



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type: Special Meeting Session
Meeting Location: McConnell Center, Room 306
Meeting Date: Monday, July 24, 2023
Meeting Time: 6:00 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM** *(Limited to agenda items only)*
(To be recessed, if necessary, and resumed following School Board Matters of Interest)
- E. BUSINESS:**
 - 1. Resignations
 - a. Abbigail Clifford – Paraprofessional – Frances G. Hopkins School
 - b. Christine Ecker – Paraprofessional – Dover Middle School
 - c. Sarah Fowler – Paraprofessional – Dover Middle School
 - d. Meagan Long – Paraprofessional – Dover Middle School
 - e. Angela Monahan – Paraprofessional – Woodman Park School
 - f. Megan Karas – Paraprofessional – Woodman Park School
 - g. Monica Jakkargari – Paraprofessional – Woodman Park School
 - 2. Nominations
 - a. DTU Nominations
 - b. DPA Nominations
 - 3. Dover Paraeducators' Association (DPA) Collective Bargaining Agreement (2023-2026)
 - 4. Bid Waiver Requests
 - a. New Hampshire Learning Initiative
 - b. Lexia PowerUp
 - 5. SAU Contracts
 - a. Assistant Superintendent
 - b. Chief Financial Officer
 - 6. Policy Changes/Proposals
 - a. GCG – Part-time and Substitute Professional Staff Employment (Substitute Teachers) – First Reading, Revisions
- F. SUPERINTENDENT'S REPORT**
- G. SCHOOL BOARD MATTERS OF INTEREST**
- H. 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: Monica Jakkargari <M.Jakkargari@dover.k12.nh.us>

Sent: Tuesday, July 11, 2023 4:41 PM

To: Patrick Boodey <p.boodey@dover.k12.nh.us>

Subject: Regarding - leaving WPS

Hello Mr. Boodey,

I am writing to inform you that I will be leaving WPS as my family and I have decided to relocate to Texas for personal reasons.

I have learned so much during my time at WPS. Thank you for giving me the opportunity to serve.

Thank you,
Monica.

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

TO: **DOVER SCHOOL BOARD**

DATE: July 24, 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
Groleau, Julia	.4 Occupational Therapist	Dover Middle School	Ronda Searles	\$19,430.40	MA, Step 3
Alibrandi, Chera	Instructional Coach	Woodman Park School	Jackie Hansen	\$63,503.00	MA+15, Step 10
Fragos, Nicholas	Science Teacher	Dover High School	Karen Veit (transfer)	\$42,250.00	BA, Step 1

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

TO: **DOVER SCHOOL BOARD**

DATE: July 24, 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 2023-2024 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Judge, Brooke	Paraprofessional	Frances G. Hopkins School at Horne Street	New	\$14.87	C2, Step 1
Manteau, Connor	Paraprofessional	Frances G. Hopkins School at Horne Street	Joselyn Bratsman	\$17.76	C3, Step 1
Pomerleau, Sarah	Paraprofessional	Garrison Elementary	Robert Feeney (transfer)	\$17.05	C2, Step 4
Rossi, Emma	Title I Tutor	Woodman Park School	Jennifer Riggio	\$27.01	C4, Step 7

Proposal for Changes to the Collective Bargaining Agreement between the Dover Paraeducators' Association and the Dover School District

~~July 1, 2020 – June 30, 2023~~ **July 1-2023 – June 30-2026**

Additions are generally noted by **bold and underlined typeface**. Deletions are generally noted by ~~striking through~~.

ARTICLE V: WORKING CONDITIONS

A. LUNCH PERIOD

2. **If the District requires or permits an employee to work during their lunch period, the District shall pay the employee for the 30-minute lunch period.**
3. **Within each building, the District shall provide a student-free space with tables and chairs where employees may eat their lunch.**

B. WORK DAY

3. **The District shall schedule special education paraprofessionals for an additional 30 minutes per week beyond their regular work schedule, when they are not responsible for a student or assigned to other duties, to complete work-requires paperwork, meet with case managers, respond to work-related email, and perform other work-related activities.**

L. EMERGENCY SCHOOL CLOSING

2. When schools are closed because of inclement weather or emergencies, employees shall not report to work. ~~and they shall not be paid.~~

M. SAFETY

1. Safety Committee (Provided by Peter Miller)

Safety of employees is of paramount concern to the School District. The Association President shall appoint three members to the District's **Joint Loss Management Committee** (Safety Committee), one from the elementary level, one from the Middle School and one from the High School. **The minutes of each meeting shall be posted in each building in a location (or locations) accessible to all bargaining unit members within seven work days of the meeting's conclusion.** ~~The District's Safety Committee is in the process of developing District-wide protocols for addressing employee needs after an incident of student aggression. The Committee plans to finish its protocols by August~~

~~31 for District-wide implementation during the 2020-2021 school year. When finalized, the protocols will be implemented for all bargaining unit members, and may be supplemented as needed.~~

2. Safety Training (Provided by Peter Miller)

~~Consistent with Article V.A.1, t~~The District will provide the following trainings **over the course of one or more** ~~on a~~ professional development days:

- a. Avoid, Deny, Defend or comparable program
- b. Bloodborne pathogens
- c. Pupil Safety and Violence Prevention
- d. Title IX
- e. Title VII
- f. **Acceptable ways to address typical student behavior**
- g. **First Report of Injury (FRO) Reporting**

3. Injury and Student Aggression Reporting (Provided by Peter Miller)

The Association will appoint two representatives to serve on the Restraint Review Committee. Employees will receive pay to attend meetings. The Restraint Review Committee shall determine the frequency of its meetings.

- a. **Any employee who suffers from aggression by a dysregulated student shall report the incident on the form in Appendix B. (Provided by Peter Miller)**
- b. **The incident report and, if applicable, the FROI report shall be completed before the employee returns to work with a student. (Provided by Peter Miller)**

4. New Hire Orientation (Provided by Peter Miller)

The District shall provide at least two days of orientation to every newly-hired paraeducator before the employee begins a normal work schedule. The orientation shall be developed by the administration with input from the Association.

5. Miscellaneous Safety Provisions (Provided by Peter Miller)

- a. **No paraeducator shall be required to enter a bathroom with a student, without another adult present in the bathroom.**
- b. **The District shall reimburse employees for personal property damaged by students.**

ARTICLE VI: COMPENSATION

H. LONGEVITY

- ~~2. Said payment shall be made during the month of December.~~

ARTICLE VII: FRINGE BENEFITS

A. HEALTH BENEFITS (order of #'s, and combination of paragraphs were provided by Peter Miller)

1. The School Board ~~District~~ agrees to provide to those Paraeducators employed for a combined schedule of thirty (30) hours or more per week, health insurance as follows: ~~2. Sixty~~ **Seventy-two** percent ~~(60%)~~ of **the monthly premiums for single coverage of the SchoolCare Yellow plan without Choice Fund plus \$100** ~~a single coverage of the premiums of the School Care HMO Option or the equivalent.~~ ~~3. Paraeducators may use the dollar amounts of the above coverage and apply them to two person or family coverage~~ ~~other options and coverage with the Paraeducator paying the dollar difference.~~
 - a. The employee's contribution will be paid by the individual Paraeducator through payroll deductions.
 - b. The parties agree that all employee health contributions shall be made in accordance with and pursuant to Internal Revenue Service Regulation 125.
2. ~~4.~~ Those eligible employees who do not enroll in the District's health insurance program and provide documentation that he/she is covered by another employer-sponsored group health plan or a federal or state sponsored plan (other than a plan through a "health insurance exchange" under the Affordable Care Act) shall be paid \$300 each year. Said payment shall be made during the month of December.
3. ~~5.~~ Paraeducators employed for less than 30 hours per week may opt to participate and purchase at their own expense, health insurance coverage under Schoolcare, provided that such employee is eligible for coverage under that plan (i.e., regularly scheduled to work at least fifteen hours per week).
4. **The District will make available to all eligible employees an IRS Section 125 Flexible Spending Account Plan ("FSA"). Employees will be allowed to voluntarily contribute by payroll deduction to the Section 125 Plan up to the limit allowed by law. These funds may be used to offset any medical, childcare, or other expenses allowed by law.**

F. ~~TAX-DEFERRED ANNUITY~~ **RETIREMENT**

1. The School Board agrees to allow paraeducators to take advantage of the federal law concerning tax-deferred annuities. Any new group must have at least ten (10) members.
2. **The District shall contribute \$5 per paycheck, up to \$100 annually, to a 403(b) account for each employee.**

G. REQUIRED TRAINING, PROFESSIONAL DEVELOPMENT, AND CERTIFICATION

- 2. If an employee wants to attend a workshop or other professional development activity related to their work responsibilities, the employee may submit a funding request to their principal or immediate supervisor. If funds are available and the supervisor believes that the activity would benefit the District, the District will approve the request. The District will pay workshop fees in advance, or employees may pay and be reimbursed in accordance with the District procedures.**
- 3. The District shall post for a Paraeducator representative to the Professional Development Committee (if active) or the Teaching and Learning Department to develop meaningful professional development for paraeducators. The representative will be paid at their hourly rate for up to fifty (50) hours each school year, unless additional hours are authorized by the Superintendent or designee. The District shall develop a job description for the position prior to posting.**
- 4. For employees who hold teaching credentials from the New Hampshire Department of Education, the District will sign off on successfully completed professional development hours with the Department of Education.**

ARTICLE VIII: LEAVES

A. EARNED LEAVE

1. ACCRUAL & USAGE

The District shall grant employees thirteen days of earned leave annually. A "day" shall correspond to the number of hours in the employee's typical work day. **For non-probationary employees, t**~~he~~ **District shall grant five days of earned leave on the first day of work, and employees will earn one (1) day per month up to (thirteen) 13 earned days with full pay annually. For probationary employees, the District shall grant 1.3 days per month for ten months.** Employees may carry over a maximum of one hundred (100) earned days annually.

E. ASSOCIATION LEAVE

- 2. The District shall grant an unpaid leave to any employee who is elected to a state-wide office of NEA-New Hampshire or the National Education Association and who requires a leave of absence to perform their duties. The employee's leave will last for the duration of the employee's time serving in office. An employee on leave under this paragraph who wishes to return to District employment shall notify the District by April 1 of the calendar year when the employee intends to return to work.**

Employees may use earned leave in half-hour increments for the employee's personal illness, illness of a family member, or for personal matters that cannot be accomplished outside the work day, or to continue pay during an emergency school closing .

ARTICLE IX: HOLIDAYS

2. ~~Columbus Day~~ Indigenous Peoples' Day (the second Monday in October)

12. Juneteenth shall be a paid holiday if the State of New Hampshire designates the day as a paid holiday.

APPENDIX A: WAGE SCHEDULES

Dover Paraeducators' Association

2023-2024

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CLASS 1	\$12.40	\$13.02	\$13.52	\$14.47	\$15.18	\$16.23	\$16.57
CLASS 2	\$15.32	\$16.07	\$16.61	\$17.56	\$18.48	\$19.76	\$20.15
CLASS 3	\$18.29	\$19.13	\$19.96	\$21.42	\$22.48	\$24.06	\$24.53
CLASS 4	\$21.24	\$22.30	\$22.99	\$24.22	\$25.46	\$27.27	\$27.82

2024-2025

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CLASS 1	\$12.90	\$13.54	\$14.06	\$15.05	\$15.79	\$16.88	\$17.24
CLASS 2	\$15.93	\$16.71	\$17.28	\$18.26	\$19.22	\$20.55	\$20.95
CLASS 3	\$19.02	\$19.89	\$20.76	\$22.28	\$23.38	\$25.02	\$25.52
CLASS 4	\$22.09	\$23.19	\$23.91	\$25.18	\$26.48	\$28.37	\$28.93

2025-2026

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CLASS 1	\$13.41	\$14.08	\$14.63	\$15.65	\$16.42	\$17.56	\$17.93
CLASS 2	\$16.57	\$17.38	\$17.97	\$18.99	\$19.99	\$21.37	\$21.79
CLASS 3	\$19.79	\$20.69	\$21.59	\$23.17	\$24.32	\$26.02	\$26.54
CLASS 4	\$22.97	\$24.12	\$24.87	\$26.19	\$27.54	\$29.50	\$30.09



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: Travis Bickford, MTSS Director & Jennifer Krans, Co-Director CIA
DATE: July 24, 2023
RE: Request to Waive Bidding

ESSER-III and Title II Grants: Professional Development Services, New Hampshire Learning Initiative

TITLE IIA

Grade 5 Science Curriculum Professional Development	\$14,000
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ESSER III

Technical Assistance	\$27,500
Professional Learning Community Support for Teachers and Administrators	\$105,000
Strategic Plan and Portrait of a Learner	\$24,000
ESSER III Total	\$156,000

Request to Waive Bidding

This waiver request for the bidding requirement for a total of \$170,500 to attain professional development services and technical assistance from New Hampshire Learning Institute. The Dover School District is committed to providing high-quality instruction, and professional development is central to this goal. The Dover Schools have a long-standing relationship with NHLI to provide services such as professional development and technical assistance. For the 2023-2024 school year, NHLI will be providing services for administrators and teachers in the areas of curriculum development, strategic planning related to the Portrait of A Learner, and guidance related to competency-based education practices such as assessment and reporting. For this reason, the selected vendor is the best fit for continuity of services, and the district should proceed with these services without delay.



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: Travis Bickford, MTSS Director & Jennifer Krans, Co-Director CIA
DATE: July 24, 2023
RE: Request to Waive Bidding

ESSER-III Grant: Lexia PowerUp Literacy Intervention

Lexia PowerUp Literacy Student Subscription (120 usages per year) – 3 year subscription	\$14,760.00
Lexia PowerUp Literacy District Success Partnership - Bronze	\$12,000.00
Total	\$26,760.00

Request to waive bidding:

The District requests bidding be waived to purchase a 3-year subscription for the Lexia PowerUp Literacy intervention program for a total of \$26,760.00 from the ESSER-III grant. By purchasing a 3-year subscription, the district will save \$1,080.00 when compared to renewing multiple 1-year subscriptions over the same timespan. Lexia PowerUp Literacy is a personalized and adaptive literacy intervention program for students enrolled in grades 6 - 12 in need of accessing Tier 2 and Tier 3 reading supports. Systematic instruction in word study, grammar, and comprehension is delivered by a blended online student-driven explicit instruction with in-person teacher-delivered lessons and activities. This reading intervention program will be initially implemented at Dover High School in 2023-2024 with students in need of special education reading services. In 2024-2025, Lexia PowerUp Literacy will be scaled up and offered to all Dover High School students in need of reading intervention supports. Further information about the Lexia PowerUp Literacy program can be found at: <https://www.lexialearning.com/powerup>

The Lexia District Success Partnership provides technical support with platform implementation, professional learning for educators utilizing the intervention, and access to a educator resource hub. The Center for Research and Reform in Education (CRRE), which maintains the Evidence for ESSA website, reported an effect size of +0.36 for students receiving the Lexia PowerUp Literacy intervention, which qualified the program for the ESSA “Strong” category designation. More information on the Evidence for ESSA review can be found at: <https://www.evidenceforessa.org/program/lexia-powerup-literacy/>

Sole Source Purchasing Documentation Form-Federal Funds

Dover School District

Vendor Name: Lexia Learning Systems, LLC Fiscal Year: 2023-2024

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:

Lexia Learning Systems, LLC is the single source publisher of Lexia Power.

 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 X Availability Accessibility Expertise Reputation

 Continuity of Services Location Bid Process Other Considerations: _____

Signature of individual who completed procurement

Date

ESSER-III
Grant/Activity #

DOVER SCHOOL DISTRICT	POLICY CODE: GCG
DATE OF ADOPTION: DECEMBER 13, 2021	PAGE 1 OF 1

FIRST READING – REVISED POLICY

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (Substitute Teachers)

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the person for calling substitutes or maintaining the substitute placement online program.

Insofar as possible, teachers on the substitute list will be called for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the school district except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide them with a planned program.

The approved rate for substitute pay is \$80 per day. Effective January 1, 2022, certified substitutes holding a current New Hampshire teaching certificate will be paid \$100 per day. Substitutes for paraprofessional positions will be paid \$75 per day. Substitutes holding a current New Hampshire teaching certificate will be paid the current daily rate for a teacher with a bachelor's degree on step 1 of the DTU salary schedule if they work for 20 or more consecutive days, which will be retroactive to the first day of the long-term assignment. **If the long-term assignment has a defined end date greater than 20 consecutive days from its start date, the certified substitute accepting the assignment may be paid the current daily rate for a teacher with a bachelor's degree on step 1 of the DTU salary schedule from the start date of the assignment at the Superintendent's discretion.**

Effective 11/9/2020 long-term substitutes for our licensed industry professionals in the Career Technical Center positions will be paid \$125 per day. Effective 8/24/2020 substitutes for Registered Nurse positions will be paid \$175 per day. Under extenuating circumstances, the Superintendent may authorize additional compensation for certain long-term assignments.

Effective January 1, 2022, the following program will be implemented to incentivize continued engagement among substitutes working within the District:

- a. \$150 for any substitute who works 12 days in any month
- b. \$500 for any substitute who works 50 days by January 1st
- c. \$750 for any substitute who works 75 days from January 1st through June 15th.
- d. District paid breakfast and lunch.

The Superintendent or designee shall conduct a thorough investigation into the past employment history, and other applicable background of any person considered for employment with the District. This investigation shall be completed in accordance with Policy GBCD prior to making an offer of employment.

Statutory/Regulatory/Policy Cross References

RSA 189:13-a

Policy GBCD

Policy History

Adopted: April 9, 2012

Revised: January 11, 2021

Revised: December 13, 2021



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, July 24, 2023
School Board Special Session

SUPERINTENDENT REPORT

The Superintendent's Special Board Meeting purpose is to inform the Board on my position and recommendations pertaining to Board meeting agenda items.

BOARD AGENDA ITEMS

BUSINESS

1. **Resignations** – I recommend the approval of the resignations presented.
2. **Nominations** – I recommend the approval of the nominations presented.
 - a. **DTU Nominations**
 - b. **DPA Nominations**
3. **Dover Paraeducators' Association (DPA) Collective Bargaining Agreement** – The Board materials include language changes in the Dover Paraeducators Association's (DPA) Collective Bargaining Agreement and the Salary Schedules for the years 2023-2024, 2024-2025, and 2025-2026. A mediation session was conducted between the Board and DPA Negotiations Teams, successfully resolving the last two outstanding issues relating to safety procedures and medical insurance. Presently, the district has not received notification of a ratification vote by the DPA. Peter Miller will inform us once the contract has been ratified.

Superintendent's Recommendation: I recommend the Board act on approving the three-year Dover Paraeducators' Association Collection Bargaining Agreement.

4. **Bid Wavier Requests**
 - a. **New Hampshire Learning Initiative (NHLI)** - The Dover School District Administration is recommending the continuation of a productive partnership with New Hampshire Learning Initiative. The contract brings with it an array of essential services aimed at enriching the educational experience for both our dedicated educators and valued students. The services to be provided in the 2023-2024 contracts include the following:
 - Grade 5 Science Curriculum Professional Development
 - Technical Assistance
 - Professional Learning Community (PLC) Support for Teachers and Administrators: Collaboration is key to growth. By fostering collaborative PLCs, we will continue to cultivate a culture of continuous development among our dedicated teachers and administrators, ensuring they remain at the forefront of educational best practices.
 - Strategic Plan and Portrait of a Learner: In partnership with NHLI, we will refine and implement a Strategic Plan that aligns with our educational goals and emphasizes a well-rounded, student-centric "Portrait of a Learner." This strategic approach will serve as a guiding beacon for our district's future.

The contracts will be supported by funding from two sources:

- Title IIA: \$14,000.00
- ESSER III: \$156,000.00

As we embark on this continued collaboration, the District remains unwavering in its commitment to foster an innovative and supportive learning environment. Our collective efforts aim to empower our educators, engage our students, and strengthen the overall educational landscape in our community.

Superintendent's Recommendation: I recommend the Board act on the bid waiver request.

- b. **Lexia PowerUp** - The District plans to purchase a 3-year subscription of Lexia PowerUp Literacy, costing \$26,760.00, funded by the ESSER-III grant. This decision will save \$1,080.00 compared to multiple 1-year subscriptions. Lexia PowerUp Literacy is a personalized and adaptive intervention program for grades 6 - 12 students who need Tier 2 and Tier 3 reading support. It includes systematic instruction in word study, grammar, and comprehension through a blend of online and in-person teacher-delivered lessons. The program will first be implemented at Dover High School in the 2023-2024 academic year, primarily benefiting special education students. In the following year, it will expand to all Dover High School students requiring reading intervention.

Superintendent's Recommendation: I recommend the Board act on the bid waiver request.

5. SAU Contracts

- a. **Assistant Superintendent:** I am recommending a three-year extension of Dr. Christine Boston's contract, encompassing the school years 2023-2024, 2024-2025, and 2025-2026. The base salary for the 2023-2024 school year will be \$136,679. Maintaining consistent leadership at all levels of the school district is crucial for the district's success. The Dover School District has an effective leadership team, and ensuring continuity at the District Level is vital as we progress forward. Dr. Boston's expertise and skills are indispensable for the continued growth and success of the district.
- b. **Chief Financial Officer:** Due to recent changes in certification requirements for Business Administrators, the title has been updated to Chief Financial Officer (CFO). Below is a summary of the modifications to be made in Mr. Michael Limanni's contract. I am recommending the approval for the contract extension, covering the school years 2023-2024, 2024-2025, and 2025-2026. Consistency is paramount in this pivotal role, and I firmly believe it will contribute to the district's continued success. The following are the contract changes:

Increase in term: The attached contract adds an additional year to the current contract language and extends the contract to June 30, 2026. This contract is for three years retroactive to July 1, 2023.

Increase in Base Wages: This contract spells out base wages in line with approximately 5% wage growth (year over year) from year 1 to year 3:

- FY2024 6.04% Increase to \$135,000
- FY2025 4.44% Increase to \$141,000
- FY2026 4.96% Increase to \$148,000

Change in District Retirement Contributions: For fiscal year 2024, at my request, the board voted to remove all requirements for the position of business administrator to hold a DOE license. In doing this, the board saved 6.11% of the CFO's FY24 eligible wages representing \$8,249 in budgetary savings.

This contract would require the District to redirect \$6,500 of the NHRS contribution savings into the CFO's 403(b) tax sheltered annuity via a payroll deduction (employer FICA and NHRS matching contributions would not apply to this benefit).

I would respectfully request that the District signoff on extending my contract for an additional three years. The modifications are net neutral to the FY24 budget and significantly lower than my City counterpart, Dan Lynch, whose base compensation for fiscal year 2024 is \$144,646.

My wages are competitive with my peers who work on the seacoast, and for comparable City Districts statewide (see below for FY23):

Keene SAU Office	Chief Financial Officer	\$ 141,853.00
Manchester SAU Office	Business Administrator	\$ 136,643.00
Concord SAU Office	Business Administrator	\$ 135,058.00
Manchester SAU Office	Assistant Superintendent, Operations	\$ 135,000.00
Derry Cooperative SAU Office	Business Administrator	\$ 135,000.00
Winnacunnet SAU Office	Business Administrator	\$ 134,267.00
Kearsarge Regional SAU Office	Business Administrator	\$ 133,998.00
Exeter SAU Office	Executive Director of Finance and Operations	\$ 133,101.00
Rochester SAU Office	Business Administrator	\$ 132,258.00
Oyster River SAU Office	Business Administrator	\$ 131,703.00
Timberlane Regional SAU Office	Business Administrator	\$ 128,000.00
Dover SAU Office	Business Administrator	\$ 127,308.00
Hampstead SAU Office	Business Administrator	\$ 127,000.00
Hanover SAU Office	Business Administrator	\$ 126,562.00
Portsmouth SAU Office	Business Administrator	\$ 126,021.00
Bedford SAU Office	Business Administrator	\$ 125,844.00
Windham SAU Office	Business Administrator	\$ 125,000.00
Hudson SAU Office	Business Administrator	\$ 124,750.00
Goffstown SAU Office	Business Administrator	\$ 124,005.00
Hollis-Brookline SAU Office	Business Manager	\$ 123,927.00
Hopkinton SAU Office	Business Administrator	\$ 123,310.00
Claremont SAU Office	Business Administrator	\$ 123,235.00
Nashua SAU Office	Chief Operating Officer	\$ 123,067.00
Somersworth SAU Office	Director of School District Operations	\$ 122,570.00

- 6. GCG – Part-time and Substitute Professional Staff Employment (Substitute Teachers) – First Reading, Revisions.** Mr. Limanni is proposing a revision to Policy GCG aimed at establishing a more consistent long-term pay rate, with the potential to attract and retain highly qualified substitute teachers for extended periods. The attached policy document outlines the proposed revisions. This presentation marks the first reading for Board input. The target is to finalize the policy for implementation in the 2023-2024 school year.