elementary level (grades PK–4) and a second committee to consider concerns from educational or library materials used at the secondary level (grades 5–12). These committees are governmental bodies and as such are subject to the legal requirements of RSA chapter 91-A.

- a. The Educational Materials Review Committees shall each include, to the best of their ability, the following, to be selected and appointed by the Superintendent:
 - i. One teacher, serving as a non-voting member, from the appropriate level appointed biennially by the Superintendent or Superintendent's designee.
 - ii. One library media specialist, serving as a non-voting member, appointed biennially by the Superintendent or Superintendent's designee.
 - iii. One principal, serving as a non-voting member, from the appropriate level appointed biennially by the Superintendent or Superintendent's designee.
 - iv. One SAU administrator, serving as a non-voting member, appointed biennially by the Superintendent or Superintendent's designee.

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- v. Two parents/guardians from the appropriate level (PK–4 or 5–12) of Dover School District students to serve as voting members. The Superintendent shall appoint the alternate member after an application and review process that considers, among other things, (i) each applicant’s background and capacity to be objective, and (ii) achieving a diversity of community perspectives across all members of the Educational Materials Review Committee.
- vi. Three non-parent community members to serve as voting members, who are residents of Dover serving a two-year term. The Superintendent shall appoint the alternate member after an application and review process that considers, among other things, (i) each applicant’s background and capacity to be objective, and (ii) achieving a diversity of community perspectives across all members of the Educational Materials Review Committee.
- vii. One alternate member (community member, parent, or guardian) to be a regular participant in all meetings but who may vote only in the absence of a voting member (and only if the alternate member has attended prior meetings concerning the subject material under review). The Superintendent shall appoint the alternate member after an application and review process that considers, among other things, (i) each applicant’s background and capacity to be objective, and (ii) achieving a diversity of community perspectives across all members of the Educational Materials Review Committee.
- viii. The Superintendent will designate a voting member to act as chairperson of each committee, said chairperson to facilitate the process and who may vote only in the event of a tie.
- ix. An SAU administrative assistant, assigned by the Superintendent’s designee, shall take minutes at the meeting and assist the committee with its work as a non-voting staff liaison.
- b. Consideration shall be provided in the selection process to ensure the same members are not appointed repeatedly. A rotating schedule within each category of committee representation shall be put into place wherein only a portion of each committee representation category changes each year.
- c. Only those members present may recommend action to be taken on the material being reconsidered. Committee members not present shall not vote on the final decision. The discussion of the group is an important element in the decision-making process.
- d. Committee members directly associated with the Inquiring Person shall be excused from the committee during the deliberation on such materials. The

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Superintendent or Superintendent's designee will appoint a temporary replacement for the excused member, but such replacement shall be of the same general qualifications of a member excused.

- e. Each year the committees shall have their first organizational meeting by September 15th at a time and place designated by the chairperson and made known to the members of the committees at least five (5) business days in advance. This meeting will be officially noticed as a meeting of the district's Educational Materials Review Committee. Members will be asked to confirm their willingness to serve the second year of their term, if applicable.
 - i. Prior to the first meeting, members will receive a copy of this policy.
 - ii. At the first meeting there will be a vote to adopt procedural rules (typically expected to be Robert's Rules), review of procedures, district selection policies, previous challenges, and specific procedures for handling challenged materials.
- f. Subsequent meetings will be called at the discretion of the chairperson or whenever a formal *Request Form for Review or Reconsideration of Educational Materials and Library Materials* is received and submitted to the Educational Materials Review Committee.
- g. The Educational Materials Review Committees shall not create subcommittees.
- h. Where multiple requests for review (for different materials) have been filed and/or are pending at the same time, the Educational Materials Review Committee shall have discretion to determine the order of review, and shall have no obligation to review more than one (1) material at a time.
- i. The Educational Materials Review Committee may choose to summarily dismiss a request for review if the person filing such request for review has already filed two (2) preceding requests for review of other materials in the preceding twelve-month period.
- j. Requests to review materials that have previously been before the committee with less than a ten-year lapse will not be considered. After ten years, a request to review or reconsider materials that have previously been before the committee must receive approval from the majority of the committee members before the materials shall be reconsidered. Every completed *Request Form for Review or Reconsideration of Educational Materials and Library Materials* that is submitted to the district office shall receive a written response from the Superintendent or the Superintendent's designee.

V. Review Process

DOVER SCHOOL DISTRICT	KEC
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 7 OF 10

1. The Inquiring Person shall be kept informed following each meeting by the committee's chairperson concerning the status of the review throughout the committee's review or reconsideration process.
2. The district's professional staff will be made aware that the right to seek review or reconsideration of materials is recognized by the Dover School Board and that individuals exercising that right shall be treated courteously. The staff will also be aware of any ethical and practical considerations necessary when handling objections.
3. Prior to the first meeting following receipt of a *Request Form for Review or Reconsideration of Educational Materials and Library Materials*:
 - a. The committee chairperson will prepare and distribute the following:
 - i. Copies of the *Request Form for Review or Reconsideration of Educational Materials and Library Materials* that was submitted;
 - ii. Copies of the material in question for full review;
 - iii. Reputable, professionally prepared reviews of the material if available;
 - iv. Appropriate checklist form for fiction or nonfiction material; and
 - v. A timeline of events including copies of any communication from previous steps of the review process.
 - b. The committee chairperson shall review the procedures and process with the committee.
 - c. Committee members will be required to read the material in question by the second meeting.
4. At the second meeting, thorough discussion of the material will be conducted. The Inquiring Person will have the opportunity to speak and share their views, subject to reasonable time, place, and manner requirements. The chairperson may request individuals with special knowledge to be present to provide information to the committee. The Inquiring Person will be given up to thirty (30) minutes (cumulatively) to address the committee, if desired. This meeting shall last no longer than three (3) hours, though the time limitation may be extended by vote of the Educational Materials Review Committee.
5. At the second meeting, those voting committee members who were present at both the first and second meetings shall vote to issue a non-binding recommendation for one of the following actions:
 - a. Take no removal action
 - b. Limit the use of the educational material or library material
 - c. Remove all or part of the educational or library material from the total school environment

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If a majority of the voting committee members do not approve an option on the first ballot, the lowest vote total option will be eliminated, and another vote will be taken.

6. The written recommendation of the committee and its justification, to be developed and agreed upon in accordance with RSA chapter 91-A, shall be signed by the committee chairperson and forwarded to the Superintendent (for submission to the Dover School Board), the Inquiring Person, and the appropriate building principal(s) within five (5) business days of the second meeting.

VI. Appeal Process

Any person with standing who is not satisfied with the Educational Materials Review Committee's decision may file a request for appeal to the Dover School Board ("Board") by notifying the Superintendent within 20 (20) business days of the date of final disposition by the Educational Materials Review Committee's decision, in order to have the matter placed on the agenda of a special or regular meeting of the Dover School Board as determined by the Board Chair. Review by the Board shall constitute the final step in the appeal process. The Board may ratify, amend, or reverse any non-binding recommendation of the Educational Materials Review Committee.

1. The Board shall review the documentation accompanying the Request Form as well as the Educational Materials Review Committee's minutes and other related committee materials to determine whether or not procedural and nondiscriminatory guidelines outlined in this policy were followed.
2. At its discretion, the Board may, in accordance with RSA chapter 91-A, elect to hold a hearing, conduct interviews with all parties pertinent to the material review process, or engage in other fact-finding.
3. The Board may summarily dismiss or dispose of an appeal where good cause exists to do so.
4. The Board shall reach a final decision on the appeal by vote at a meeting in accordance with RSA chapter 91-A.
5. A decision of the Board with regard to action taken is final.

VII. Annual Review of this Policy

The principal will review this School Board Policy KEC, the substantive provisions, and the procedures stated within the school's professional staff on an annual basis prior to the start of the school year.

VIII. Applicability; Transition Provision

This policy underwent substantial revision in 2023 to clarify and update the processes and standards for review, as well as the composition and charge of

DOVER SCHOOL DISTRICT	KEC
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 9 OF 10

reviewing committees. This policy, as revised in 2023, is intended to apply to all requests for reconsideration or review of educational materials or library materials then pending or thereafter filed, with the exception of any requests for review or reconsideration which were previously filed and for which the predecessor “Book Review Committee” was, at the time the policy revisions in 2023 were adopted, actively reading the subject material (hereinafter “Active Preexisting Requests”). The predecessor Book Review Committee, which was formed prior to this policy’s substantial revision in 2023 and is being phased out, shall continue to exist only for the limited purpose of completing any review and the written recommendation of any Active Preexisting Requests, after which the Book Review Committee’s written recommendation shall proceed as outlined above in Sections VI and VII above in the revised policy and the predecessor “Book Review Committee” shall be dissolved and shall no longer exist (i.e., replaced by the Educational Materials Review Committees outlined in this revised policy).

IX. Appendix

A. Forms—KEC-R1 (Fiction and Other Literary Forms); KEC-R2 (Nonfiction)

B. [Library Bill of Rights](#)

“Access to Resources and Services in the School Library Program,” and The Students’ Right to Read statement.

School library collections support both the curriculum being taught in their schools as well as the personal and recreational reading interests of their students. Research demonstrates that recreational reading and the ability to self-select reading materials are directly related to reading achievement for K12 students (e.g., Harkey & Ward 2017; Ivey & Johnston 2015; Krashen 2004). When deciding whether to purchase materials, school librarians consider many factors including the recommended age range or grade range of a specific title, its potential popularity in the collection based on subject, genre, or format (i.e., graphic novels), literary, artistic, and aesthetic quality, and its potential to fill gaps in the collection (Kerby 2019). Librarians are guided by the board-approved selection and purchasing policies of each district when making decisions. It is a primary goal of school librarians to create diverse and inclusive collections that represent the students in schools and in the world around them (Hughes-Hassell 2020). Historically minoritized groups have been underrepresented in school library collections (Hughes-Hassell et al. 2013; Jorgenson & Burress 2020), and a goal of selection and collection development is to work towards rectifying that imbalance.

When considering the importance of these various factors, school librarians must rely on professional review sources to assist them in making determinations about what to include in their collections. The quality and objectivity of these review sources are of utmost importance to ensure that all students are being served by their school library. Using reliable sources is a requirement for an effective selection and purchasing policy for schools and districts.

DOVER SCHOOL DISTRICT	KEC
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C. Access to Resources and Services in the School Library Program

The implementation and administration of this policy shall be guided by the “Access to Resources and Services in the School Library: An Interpretation of the Library Bill of Rights” promulgated by the American Library Association.

D. Students’ Right to Read

DOVER SCHOOL DISTRICT	KEC-R KEC-R1
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 1 OF 6

SECOND READING – REVISED

FORM FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

REQUEST FORM FOR REVIEW OR RECONSIDERATION OF EDUCATIONAL MATERIALS AND LIBRARY MATERIALS FICTION AND OTHER LITERARY FORMS

Request Initiated by _____
 Address _____
 E-Mail Address _____
 Telephone _____

Complainant represents:

_____ Themselves
 _____ Name of Group _____

Resource on which you are commenting:

☐ Book
 ☐ Newspaper
 ☐ Website
☐ Magazine
 ☐ Digital/Electronic
 Resource
 ☐ Other

Author/Producer _____
 Title _____
 Publisher _____
 Date of Publication _____

Please answer the following questions either in the space provided, or on additional pages.

1. Have you been able to discuss this resource with the teacher or librarian who ordered it or who used it? ☐ Yes ☐ No

2. Did you read the entire book, or view the entire material? ☐ Yes ☐ No

3. What do you believe is the theme or purpose of this work?

DOVER SCHOOL DISTRICT	KEC-R KEC-R1
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 2 OF 6

~~4. To what particular contents do you object? Please be specific; cite pages, or passages.~~

~~5. What is good about this book/material?~~

~~6. What do you feel might be the result of reading this book or using this material?~~

~~7. For what age group would you recommend this work?~~

~~8. Are you aware of the professional reviews of this work?~~

~~9. Are you aware of the instructional purpose for using this work?~~

~~10. What would you prefer the school do about this work?~~

~~_____ Do not assign or recommend it to my child.~~

~~_____ Withdraw it from all students.~~

~~_____ Reevaluate it.~~

~~11. What work of equal value would you recommend to replace the one you question?~~

_____ ~~Signature of Complainant~~

~~See policy KEC~~

DOVER SCHOOL DISTRICT	KEC-R KEC-R1
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REVISIONS BELOW

REQUEST FORM FOR REVIEW OR RECONSIDERATION OF EDUCATIONAL MATERIALS AND LIBRARY MATERIALS

FICTION AND OTHER LITERARY FORMS

This form must be completed in its entirety prior to submission.

PERSON REQUESTING RECONSIDERATION OF MATERIALS:

Name: _____

Residential Address: _____

Telephone: _____ Email: _____

Please indicate in what capacity you are filing: ___ Parent ___ Guardian ___ Taxpayer (Dover)

MATERIAL OF CONCERN:

Where is this material being used? ___ Classroom ___ Library ___ Online Library

At which school is this being used? _____ Grade Level?

Material/Book Title: _____

Author/Publisher: _____

Date of Publication: _____

REVIEW:

1. Do you contend that the material of concern was acquired with public funds in violation of a law, ordinance, or constitutional provision? ___ Yes ___ No

a. If yes, please specify which laws/ordinances/constitutional provisions have been violated and explain how you think the material's acquisition violates same:

2. Did you meet with the staff member and/or building principal as outlined in Policy KEC?

DOVER SCHOOL DISTRICT	KEC-R KEC-R1
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 4 OF 6

___Yes ___ No

a. Please specify with whom you met and the date(s) of meeting:

3. Does the material appear in one or more reputable review journals? ___Yes ___ No

- If yes, list the individual journals, with the publication dates:

- If yes, summarize the reviews:

4. Did you read the entire book or view the materials in their entirety? ___Yes ___ No

(NOTE: Failure of the person filing this form to read (or have read to them) the entire Educational Material or Library Material challenged shall be grounds for dismissal of the request for reconsideration, within the discretion of the Educational Materials Review Committee or any other subsequent reviewing person/body.)

5. To what particular contents do you object? Be specific. Cite pages and/or passages.

RELEVANCE:

1. What is the intended purpose, theme, or message of the material? _____

2. Is the purpose, theme, or message accomplished? ___Yes ___ No

DOVER SCHOOL DISTRICT	KEC-R KEC-R1
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3. Does the material offer an opportunity to better understand and appreciate the diversity, aspirations, achievements, and problems of human beings? ___Yes ___ No

CONTENT:

1. If the material is fantasy, is it the type that has imaginative appeal and is suitable for children/young adults? ___Yes ___ No ___ Not Applicable
2. If the material is about modern times, does it give a realistic picture of life as it is now? ___Yes ___ No ___ Not Applicable
3. Do characters speak in a language true to the period and/or region of the country in which they live? ___Yes ___ No
4. Is the dialogue a true representation of the age and social group of the characters? ___Yes ___ No
5. Is the choice of language appropriate to the purpose of the text? ___Yes ___ No
6. Does the material avoid an oversimplified view of life? ___Yes ___ No
7. When factual information is part of the material, is it presented accurately? ___Yes ___ No
8. Does the material give a broader understanding of human behavior? ___Yes ___ No
9. Is the material appropriate for the social development and maturity of students? ___Yes ___ No
10. Does the material appeal to a culturally diverse society with different points of view? ___Yes ___ No
11. Is there a gratuitous use of sex, violence, cruelty, brutality, vulgarity and/or aberrant behavior that would make this material inappropriate for children/young adults? ___Yes ___ No
12. Are the illustrations appropriate to the subject, time period, and/or age level? ___Yes ___ No ___ N/A
13. Is the material well written or produced? ___Yes ___ No
14. Does the material make a significant contribution to the history of literature of ideas? ___Yes ___ No
15. Are concepts presented in the material appropriate to the ability and maturity of the potential readers? ___Yes ___ No
16. For Board adopted educational materials and textbooks, does the material promote the educational goals and objectives of the curriculum? ___Yes ___ No ___ N/A
17. For Board adopted educational materials and textbooks, is the material appropriate to the level of instruction intended? ___Yes ___ No ___ N/A

ADDITIONAL COMMENTS:

DOVER SCHOOL DISTRICT	KEC-R KEC-R1
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 6 OF 6

By signing below, the person completing and filing this form hereby attests, under the penalties of perjury, that the foregoing factual information is true and accurate, and that the person signing below has not misrepresented any fact, to the best of knowledge of the person signing below.

Signature: _____ Date: _____

(This Section for Review Committee Use Only)

REVIEW COMMITTEE RECOMMENDATION(S):

Review Committee Signatures:

Signature

Printed Name/Role

Date: _____

See policy KEC

DOVER SCHOOL DISTRICT	KEC-R2
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 1 OF 4

SECOND READING – NEW POLICY

REQUEST FORM FOR REVIEW OR RECONSIDERATION OF EDUCATIONAL MATERIALS AND LIBRARY MATERIALS FORM

NONFICTION

This form must be completed in its entirety prior to submission.

PERSON REQUESTING RECONSIDERATION OF MATERIALS:

Name: _____

Residential Address: _____

Telephone: _____ Email: _____

Please indicate in what capacity you are filing: ___ Parent ___ Guardian ___ Taxpayer (Dover)

MATERIAL OF CONCERN:

Where is this material being used? ___ Classroom ___ Library ___ Online Library

At which school is this being used? _____ Grade Level?

Material/Book Title: _____

Author/Publisher: _____

Date of Publication: _____

REVIEW:

1. Do you contend that the material of concern was acquired with public funds in violation of a law, ordinance, or constitutional provision? ___ Yes ___ No

a. If yes, please specify which laws/ordinances/constitutional provisions have been violated and explain how you think the material's acquisition violates same:

2. Did you meet with the staff member and/or building principal as outlined in Policy KEC?

DOVER SCHOOL DISTRICT	KEC-R2
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___ Yes ___ No

a. Please specify with whom you met and the date(s) of meeting:

3. Does the material appear in one or more reputable review journals? ___ Yes ___ No

- If yes, list the individual journals, with the publication dates:

- If yes, summarize the reviews:

4. Did you read the entire book or view the materials in their entirety? ___ Yes ___ No

(NOTE: Failure of the person filing this form to read (or have read to them) the entire Educational Material or Library Material challenged shall be grounds for dismissal of the request for reconsideration, within the discretion of the Educational Materials Review Committee or any other subsequent reviewing person/body.)

5. To what particular contents do you object? Be specific. Cite pages and/or passages.

RELEVANCE:

1. What is the intended purpose, theme, or message of the material? _____

2. Is the purpose, theme, or message accomplished? ___ Yes ___ No

DOVER SCHOOL DISTRICT	KEC-R2
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 3 OF 4

3. Does the material offer an opportunity to better understand and appreciate the diversity, aspirations, achievements, and problems of human beings? ___Yes ___ No

CONTENT:

1. Is the author considered competent and qualified in their field? ___Yes ___ No
2. What is the reputation and significance of the author and publisher/producer in the field?

3. Is the material current and up to date? ___Yes ___ No
4. Are information sources documented? ___Yes ___ No
5. Are translations and retellings faithful to the original? ___Yes ___ No ___ N/A
6. Are illustrations appropriate to the subject, time period, and/or age level? ___Yes ___ No
7. Is the content of this material well presented by providing adequate scope, range, depth and continuity? ___Yes ___ No
8. Does this material give a new dimension or direction to its subject? ___Yes ___ No
9. Does this material present information not otherwise available? ___Yes ___ No
10. For Board adopted educational materials and textbooks, does the material promote the educational goals and objective of the curriculum? ___Yes ___ No
11. For Board adopted educational materials and textbooks, is the material appropriate to the level of instruction intended? ___Yes ___ No

ADDITIONAL COMMENTS:

By signing below, the person completing filing this form hereby attests, under the penalties of perjury, that the foregoing factual information is true and accurate, and that the person signing below has not misrepresented any fact, to the best of knowledge of the person signing below.

Signature: _____ Date: _____

DOVER SCHOOL DISTRICT	KEC-R2
DATE OF ADOPTION: SEPTEMBER 9, 2019	PAGE 4 OF 4

(This Section for Review Committee Use Only)

REVIEW COMMITTEE RECOMMENDATION(S):

Review Committee Signatures:

Signature

Printed Name/Role

Date: _____

See policy KEC

RESOLUTION

RE: TRANSFER FUNDS TO THE ELEMENTARY SCHOOL HVAC UPGRADE CIP PROJECT AND TO MAKE AN ADDITIONAL APPROPRIATION FOR THE ELEMENTARY SCHOOL HVAC UPGRADE CIP PROJECT

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which include the Capital Reserve (Non-Debt) Financing authorization for certain School funded CIP projects; and

WHEREAS: There is \$400,000 of unexpended appropriations in School Maintenance and Repair Improvement CIP projects and \$17,970 in the Bellamy Academy CIP project; and

WHEREAS: The Dover School Board has identified the need for additional funding for completing the elementary schools' HVAC upgrades at Woodman Park Elementary School and Frances G. Hopkins Elementary School at Horne Street in the amount of \$600,000; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The amount of \$417,970 of unexpended appropriations from School Maintenance and Repair Improvement CIP projects and the Bellamy Academy CIP project is hereby reprogrammed to the Elementary School HVAC Upgrade CIP project; and

Account Number	Account Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4024.1.600.46900.4430.07111.24.	Repairs and Maintenance Services	\$100,000.00	-(\$100,000.00)	\$0.00
4023.1.600.46900.4430.07111.23.	Repairs and Maintenance Services	\$100,000.00	-(\$100,000.00)	\$0.00
4022.1.600.46900.4725.07111.22.	School Facilities - Maintenance & Repairs	\$100,000.00	-(\$100,000.00)	\$0.00
4021.1.600.46900.4725.07111.21.	Building Improvements	\$100,000.00	-(\$100,000.00)	\$0.00
4019.1.600.46900.4725.07109.19.	Building Improvements	\$17,970.00	-(\$17,970.00)	\$0.00
4024.1.600.46900.4725.07119.24.	Elementary School Building Improvements - HVAC	\$0.00	\$100,000.00	\$100,000.00
4023.1.600.46900.4725.07119.23.	Elementary School Building Improvements - HVAC	\$0.00	\$100,000.00	\$100,000.00
4022.1.600.46900.4725.07119.22.	Elementary School Building Improvements - HVAC	\$0.00	\$100,000.00	\$100,000.00
4021.1.600.46900.4725.07119.21.	Elementary School Building Improvements - HVAC	\$0.00	\$100,000.00	\$100,000.00
4019.1.600.46900.4725.07119.19.	Elementary School Building Improvements - HVAC	\$0.00	\$17,970.00	\$17,970.00
	Total Available Funding	\$417,970.00	\$0.00	\$417,970.00

FURTHER BE IT RESOLVED THAT:

The amount of \$182,030 to be appropriated for the Elementary School HVAC Upgrade CIP project and the financing source to be from the School Facilities Capital Reserve Fund.

Description	Appropriation	Funding	Fund
Elementary School HVAC Upgrade Project	\$182,030.00	School Facilities Capital Reserve	Trust

SUBMITTED BY:

Carolyn Mebert, Chairperson

Jessica Rozzo, Vice Chairperson

Kathleen Morrison, Secretary

Maggie Fogarty

Robin Trefethen

Micaela Demeter

Michelle Clancy

April 10, 2023



603.516.6976 

k.kennedy@dover.k12.nh.us 

ctc.dover.k12.nh.us 

March 29, 2023

Dover School Board
School Administrative Unit #11
McConnell Center
61 Locust St, Dover, NH 03820

Dear Dover School Board members,

I am writing to request a waiver for our Computer Systems Networking program for the 2023-24 school year. According to the Dover School District course requirements, the minimum enrollment for programs is twenty-one (21) students. The student enrollment for this program for the 2023-24 school year will be fifteen (15) students.

If you require any additional information or have any questions, please contact me at 603-516-6976 or via email at k.kennedy@dover.k12.us.nh.

Regards,



**Kori Kennedy
CTC Director**

Dover Regional Career Technical Center



CONSENT FORM FOR PARTICIPATION IN A RESEARCH STUDY

RESEARCHER AND TITLE OF STUDY

My name is Danielle Donovan, I am a Ph.D. student at the University of New Hampshire in the Education Department. I am conducting research to investigate teachers' professional relationships and future professional plans. I am writing to invite you to participate in this study.

Title of Study: Teacher Relationships and Retention
UNH IRB-FY2023-183

WHAT IS THE PURPOSE OF THIS FORM?

This consent form describes the research study and helps you to decide if you want to participate. It provides important information about what you will be asked to do in the study, about the risks and benefits of participating in the study, and about your rights as a research participant. You should:

- Read the information in this document carefully, and ask me or the research personnel any questions, particularly if you do not understand something.
- Not agree to participate until all your questions have been answered, or until you are sure that you want to participate.
- Understand that your participation in this study involves you participating in an interview that will last about 30 - 60 minutes.
- Understand that the potential risks of participating in this study are minimal but include the potential risk of breach of confidentiality.

WHAT IS THE PURPOSE OF THIS STUDY?

The purpose of this research is to understand teachers' professional relationships and future professional plans.

Five to fifteen participants are expected to be involved in the study.

Participants must be at least 18 years old to participate in the study.

Participants must be employed as teachers in a k - 12 public school in the State of New Hampshire.

WHAT DOES YOUR PARTICIPATION IN THIS STUDY INVOLVE?

Participants who agree to participate in this study will be expected to participate in either an in-person or virtual interview, based on the participant's choice. Participants will be contacted by myself to schedule an interview. The interview will take approximately 30 to 60 minutes. The interview will be audio-recorded and transcribed. The recordings and transcriptions will be analyzed as part of the research.

The researcher(s) may exclude your data if they determine that you did not meet the eligibility criteria for the study. To be eligible for this study, you must be a teacher employed in a k - 12

public school in the State of New Hampshire. For questions about eligibility, please contact the researcher (information is provided at the end of the form).

WHAT ARE THE POSSIBLE RISKS OF PARTICIPATING IN THIS STUDY?

The potential risk of participating in the research is minimal. The potential risks include a breach of confidentiality.

WHAT ARE THE POSSIBLE BENEFITS OF PARTICIPATING IN THIS STUDY?

There are no direct benefits to participants. However, the knowledge gained from this study could help better inform discussions regarding teacher retention and teacher shortages.

IF YOU CHOOSE TO PARTICIPATE IN THIS STUDY, WILL IT COST YOU ANYTHING?

Outside of the participants volunteering their time, it will not cost you anything.

WILL YOU RECEIVE ANY COMPENSATION FOR PARTICIPATING IN THIS STUDY?

You will not receive compensation for participating in this study.

DO YOU HAVE TO TAKE PART IN THIS STUDY?

Taking part in this study is completely voluntary. You may choose not to take part at all. If you agree to participate, you may refuse to answer any questions. If you decide not to participate, you will not be penalized or lose any benefits for which you would otherwise qualify.

CAN YOU WITHDRAW FROM THIS STUDY?

If you agree to participate in this study and then change your mind, you may stop participating at any time. Any data collected as part of your participation will remain part of the study records. If you decide to stop participating at any time, you will not be penalized or lose any benefits for which you would otherwise qualify.

HOW WILL THE CONFIDENTIALITY OF YOUR RECORDS BE PROTECTED?

I plan to maintain the confidentiality of all data and records associated with your participation in this research.

There are, however, rare instances when I may be required to share individually identifiable information with the following:

- Officials at the University of New Hampshire, or
- Regulatory and oversight government agencies

I also may be required by law to report certain information:

- To government and/or law enforcement officials (for example, child abuse, threatened violence against self or others, or hazing). If I believe that such a report is required, I will follow the guidance of the UNH Institutional Review Board for the Protection of Human Subjects in Research (and of the University's General Counsel) in making any such report, in order to provide as much protection for your privacy as possible while still complying with the law.

Further, any communication via the internet poses minimal risk of a breach of confidentiality.

To help protect the confidentiality of your information, procedures will be put in place to protect the confidentiality of study data, including storing data on USNH IT secure cloud storage. Audio

recordings will be stored in secure cloud storage and transcribed. Danielle Donovan and Kathryn McCurdy will have access to the data. Identifiable information may be shared with a third-party data processor (e.g., a transcription service). Once de-identified, data may be used for future studies or may be shared with other researchers. I will report the results in aggregate and use pseudonyms. The results may be used in reports, presentations, and publications.

WHOM TO CONTACT IF YOU HAVE QUESTIONS ABOUT THIS STUDY

If you have any questions pertaining to the research you can contact Danielle Donovan (email: danielle_donovan@unh.edu) and Kathryn McCurdy (kathryn_mccurdy@unh.edu) to discuss them.

If you have questions about your rights as a research subject you can contact Melissa McGee in UNH Research Integrity Services, 603/862-2005 or melissa.mcgee@unh.edu to discuss them.

I have enclosed two copies of this letter. Please sign one indicating your choice and return in the enclosed envelope or email a signed copy to me (danielle_donovan@unh.edu). The other copy is for your records.

Thank you for your consideration.

Sincerely,

Danielle Donovan
Ph.D. Student and Graduate Assistant, UNH Education Department

Yes, I, _____ consent/agree to participate in this research project.

No, I, _____ do not consent/agree to participate in this research project.

Signature

Date

To potential participants:

Hello *potential participant's name*,

My name is Danielle Donovan, and I am a 2nd-year Ph.D. student at the University of New Hampshire in the Education Department. I am recruiting teachers to participate in research that investigates how teacher relationships and connections might be related to decisions to remain in teaching. I am seeking volunteers to participate in an interview. If you are interested in participating in the research, I would love the opportunity to speak with you more about the commitment required to participate and answer any questions you may have.

I look forward to hearing from you.

This research has been reviewed and approved by UNH's Institutional Review Board for the Protection of Human Subjects in Research (IRB). The IRB study number is IRB-FY2023-183.

Best,

Danielle Donovan, MS Ed.

Ph.D. Student, Education: Leadership and Policy Studies

Graduate Assistant

Education Department | University of New Hampshire



UNIVERSITY INSTRUCTORS LLC®
A Public Consulting Group Company

For Additional Information or Remittance, contact:

University Instructors LLC
P. O. Box 3074
Staunton, VA 24402-3074
Tel. 888-826-1250, Fax. 800-276-0305
<http://ui.pcgus.com>
uipcginfo@pcgus.com

Scope of Work

Date	Quote Number
03/27/2023	#AF23-0851
Quoted to Client:	
Dr. William Harbron Superintendent w.harbron@dover.k12.nh.us Dover School District	

Submitted By:

Andrew Feller
afeller@pcgus.com

Description	Amount
EdForce Services ParaPathways 'Temp-to-Hire' Paraeducator (Para) Pipeline: In a collaborative initiative to expand Dover School District's paraeducator talent pipeline, University Instructors LLC ("UI") will provide sourcing, recruitment, prescreening and payroll for para positions. <i>Para Program Objectives:</i> 1. Recruitment and sourcing of new talent for paraeducator roles 2. Placement, payroll, and liabilities of placed educators. 3. Management of employee life cycle – onboarding, schedules and conversion. 4. Build district capacity and fill critical shortage needs. <i>Temp-to-Hire Para Pipeline Specifics</i> Number of Paras Needed: 2 Schedule: Regular school schedule; Mon – Fri; 6.5 hours/day; 40 days total Hourly Bill Rate for Paras: \$47.50/hour Total Para Program Hours: 520 hours Total Hourly Cost: \$24,700 Design, Coordination, Management (DCM**) fee: 20% of total hours (billed upon signing): \$4,940 Total Temp-to-Hire Pipeline Costs (Total Hourly Cost + DCM): \$29,640 **DCM fees required for program design, scaling of recruitment resources, tools and marketing	29,640.00
Total:	\$29,640.00

EdForce Terms and Conditions:

All services provided by University Instructors LLC ("UI") are subject to both these Terms and Conditions and UI's Standard Terms and Conditions, a copy of which is located at: <http://ui.pcgus.com/termsconditions>.

The start date for services will be based on date of execution of this Scope of Work ("SOW").

Unless otherwise indicated in this SOW, (1) UI will invoice CLIENT for the Design, Coordination and Management Fee ("DCM Fee") upon receipt of signed agreement or purchase order; and (2) UI will invoice CLIENT for the remaining balance as services rendered, or in equal monthly installments (or other designated installments to be agreed upon by the parties) during the service period.

Design, Coordination, and Management ("DCM") Services

Upon CLIENT's written request for one or more of the following DCM services, UI will provide such requested DCM service(s) pursuant to this SOW:

- | | |
|--|---|
| i. Confirm program details with school and/or district administration. | vii. Update school administration concerning program applicable. |
| ii. Review program delivery timeframe, schedules, and leadership expectations. | viii. Adjust program delivery timeframes and progress and emerging issues. |
| iii. Coordinate pre-launch activities with school and/or district. Implementation with school and/or district to include interview and hiring procedures. | ix. Communicate to all parties regarding changes to programs. |
| iv. Recruit, screen, and place appropriate instructors for program(s) in compliance with agreement terms. | x. Initiate removal and replacement of candidates and personnel as necessary. |
| v. Manage and facilitate all personnel and payroll functions throughout program. | xi. Provide program personnel with ongoing support and encouragement. |
| vi. Monitor elements of the program implementation including, but not limited to personnel, training, certification pathways, and payroll processing where | xii. Review and approve instructor timesheets, as required. |
| | xiii. Conduct program wrap-up and any final program review meetings. |

Screening

UI will ensure that all placed UI instructors/staff have passed: (1) a comprehensive criminal background check including the National Sex Offender Registry Database; (2) a check of the Multi-State Instant Criminal Database; and (3) a thorough search of the most recent jurisdiction on record when hired. Each school year, UI will complete an updated criminal background check for all existing UI instructors/staff. UI verifies the educational backgrounds of its instructors/staff by reviewing their transcripts as a part of the hiring process. Further, UI participates in the E-Verify program which verifies employment authorization and is operated by the U.S. Department of Homeland Security in partnership with the Social Security Administration.

Health and Safety

UI complies with all applicable health and safety laws, rules, regulations, and guidelines, including those promulgated by the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). In case of conflict between federal, state, and/or local recommendations, UI follows the most stringent safety recommendations. If UI is asked to provide in-person services at any site or workplace at which the strictest health and safety guidelines are not followed, or if the conditions associated with any public health emergency, including the COVID-19 pandemic, materially change, UI may, in its discretion and without penalty, either terminate any in-person portions of this SOW or transition to alternate workplace conditions and/or means of service delivery, including transition to virtual delivery of services.

COVID-19 Staff Shortages

The parties acknowledge and agree that, due to COVID-19 related staff shortages, not all instructors may be available to provide in-person delivery at all times. In the event there are an insufficient number of available instructors to fulfill an agreed-upon in-person delivery, UI will deliver a remote or hybrid model until such time as sufficient staff is available for deployment.

Non-Solicitation and Non-Competition

During the term of this agreement and for a period of four (4) months thereafter, CLIENT shall not, directly or indirectly, solicit or hire any UI employee/candidate (each, a "UI Instructor") to provide services that are the same as or similar to those provided by the UI instructor without the express written consent of UI and payment of a one-time staffing fee equal to 10% of the first-year salary (or equivalent) for such hired UI Instructor. Upon CLIENT's payment of this staffing fee to UI, UI will release the UI Instructor from non-compete and other restrictions relevant to such instructor's service with UI in order to allow CLIENT to hire the UI Instructor. These provisions shall survive the termination of this agreement and will remain in full force and effect throughout the applicable period in question.

Cooperative Purchasing Agreement

The terms and conditions of this SOW may be extended to any other school district or other entity to permit those other entities to contract with UI for the goods or services set forth in this SOW, subject to the mutual agreement of UI and the other entity, which may include different payment terms. CLIENT assumes no authority, liability, or obligation to UI or to any other entity with respect to any such resulting contract.

Additional Services

By mutual agreement through written amendments to this SOW signed by each party, the parties may expand the scope of this SOW to include other products or services offered by UI, and to specify rates of payment for such products or services.

University Instructors LLC

By: James Popp

Title President

Date 03/27/2023

Signature: 

Dover School District

By: _____

Title: _____

Date: _____

Signature: _____

Please scan/email signed Scope of Work to afeller@pcgus.com. Thank you!

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION: APRIL 10, 2017	PAGE 1 OF 4

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY BULLYING AND CYBERBULLYING

I. GENERAL STATEMENT OF POLICY

The School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations. Conduct constituting bullying and/or cyberbullying will not be tolerated, and is prohibited.

Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories

This policy, in conjunction with the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R), is intended to comply with RSA 193-F. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as deemed appropriate.

II. BULLYING AND CYBERBULLYING DEFINED

Definitions

1. "Bullying" means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - a. physically harms a pupil or damages the pupil's property;
 - b. causes emotional distress to a pupil;
 - i. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint.
 - c. interferes with a pupil's educational opportunities;
 - d. creates a hostile educational environment; or
 - e. substantially disrupts the orderly operation of the school.

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION: APRIL 10, 2017	PAGE 2 OF 4

“Bullying” shall include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs (a) through (e) above.

The above-referenced conduct is only considered “bullying” if it:

(a) Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or

(b) Occurs off school property or outside of a school-sponsored activity or event, and the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, gender identity, race, color, creed, ancestry, national origin, religion, age, marital status, familial status, economic status, physical or mental disability may also constitute illegal discrimination or harassment under federal and/or state laws.

2. “Cyberbullying” means conduct defined in paragraph 1 of this section that takes place through the use of electronic devices.
3. “Electronic devices” include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. “School property” means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. “Perpetrator” means a pupil who engages in bullying or cyberbullying.
6. “Victim” means a pupil against whom bullying or cyberbullying has been perpetrated.

III. BULLYING, CYBERBULLYING, AND RETALIATION PROHIBITED

It shall be a violation of this policy to engage in, or cause others to engage in, the bullying or cyberbullying of a student.

It shall be a violation of this policy to engage in retaliation or false accusations against a complainant, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.

All students are protected by this policy, regardless of their status under the law.

There shall be disciplinary consequences or interventions, or both, for a student who commits an act of bullying or cyberbullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy. If it is determined, after investigation,

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION: APRIL 10, 2017	PAGE 3 OF 4

that a student has engaged in bullying or cyberbullying conduct prohibited by this policy, that student shall be subject to appropriate disciplinary action, which may include, but not be limited to suspension and expulsion. Any such disciplinary action shall be taken in accordance with applicable school board policy and legal requirements.

IV. REPORTING AND INVESTIGATION PROCEDURE

Students who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to any school employee, including but not limited to teachers, administrators, counselors, or other staff.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to the building principal or designee as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the building principal or designee.

(See Form ACAA-R).

The reporting procedure and investigative procedure for reports of bullying and/or cyberbullying is set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R).

V. TRAINING

The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyberbullying, if possible, and to educate staff on how to properly identify, respond to, and report incidents of bullying/cyberbullying.

The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyberbullying prevention, how to identify, respond to and report bullying/cyberbullying.

VI. ANNUAL REPORT TO NEW HAMPSHIRE DEPARTMENT OF EDUCATION

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyberbullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

VII. IMMUNITY

By virtue of NH RSA 193-F:7, any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION: APRIL 10, 2017	PAGE 4 OF 4

VIII. POLICY DISSEMINATION

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

IX. APPEAL

The procedures under RSA 193:13 and NH Admin. R. Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.

Appeal rights related to complaints of bullying/cyberbullying are set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R).

X. CAPTURE OF AUDIO & VIDEO RECORDINGS ON SCHOOL BUSES:

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

Cross References:

AC – Nondiscrimination/Equal Opportunity
ACAA - Harassment and Sexual Harassment of Students
ACAA-R - Student Discrimination, Harassment, and Bullying
Complaint Procedure
ACAA-R – Report Form
JRA – Student Records and Information
JICFA - Hazing

Title IV A

Student Support and Academic
Enrichment Grant Program

Purpose for Title IV, Part A

Provide

Provide all students with access to a well-rounded education

Improve

Improve school conditions for student learning

Improve

Improve the use of technology in order to improve the academic achievement and digital literacy of all students

Title IV, Part A Process



Follows a cyclical process
aligned to the Future
Ready Framework

Title IV, Part A Process



Timeline: Applications submitted on a rolling basis through the Grants Management System



Title IV, Part A funds available for 27 months, beginning on July 1 and ending on September 30

Needs Assessment and Stakeholder Group

Any LEA receiving more than \$30,000 must conduct a needs assessment

- Dover Allocation is \$93,886.14

LEA is required to meet with stakeholders to determine best use for the grant

- Community members, educators, families

Grant Requirements

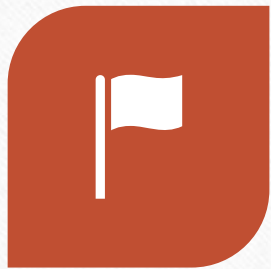
Supplement Not Supplant

- Funds may not be used to fund items that should be locally funded

Equitable Services

- Dover serves as the LEA for Saint Thomas Aquinas, Saint Mary Academy and Portsmouth Christian Academy
- Equitable share is determined by enrollment

Activity Development Process



PRIORITY



OUTCOMES



ACTIVITY WITH
EVIDENCED-
BASED CITATION



PERFORMANCE
MEASUREMENT

Other Considerations

At least 20% for Well
Rounded Educational
Opportunities.

At least 20% for Safe
and Healthy Students.

Some amount
dedicated to Effective
Use of Technology

No more
than 15% to
infrastructure

Questions





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
Michael Limanni, Business Administrator
FROM: Libby Simmons, Operations and Accounting Manager
DATE: April 10, 2023
RE: 2023 Water Bottle Filling Station Grant Program - Authorization to Accept

In January 2023, the District was notified by the NH Healthy Lives program at the Department of Health and Human Services, Division of Public Health Services, of an equipment grant for a water bottle filling station available through Centers for Disease Control and Prevention (CDC) grant funding. The goal of the grant is to increase the number of public school students that have easy access to free water throughout the school day.

An application was submitted for Frances G. Hopkins Elementary School at Horne Street on February 10, 2023. While the school has water bubblers, there are no units equipped with a water bottle filling station. On March 9, 2023, the District was notified that the school was awarded the equipment grant. The school district's facilities department reviewed an appropriate location with the school building administrator and City inspection services. There will be no additional costs to install the new unit.

It is the recommendation to the Dover School Board to accept the award of a new water bottle filling station for Frances G. Hopkins Elementary School at Horne Street at a value of \$2,378.00.



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
Michael Limanni, Business Administrator
FROM: Libby Simmons, Operations and Accounting Manager
DATE: April 10, 2023
RE: Award of RFP #23013 Fire Inspection Services

The school department joined the City of Dover on a Request for Proposal (RFP) for fire inspection services on March 13, 2023. The City received three responses and were each reviewed by both city and school personnel with a recommendation to award to BK Systems, Inc. of Pembroke, NH. City Council approved the award via resolution [R-2023-03-22-044](#) on March 22, 2023. Proposal results and all RFP documents are available on the City of Dover [website](#).

Services comprise of annual inspections at all school buildings, as well as associated maintenance and or replacement work. Inspections include, but are not limited to, manual and automatic fire alarms, heat/smoke/duct detectors, horn/strobe/speakers, fire extinguishers, sprinkler testing, carbon monoxide/nitrogen units, smoke evacuation systems, overhead fire doors, and hood/suppression inspections.

It is the recommendation to the Dover School Board to also accept the proposal from BK Systems, Inc. of Pembroke, NH for school fire inspection services at rates provided in conjunction with City of Dover RFP#23013. The agreement is to go into effect on April 1, 2023 with the option to renew for two additional one-year terms contingent upon funding availability and vendor satisfaction. Any increase in subsequent years shall not exceed the Consumer Price Index (Boston).



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
Michael Limanni, Business Administrator
FROM: Libby Simmons, Operations and Accounting Manager
DATE: April 10, 2023
RE: Award of RFP #DSD23003 – Waste Disposal and Recycling Services

A sealed Request for Proposal (RFP) #DSD23003 was issued and received for *Waste Disposal and Recycling Services* on February 27, 2023 at 2:00 p.m. for a five-year (5 year) period beginning July 1, 2023. The District received two responses that were reviewed for necessary qualifications, understanding of scope of service, commitment to delivery timeline, as well as proposal costs.

Waste Management of New Hampshire, Inc. was the apparent low bidder in their RFP submission, and the business office further negotiated to the annual costs noted below. It is the recommendation to accept the proposal from the low bidder submitted by Waste Management of New Hampshire, Inc. in the total amount of \$503,516.52 for the five-year period. Proposal results are noted below, and all RFP documents, including the full RFP tabulation, are available on the District [website](#).

Vendor	Cost Proposal
Waste Management of NH, Inc. 90 Rochester Neck Road Rochester, NH 03839	Annual Costs, Year 1, FY2023-2024: \$ 87,588.00 Annual Costs, Year 2, FY2024-2025: \$ 93,702.36 Annual Costs, Year 3, FY2025-2026: \$100,245.00 Annual Costs, Year 4, FY2026-2027: \$107,245.32 Annual Costs, Year 5, FY2027-2028: \$114,735.84 Total Annual Costs, Five-Year Period: \$503,516.52
WIN Waste of Northern NE 90 Arboretum Drive Portsmouth, NH 03801	Annual Costs, Year 1, FY2023-2024: \$112,307.04 Annual Costs, Year 2, FY2024-2025: \$118,111.92 Annual Costs, Year 3, FY2025-2026: \$124,224.72 Annual Costs, Year 4, FY2026-2027: \$130,664.76 Annual Costs, Year 5, FY2027-2028: \$137,449.44 Total Annual Costs, Five-Year Period: \$622,757.88

These services will be funded through the general fund operating budget on an annual basis.

DOVER SCHOOL DISTRICT
Condition of Accounts - April 10, 2023

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 26,112,211	\$ 15,932,098	\$ 10,180,113	\$ 9,265,890	\$ 914,223
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,885,300	\$ 10,500,025	\$ 5,385,275	\$ 5,588,346	\$ (203,071)
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,426,352	\$ 1,431,087	\$ 995,265	\$ 755,603	\$ 239,662
1400	OTHER EDUCATIONAL PROGRAMS	\$ 730,524	\$ 471,019	\$ 259,506	\$ 169,336	\$ 90,169
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 238,851	\$ 187,641	\$ 51,211	\$ 60,752	\$ (9,541)
2100	SUPPORT SERVICES - Students	\$ 5,100,085	\$ 3,037,432	\$ 2,062,654	\$ 1,767,966	\$ 294,687
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,371,909	\$ 771,700	\$ 600,209	\$ 352,969	\$ 247,240
2300	SUPPORT SERVICES - General Admin.	\$ 1,530,897	\$ 1,392,141	\$ 138,756	\$ 446,814	\$ (308,058)
2400	SUPPORT SERVICES - School Admin.	\$ 3,286,486	\$ 2,371,266	\$ 915,220	\$ 802,085	\$ 113,135
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,475,308	\$ 3,888,448	\$ 1,586,860	\$ 1,691,630	\$ (104,770)
2700	SUPPORT SERVICES - Student Transportation	\$ 3,838,209	\$ 2,718,736	\$ 1,119,474	\$ 1,645,317	\$ (525,843)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,506,210	\$ 1,107,109	\$ 399,101	\$ 316,647	\$ 82,455
2900	SUPPORT SERVICES - Other	\$ 24,342	\$ 43,403	\$ (19,061)	\$ -	\$ (19,061)
5200	FUND TRANSFERS OUT	\$ 339,573	\$ -	\$ 339,573	\$ 339,573	\$ -
47190	SCHOOL DEBT - Principal & Interest	\$ 6,362,322	\$ 1,940,950	\$ 4,421,372	\$ 4,421,371	\$ 1
TOTAL GENERAL FUND EXPENDITURES:		\$ 74,228,580	\$ 45,793,053	\$ 28,435,527	\$ 27,624,299	\$ 811,227
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 1,449,062	\$ 200,938	\$ 351,268	\$ (150,330)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 17,166,055	\$ 3,449,067	\$ 13,716,988	\$ 1,642,718	\$ 12,074,270
Summarized Condition of District Expenditures:		\$ 93,044,635	\$ 50,691,182	\$ 42,353,453	\$ 29,618,285	\$ 12,735,167

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	\$ 60,863	\$ (20,446)	\$ 14,575	\$ (35,021)
01321.3390	TUITION - BARRINGTON	\$ 2,801,505	\$ 1,505,870	\$ 1,295,635	\$ 1,505,870	\$ (210,235)
01321.3390	TUITION - NOTTINGHAM	\$ 1,644,988	\$ 1,075,710	\$ 569,278	\$ 500,961	\$ 68,317
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 9,036	\$ 964	\$ -	\$ 964
01321.3390	TUITION - BELLAMY ACADEMY	\$ 146,775	\$ 237,299	\$ (90,524)	\$ 81,473	\$ (171,997)
01322.3390	TUITION - SPED AIDES	\$ 285,000	\$ 273,991	\$ 11,009	\$ 75,283	\$ (64,274)
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 135,000	\$ 90,484	\$ 44,516	\$ 90,484	\$ (45,968)
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ 29,715	\$ 5,285	\$ 24,441	\$ (19,156)
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 20,210	\$ 9,790	\$ -	\$ 9,790
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 76,055	\$ 27,945	\$ -	\$ 27,945
01980.3599	MISC REVENUE	\$ -	\$ 23,485	\$ (23,485)	\$ -	\$ (23,485)
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 12,206,933	\$ 8,547,694	\$ 3,659,239	\$ 3,659,239	\$ -
03210.3700	SCHOOL BUILDING AID	\$ 389,462	\$ 194,731	\$ 194,731	\$ 194,731	\$ -
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,285,000	\$ 1,310,223	\$ (25,223)	\$ -	\$ (25,223)
03241.3700	CTE TUITION AID	\$ 431,092	\$ 416,078	\$ 15,014	\$ -	\$ 15,014
03242.3700	CTE TRANSPORTATION AID	\$ 3,000	\$ 5,041	\$ (2,041)	\$ -	\$ (2,041)
03290.3700	OTHER RESTRICTED STATE AID	\$ 2,840	\$ 45,270	\$ (42,430)	\$ -	\$ (42,430)
04210.3599	INDIRECT COST ALLOCATION	\$ 110,000	\$ 106,388	\$ 3,612	\$ -	\$ 3,612
04220.3599	ABE ALLOCATION	\$ 43,000	\$ 29,302	\$ 13,698	\$ -	\$ 13,698
04580.3311	MEDICAID DISTRIBUTION	\$ 200,000	\$ 121,616	\$ 78,384	\$ -	\$ 78,384
05251.3918	FUND TRANSFERS IN	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000
TOTAL GENERAL FUND REVENUE:		\$ 20,192,012	\$ 14,179,061	\$ 6,012,951	\$ 6,147,057	\$ (134,106)
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 1,164,565	\$ 485,435	\$ 529,609	\$ (44,175)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 17,129,421	\$ 3,586,391	\$ 13,543,030	\$ 1,505,394	\$ 12,037,636
Summarized Condition of District Revenue:		\$ 38,971,433	\$ 18,930,017	\$ 20,041,416	\$ 8,182,060	\$ 11,859,356

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 20,192,012	\$ 20,326,118
State Wide Property Tax:	\$ 5,076,041	\$ 5,076,041
Local Property Tax:	\$ 48,963,367	\$ 48,963,367
TOTAL GF Revenue:	\$ 74,231,420	\$ 74,365,525
TOTAL GF Expenditure:	\$ (74,228,580)	\$ (73,417,353)
Ending GF Fund Balance:	\$ 2,840	\$ 948,173
TOTAL FS Revenue:	\$ 1,650,000	\$ 1,694,175
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,800,330)
Ending FS Fund Balance:	\$ -	\$ (106,156)
TOTAL Other SR Fund Revenue:	\$ 17,129,421	\$ 5,091,785
TOTAL Other SR Fund Expenditures:	\$ (17,166,055)	\$ (5,091,785)
Ending Grant Fund Balance:	\$ (36,635)	\$ -



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, April 10, 2023

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 approval of the resignations and retirements presented.
3. **Leaves of Absence** – None
4. **Job Shares** – None
5. **Nominations** – I recommend the approval of the nominations presented.
 - a. **DAA Nomination**
 - b. **DPA Nomination**
 - c. **Spring Coaching Nominations**
 - d. **Non-Union Nomination**
 - e. **DTU Nominations – 2023-2024 School Year**
6. **Extended Trips** - None
7. **Donations** – None

H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS: None

J. POLICY ADOPTION:

1. **IJ – Instructional Materials Selection Policy – Revisions, Second Reading** – In the development of the revision of Policy KEC, the process used to select materials was removed from Policy KEC to Policy IJ. This was to avoid confusion between the selection of instructional materials and library materials with the challenge of instructional materials and library materials. **Superintendent Recommendation:** I recommend the Board take action to approve Policy IJ – Instructional Materials Selection Policy – Revision.
2. **KEC – Reconsideration of Instructional Materials – Revisions, Second Reading** – The previous Policy KEC consisted of three paragraphs that did not detail a process and/or procedure. The revision of Policy KEC has been a work in progress that started in the Fall of 2022. The policy was developed through examination of model policies, small group work, and review by attorneys. There has been several revisions to Policy KEC as feedback has been provided. The district has worked closely with Josh Wyatt, Dover City Attorney, on the development of the policy and revision process. The Board needs conduct a thorough review and discussion of the policy. **Superintendent Recommendation:** Based on feedback and several review meetings, Policy KEC has had additional revisions made in the policy. I recommend the Board hold a third reading of Policy KEC with final review and vote at the May 8 Regular Board Meeting.
3. **KEC-R – Form for Reconsideration of Instructional Materials – Revisions, Second Reading** – The revised form aligns with Policy KEC and includes a change of code name. The Board needs to determine during the first reading if any additional changes need to be made in the form. **Superintendent Recommendation:** If

the Board does select to hold the final approval of Policy KEC at the May 8 Regular Board Meeting, I recommend acting on Policy KEC-R at the May 8 Regular Board Meeting.

4. **KEC-R2 – Request Form for Review or Reconsideration of Educational Materials and Library Materials Form – Nonfiction – New Policy, Second Reading** - The new form aligns with Policy KEC and form KEC-R. The Board needs to determine during the first reading if any additional changes need to be made in the form. **Superintendent Recommendation:** If the Board does select to hold the final approval of Policy KEC at the May 8 Regular Board Meeting, I recommend acting on Policy KEC-R2 at the May 8 Regular Board Meeting.

K. RESOLUTIONS:

1. Resolution to City Council to Authorize the Transfer of Funds to the Elementary School HVAC Upgrade CIP Project and to Make An Additional Appropriation for the Elementary School HVAC Upgrade CIP Project

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **Dover High School Career Technical Center Course Waiver Request** – Kori Kennedy, CTE Director, is requesting a waiver for the Computer Systems Networking Program for the 2023-2024 school year. The Dover School District course requirement is that the minimum enrollment for programs is twenty-one (21) students. The student enrollment for Computer Systems Networking for the 2023-2024 school year is fifteen (15) students. Kori Kennedy will be available to answer questions. **Superintendent Recommendation:** I recommend the Board approve the enrollment of 15 students in the CTE Computer System Networking program for the 2023-2024 school year.
2. **Research Request** – Danielle Donovan, a second year Ph.D. student at the University of New Hampshire in the Education Department is seeking approval of a research project to be conducted in the Dover School District. Donovan is recruiting teachers to participate in research that investigates how teacher relationships and connections might be related to decisions to remain in teaching. Danielle Donovan will be attending the meeting and will be available to answer questions.
3. **University Instructors LLC – Ed Force** – Ed Force is a recruiting and placement firm for staffing of special education programs. Ed Force recruiters place a potential employee in the system for 45 days of training and coaching while performing the duties. At the conclusion of the 45 days, the district based on performance, can decide to retain, and employ the individual. The pilot with Ed Force is for 2 paraeducators at a cost of \$29,640. If the pilot is successful, future contracts with University Instructors, LLC may be considered. **Superintendent Recommendation:** With the difficulty of employing educators for special education programs, I recommend the Board approve the pilot contract with University Instructors – Ed Force for the pilot for \$29,640.
4. **Policy JICK Presentation – Pupil Safety and Violence Prevention Policy – Bullying and Cyberbullying** – It has been requested that the Board be updated on Policy JICK – Pupil Safety and Violence Prevention Policy Bullying and Cyberbullying. Dr. Christine Boston will provide an overview and the training program. Tom Waldron, Dover High School Dean, will share the district’s state data on bullying, and will outline how a “bullying investigation” is conducted.
5. **New Hampshire Title IV-A - Student Support and Academic Enrichment Grant Program Presentation** – The Teaching and Learning Department will present a report to the Board on the New Hampshire Title IV-A Student Support and Academic Enrichment Grant Program.

6. **2023 Water Bottle Filling Station Grant Program** – In January 2023, the District was notified by the NH Healthy Lives program at the Department of Health and Human Services, Division of Public Health Services, of an equipment grant for a water bottle filling station available through Centers for Disease Control and Prevention (CDC) grant funding. The goal of the grant is to increase the number of public-school students that have easy access to free water throughout the school day.

An application was submitted for Frances G. Hopkins Elementary School at Horne Street on February 10, 2023. While the school has water bubblers, there are no units equipped with a water bottle filling station. On March 9, 2023, the District was notified that the school was awarded the equipment grant. The school district's facilities department reviewed an appropriate location with the school building administrator and City inspection services. There will be no additional costs to install the new unit. **Superintendent Recommendation:** I recommend the Board to accept the award of a new water bottle filling station for Frances G. Hopkins Elementary School at Horne Street at a value of \$2,378.00.

7. **Bid Award – Fire Inspection Services** – The school department joined the City of Dover on a Request for Proposal (RFP) for fire inspection services on March 13, 2023. The City received three responses and were each reviewed by both city and school personnel with a recommendation to award to BK Systems, Inc. of Pembroke, NH. City Council approved the award via resolution [R-2023-03-22-044](#) on March 22, 2023. Proposal results and all RFP documents are available on the City of Dover [website](#).

Services comprise of annual inspections at all school buildings, as well as associated maintenance and or replacement work. Inspections include, but are not limited to, manual and automatic fire alarms, heat/smoke/duct detectors, horn/strobe/speakers, fire extinguishers, sprinkler testing, carbon monoxide/nitrogen units, smoke evacuation systems, overhead fire doors, and hood/suppression inspections. **Superintendent Recommendation:** I recommend the Board to accept the proposal from BK Systems, Inc. of Pembroke, NH for school fire inspection services at rates provided in conjunction with City of Dover RFP#23013. The agreement is to go into effect on April 1, 2023 with the option to renew for two additional one-year terms contingent upon funding availability and vendor satisfaction. Any increase in subsequent years shall not exceed the Consumer Price Index (Boston).

8. **Bid Award – Waster Disposal and Recycling Services** – A sealed Request for Proposal (RFP) #DSD23003 was issued and received for Waster Disposal and Recycling Services on February 27, 2023 at 2:00 p.m. for a five-year (5 years) period beginning July 1, 2023. The District received two responses that were reviewed for necessary qualifications, understanding of the scope of service, commitment to delivery timeline, as well as proposal costs. It is the recommendation to accept the proposal from the lower bidder submitted by Waste Management of New Hampshire, Inc. In the total amount of \$503,516.52 for the five-year period. Mr. Limanni will be available to answer questions from the Board. **Superintendent Recommendation:** I recommend the Board award the bid to Waste Management of New Hampshire, Inc.

9. **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

SUPERINTENDENT MARCH 2023 WEEKLY REPORTS

■ Weekly Review for Monday, February 27 through Friday, March 3:

As of March 3, students have completed 107 instructional days, including a remote learning day due to inclement weather. Seventh and eighth-grade students had extended remote learning days from Wednesday, March 1 through Friday, March 3 due to a sprinkler system malfunction. This remote learning extension will continue through the week of March 6 as restoration work is ongoing in the seventh and eighth-grade wings.

On Monday, February 27, members of the leadership team met with Dr. Randy L. Mahlerwein, Assistant Superintendent of Secondary 7-12, Mesa Public Schools, Mesa, AZ. It was an opportunity to learn about the collaborative team model being implemented in the Mesa Public Schools.

On Thursday, March 2, Dover High School had its second swatting incident of the 2022-2023 school year. School administration and the Dover Police Department are to be commended for their effective management of the incident. Both parties have mutually benefited from the debriefing conducted after the December swatting incident.

This week, Hanover Research implemented the Strategic Plan Survey, which was distributed to parents, staff, administrators, and board members. The survey process for students in grades 9-12 is being finalized, as well as a non-school community survey.

The Board's DPA Negotiation Team had its first session with the DPA's Negotiation Team, during which DPA presented its proposals.

A joint meeting was held with the PTA/PTO presidents from Garrison School, Frances G. Hopkins School, Woodman Park School, and Dover Middle School. The district is fortunate to have dedicated volunteers in these positions who are committed to making a positive impact and supporting students and educators.

Meetings attended this week included:

- ✓ Weekly SAU Directors Meeting
- ✓ HSEM Weather Calls on February 27 and March 3, 2023
- ✓ Elementary Principal Learning Guidance Team Meeting
- ✓ Portrait of a Learner Check-in Meeting
- ✓ Tech Integration Committee
- ✓ Monthly Conferences: Kim Lyndes and Patty Driscoll
- ✓ Continuation of DEOP Negotiations
- ✓ Secondary Principal Learning Guidance Team Meeting
- ✓ Curriculum Advisory Council Meeting

■ Weekly Review for Monday, March 6 through Friday, March 10:

As of March 10, students have completed 112 instructional days. This week, seventh and eighth grade students had five remote learning days due to the sprinkler malfunction in the eighth-grade wing of Dover Middle School.

On Monday, March 6, school and SAU administrators, transportation, food service, and facilities was assembled to review progress and discuss plans to expedite the return of seventh and eighth grade students. During the planning the following factors were considered:

- Toleration for the degree of disruption to the other schools in the system
- Effectiveness of designing and implementing an alternative plan
- Support for students during the week of March 6
- Equity for all students
- Special education
- Nursing services
- Student transportation
- Food service
- Alternative facilities
- Relocation of furniture
- Teacher access to instructional materials
- Drop-in centers for the week of March 6
- Communication
- Political ramifications
- Availability of other locations
- Teachers with children in the sixth and seventh grade
- Seventh grade – 264 students and 12 teachers
- Eighth grade – 246 students and 12 teachers

Based on the progress being made with the restoration of the seventh and eighth grade wings, it was decided that seventh and eighth grade students will return to in-person learning on Monday, March 13. It was understood that this action was dependent upon the seventh-grade wing being completed by Monday, March 13. The seventh grade will be able to use their respective classrooms, while other spaces within the middle school will be utilized to accommodate the eighth-grade students and their teams. This information was communicated to parents/guardians on March 7 and an update communication was sent on March 9. I have taken the opportunity to visit the site each day to monitor the progress of Servpro. From my perspective Servpro has done outstanding work.

On Monday, March 6, interviews were conducted with the candidates for the Frances G. Hopkins School at Horne Street Principal. Three candidates were interviewed. A candidate has been selected by the committee.

I met with a group of Woodman Park School students in grades kindergarten through the fourth grade. It was a wonderful opportunity to learn about their experiences and perceptions of Woodman Park School.

Christine Boston and I held our “*Leadership Chat*” with Dover Middle School staff. A series of these *Chats* have been scheduled across the district schools. The meetings are optional for staff. It is an opportunity for staff members to share their observations. The meetings are providing us an opportunity to learn insights about schools and the district from a staff perspective.

The FY24 Dover School District Budget was presented to City Council on Wednesday, March 8. Attached is a copy of the PowerPoint. Council Members received a binder containing an overview, enrollment information, proposed positions, and copy of the PowerPoint.

I would like to congratulate the Dover High School Cheerleaders for becoming the 2023 State Champions.

Meetings attended this week included:

- ✓ Meeting with Evolve and Effect
- ✓ Weekly update: Michael Limanni and Christine Boston
- ✓ Monthly Conferences: Beth Dunton, Kori Kennedy, Lisa Dillingham, and Peter Driscoll
- ✓ Weekly SAU Directors Meeting
- ✓ Weekly SAU Cabinet Meeting
- ✓ Weekly Board Chair and Vice Chair Meeting

- ✓ Dover Middle School Leadership Chat
- ✓ Southeasters Superintendent Meeting
- ✓ DTU Negotiations
- ✓ YMCA Community Event – Mental Health – Held at the McConnell Center
- ✓ Jon Vander Els – Consultant with New Hampshire Learning Initiative

■ **Weekly Review for Monday, March 13 through Friday, March 17:**

As of March 10, students have completed 115 instructional days. A snow day on March 14 was followed by a two-hour delayed start on March 15 due to road and sidewalk clearing and bus preparation. I want to commend Dover Public Works and First Student for their care and communication.

On Saturday, March 11, Dover High School achieved another State Championship with the Boys Hockey Team taking the State Title. On Wednesday, March 22 Dover City Council will recognize the Dover High School Cheerleaders and Boys Hockey Team with the presentation of City Council proclamations.

Seventh and eighth grade students were able to return to school on Monday, March 13. I commend Michael Brooks' team and Servpro for their ongoing efforts to restore the learning areas. Also, I commend Principal Kim Lyndes on her efforts to work with the available space for the eighth graders to return earlier than originally projected.

The FY24 Budget process is progressing. The public hearing conducted by the City Council on March 15 had minimal attendance.

Professional development was held on March 17, covering a variety of topics for faculty.

Meetings attended this week included:

- ✓ Dover Chamber of Commerce Government Affairs Committee
- ✓ Weekly SAU Directors Meeting
- ✓ March 13th HSEM Weather Call
- ✓ DEOP Negotiations
- ✓ Board DTU Negotiations Team Meeting
- ✓ Monthly Leadership Team Meeting
- ✓ SAU Cabinet Meeting
- ✓ Board DPA Negotiations Team Meeting
- ✓ Monthly SEED Meeting
- ✓ Monthly Conferences – Peter Wotton, Robin Lyndes, and Patrick Boodey
- ✓ City Council Budget Hearing
- ✓ FGH Focus Group Pertaining to the Selection of a new FGH principal
- ✓ DTU Negotiations
- ✓ Strafford County YMCA Advisory Board
- ✓ NHSAA Statewide Meeting
- ✓ District Professional Development

■ **Weekly Review for Monday, March 20 through Friday, March 24:**

As of March 24, students have completed 120 instructional days.

The Book Review Committee recently held its inaugural public review meeting.

The All-Leadership Team meeting was conducted by Jon Vander Els, a consultant with NH Learning Initiative. The meeting's objective was to enhance the leadership team members' knowledge base as they work on the implementation process.

The Dover High School Cheerleaders and Dover High School Boys Hockey Team were recognized by the City Council for winning their respective state championships.

This week, the Vision Equity Keepers committee convened with seventeen members in attendance. The committee has been segmented into smaller work groups, and the meeting was an opportunity for the work groups to present their progress and discuss their ongoing work.

Michael Limanni, Kiley Hemphill, Jen Krans, Siobhan Mehalek, and I met with representatives from SEED to learn about their future funding plans, referred to as SEED 2.0. During the meeting, SEED expressed their desire for greater involvement from the Teaching and Learning Department to enhance the systematic and impactful approval of grant applications. The meeting served as an introduction to this concept and initiated discussions for further collaboration.

Other meetings attended this week included:

- ✓ Weekly SAU Directors Meeting
- ✓ NHED Monthly Update Meeting
- ✓ Weekly Update Meetings: Michael Limanni and Christine Boston
- ✓ Monthly Elementary Principal Learning Guidance Team Meeting
- ✓ Purchasing of Tech Devices Meeting
- ✓ Weekly SAU Cabinet Meeting
- ✓ DEOP Negotiations Meeting
- ✓ Rob Riley, Executive Director of the Strafford County YMCA

■ **Weekly Review for Monday, March 27 through Friday, March 31:**

As of March 31, students have completed 125 instructional days.

The highlight this week was Meaghan Dunn being recognized by the Dover Chamber of Commerce for being awarded the 2023 David Bamford Teacher of the Year Award. Ms. Dunn serves as the ESOL teacher for the Frances G. Hopkins School at Horne Street. Ms. Dunn has been involved at the school and district level with equity.

The SAU directors, Christine Boston, Kim Lyndes, and I met to review staffing and scheduling for the 2023-2024 Dover Middle School. It was a productive session with the work to continue in refining the concepts developed. Ms. Lyndes is to be applauded for the work she is doing in this area.

The full leadership team participated in a training facilitated by the New Hampshire Homeland Security Team on reunification of students and families in the event of a school site emergency.

The work continued in the Dover Middle School eighth grade wing. A city inspection needs to be completed before the area can be reoccupied. The target date for the reopening is Monday, April 3.

On Thursday, March 30, Dover Middle School Art Gala had its opening event at the Thomas Hindle Gallery – The Keef House. Congratulations to the Dover High School Art Teachers and students on this wonderful event.

Other meetings attended this week included:

- ✓ Weekly SAU Directors Meeting
- ✓ Weekly conferences with Michael Limanni and Christine Boston.
- ✓ Monthly meeting with Lisa Dillingham, DTU President
- ✓ Dover Mental Health Alliance Monthly Meeting
- ✓ Strafford Learning Center Board Meeting hosted by the SAU 11

PRINCIPAL REPORTS

Dover High School: At Dover High School, we worked both help prepare students for the School Day SAT and incentivize their effort.

Taking the SAT as part of the School Day Test Administration is a win-win for the school and our students. Students get to take the test for free without giving up a Saturday morning and these scores can be used for college admission purposes. As a school, the SAT provides an incentive for students to do their best work while being tested in a familiar environment with peers and proctors (students tested with their advisor and fellow advisees) whom they know well. Students received introduction information about SAT Day and preparation opportunities available to them. The preparation opportunities available for free from Dover High School and the New Hampshire Department of Education include:

- SAT prep during Flex for Math and English
- SAT prep questions during classes
- Princeton Review Prep via tutor.com - <https://clever.com/in/sau11>
- Khan Academy Review through College Board - <https://www.khanacademy.org/sat>

We strongly encouraged our students to participate in SAT test preparation in order to help them work through skills they will need to feel confident on test day. To help encourage our students to participate we held five raffle entry opportunities over the course six weeks:

1. Complete the “How I will prepare for the SAT” survey
2. Attend SAT Prep flex sessions (each time is an entry) and afterschool sessions
3. Utilize tutor.com
4. Attend on test day

Prizes for the raffle will include DHS swag, tickets to athletic events, Gift Cards for culinary meals/cookies, and more. Students that participate in all four test preparation opportunities will be entered into the grand prize drawing of a free senior parking pass!

Dover Middle School: Our 7/8 Color Club ran a recent fundraiser that turned out to be way more than we expected! The students sold Dover Gear with a rainbow wave. The sale raised over \$1400 and a second sale was advertised due to demand for this gear both in DMS and throughout the district! The money will be used for new picnic tables in the pavilion and around the school.

The rainbow intentionally fills in the wave. Students explained that the color club is not a separate or closed group. It is for anyone and everyone. The rainbow is in the wave representing we are all in the wave. The gear is inclusive and includes everyone.

Garrison Elementary School: Garrison is looking forward to celebrating Earth Day on April 21. Traditionally, GES has had a big Earth Day celebration that lasts the whole day. This year, we are looking forward to visits from Squam Lakes Nature Center, UNH Marine Docents, Waste Management, Don’t Trash Dover, and others to learn more about taking care of our planet on a local and global level. We are also looking forward to doing some tie dye with our PTA and helping beautify our school grounds by picking up trash, planting flowers, and tending our school garden.

Frances G. Hopkins School at Horne Street: Did you know each morning at the Frances G. Hopkins Elementary School at Horne Street fourth grade students announce a word of the day, along with the definition of the word? An example of the word of the day is also used in a sentence, with our students often challenged to use the word throughout the day. Words are chosen that have meaningful connections to our students and school to support the scaffolding development needed to make sense of the word when transferred to other contexts. Vocabulary words chosen reflect events, celebrations and interests in our community. Some words reflect education (summarize,

observe, comprehend, preview), science (grachnid, deciduous, coniferous, lunar, phalanges), behaviors (friendship, compassion) and even fun words to say (rapscallion, lickety-split, cacophony). Teachers are given the words the week before they are announced, so that the vocabulary can be integrated into classroom content as appropriate. This allows students opportunity to use the words in school, at home, and in the community in a meaningful way.

An important part of reading comprehension is developing listening comprehension through oral language development and vocabulary knowledge building. In looking at our data, we recognize that many of our kindergarten and first grade students come to school with a wealth of auditory vocabulary and want to continue to grow and develop this area of strength for our school community. Exposure to more complex terms above current reading level readies students for deeper comprehension in the future. Surrounding students with more robust vocabulary also supports students in the process of English language acquisition and is a unifying daily tradition. Our word of the day enhances, amplifies, polishes, expands on, elaborates and refines our vocabulary and our community.

Woodman Park School: At Woodman Park School in the Physical Education classes of Mr. Velazquez, the students are 'learning by doing' two different awareness programs. Students are learning about skateboarding through a program with Matt Charbono. This program goes over safety and the step-by-step instruction about challenging oneself to learn something new and hard through skateboarding. Topics like getting outdoors, positive mindset, perseverance, courage, and celebrating true accomplishments are also a part of this program. Another initiative that brings awareness for others and one-self is the Northeast Passage program from the University of New Hampshire. Also in every Physical Education class, a UNH representative and Mr. Velazquez have wheelchairs for every student while they learn about doing physical activities through wheelchair sports. Topics of physical activity, mobility, abilities (not disabilities), helping others, and being considerate are all explored during this popular program.

The students greatly enjoy both programs during their Physical Education classes. The questions the students ask when both engaged and challenged with a desired activity are phenomenal to witness. The physical and social growth during these programs are easy to see. The student smiles say it all when they accomplish something they are proud of learning. We would like to thank the WPS Parent Teacher Organization for their support with these school initiatives. And of course, we all appreciate Mr. Velazquez for learning and cheering alongside the students while facilitating these programs for our school community.

Successes at Dover High School:

- **Katie Green, CTE Animal Science Teacher** – Mrs. Green has been awarded the Granite State FFA Conner Memorial Award for Outstanding Teacher and FFA Advisor.
- **Congratulations Goes Out To:** Dover's Latin students who competed in a certamen at the Boston Latin School. The novice team placed third in the semifinals, while the advanced team placed second in the finals. Notable seniors were Eli Horwath and Finn Graff who buzzed in with impunity and scored many points!
- **Boys Ice Hockey Team** for winning the NHIAA Division Two Boys Ice Hockey Championship over Merrimack at the SNHU Arena by a score of 4 to 2.
- **Winter Spirit Team** for winning the Division One Winter Spirit Championship at Pinkerton Academy.
- **National Scholastic Art Award** winners for being recognized for their talents: Anastasia Jackson-New Hampshire American Vision Award and Gold Medal in Ceramics and Glass; Jill Covey-National Silver Medal in Ceramics and Glass; and Griffin Santos-National Silver Medal in Ceramics and Glass.
- Jazz Band, Sound Waves, Jazz Combo, and solo vocalists Izzy Papa, Kiley Gionet, Gabby Patterson, and Betty Lundborn for their performances at the **Clark Terry/UNH Jazz Festival**. Over 80 groups from New England performed. Sound Waves-first place, tying with Pinkerton Academy for top choir. Aidan Heagarty-MVP for top vocalist and Izzy Papa-Honorable Mention for second place vocalist. Andy Parker, Colby Russell, and Bryant

Bartholomew-Outstanding Musicianship Awards for Jazz Band. Sam Harmoko-Outstanding Musicianship Award for Jazz Combo.

- **Winter Percussion** ensemble was awarded four gold stars at the South Portland competition and second place at the Salem competition.
- **Boys Swimming Team** finished second at the NHIAA Division I Swim Championships.
- **Unified Basketball Team** for being the runner ups in the NHIAA Unified Basketball Championship.
- The cast and crew for their production of **SpongeBob, The Musical**.