



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #6
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, June 12, 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. Workshop, May 8, 2023
 - 2. Regular Meeting #5, May 8, 2023
 - 3. Nonpublic Meeting, May 22, 2023
 - 4. Joint School Board Meeting (Dover/Barrington/Nottingham), May 22, 2023
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Elissa Armstrong – Paraprofessional – Dover High School - Resignation
 - b. Brittany Carville – Special Education Teacher – Dover High School - Resignation
 - c. Matthew Decoste – Paraprofessional – Dover High School – Resignation
 - d. Kuyer Fazekas – Biomedical Science and Technology Teacher – Dover High School CTC - Resignation
 - e. Emily Haight – Student Support Counselor – Dover High School - Resignation
 - f. Jacqueline Hansen – Instructional Literacy Coach – Woodman Park School - Resignation
 - g. Michelle Lebs – STEM Teacher – Woodman Park School - Resignation
 - h. Kasey Lewis – Title I Coordinator – Dover Middle School – Resignation
 - i. Heather Miller – Reading Specialist – Garrison Elementary School - Resignation
 - j. Stephanie Miller – Eighth Grade Teacher - Dover Middle School - Retirement
 - k. Carlos Pedraza – Paraprofessional – Dover High School - Resignation
 - l. Courtney Reddish – Speech Language Assistant – Dover High School - Resignation
 - m. Jennifer Riggio – Title One Interventionist – Woodman Park School - Resignation
 - n. Katherine Schulten – Eighth Grade Teacher – Dover Middle School - Resignation
 - o. Ronda Searles – Occupational Therapist – Dover Middle/High School - Resignation
 - p. Katherine Spencer – French Teacher – Dover High School – Resignation
 - q. Beth Theriault – STEM Teacher – Garrison Elementary School – Resignation
 - r. Danielle Valentin – Title I Tutor – Woodman Park School - Resignation
 - s. Sarah Wedge – Paraprofessional – Garrison Elementary School - Resignation
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. 2022-2023 DALC Nomination
 - b. 2022-2023 DPA Nomination
 - c. 2023-2024 DTU Nominations
 - d. 2023-2024 Annual Paraeducator Re-Nominations
 - e. 2023-2024 Superintendent Nomination
 - 6. **Extended Travel (Student Trips):** None



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7. Donations: None

H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS:

1. ACB - Educational Equity – New Policy – First Reading

J. POLICY ADOPTION: None

K. RESOLUTIONS:

1. 2022-2023 Resolution of Recognition

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. Dover Adult Learning Center Handbook Changes
2. Extension of Tuition Agreement with Nottingham School District
3. Title III Presentation
4. Instructional Coach (Grades K-8) Job Description
5. Business Administrator Policy and Job Description Revisions Memo, 2023-2024
6. Request to Waive Bidding
 - a. Responsive Classroom Training & Materials Waiver Request
 - b. District Wide Security Improvements – Cameras & Security Systems
 - c. District Wide IT Infrastructure – IT Enterprise and Security Improvements
7. 2023-2024 Meal Prices
8. FY24 Contract Memo: C&W Services Contract Approval
9. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

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

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

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

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

From: Elissa Armstrong <e.armstrong@dover.k12.nh.us>

Sent: Tuesday, June 6, 2023 3:23 PM

To: Linda Madden <l.madden@dover.k12.nh.us>

Subject: Re: next year

Hi Linda,

It is with bittersweet feelings to inform you that this year is my last year at DHS. My last day, as of today, will be the 22nd of June. Thank you for the past 9 years, as it's been an incredibly impactful experience working in the special education department.

I send you and everyone else best wishes in the future!

Sincerely,

Elissa Armstrong

May 22, 2023

Dear Superintendent Harbron, Principal Driscoll and Dean Madden,

I am writing to notify the district that I am resigning from my position as special education teacher and case manager and I will not be returning for the 23-24 school year.

It has been with great pleasure to teach alongside the educators at Dover High School. I will always appreciate the experience, knowledge, and friendships I gained during my 12 years here.

Sincerely,
Brittany Carville

Dear Dover School District Administrators,

I am writing to inform you that, with a heavy heart, I will not be renewing my contract to teach Biomedical Science and Technology as a career technical educator (CTE) for the upcoming academic year (2023 – 2024) at Dover High School and Career Technical Center (CTC). My family is forced to relocate to Michigan due to a new teaching and research position that my spouse has accepted at a university.

While this change in location is exciting for our family, we have grown very attached to the Dover community and will always cherish the relationships that we have built here. I want to express my deepest gratitude for the opportunities and experiences that I have had during my time within the Dover School District. The support, encouragement, and collaboration I have received from administrators, fellow teachers in the science and CTC departments, and students has made the decision to relocate very difficult. I want to assure you that my decision to resign is in no way a reflection of any dissatisfaction with the teaching environment, administration, or staff. On the contrary, my experience here has been enriching and invaluable in shaping my development as a science educator. These experiences will undoubtedly impact how I engage with students in laboratories and classrooms. I have nothing but positive things to say about the academic culture that administrators have been able to develop alongside faculty and staff.

I have witnessed remarkable growth in my students, both academically, personally, and professionally. Per feedback that I have received directly from students and their parents, I am excited to have played any part in their educational and professional journey. I have leaned heavily into the privilege that the New Hampshire Department of Education and the state legislature affords educators to address topics that would otherwise be deemed divisive and grounds for dismissal. Students within the biomedical science and technology program have impressed me with their professionalism and drive to create spaces and opportunities inside and outside of the classroom where every student feels welcomed and heard. I consistently hear students discussing topics such as diversity, inclusion, and equity and recognizing how we can hold each other accountable to ensure that everyone feels like they belong in Dover.

Please know that I am fully committed to fulfilling my responsibilities for the remainder of the academic year (2022-2023), ensuring a smooth transition for my students, and providing any assistance required to facilitate the hiring process for my replacement. I will be more than happy to collaborate with the department and assist in any way possible to ensure a seamless handover. I would like my replacement to know that I am available to discuss the Project Lead the Way curriculum, individual student progression, software or technical issues, and any other things that the teacher may find useful. I am also making it known to my students that I will continue to be available to them for professional development and help support them in their grind for whatever future they want to pursue, regardless of discipline.

Once again, I express my deepest gratitude for the unwavering support and friendship I have received from everyone at Dover. I will always cherish the memories and experiences gained during my time here as a long-term Substitute and full-time CTE Instructor. If there are any administrative procedures or paperwork related to my resignation, please let me know, and I will address them promptly.

Thank you for your understanding and support during this transitional period. I wish the administration, my fellow faculty and staff, and the AMAZING Dover students continued success. As the biomed students would say as words of encouragement, "Keep slaying it Queen!".

Thank you for your time,

Kuyer Fazekas Jr.

May 23rd, 2023

Dear Dr. Harbron,

I am writing to notify you that after careful consideration, I have decided to not renew my contract as Student Support Counselor for the Dover School District for the 2023-2024 academic year. My last day in the Dover School District will be June 22nd, 2023. This has been a difficult decision as I have thoroughly enjoyed being a part of this district both as an intern and as a professional over this past school year. I so appreciate the opportunities and experiences that working in this district has afforded me and am eager to take this newfound knowledge with me as I continue my career.

During the last month and a half in this role, I will work to wrap up loose ends and prepare both students and staff for this transition. I am eager to assist in any way I can to prepare this role for the following school year.

I wish the Dover School District the very best in the upcoming academic year and hope that our professional paths may cross again in the future.

Best regards,

Emily Haight

Dr. William Harbron
61 Locust Street, #409
Dover, NH 03820
(603) 516-6800

June 7, 2023

Dear Dr. Harbron,

Please accept this letter as formal notification that I am resigning from my position as an Instructional Literacy Coach at Dover Public Schools. My last day will be the end of this school year, June 22, 2023.

I have greatly enjoyed and appreciated the opportunities I've had to grow as a professional over the past 33 years in Dover. I will miss the great number of personal connections that I have made while serving students, families, and colleagues in the Dover community. It is with a heavy heart that I leave my current position.

I wish Dover well on all future pursuits and look forward to staying connected with valued colleagues.

Sincere Regards,

Jackie

Jacqueline Hansen

c.c. Patrick Boodey

May 22, 2023

Dear Patrick,

This letter is to inform you that I am resigning from my role as STEM Teacher at Woodman Park School for the 2023-2024 school year.

Please know that this decision did not come lightly. Working at Woodman Park has been a great honor and a privilege. However, the time has come for me to prioritize my mental health and look towards a future outside of classroom teaching.

I want to sincerely thank you, Roseanna, Greg, and all of the staff members for all of the encouragement you have given me over the past two years. You always believed in my professional capabilities and supported all of the decisions I made in relation to the STEM program. Your support is an integral reason as to why I was able to turn the STEM program into what is today. Thank you for trusting me to teach this program. Thank you for allowing me to impact the lives of our incredible students.

I hope the WPS STEM program continues to grow and thrive, and I hope to stay connected to WPS as much as possible. I will forever cherish the memories and relationships (with both staff and students) that I have made at WPS. Thank you again for this opportunity. It was an honor to work for you.

I wish you all the best going forward.

Warmly,

Michelle Lebs

May 2022

Dear Principal Lyndes,

Please accept this letter as my official notice of resignation from my position as Title I Coordinator at Dover Middle School effective for the upcoming 23-24 school year. Over the past years I have grown and been stretched in my profession, and have enjoyed the challenges presented to me. More importantly, I have greatly appreciated working with and for a team of administrators who care for and support their staff and students every day. I'm glad that I had the opportunity to be a part of DMS.

At this time, we have decided that it is in my family's best interest for me to be home with our daughter. I would be happy to continue being a resource for the district on an as needed basis, and will gladly help train the next person in this position over the summer to ensure a smooth transition. Please don't hesitate to reach out!

All the Best,



Kasey Lewis
724-799-0904

From: Heather Miller <H.Miller@dover.k12.nh.us>

Sent: Monday, June 5, 2023 2:37 PM

To: Beth Dunton <b.dunton@dover.k12.nh.us>

Subject: next year

Hi Beth,

I am writing to notify you that I will unfortunately not be returning to my position at Garrison next year. I have loved working with you, Aaron, and the entire GES staff. Garrison is a special community, and I will truly miss you all!

Warm wishes for all of the very best in the future.

Sincerely,
Heather Miller

From: Carlos Pedraza <C.Pedraza@dover.k12.nh.us>

Sent: Wednesday, June 7, 2023 11:47 AM

To: Linda Madden <l.madden@dover.k12.nh.us>

Subject: Re: next year

Hi Linda,

Thank you for the opportunity to work here, it's been an absolute blast and I've loved working here along with the rest of the student services staff who have been so awesome. Unfortunately, I will not be returning for the next school year.

Thank you so much!

Carlos

June 6, 2023

Dear Linda,

Please accept this letter as an official notice of my resignation as the Speech Language Assistant at Dover High School. I am planning to move to Charleston, South Carolina and am no longer able to work in Dover due to this transition.

I have greatly appreciated working for this amazing school and felt welcomed by all staff members since the day I joined the team. I will miss collaborating with all of student services. Thank you for seeing my potential. I will forever carry the skills learned during my time as an SLPA at Dover High School.

I have been approved to take the last week of school off to travel, so my last day will be on June 15th. Between now and my last day, I will be working with Kristine to get her well-prepared for the beginning of next school year.

Sincerely,

Courtney Reddish

Resignation Letter

June 2, 2023

To Whom It May Concern,

I am writing to notify you of my resignation from my position as a Title One Interventionist at Woodman Park School effective June 30, 2023.

Thank you very much for the opportunity you've given me to learn and grow as an educator here in the Dover School District. Being a Title One teacher at Woodman has been a great privilege and an invaluable learning experience.

This decision was not made lightly, as I have the utmost respect for my fellow Title One Team, building administration, and peers within the school. However, I must pursue the opportunity for financial stability and affordable health benefits for my family.

I wish you all the very best in continuing to promote students and advocate for them as you do!

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Riggio", written in a cursive style.

Jennifer Riggio

June 6, 2023

Dear Kim,

I am writing to offer my resignation at the conclusion of this academic year. I have absolutely loved being a member of the Dover school community over these past ten years. I have appreciated your guidance and supervision as I have grown as a person and a teacher. I will always be appreciative of the support you have shown me over the years, and I thank you for the opportunities you have given me. I will always be grateful for my time working in Dover.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katherine Schulten', with a stylized flourish at the end.

Katherine Schulten
8th Grade Team Leader
Dover Middle School

May 18, 2023

Dr. William Harbron
Superintendent
Dover School District
61 Locust Street #409
Dover, New Hampshire 03820

Good afternoon Dr Harbron,

I am writing to inform you that I will be resigning my position as a French teacher effective at the end of the 2022/2023 contractual year.

I have had many wonderful experiences throughout my 16 years at DHS and will look back at my time as part of the Greenwave with fondness.

Thank you,

Katherine Spencer

From: Beth Theriault <B.Theriault@dover.k12.nh.us>

Sent: Friday, May 19, 2023 9:38:48 AM

To: Beth Dunton <b.dunton@dover.k12.nh.us>

Subject: STEM Resignation

Beth Dunton,

Although I have enjoyed coming back to Garrison these two years and teaching STEM, I am resigning at the end of the 2022-2023 school year. I find my soul needs more time outside and with my family while they are young. Thank you for being a GREAT Principal.

Sincerely,
Beth Theriault
GES STEM

TEACHER RESIGNATION LETTER

To whom it may concern:

I am writing this letter for the purpose of informing you of my resignation as a Title 1 Tutor at Woodman Park Elementary School. Please, use this letter as my resignation notice. My last day of employment will be June 22nd, 2023.

I can only say good things about my experience as a teacher at Woodman Park. The staff and Title 1 team have always treated me greatly and with the greatest respect and professionalism.

Thank you very much for all the support to my professional development.

Sincerely yours,

Danielle Valentin

From: Sarah Wedge <S.Wedge@dover.k12.nh.us>

Sent: Wednesday, June 7, 2023 7:42 AM

To: Beth Dunton <b.dunton@dover.k12.nh.us>; Aaron Ward <a.ward@dover.k12.nh.us>

Subject: Next year

Good morning,

I appreciate the amazing opportunity to work with you both at Garrison, working with some of the best staff, students, and teachers around, but I unfortunately will not be returning next year to pursue educational opportunities for myself.

Again, I so appreciate the amazing camaraderie and teamwork here and consider myself lucky to have experienced working here.

Additionally, I am so thankful both of my children have/had the experience of learning at Garrison.

Thank you both so much,

Sarah Wedge

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

TO: **DOVER SCHOOL BOARD**

DATE: June 12, 2023

MEMORANDUM: Nomination and Election of Dover Adult Learning Professionals
Engaged in Teaching and Educators

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
O'Connell, Liliana	Teacher	Dover Adult Learning Center	Margaret Salome	\$30/hr.	

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

TO: **DOVER SCHOOL BOARD**

DATE: June 12, 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
Sparks, Courtney	Paraprofessional	Woodman Park School	Ginger Rowe	\$23.82	C3, Step 7

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

TO: **DOVER SCHOOL BOARD**

DATE: June 12, 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
Costa, Amy	Behavior Specialist	Garrison Elementary School	Heather Davidson		CAGS, Step 9
Eisner, Lynn	Teacher	Dover Middle School	RIF Recall		
Leveille, Emma	Teacher	Garrison Elementary School	RIF Recall		
Nye, Alyssa	Teacher	Garrison Elementary School	RIF Recall		
Pike, Kimberly	Special Education Teacher	Dover Middle School	Christina Canavan		BA+30, Step 5
Rockwell, Deb	Teacher	Dover Middle School	RIF Recall		
Sophinos, James	English Teacher	Dover High School	Philip Richmond		MA+15, Step 10
Thurston, Emily	Oasis Program	Dover Middle School	Vacant		BA, Step 5

2023-2024 NOMINATIONS

Paraprofessionals

TO: DOVER SCHOOL BOARD

DATE: June 12, 2023

MEMORANDUM: Re-nomination of Paraprofessionals

I hereby nominate the following persons for the designated positions for the 2023-2024 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY:

EDGECOMB, LAURIE

DOVER HIGH SCHOOL:

BEHRMANN, CHRISTIAN
BICKERSTAFF, ALEXANDER D
COOK, CAMERON C
FOX, JENNIFER A
GAGNE, REBECCA L
GAGNON, KATHLEEN E
GAGNON-WOLD, JOYCE E
HELLMANN, JANINE
IVEY, LYNN A
JACQUES, PAMELA A
MERRILL, KAREN M
MISKELL, EOLA M
MOORE, BAMBISUE
NEWTON, GEORGE
NICASTRO, ANGELA
RELLA, JENNIFER A
SNOWMAN, ROBERT L
SULLIVAN, LINDSAY M
WOODCOCK, TONYA M

DOVER MIDDLE SCHOOL:

BOLES, EMILY A
CORSON, TRACEY M
DIONNE, EMILY M
DIONNE, KENDRA E
DUARTE, JANE A
ECKER, CHRISTINE M
FOWLER, SARAH C
FREDERICK, DEBORAH L
LANGA, LUCILLE H
LONG, MEAGHAN K
MARSOLAIS, CHERYL A
MORANN, RAENYA M
PALCZYNSKI, SHEILA A
PARKS, MARIA P
POWERS, ALISON M
PRY, SHANNON E
SCAMMON, LARA S
SNOW, LAURINDA
TUTTLE, ROBIN M
VISOSKY, LAURIE J
WISNIEWSKI, LAURIE R
ZUCARO, LORNA-JEAN

GARRISON ELEMENTARY:

BELAIR-LAROCHE, STEFANIE M
DEDEO, KATELIN
DONAIS, VALERIE E
DORAND, RUSSELL E
FEENEY, ROBERT J
FITZGERALD, KELLY A

GARMAN, SARAH E
HENNET, RENITA
HODGDON, KARA M
MILTON, JESSICA K
MYERS, CONSTANCE F
ROBERSON, JACQUELINE
SCHWARTZ, JULIA E
SNOW, DANIELLE S
TOWLE, BRYAN L
WILSON, TIMOTHY J

HORNE STREET SCHOOL:

ANDERSON, LEANNE
BOUFFORD, JENNIFER L
BRATSMAN, JOSLYN K
BROWN, KAYLA M
CAROLAN, NADINE M
CLARK, NICOLE M
CLIFFORD, ABBIGAIL E
CONROY, DEBRA L
CRICENTI-PAIVA, DOREEN A
DODIER, SARAH J
DOWNER, KRISTIE E
DUBOIS, ELIZABETH H
DUQUETTE, AMANDA R
ELLER, ASHLEY L
GREIG, AMY L
GUERRETTE, KATRINA F
JABRE, BRYNN M
JEANPIERRE, ALISON E
KEAZER, RACHEL E
LAPOINT, JANET M
LEONARD, TONYA B
LOWERY, SHANON N
LUDWICK, HEATHER M
MANSFIELD, AMANDA L
MORIN, KERRY E
MORRIS, ELIZABETH A
PATEL, RAKHEE
ROCHE, JANE
STANSBURY, SARAH L

WOODMAN PARK SCHOOL:

AUBIN, ERYN E
AUGER, JENNIFER L
BONNY, KRISTIN A
CALABRESE, VANESSA E
DIHARCE, RITA M
EIBERT, JAIE E
ERNSTING, SUSAN M
FOSS, BERNADETTE M
HALEY, CRISTINA AP
HELLIWELL, JILL M
HOWARD, DIENNE M
JACQUES, JENNIFER M
JAKKARGARI, MONICA

KARAS, MEGAN E
LAHR, MATTHEW P
MANDSAGER, ALISON L
MARSILLO-BRYCE, KELLY A
MCCORMACK, REBECCA A
MONAHAN, ANGELA M
PALKOVIC, AMANDA M
PEDRO, HOLLY A
PELLETIER, SUSAN L
PIPER, SUSAN M
PLAFKER BUSHWAY, JAMIE
REYNOLDS, HEATHER J
SIPPLE, CHRISTINA J
SPARKS, COURTNEY
YOUNG, DONNA L
ZUCCO, DORIS C

PRESCHOOL

CHU, STACIE R
COTE, HEATHER D
HOUSLEY, JESSICA L
MARAVICH, JESSICA M
NELSON, JILL M
WILLIAMS, TAMMY L

DOVER SCHOOL DISTRICT	ACB
DATE OF ADOPTION:	PAGE 1 OF 2

FIRST READING – NEW POLICY

EDUCATIONAL EQUITY

The ultimate goal of the Dover School District’s educational system is to assure that each and every student, regardless of background, has access to relevant and engaging learning experiences and curricula that they will need in order to thrive today and into the future. This foundation will allow our students to become dynamic global citizens as they adapt to a rapidly changing world.

Thus, the District’s mission is to educate, prepare, and inspire every student to develop the skills, knowledge, and attitudes to successfully pursue their aspirations and achieve their full potential as life-long learners, thinkers, and contributors toward an equitable global society.

To this end, the District embrace’s educational equity as ensuring just outcomes for each student, raising marginalized voices, and challenging the imbalance of power and privilege.

The community’s future social and economic viability will be contingent on the District’s capacity to open doors of opportunity for all, and not just a historically privileged few. It is in the common shared interest that all children—regardless of racial or ethnic background, gender, sexual orientation, economic condition, or other dimension of identity—receive learning experiences and support that expand opportunities for growth and result in increasingly high levels of achievement, while nurturing passion for learning in their school experience within the District, in postsecondary education, and in their work and life.

Educational equity is based on the principles of fairness and justice in allocation of resources, the elimination of institutional barriers to access and opportunity, and the creation of the real possibility of positive academic and life outcomes for each student and between diverse groups of students. This commitment means that a student’s success will not be predicted by their race, ethnicity, family economics, mobility, disability, gender, sexual orientation, neurodiversity, personality diversity, or initial proficiencies. It is based on a shared commitment to ensure that every student receives what they need to maximize that success, and that the District is committed to assuring all students’ equitable opportunity to learn and flourish. Equity is achieved when there is sufficient evidence that each child has a high-quality educational experience and when outcomes and successes cannot be predicted by a student’s belonging to a historically marginalized population.

To achieve educational equity, the District will strive to:

- Create and expect physically and emotionally safe and supportive schools with welcoming and inclusive cultures that positively value and support the diversity of our students.
- Recruit, hire, and retain high-quality personnel that reflects student demographics at all organizational levels. Track demographic data and evidence of the District’s recruiting, hiring, and retention efforts, reporting to the Board annually.

DOVER SCHOOL DISTRICT	ACB
DATE OF ADOPTION:	PAGE 2 OF 2

- Raise the measured achievement of all students while systemically narrowing the gap between our lowest and highest performing student subgroups.
- Eliminate the predictability of disproportionate over-representation of students identified by race, ethnicity, poverty, or gender in special education, discipline referrals and suspensions, and under-representation in gifted-enrichment programs, honors level, or other advanced learning courses or learning experiences.
- Graduate students who are ready to succeed and thrive in postsecondary education and in the workforce and engage productively in increasingly diverse local, regional, national, and global communities.

To achieve educational equity, the District will:

- Engage diverse stakeholders to regularly review current policies, procedures, programs, and staff professional learning for the promotion of educational equity, revising in order to continuously improve student learning and reduce disparities in access, opportunity, and outcomes.
- Involve students, staff, families, and community members that reflect the District's demographics in contributing to, engaging in, and informing our decisions.
- Provide support for on-going professional development to strengthen all employees' knowledge and skills for viewing their personal and school practices and policies through an equity lens.
- Provide curricula, learning resources, and assessments that reflect the diversity of students and staff, supporting understanding and appreciation of culture, class, language, ethnicity, poverty, and other differences that contribute to the success of society and the uniqueness of each student and staff member.
- Use disaggregated district-wide, school level, and individual student level data to inform District, school, and classroom decisions and monitor progress by race, ethnicity, gender, disability, economics, first language, and sexual orientation.

In order to achieve educational equity and opportunity for each and every student, we will provide every student with equitable access to:

- a high quality and relevant curriculum;
- high interest and accessible co-curricular activities;
- caring, committed, and competent educators; and
- relevant and necessary support services through differentiated resource allocation.

RESOLUTION OF RECOGNITION

RE: *Dover School District Staff Retirements 2023*

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

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

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

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

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

WHEREAS *the following individuals have worked selflessly for a total of 341 combined years for the Dover School District:*

*Patricia Driscoll
Cathy Faure
Lisa Hergot
Jeffrey Leaf
Barbara Lynch
Derral Mancuso
Janet Mason
Stephanie Miller
Patricia Mulqueen
Kenneth Osbon
Deborah Quintanar
Philip Richmond
Rebecca Shultz
Heidi Stevens
Donald Wason
Linda Wyeth*

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

SUBMITTED BY:

Carolyn Mebert, Chairperson

Jessica Rozzo, Vice Chairperson

Kathleen Morrison, Secretary

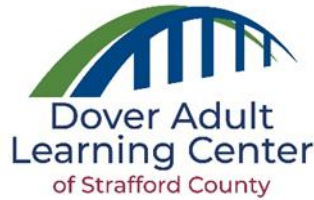
Maggie Fogarty

Robin Trefethen

Micaela Demeter

Michelle Clancy

June 12, 2023



TO: William Harbron, Superintendent of Dover Schools
Dover School Board
FROM: Deanna Strand, Executive Director Dover Adult Learning Center
RE: Dover Adult Learning Center Staff & Student Handbook Changes
DATE: May 17, 2023

Staff Handbook, page 26
Student Handbook, page 12

~~Strikethrough~~ indicates text to be eliminated
Bold & italics indicates text to be added

General ~~HiSET~~ ***High School Equivalency (HSE)*** Information for Teachers

DALC offers two options for earning the NH High School Equivalency Certificate, The GED® and the HiSET.

Who can take ~~the HiSET~~ ***an HSE*** test?

In New Hampshire, a person who is 18 or older and who has not completed high school can take the test. People 16 and 17 years old may register to take the test only with authorization from the school district where the student is enrolled.

How do people register to take the official test?

~~At DALC, we require that a test-taker complete the following steps in order to reserve a testing slot for the official HiSET test:~~

1. Present a government-issued, photo ID card as proof of age and identity ***at the time of testing.***
2. Submit proof of having passed pre-tests, official practice tests if under 18.
3. Documented school district approval if under 18.
4. Complete HiSET ***or GED®*** registration online.
5. Schedule HiSET tests ~~in the DALC office or online at hiset.ets.org or ged.org~~
6. Pay the test fee (\$20 per test) ***online with a credit card or with a voucher purchased from the testing company.*** ~~or submit proof that an agency will pay.~~ Scholarships are available for students ***over the age of 18*** who need them.

What is the HiSET?

The ~~High school equivalency (HiSET)~~ HiSET test includes five sections:

1. Language Arts, Writing (multiple choice, usage questions, and an essay): 2

hours

2. Social Studies (multiple choice questions on passages about history, sociology, economics, etc.; may include maps, charts, and editorial cartoons): 1 hour 10 minutes
3. Science (multiple choice questions about passages on biology, general science, physics, etc.; often includes diagrams and directions): 1 hour 20 minutes
4. Language Arts, Reading (multiple choice interpretive questions on poems, passages from stories; may include cartoons, bits of dialogue, etc.): 1 hour 5 minutes
5. Math (multiple choice questions in word-problem format: includes arithmetic, beginning algebra, and geometry; formulas provided; a calculator may be used): 1 hour 30 minutes

How is the **HiSET** passing level determined scored?

HiSET results are reported as standard scores. The Educational Testing Service establishes norms on a sample of American high school seniors. The passing score is set at the point where forty-two per cent of high school seniors fail. A perfect score for each test is 20; a perfect combined score is 100. In order to pass the HiSET and obtain a New Hampshire HiSET certificate, all three of the following criteria must be met:

1. Minimum of 8 to pass any one test. Any test under 8 must be retaken.
2. Average score of 9 or better.
3. Total combined score of 45 or higher.

What is the GED®?

The GED® test includes four sections:

1. **Mathematical Reasoning**- basic math, geometry, basic algebra, graphs and functions; 115 minutes; multiple choice and other question types (drag and drop, fill-in-the-blank, select an area, and drop down); formulas provided; two parts, a calculator may be used for one part; 3 minute break.
2. **Reasoning Through Language Arts**- reading for meaning, identifying and creating arguments, grammar and language; 150 minutes; 3 sections, 1 written essay (extended response), multiple choice and other question types (drag and drop, select an area, and drop down); 10 minute break.
3. **Social Studies**- reading for meaning in social studies, analyzing historical events and arguments in social studies, using numbers and graphs in social studies; 70 minutes; multiple choice and other question types (drag and drop, fill in the blank, select an area, and drop down); access to calculator; no break.
4. **Science**- reading for meaning in science, designing and interpreting science experiments, using numbers and graphics in science; 90 minutes; multiple choice and other question types (fill in the blank, drag and drop, select an area, and drop down); access to calculator; no break.

How is the GED® scored?

1. The GED® test has a passing score of 145 for each test subject. To earn

your high school equivalency, you'll need to score 145 or higher on all four subjects.

- 2. Scoring above 165 (on any test subject) means you have demonstrated you are ready to take college level courses and you may qualify for waivers from placement testing or developmental education requirements if you enroll in college.*
- 3. Scoring above 175 (on any test subject) means you have demonstrated skills that could qualify for up to 10 college credit hours.*

Agreement Between
Nottingham School District
And
Dover School District

Regarding Extension of the Tuition Agreement

Pursuant to Paragraph 2 of the February 13, 2015 Tuition Agreement (hereinafter “2015 Agreement”) between the Nottingham School District (“Nottingham”) and the Dover School District (“Dover”)(collectively, “the Parties”), the Parties mutually consent and desire to extend the 2015 Agreement for one additional school year, from July 1, 2023 through June 30, 2024. No other term of the 2015 Agreement shall be altered by adoption of this one-year extension agreement, including Paragraph 1 which designates Dover High School as the high school maintained by Nottingham for its resident students. All other terms and conditions of the 2015 Agreement remain in full force and effect.

The 2015 Agreement shall expire on June 30, 2024, at which time the Parties shall consider whether to adopt a new tuition agreement, the terms and conditions of which shall be negotiated by the respective school boards.

Signed:

Carolyn Mebert, Chair, Dover School Bd.

Date

Susan Levenson, Chair, Nottingham School Bd

Date

Title III grant update

School Board presentation
June 12, 2023



Vocabulary



ESOL program

(English for Speakers of Other Languages)



ESOL teachers



Multilingual (ML) students

Language Acquisition

Basic Interpersonal Communicative Skills (BICS): Conversational Proficiency

- The basic language system used in face-to-face communication in informal contexts
- Largely acquired in the native language by children in all societies by the age of five
- Does not include literacy
- Proficiency only weakly correlated with academic success
- Up to two years to develop

Cognitive Academic Language Proficiency (CALP): Academic Proficiency

- Acquired mostly after the age of five, and acquisition continues throughout life
- Includes high levels of literacy
- Includes tens of thousands of specialized words relating to academic and formal register
- Proficiency strongly correlated with academic success
- *A minimum* of five – seven years to develop



Our Students: A Snapshot

161 students currently on the ESOL roster

111 receiving services

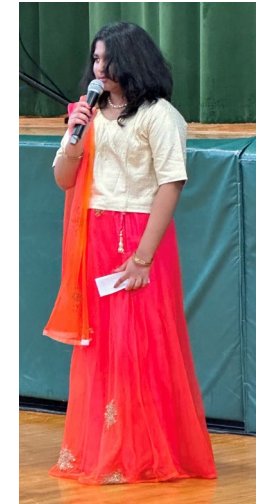
17 in first year monitoring (scored a cumulative 4.5 on ACCESS testing)

9 in second year monitoring

10 in third year monitoring

11 in fourth year monitoring

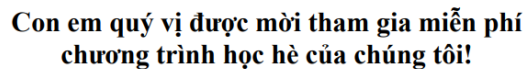
3 parent declined services



Access Testing

Language Domain	Proficiency Level (Possible 1.0-6.0)						Scale Score (Possible 100-600) and Confidence Band See Interpretive Guide for Score Reports for definitions					
	1	2	3	4	5	6	100	200	300	400	500	600
Listening 						6.0						359
Speaking 						3.4						294
Reading 						5.9						354
Writing 						3.6						317
Oral Language 50% Listening + 50% Speaking						4.2						327
Literacy 50% Reading + 50% Writing						4.0						336
Comprehension 70% Reading + 30% Listening						6.0						356
Overall* 35% Reading + 35% Writing + 15% Listening + 15% Speaking						4.1						333

- Spanish
- Indonesian
- Vietnamese
- Portuguese
- Tamil
- Arabic
- Gujarati
- Hindi
- Lao
- Nepali
- Russian
- Chinese: Yue
- German
- Japanese
- Kannada
- Korean
- Tagalog



Chúng tôi có các giáo viên đạt chứng nhận để giảng dạy can thiệp về đọc viết và làm toán theo nhóm nhỏ. Học sinh cũng sẽ được tham gia các hoạt động theo chủ đề và các trải nghiệm nghệ thuật liên quan. Chúng tôi sẽ tổ chức chương trình học hè cho cấp Tiểu Học ở Trường Tiểu Học Garrison từ 8 giờ sáng đến 11 giờ sáng, từ Ba đến thứ Năm trong 5 tuần lễ. Chúng tôi cũng có các bữa ăn và xe đưa đón miễn phí (xem biểu mẫu đăng kèm).

Nếu quý vị mong muốn cho con em mình tham gia, vui lòng điền vào các biểu mẫu đính kèm và gửi lại cho giáo viên của con em quý vị trẻ nhất là vào **thứ Sáu ngày 19 tháng 5**. Nếu quý vị có bất kỳ thắc mắc nào về chương trình học hè này, vui lòng liên hệ với Kiley Hemphill, Đồng Giám Đốc phòng Chương Trình Giảng Dạy, Hướng Dẫn và Đánh Giá: k.hemphill@dover.k12.nh.us

Summer program flyer in Vietnamese

Title I welcome letter in Swahili

Celebration of Diversity and Learning
flyer in Laotian

Celebration of Diversity and Learning flyer in Laotian

Title III

The primary goal of Title III services is to ensure that all English learners (ELs) attain **English language proficiency** and **meet the State's challenging academic standards**.





Allocations

Year	Title III	Immigrant Children and Youth
21-22 (expires 9/30/23)	\$21,285.00	\$17,658.00
22-23 (expires 9/30/24)	\$21,187.74	\$17,687.65

Immigrant Children and Youth subgrant

An immigrant student is:

- Aged 3-21
- not born in any state
- in their first three years of schooling in the United States.

A student can be designated as both immigrant and EL for three years. After three years the student can still be designated EL, if they meet EL eligibility criteria, but can no longer be designated as an immigrant student.



Immigrant students in Dover



69 Immigrant
students

47 also qualify as
students with
“Limited English
Proficiency” (LEP)



Title III funds are used for...

Language Acquisition	Providing effective language instruction educational programs (LIEPs)
Professional Development	Providing effective professional development to classroom teachers and other educators
Family Engagement	Providing and implementing parent, family and community engagement activities.

This year

- Multicultural books for students to see themselves in the books they read
- Dedicated time for the ESOL team to meet as a PLC once per month
- Part time ESOL tutor at DHS
- Elementary apple picking
- Establishment of a Title III stakeholder group
- Annnnd a surprise Title III audit for the 2021-2022 grant!



ESOL Program Review – UpRiver Education



PROJECT OVERVIEW

UpRiver Education will perform an ELE program review for Dover School District, and provide recommendations based on the following categories:*

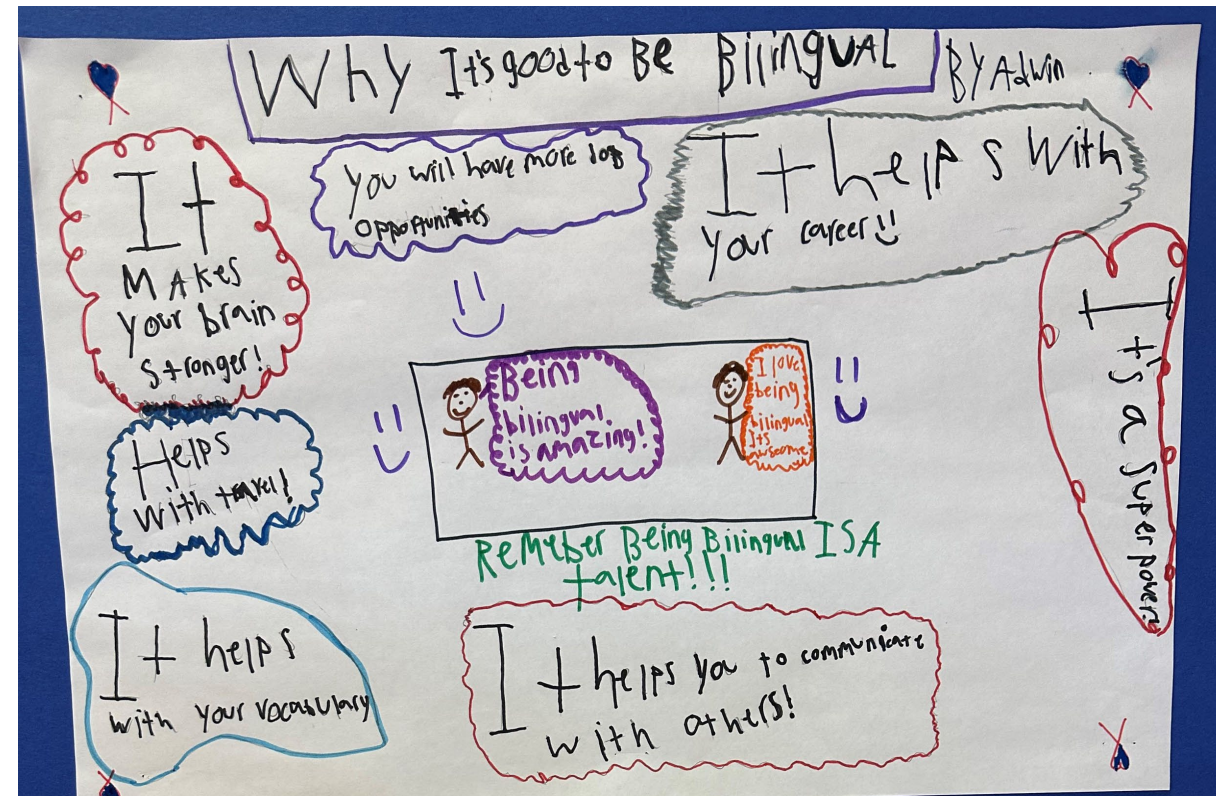
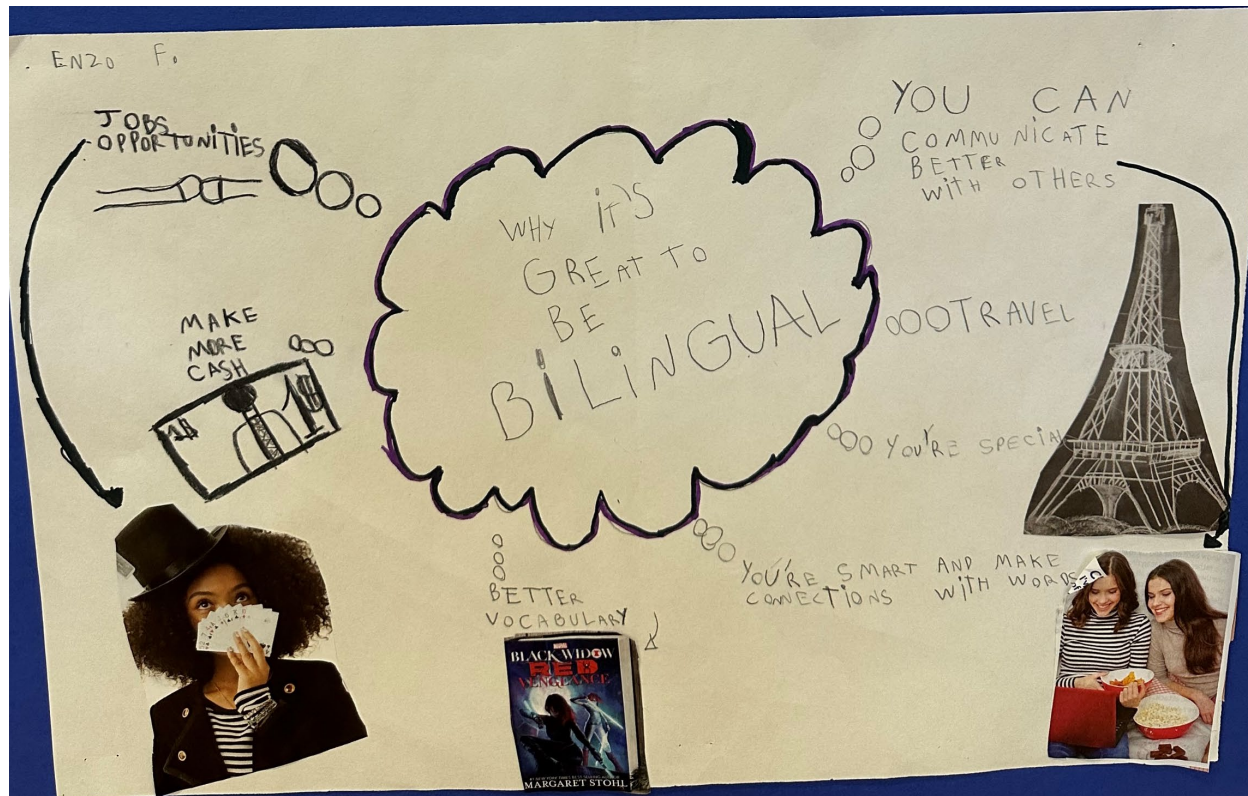
- Identification
- Placement
- Notification
- Assessment of ELs
- Monitoring and Exit
- Instructional programs
- Equitable access
- Inclusivity
- Disability assessment
- Opt Out
- Monitor
- Program evaluation
- Family communication

This review will be conducted via

- Stakeholder interviews
- Document review
- Data review
- Observation as needed
- Other means as requested by the district

Seal of Biliteracy

- * meet graduation requirements
- * demonstrate English proficiency
- * demonstrate proficiency in a world language

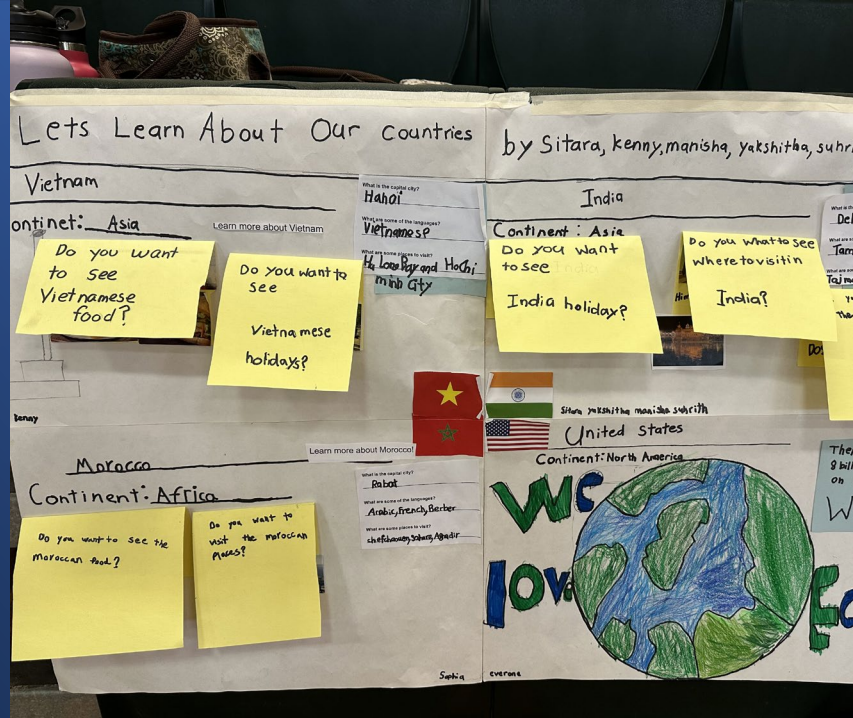


Congratulations
Lizbeth Coss
Castaing (left)!!!



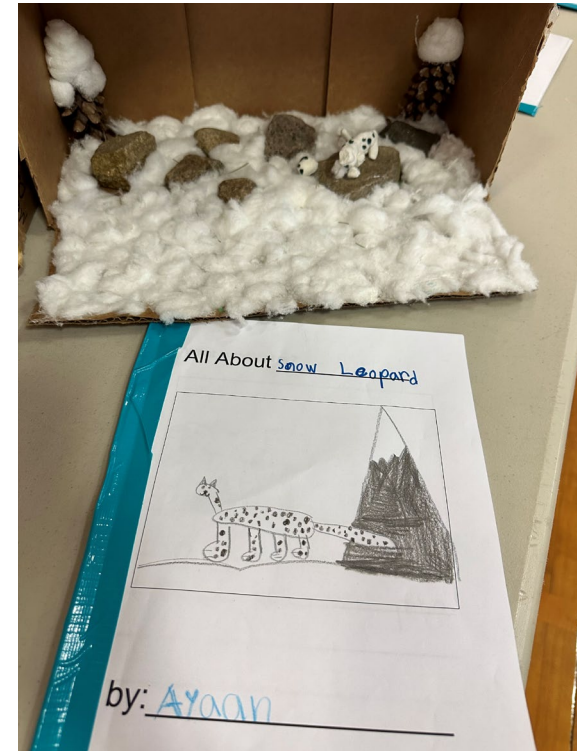
Dover's *first*
ever student
to earn the
Seal of
Biliteracy!!

Celebration of Diversity and Learning



Next steps

- UpRiver program review action items
- Updated LAU plan
- Exploration of MODEL for progress monitoring
- Expand Seal of Biliteracy program
- Plan a Newcomer's fair - fall
- Kalamata's Kitchen visit to the elementary schools
- Cultural Liaison position
- Development of a PD library for classroom and content teachers, along with mini PD "bites" by the ESOL team (and others) to build teachers' toolbox for supporting ML students



NAL
R
ATION

STANDARD 95



DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Job Title: Instructional Coach (Grades K-8)
 Department: Dover School District, SAU #11
 Reports To:
 Prepared Date:

Summary:

The Instructional Coach will provide job-embedded professional development and coaching to teachers in grades K-8, utilizing a blended coaching model of both student-centered and teacher-driven to support instructional improvement and student achievement. The successful candidate will possess a strong commitment to promoting equity and ensuring that all students have access to high-quality instruction.

Essential Duties and Responsibilities:

- Provide job-embedded professional development and coaching to teachers in grades K-8, utilizing a blended coaching model of both student-centered and teacher-driven to support instructional improvement and student achievement.
- Work with K-8 administrators to prioritize coaching cycles for teachers.
- Collaborate with teachers to identify areas for instructional improvement and develop goals for growth.
- Support teachers in the implementation of evidence-based teaching practices and strategies, while ensuring that these practices are culturally responsive and meet the needs of all students.
- Collect and analyze data to monitor progress towards instructional improvement goals and adjust coaching strategies as needed.
- Provide feedback to teachers on their instructional practices and offer support for implementation of new strategies, while ensuring that this feedback is delivered in a way that is respectful, supportive, and promotes growth.
- Develop and maintain positive relationships with teachers, administrators, and other stakeholders in the school community.
- Stay up to date on current research and best practices in teaching and learning, and share this knowledge with teachers, while ensuring that these practices are evidence-based and highly effective.
- Participate in professional development and ongoing learning opportunities to improve coaching skills and stay current with instructional trends and best practices, while modeling a growth mindset and commitment to lifelong learning.
- Communicate and support district philosophy, vision, and goals.
- Other duties as assigned as assigned by the building principal in accordance with the DTU contract.

Supervisory Responsibilities: None.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Competencies:

- Minimum of five years teaching experience in grades K-8 demonstrating a wide range of curriculum and instruction expertise
- Student-centered and teacher-driven coaching model knowledge or experience
- Strong understanding of current research and best instructional practices that have a high effect size on student achievement
- Excellent interpersonal and communication skills, with a particular emphasis on listening, questioning, and relationship building
- Ability to work collaboratively with teachers, administrators, and other stakeholders, while demonstrating the dispositions of collaboration, cooperation, and open-mindedness
- Ability to analyze data and use it to inform coaching strategies and instructional improvement goals utilizing data-driven decision-making and a commitment to continuous improvement
- In-depth knowledge of competency-based education and professional learning communities and the ability to support teachers in their understanding and use of them to advance student achievement
- Commitment to ongoing professional development and learning and possessing a growth mindset, curiosity, and a commitment to equity and access for all students

Qualifications:

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

Education and/or Experience:

This position requires a minimum of a bachelor's degree (B.A. or B.S.) from a four-year college or university; a master's degree is preferred. The preferred candidate would have experience teaching both language arts and math or prior Title I experience. Must be familiar with requirements for a Title I whole school and targeted school. Familiarity with STAR, Aims Web+, and NHSAS, preferred.

Technology Skills:

To perform this job successfully, an individual should have experience in the following.

- Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook
- Google Workspace: Gmail, Google Drive, Google Docs, Google Slides, Google Sheets

Certificates, Licenses, Registrations:

Experienced Educator License with one of the following endorsements: 1811 (K-8), 0037 (Reading & Writing Specialist, K-12), 0500 (English Education, 5-12), 1102 (Mathematics, Middle Level)

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Physical Demands:

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

Work Environment:

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



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Mr. Travis Bickford, MS, NCSP, Director of MTSS
DATE: June 9, 2023
RE: Request to Waive Bidding

ESSER-III Grant: Responsive Classroom Training & Materials

Responsive Classroom Elementary Course (\$859 registration x 70 staff)	\$60,130.00
Responsive Classroom Elementary Essential Book Bundle (\$240.50 x 70 staff)	\$16,835.00

Request to waive bidding:

Pending ESSER-III approval by NHED and a sole source letter being provided by the Center of Responsive Schools (sole publisher), the District requests bidding be waived to provide elementary school staff Responsive Classroom training and materials, and not to exceed a total of \$76,965.00. For several years, elementary administration has supported teachers being trained in the Responsive Classroom core and advanced courses. The request for ESSER-III funds will be used for ensuring continuity of services and a multi-year implementation to on-board new staff, which is targeted to start in the summer of 2023 and will continue over the course of the 2023-2024 and 2024-2025 school year.

Responsive Classroom is a student-centered, social and emotional learning approach to teaching and discipline. It consists of a collection of evidence-based practices that aim to create safe, joyful, and engaging classrooms and school communities. The Collaborative for Academic, Social, and Emotional Learning (CASEL) has recognized Responsive Classroom as a SElect Program, which is their highest designation. Programs with this designation provide numerous opportunities for students to practice social and emotional skills, offer multi-year programming, and provide high-quality training and other implementation support. CASEL's research review indicates significant positive outcomes in academic performance, reduced emotional distress, improved social behaviors, and enhanced teaching practices (<https://pg.casel.org/responsive-classroom/>).

Sole Source Purchasing Documentation Form-Federal Funds

Dover School District

Vendor Name: Center for Responsive Schools - Responsive Classroom Fiscal Year: 2022-2023

Description and purpose of the purchase:

Non-Competitive Proposal

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

The Center for Responsive Schools (CRS) is the single source publisher of Responsive Classroom. The District will obtain a single source letter from CRS/Responsive Classroom.

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

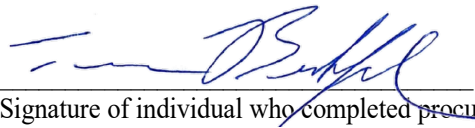
 Received authorization from a pass-through entity (NHDOE) Please include approval from the NHDOE.

 Competition is determined to be inadequate (after solicitation)

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

 Lowest Price Availability Accessibility Expertise Reputation

X Continuity of Services Location Bid Process Other Considerations: _____


Signature of individual who completed procurement

06/09/2023
Date

ESSER-III
Grant/Activity #



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: June 9, 2023
RE: Request to Waive Bidding

District Wide Security Improvements *Cameras & Security Systems*

Johnson Controls Fire Protection LP	\$304,293
--	------------------

Request to waive bidding:

In Fiscal Year 2020, the Dover School District completed a two-year project that used state infrastructure grant funding to upgrade its door access control systems, camera systems, and the related video storage equipment necessary to monitor and recall camera recordings. Johnson Controls was the company that was used for these projects and is the company that currently maintains these systems. In order to preserve the work already done, and maintain the integrity of the existing security systems, the business office requests that the School Board waive any relevant bidding requirements for the project outlined below. This project was originally approved with a waiver from bidding by the School Board on May 9th of 2022 for \$232,688 and was to be funded from the unassigned general fund balance available in the 2021-2022 school year. Unfortunately, funds were not available for this project as was originally expected, so we are now asking for the same waiver and approval for the revised amount of \$304,293, using funds from the unassigned general fund balance available (within the District's current appropriation) in the 2022-2023 school year.

JCFP Scope of Work Dover Middle School

- Furnish, Install, and Commission one (1) exacqVision 48 TB A-Series Server with twenty-six (26) camera licenses
- Furnish, Install, and Commission five (5) Axis P3265-LV Dome Cameras
- Furnish, Install, and Commission ten(10) Axis P3719-PLV 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission four (4) Axis P3268-LV 8 MP Dome Cameras
- Furnish, Install, and Commission five (5) Axis P3807-PVE 8 MP 180 Coverage Panoramic Cameras
- Furnish, Install, and Commission six (6) Axis P4705-PLVE Dual Lens Cameras
- Relocate up to ten (10) existing dome cameras utilizing the existing network drops to achieve better camera views. If drops need to be extended it will be treated separately

JCFP Scope of Work Woodman Park Elementary School

- Furnish, Install, and Commission one (1) exacqVision 36 TB A-Series Server with twenty (20) camera licenses
- Furnish, Install, and Commission one (1) Axis P3807-PVE 8 MP 180 Coverage Panoramic Cameras
- Furnish, Install, and Commission three (3) Axis P3265-LV Dome Cameras
- Furnish, Install, and Commission four (4) Axis P3719-PLE 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission nine (9) Axis P3268-LV 8 MP Dome Cameras
- Furnish, Install, and Commission seven (7) Axis P4705-PLVE Dual Lens Cameras
- Furnish, Install, and Commission six (6) PoE injectors on existing Multidirectional Cameras

JCFP Scope of Work Bellamy Academy

- Furnish four (4) A Series camera licenses
- Furnish, Install, and Commission one (1) Axis P3719-PLE 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission two (2) Axis P3268-LV 8 MP Dome Cameras
- Furnish, Install, and Commission one (1) Axis P3265-LV Dome Camera
- Furnish, Install, and Commission one (1) Axis P3265-LVE Exterior Dome Camera
- Furnish, Install, and Commission two (2) Two TB drives to add storage to existing network video recorder
- Relocate one (1) existing dome camera utilizing the existing network drop to achieve better camera view.

JCFP Scope of Work Garrison Elementary School

- Furnish four (4) A-Series camera licenses
- Furnish, Install, and Commission two (2) Axis P3719-PLE 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission two (2) Axis P3268-LV 8 MP Dome Cameras
- Furnish, Install, and Commission two (2) PoE injectors on existing Multidirectional Cameras
- Furnish, Install, and Commission two (2) Aiphone video master stations

JCFP Scope of Work Frances G. Hopkins Elementary School at Horne Street

- Furnish five (5) A-Series camera licenses
- Furnish, Install, and Commission two (2) Axis P3719-PLE 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission two (2) Axis P3265-LV 2 MP Dome Cameras
- Furnish, Install, and Commission one (1) Axis P3265-LVE 2 MP Exterior Dome Camera
- Furnish, Install, and Commission two (2) PoE injectors on existing Multidirectional Cameras
- Relocate existing Aiphone video door station

SAU 11 Scope of Work All Schools

- Provide all necessary 120-Volt receptacles to power equipment.
- Provide all necessary PoE powered network switches to accommodate JCFP provided equipment.
- Provide IT assistance as needed for IP scheming of equipment.
- Patch & Painting as required (Will likely not be needed).
- Provide replacement ceiling tiles as needed. This may be required as the existing cameras are relocated for better coverage of desired area and when mounting new cameras in ceiling tiles.
- Participate in pre-construction meeting with JCFP at the beginning of the project. IT department and facility director will need to be present.

Clarifications

- JCFP will work during normal business hours M-F 7 AM – 4 PM except for major holidays.
- Existing exacqVision network video recorders will have video retention due to the addition of new cameras except for Dover Middle School and Woodman Park Elementary School.
- CCURE 9000 SSA will be active before project begins.
- Blue Beam Drawings show locations of equipment.
- Camera design completed by Ryan Hunt based on areas of concern identified by the SAU 11.
- SAU 11 existing network infrastructure is in working order. If there are any issues with SAU 11 existing network infrastructure it will be treated separately.
- SAU 11 will need to provide data racking to accommodate new exacqVision servers.
- SAU 11 will provide all uninterruptible power supplies, data racking, network switches, patch cables, and patch cables required for this project.
- SAU 11 will provide all 120 VAC power required for this project. This includes receptacles required for all equipment provided by JCFP.
- Proposed security equipment may have long lead times due to supply chain shortages.

Excluded

- Electrical Permits
- Submittal Package
- Patching & Painting
- Replacement Ceiling Tiles
- Certified 3rd Party Fire Caulking
- Data Racking
- Uninterruptible Power Supplies
- Fiber Optic Cabling and Terminations
- Patch Panels
- Patch Cables
- Video Surveillance Monitors
- Prevailing Wage Rates



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: June 13, 2023
RE: Request to Waive Bidding & Approve Project

District Wide IT Infrastructure *IT Enterprise and Security Improvements*

Bulletproof Solutions Inc.#	\$91,680#
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Request to waive bidding:

In Fiscal Year 2023, the Dover School District (District) contracted with Bulletproof Solutions Incorporated (Bulletproof) to perform security testing of our network & infrastructure. The purpose of this effort was to review the effectiveness and adequacy of existing security controls and determine if weaknesses exist that might impact the confidentiality, integrity, and/or availability of systems and/or data. In order to preserve the work already done, and maintain the integrity of the existing security systems, the business office requests that the School Board waive any relevant bidding requirements for the project outlined below. This project will be funded from the unassigned fund balance available in the 2021-2022 school year.

These are the primary objectives of the project:

- Elevate Dover School District's Information Security Posture.
- Establish a pragmatic and formal Governance structure that will be able to mature over time.
- Identify and prioritize Business Risks in terms of Information Security.
- Establish/Improve incident response capabilities.
- Establish an Information Security continuous and scalable improvement process.
- Set the right goals based on Information Security business risks.

SCOPE OF WORK (SOW):

I. ENTERPRISE

SOW – Block time

\$14,400

To accommodate the proper network discovery, review, and implementation, the project requires 72 block hours. This will give Bulletproof's network team the proper time to fully evaluate the current

network setup and recommend the proper network infrastructure and segmentation; any unused hours can be used for potential projects as needed.

SOW – EA review Phase 1

\$33,600

This SOW will entail a cleanup of Microsoft O365, DHCP, and active directory environments, along with decommissioning older domain controllers and the migration of Hyper-V VMs to the VMWare environment. In addition, this SOW provides services to install a Datto backup and disaster recovery solution.

II. SECURITY

SOW – Fixed Project Fee

\$35,100

This a fixed fee project for the security remediation and governance we discussed with Bob.

SOW – VCISO

\$ 8,580 (4 hours per month for 10 months)

This is the ongoing engagement for a virtual security officer to work with your team on a scheduled monthly basis to review implementations, documentation, and policies.



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: June 12, 2023
RE: 2023/2024 Meal Prices

On May 8, 2023, the Dover School Board voted to accept the proposal from Fresh Picks Café to provide food service management services for a one-year period beginning July 1, 2023 and ending June 30, 2024 with the option to renew for four (4) additional one-year renewals.

It is the recommendation to the Dover School Board to accept the 2023/2024 proposed meal prices as indicated below. The new rates reflect a ten (10) cent increase over current school year pricing to a full price lunch, an adult lunch and a full price breakfast at all grade levels.

2023/2024 Proposed Price List

	"Type A" Lunch			"Type A" Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary School	\$ 2.85	\$ 0.40	\$ 4.10	\$ 1.70	\$ 0.00	\$ 3.00
Middle School	\$ 3.35	\$ 0.40	\$ 4.10	\$ 1.95	\$ 0.00	\$ 3.00
High School	\$ 3.35	\$ 0.40	\$ 4.10	\$ 1.95	\$ 0.00	\$ 3.00



DOVER SCHOOL DISTRICT SAU 11

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Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: June 13, 2023
RE: Request to Waive Bidding & Approve Project

District Wide Facilities Maintenance

Facilities Management, Grounds, and Maintenance Services

C&W Services#	\$3,683,596
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Request to waive bidding and move forward with contract:

The attached proposal is for a three-year contract, with two one-year options to the Dover School District. This proposal includes a not-to-exceed pricing increase year over year of 4%. This proposal includes raising the threshold for maintenance and repairs, not to exceed \$5,000 per incident, as well as a requirement to carry a budget for out-of-scope and unforeseen repairs not to exceed \$45,000 annually. As per description in the proposed contract language, both C&W and the business office will monitor and report on this \$45,000 budget line for out-of-scope work, defined as services between \$5,001-\$25,000 per incident. The total contract value for three years is proposed at \$11,493,297, which includes a 1% discount on each quarterly invoice.

The business office has established a longstanding relationship with C&W, and based on their performance, and affordability, we request that the board waive its bidding requirements, and authorize the superintendent to enter into a contract with C&W services for the term summarized in the attached memo. The FY24 contract amount does not exceed what has been approved by the School Board in the FY2023-2024 adopted budget.



June 9th, 2023

Michael Limanni
Business Manager – Dover Public Schools
Dover School District, SAU 11
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820

Dear Michael:

RE: 2023-2024 Proposed C&W Budget & Contract

As per your request, C&W Services is pleased to submit a proposal for a three-year contract, with two one-year options to the Dover Public School District. This proposal includes a not-to-exceed pricing increase YOY of 4%. This proposal includes raising the threshold for maintenance and repairs, not to exceed \$5,000 per incident. Additionally, we are carrying a budget for Out-of-Scope and Unforeseen repairs not to exceed \$45,000 annually. As per description in the proposed contract language, we will monitor and report on this \$45,000 budget line for Out-of-Scope work, defined as services between \$5,001-\$25,000 per incident.

The total contract value for three years is proposed at **\$11,493,297**, which includes a 1% discount on each quarterly invoice.

	2023-2024 Total Year 1	2024-2025 Total Year 2	2023-2026 Total Year 3
Labor/Fees	\$ 2,917,551.53	\$ 3,034,253.59	\$ 3,155,623.73
Subcontracts	\$ 248,382.96	\$ 258,318.28	\$ 268,651.01
Supplies/Materials/Equipment	\$ 509,869.77	\$ 530,264.56	\$ 551,475.14
Subtotal	\$ 3,675,804.26	\$ 3,822,836.43	\$ 3,975,749.88
Pre-paid revolving account \$5,001-\$25,000	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Total	\$ 3,720,804.26	\$ 3,867,836.43	\$ 4,020,749.88
Quarterly Prepayment Discount of 1%	\$ (37,208.04)	\$ (38,678.36)	\$ (40,207.50)
Total	\$ 3,683,596.22	\$ 3,829,158.07	\$ 3,980,542.38

Total 3 year Contract \$ 11,493,297

We appreciate this opportunity to submit our proposal above to continue providing facility management services to the Dover Public Schools and look forward to the possibility of extending this long-term partnership. If you should have any questions or require any additional information, please do not hesitate to contact me at 508-954-1438.

Sincerely,

Angel Doyle
Vice President – Client Services

Cc: Libby Simmons, Timothy Knowles, Michael Brooks

DOVER SCHOOL DISTRICT
Condition of Accounts - June 13, 2023

DISTRICT-WIDE Expenditures

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 26,112,923	\$ 20,728,199	\$ 5,384,724	\$ 4,429,990	\$ 954,734
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,885,300	\$ 13,526,081	\$ 2,359,219	\$ 2,248,229	\$ 110,990
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,426,352	\$ 2,138,920	\$ 287,432	\$ 382,593	\$ (95,160)
1400	OTHER EDUCATIONAL PROGRAMS	\$ 730,524	\$ 647,453	\$ 83,071	\$ 24,129	\$ 58,942
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 238,851	\$ 235,316	\$ 3,535	\$ 13,077	\$ (9,541)
2100	SUPPORT SERVICES - Students	\$ 5,100,085	\$ 3,959,130	\$ 1,140,955	\$ 857,247	\$ 283,708
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,371,196	\$ 1,014,267	\$ 356,929	\$ 155,314	\$ 201,615
2300	SUPPORT SERVICES - General Admin.	\$ 1,530,897	\$ 1,705,324	\$ (174,426)	\$ 119,939	\$ (294,365)
2400	SUPPORT SERVICES - School Admin.	\$ 3,286,486	\$ 3,000,126	\$ 286,359	\$ 178,486	\$ 107,873
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,475,308	\$ 5,051,357	\$ 423,951	\$ 452,604	\$ (28,653)
2700	SUPPORT SERVICES - Student Transportation	\$ 3,838,209	\$ 3,530,442	\$ 307,767	\$ 860,964	\$ (553,197)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,506,210	\$ 1,308,999	\$ 197,211	\$ 102,810	\$ 94,401
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	\$ 58,829,968	\$ 15,398,612	\$ 14,586,327	\$ 812,285
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 1,708,017	\$ (58,017)	\$ 270,055	\$ (328,072)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 17,248,640	\$ 4,459,008	\$ 12,789,632	\$ 919,652	\$ 11,869,980
Summarized Condition of District Expenditures:		\$ 93,127,220	\$ 64,996,992	\$ 28,130,227	\$ 15,776,034	\$ 12,354,193

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	\$ 83,617	\$ (43,200)	\$ -	\$ (43,200)
01321.3390	TUITION - BARRINGTON	\$ 2,801,505	\$ 3,159,553	\$ (358,048)	\$ -	\$ (358,048)
01321.3390	TUITION - NOTTINGHAM	\$ 1,644,988	\$ 1,399,856	\$ 245,132	\$ 160,241	\$ 84,892
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 8,724	\$ 1,276	\$ -	\$ 1,276
01321.3390	TUITION - BELLAMY ACADEMY	\$ 146,775	\$ 288,850	\$ (142,075)	\$ -	\$ (142,075)
01322.3390	TUITION - SPED AIDES	\$ 285,000	\$ 352,274	\$ (67,274)	\$ -	\$ (67,274)
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 135,000	\$ 90,097	\$ 44,903	\$ 90,484	\$ (45,581)
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	\$ 22,810	\$ 7,190	\$ -	\$ 7,190
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 83,855	\$ 20,145	\$ -	\$ 20,145
01980.3599	MISC REVENUE	\$ -	\$ 109,675	\$ (109,675)	\$ -	\$ (109,675)
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 12,206,933	\$ 12,174,079	\$ 32,854	\$ -	\$ 32,854
03210.3700	SCHOOL BUILDING AID	\$ 389,462	\$ 389,462	\$ (0)	\$ -	\$ (0)
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	\$ 140,240	\$ (30,240)	\$ -	\$ (30,240)
04220.3599	ABE ALLOCATION	\$ 43,000	\$ 29,302	\$ 13,698	\$ -	\$ 13,698
04580.3311	MEDICAID DISTRIBUTION	\$ 200,000	\$ 150,223	\$ 49,777	\$ -	\$ 49,777
05251.3918	FUND TRANSFERS IN	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000
TOTAL GENERAL FUND REVENUE:		\$ 20,192,012	\$ 20,288,943	\$ (96,931)	\$ 275,165	\$ (372,097)
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 1,532,925	\$ 117,075	\$ 92,923	\$ 24,151
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 17,212,005	\$ 4,220,577	\$ 12,991,428	\$ 1,158,083	\$ 11,833,345
Summarized Condition of District Revenue:		\$ 39,054,017	\$ 26,042,446	\$ 13,011,571	\$ 1,526,171	\$ 11,485,400

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 20,192,012	\$ 20,564,109
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	\$ 74,603,517
TOTAL GF Expenditure:	\$ (74,228,580)	\$ (73,416,295)
Ending GF Fund Balance:	\$ 2,840	\$ 1,187,222
TOTAL FS Revenue:	\$ 1,650,000	\$ 1,625,849
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,978,072)
Ending FS Fund Balance:	\$ -	\$ (352,224)
TOTAL Other SR Fund Revenue:	\$ 17,212,005	\$ 5,378,660
TOTAL Other SR Fund Expenditures:	\$ (17,248,640)	\$ (5,378,660)
Ending Grant Fund Balance:	\$ (36,635)	\$ (0)

2023 Unencumbered Projects - Request Funding Approval (Revised)

Status	Location	Description	Dept Owner	Est. Cost
Request to Contract	DW	Exterior Cameras, Servers, Remote Access	Fac	\$ 304,292.30
Request to Contract	DW	IT Infrastructure Improvements (Phases 1 & 2)	Tech	\$ 91,680.00
Request to Contract	DMS	Student Common Area: Electricity & Wall Repair & Paint	Fac	\$ 6,500.00
Request to Bid	DMS	Audio and visual projection for the gymnasium (Cost Estimtated)	Fac	\$ 20,000.00
Request to Bid	DMS	Student Common Area: Furniture (Estimated \$13K for each of 4 zones)	Fac	\$ 52,000.00
Request to Bid	WPS	Sewer Line Replacement (Cost Estimated)	Fac	\$ 57,000.00
				<u>\$ 531,472.30</u>
TOTAL EOY PROJECTS FOR APPROVAL :				\$ 531,472.30
Ending GF Fund Balance				\$ 1,187,222.18
Unencumbered EOY Projects				\$ 531,472.30
Sub Total:				<u>\$ 655,749.88</u>
Rescind CR Transfer		Reduction of Revenue due to rescinding Student Svcs CR Transfer		<u>\$ (250,000.00)</u>
Anticipated Costs		Substitute Pay		<u>\$ (31,003.20)</u>
(not encumbered)		Employee Severances and Settlements		<u>\$ (218,715.63)</u>
		Student Debt Write-off		<u>\$ (27,000.00)</u>
Reduction for Surplus Revenue		Remaining Revenue Exceeding the Appropriation (Reflected in Ending Fund Balance)		<u>\$ (122,097.00)</u>
Estimated Remaining Budget Balance:				<u>\$ 6,934.05</u>



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, June 12, 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. **2022-2023 DALC Nomination**
 - b. **2022-2023 DPA Nomination**
 - c. **2023-2024 DTU Nominations**
 - d. **2023-2024 Annual Paraprofessional Re-Nominations**
 - e. **2023-2024 Superintendent Nomination** – I request that the Board extend my current contract into the 2023-2024 school year. Serving the District continues to be a rewarding and fulfilling experience.
6. **Extended Trips** - None
7. **Donations** – None

H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS:

1. **ACB - Educational Equity** – The Policy Work Group for the Equity Vision Keepers Committee developed an Educational Equity Policy which underwent a thorough review process by the Committee. This will play a fundamental role in shaping future efforts towards achieving educational equity.

As this is a first reading, it is crucial the Board carefully reviews the policy and provides feedback. It is important that enough time is dedicated to ensuring the policy comprehensively addresses the essential areas necessary to guide the district's work in promoting educational equity in our programs and services.

J. POLICY ADOPTION: None

K. RESOLUTIONS:

1. **2022-2023 Resolution of Recognition** - I recommend the Board approve the Dover School District, SAU-11 Resolution of Recognition.

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **Dover Adult Learning Center Handbook Changes** – Dover Adult Learning Center has revised their handbook. **Superintendent Recommendation:** I recommend the Board approve the handbook changes. Deanna Strand, DALC Director, will be available to answer questions.

2. **Extension of Tuition Agreement with Nottingham School District** – The Nottingham School District Tuition Agreement with the Dover School District will be extended for the 2023-2024 academic year. During the 2023-2024 school year, the current tuition agreement will be renegotiated. **Superintendent Recommendation:** I recommend the Board approve the one-year extension of the Nottingham Tuition Agreement.
3. **Title III Presentation** – The Teaching and Learning Department will provide the Board with an overview of Title III. The Department would like to keep the Board well informed of grant programs and progress.
4. **Instructional Coach (Grades K-8) Job Description** – The Teaching and Learning Department has developed an Instructional Coach (Grades K-8) job description reflecting the best practices in providing instructional coaching. Co-CIA Directors will be available to answer questions. **Superintendent Recommendation:** I recommend the Board approve the Instructional Coach (Grades K-8) job description.
5. **Business Administrator Policy and Job Description Revisions Memo, 2023-2024** – The Board is requested to provide the administration permission to modify any of the School Board Policies containing the position term of *Business Administrator* to Chief Financial Officer (CFO). Once the policy review is completed, any revised policies will be brought to the Board for review and action.

The decertification of a Business Administrator allows the position to qualify for a lower percentage on payment into the New Hampshire Retirement System. The job description aligns with the title designation of Chief Financial Officer (CFO). Mr. Michael Limanni will be available to answer questions from the Board.

Superintendent Recommendation: I recommend the Board approve the requests as stated. I recommend separate action on each item.

6. **Request to Waive Bidding** –
 - a. **Responsive Classroom Training & Materials Waiver Request** – Travis Bickford, MTSS Director, will be in attendance to answer questions.
 - b. **District Wide Security Improvements – Cameras & Security Systems** – Michael Limanni, Business Administrator, will be in attendance to answer questions.
 - c. **District Wide IT Infrastructure – IT Enterprise and Security Improvements** - Michael Limanni, Business Administrator, will be in attendance to answer questions.

Superintendent Recommendation: I recommend the Board act on each item separately. I also recommend the approval of the Training Materials Waiver, District Wide Security Improvement, and District Wide IT Infrastructure.

7. **2023-2024 Meal Pricing** - On May 8, 2023, the Board voted to accept the proposal from Fresh Picks Café to provide food service management services for a one-year period beginning July 1, 2023, and ending June 30, 2024, with the option to renew for four (4) additional one-year renewals. Meal prices are indicated on the attachment. Michael Limanni will be available to answer questions pertaining to the lunch process. **Superintendent Recommendation:** I recommend the Board approve the meal prices as presented.
8. **FY24 Contract Memo: C&W Services Contract Approval** –The contract with C&W Services will be a three (3) year contract with two (2) one (1) year optional renewals. Michael Limanni, Business Administrator, will review the details of the contract. **Superintendent Recommendation:** I recommend the Board act on the renewal of C&W Service Contract as indicated.
9. **Condition of Accounts** - Michael Limanni, Business Administrator, will review the condition of accounts.

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

SUPERINTENDENT MAY 2023 WEEKLY REPORTS

- **Weekly Review for Monday, May 1 through Friday, May 5:** Students have completed 150 instructional days.

Classrooms in the eighth-grade wing at Dover Middle School are fully occupied. Thank you to our teachers and students for their patience and thank you to everyone who worked on the restoration of the rooms.

Congratulations to Meghan Dunn for receiving her official recognition at the Dover Chamber of Commerce 2023 Annual Awards Banquet. Meghan is an outstanding example of the quality of teachers in the district.

Negotiations with the DPA and DTU are moving in a positive direction. We hope both contracts will soon be agreed upon.

Policy KEC has undergone further revisions. We commend Josh Wyatt for his work on receiving feedback and making appropriate adjustments in the policy to outline the process and allow for a degree of flexibility.

Meetings were held with the elementary principals this week to review enrollment projections and FTE allocations. Meetings will continue to be held to monitor enrollment and FTE allocations.

The Curriculum Advisory Council met to review the K-8 math curriculum and preview the Portrait of a Learner (POL). The POL has been developed over several years, and student focus groups have provided valuable insights and wisdom. Students have been involved in defining the traits of Communication, Collaboration, Critical Thinking, Character, and Life Skills.

This week, I met with the presidents of the parent organizations for Garrison School, Frances G. Hopkins School, and Dover Middle School. This continues to be an amazing group of volunteers.

Meetings and Events Attended This Week

- ✓ Weekly SAU Directors Meeting
- ✓ Weekly SAU Cabinet Meeting
- ✓ Update Meetings: Michael Limanni, Christine Boston, Beth Dunton, Kori Kennedy, and Patty Driscoll
- ✓ NHED Updates with Educational Leaders
- ✓ DPA Negotiations
- ✓ DTU Negotiations
- ✓ Interview: DHS Physical Education and Wellness Teacher
- ✓ KEC Policy Meetings
- ✓ Elementary Principal Meeting – Enrollment and FTE Allocation for 2023-2024
- ✓ Monthly DMHA Meeting
- ✓ Alexa Gagne – Masters Inquiry Presentation
- ✓ Monthly Meeting with Lisa Dillingham
- ✓ Renaming of DMS Renaissance Room – Maggie Fogarty and Steffany Oliveira
- ✓ PTO/PTA Presidents Meeting
- ✓ Southeasters Meeting
- ✓ Curriculum Advisory Council
- ✓ Dover Chamber of Commerce Awards Dinner
- ✓ Meeting with Roseanna Drysdale on Student Attendance

✓ WPS Talent Show

- **Weekly Review for Monday, May 8 through Friday, May 12:** Students have completed 155 instructional days.

The DTU Negotiation Teams successfully reached an agreement. The next steps in the process involve ratification by the DTU, approval by the Board, and approval by City Council. The settlement will necessitate a review of staffing positions by the Board, which will be addressed in a special meeting to conclude the budget process.

I met with a group of six CTC students for a student focus group. They expressed great satisfaction with their choice of electing the CTE program. They highlighted a strong sense of engagement in their educational experiences, which enabled them to learn and apply their knowledge effectively. Students emphasized the importance of the Portrait of a Learner attributes, including Communication, Collaboration, Critical Thinking, Character, and Life Skills. I suggest the Board also interact with a group of CTE students to gain further insights on how to engage and empower students in meaningful learning.

Listening Session on 306s: The session, organized by Oyster River School District and Dover School District provided participants with insights into the educational philosophy and viewpoints of Fredrick Bramante.

Meeting with PRENDA Representatives: I met with representatives from PRENDA to discuss the concept of district based PRENDA Pods. PRENDA will be providing additional information for my consideration.

Meetings Attended:

- Dover Chamber of Commerce Government Affairs Committee
- New Hampshire Pathways Coalition
- Update Meetings: Kim Lyndes, and Michael Limanni
- School Board Workshop – Hanover Research Overview of Strategic Plan Surveys to Date
- Regular School Board Meeting
- Interview: DHS Dean of Students Candidate
- Leadership Team Meeting
- Arbitration Review Meeting with Meghan Glynn and Kim Lyndes
- Weekly SAU Cabinet Meeting
- 306 Listening Session
- CTC Student Focus Group
- Information Meeting Pertaining to NH Voices Workshop
- Events: DHS AP Art Walk and DHS Talent Show
- Information meeting on Prenda – District Learning POD Concept
- Negotiations: DTU and DPA
- Technical Assistance Meeting

- **Weekly Review for Monday, May 15 through Friday, May 19:** Students have completed 160 instructional days.

This week's activities included many special events, including the DHS National Honor Society Induction, FGH Fourth Grade Spring Concert, CAPSC 57th Annual Meeting, National Technical Honor Society, Celebration of Diversity, and NHSAA Statewide Meeting – Champion for Children. The Celebration of Diversity brought the community together to celebrate and educate about the diverse cultures represented in the Dover Schools.

Josh Wyatt, Christine Boston, and I worked through the book challenge process. To ensure consistency in the implementation of the policy, we have developed an outline of the procedures within Policy KEC.

Maggie Fogarty, Christine Boston, and I have made progress on the development of the District's Equity Plan. Many individuals contributed to the plan, and we are continuing to refine and enhance it. The direction for next week's Equity Vision Keepers meeting is to review a draft of an Equity Policy and review the work of the project groups. The work of the project groups will be incorporated into the strategic plan. It is also the goal to have the first reading of the Equity Policy at the regular June Board meeting.

The DTU is working towards ratifying the DTU CBA by Monday, May 22, which will allow the Board to act on it at the upcoming Special Session. Negotiations for DPA are still ongoing and in the process of being finalized.

Interviews for vacancies in the district are ongoing, ensuring a thorough selection process.

Meetings attended:

- Weekly Directors Meeting
- Weekly SAU Cabinet Meeting
- Monthly All Leadership Team Meeting
- Strafford Learning Center Board of Directors Meeting
- Board Chair Meeting
- Elementary Principal Learning Guidance Meeting
- Weekly Update Meetings – Michael Limanni and Christine Boston
- Department of Education Updates for Public School Leaders
- Candidate Interviews – DHS Dean of Students, DHS English Teacher, and WPS Special Education Teacher
- Monthly Conferences: Peter Wotton, Patrick Boodey, Robin Lyndes
- Maggie Fogarty and Team on the development of the Equity Plan
- Non-Public School Board Meeting

- **Weekly Review for Monday, May 22 through Friday, May 26:** Students have completed 164 instructional days.

Teacher candidate interviews are ongoing. We have secured a teacher for the DMS OASIS Program, as well as a DMS Special Education Teacher.

A meeting was held with principals and facilities to review roles and responsibilities regarding cleaning and maintenance. This will assist in coordinating services and ensuring a clean and safe learning environment.

The DTU and DEOP contracts were presented to the City Council during an executive session. The City Council will act on these contracts at their June 14th meeting. DPA negotiations are ongoing to reach an agreement.

The Tri-City Regional Advisory Board Meeting was successfully held at the Somersworth CTC. The meeting focused on highlighting the accomplishments of the 2022-2023 school year, including the following data:

- Enrollment of 1493 students, with 15% traveling from Tri-City or other area schools.
- Tri-City students earned 665 Industry Recognized Credentials.
- 523 Tri-City students earned college credit.
- 225 Tri-City students participated in on-and/or off-site work-based learning opportunities.
- Reviewed the transportation Tri-City MOU, Work Ready program, Innovation Grant, and After Dark Pilot Program.

The final meeting of the Equity Vision Keepers Committee for this school year was held. The Committee reviewed an Educational Equity Policy for the District which will serve as a foundational piece for future work. This will be presented for the first reading at the June 12th Board Meeting. The committee also discussed the future role of the Equity Vision Keepers.

Friday, May 26th was designated as a school-based professional development day. We are actively planning for the annual Leadership Retreat, scheduled to be held in July and August.

Meetings attended:

- Weekly SAU Directors Meeting
 - Staffing Meeting with Leadership Team
 - Personnel meeting with Kim Lyndes and Peter Driscoll
 - Update meetings with Kim Lyndes, Michael Limanni, Christine Boston
 - Teacher Interviews
 - Joint Board Meeting with Barrington and Nottingham
 - School Board Special Session
 - Facilities meeting with principals
 - Executive Coaching Session with INspired Leadership
 - Garrison Elementary School Student Focus Group
 - New Hampshire Learning Initiative Meeting
 - Tri-City Regional Advisory Board Meeting – Somersworth
 - Cook Center
 - Equity Vision Keepers Committee
 - 12th Annual New Hampshire Superintendent Seminar – Legal Conference
- **Weekly Review for Monday, May 29 through Friday, June 2:** Students have completed 168 instructional days.

A variety of events have been offered in our schools. Woodman Park hosted a successful Community Fair and Family Night. Frances G. Hopkins School PTA sponsored an evening of "Popsicles on the Playground", and Garrison Elementary School held an Art and Music Jubilee. We commend the staff, parent organizations and all those involved in creating these wonderful opportunities for our school families.

The elementary principals will be meeting every two weeks to monitor school enrollments. These meetings allow us to review FTE allocations, grade level team enrollments, and kindergarten registration, ensuring that we are effectively managing our resources and supporting our students' needs.

Michael Limanni and I met with Christ Taft, First Student Manager, to discuss bus discipline. We explored strategies for improving bus management, discipline, and communication between the schools and the transportation department. All parties are committed to providing a safe and efficient transportation experience for our students.

On Wednesday, May 31, twenty educators from our schools attended a full-day workshop on Universal Design for Learning (UDL), led by Dr. Lee Ann Jung. This workshop, sponsored by the New Hampshire Learning Initiative, provided our educators with insights and strategies to enhance their instructional practices for all students.

The Secondary Principal Learning Guidance Team convened on Thursday to focus on communication and coordination between our middle school and high school. This collaborative effort aims to ensure a seamless transition and consistent support for our students as they progress through different educational levels.

The Curriculum Advisory Council met to discuss K-8 Literacy. The meeting served as an opportunity for stakeholders to exchange ideas and provide input on enhancing our literacy curriculum. The aim is to bring further clarity and cohesion to the literacy program in K-8 and provide the appropriate instructional materials to support the curriculum and instruction.

I met with Sarah Walsh from the Cook Center. The Center offers mental health resources to schools. We are actively seeking ways to enhance mental health support for our students and are determining if any of the resources provided by the Cook Center will be used.

Negotiations with DPA are ongoing. We are committed to working towards a mutually beneficial agreement that prioritizes the well-being and safety of our staff and students.

On Saturday, Travis Bickford will be officially recognized as the School Psychologist of the Year at the 2023 EDies Award Ceremony and Banquet. This achievement is a testament to Travis's dedication, expertise, and commitment to our students' well-being. We are fortunate to have such a talented and caring individual on our team.

Thank you for your continued support and dedication to our schools.