



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #2
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, February 12, 2024
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 School Board Matters of Interest)*
- F. **APPROVAL OF MINUTES**
 - 1. Organizational Meeting, January 2, 2024
 - 2. Budget Workshop #5 January 8, 2024
 - 3. Regular Meeting #1, January 8, 2024
 - 4. Special Session, January 16, 2024
 - 5. Non-Public Meeting, January 16, 2024
- G. **SUPERINTENDENT'S REPORT**
- H. **CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Christian Behrmann – Paraeducator – Dover High School – Resignation
 - b. Samantha Boulanger – Special Education Teacher – Dover High School – Resignation
 - c. Donna Young - Paraprofessional – Woodman Park School - Resignation
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. Coaching Nominations
 - b. DALC Nomination
 - c. DPA Nominations
 - d. DTU Nomination
 - 6. **Extended Travel (Student Trips:** None
 - 7. **Donations:** None
- I. **STUDENT REPRESENTATIVE REPORT**
- J. **FINANCIAL REPORT**
- K. **POLICIES – CHANGES – PROPOSALS**
 - 1. DFGA - Crowdfunding – Revised Policy – First Reading
 - 2. IKL – Academic Integrity and Honesty – Revised Policy - First Reading
- L. **POLICY ADOPTION**
 - 1. BBBF – Student Board Members – Revised Policy – Second Reading
 - 2. EHAB – Data Governance and Security – Revised Policy – Second Reading
- M. **RESOLUTIONS**
 - 1. Dover School District Funding Resolution



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2. Acceptance of Funds to the Dover High School General Scholarship Trust Fund

N. OLD BUSINESS: None

O. NEW BUSINESS

1. DSD24004 Service Management Software Platform Bid Award
2. DSD24006 Walk-In Refrigerator/Freezer Combo Unit at Dover Middle School Bid Award
3. DSD24007 Walk-In Refrigerator at Woodman Park Elementary School Bid Award
4. IDEA Grant: Consultation Services for Development of an Elementary Emotional-Behavioral Disordered Program (EBD) Bid Award

P. SUBMISSION AND PAYMENT OF BILLS

Q. COMMITTEE REPORTS

R. SCHOOL BOARD MATTERS OF INTEREST

S. ADJOURNMENT

All meetings conducted by the School Board are open to the public except for times when the School Board enters non-public session.

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.

 DOVER SCHOOL DISTRICT	DOVER SCHOOL BOARD – MINUTES <table> <tr> <td>Meeting Type:</td><td>Organizational Meeting</td></tr> <tr> <td>Meeting Location:</td><td>Council's Conference Room, City Hall</td></tr> <tr> <td>Meeting Date:</td><td>Tuesday, January 2, 2024</td></tr> <tr> <td>Meeting Time:</td><td>5:15 pm</td></tr> </table>	Meeting Type:	Organizational Meeting	Meeting Location:	Council's Conference Room, City Hall	Meeting Date:	Tuesday, January 2, 2024	Meeting Time:	5:15 pm
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1. CALL TO ORDER AND INTRODUCTORY REMARKS BY SUPERINTENDENT:

An organizational meeting of the Dover School Board was called to order by Superintendent Dr. William Harbron at 5:23 p.m. on Tuesday, January 2, 2024, in the Council's Conference Room at City Hall.

Present were Carolyn Mebert, Maggie Fogarty, Robin Trefethen, Micaela Demeter, Michelle Clancy, Elizabeth Goldman, and Craig Flynn.

Also present was Superintendent Dr. William Harbron.

2. SWEARING IN CEREMONY:

City Clerk Jerrica Vansylyvong-Bizier performed a swearing-in ceremony at 5:24 p.m.

3. PRIMARY ELECTION OF OFFICERS:

Ballots were distributed to each School Board member to vote. Votes were then passed to Dr. Harbron to be opened and the winner announced after each nomination.

a. CHAIRPERSON:

Robin Trefethen and Carolyn Mebert shared their interest of becoming Chairperson for the Board. After ballots were counted, the final **vote was for Robin Trefethen for Chairperson of the Dover School Board 5/2.**

Dr. Harbron turned the meeting over to School Board Chairperson, Robin Trefethen.

b. VICE CHAIRPERSON:

Carolyn Mebert and Micaela Demeter shared their interest in becoming Vice Chairperson for the Board. After the ballots were counted, the final **vote was for Carolyn Mebert for Vice Chairperson of the Dover School Board 5/2.**

c. SECRETARY:

Michelle Clancy shared her interest in becoming Secretary for the Board. After ballots were counted, the final **vote was for Michelle Clancy for Secretary of the Dover School Board 7/0.**

4. ADOPTION OF SCHOOL BOARD POLICIES:

a. BCA – SCHOOL BOARD MEMBER CODE OF ETHICS:

The School Board received and reviewed Policy BCA - School Board Member Code of Ethics. The Board discussed edits to be made which will be presented as a first reading at the January 8, 2024, Regular Board Meeting.

b. BA – BYLAWS OF THE DOVER SCHOOL BOARD:

The School Board received and reviewed Policy BA – Bylaws of the Dover School Board. The Board discussed edits to be made which will be presented as a first reading at the January 8, 2024, Regular Board Meeting.

5. ANNUAL REAFFIRMATION OF SCHOOL BOARD POLICIES:

The School Board discussed various policies.

6. SCHOOL BOARD MEMBER COMMITTEE ASSIGNMENTS:

Committee assignments were reviewed, and members were selected. The list of committees for 2024-2025 is as follows:

Barrington/Nottingham Tuition Agreement Contract Negotiations	Carolyn Mebert, Robin Trefethen
City Council Liaison	Robin Trefethen
City of Dover Racial Equity and Inclusion Committee	Maggie Fogarty
CTC Advisory Committee	Carolyn Mebert
Curriculum Advisory Council Committee	Micaela Demeter, Elizabeth Goldman, Carolyn Mebert
DAA Negotiation Committee	Carolyn Mebert, Robin Trefethen
DEOP Negotiation Committee	Craig Flynn, Robin Trefethen
DHS Joint Building Committee	Sarah Greenshields, Amanda Russell
Discipline Committee *	All School Board Members
District Data Leadership Team	Michelle Clancy, Elizabeth Goldman, Carolyn Mebert
DPA Negotiation Committee	Micaela Demeter, Carolyn Mebert, Robin Trefethen
DTU Negotiation Committee	Carolyn Mebert, Maggie Fogarty, Michelle Clancy
Equity Vision Keepers Committee	Micaela Demeter, Craig Flynn, Maggie Fogarty
Joint Loss Management Committee (Safety Committee)	Craig Flynn
Legislative Representative with NHSBA	Micaela Demeter
Policy Review Committee	Micaela Demeter, Elizabeth Goldman, Carolyn Mebert
Technology Integration Committee	Michelle Clancy, Carolyn Mebert
Wellness Advisory Committee	Micaela Demeter, Carolyn Mebert

**Discipline Committee requires Board Chairperson to be in attendance. Meetings begin at 4:00 p.m. when possible.*

7. ADJOURNMENT:

Michelle Clancy moved; Elizabeth Goldman seconded to adjourn the meeting at 6:25 p.m. An oral **VOTE PASSED 7/0.**

Respectfully submitted,
Dr. William R. Harbron, Ed.D., Superintendent
Dover School District
WRH/tlb



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, February 12, 2024

SUPERINTENDENT REPORT: The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to the 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:

F. APPROVAL OF MINUTES

1. **Organizational Meeting, January 2, 2024**
2. **Budget Workshop #5 January 8, 2024**
3. **Regular Meeting #1, January 8, 2024**
4. **Special Session, January 16, 2024**
5. **Non-Public Meeting, January 16, 2024**

G. SUPERINTENDENT'S REPORT: See below.

H. CONSENT AGENDA

2. **Resignations/Retirements:** I recommend the Board approve the resignations/retirements provided.
3. **Leaves of Absence:** None
4. **Job Shares:** None
5. **Nominations:** I recommend the Board approve the nominations provided.
6. **Extended Travel (Student Trips):** None
7. **Donations:** None

J. FINANCIAL REPORT: Mr. Limanni will present the monthly condition of accounts.

K. POLICIES – CHANGES – PROPOSALS

1. **DFGA – Crowdfunding - Revised Policy – First Reading:** NHSBA revised DFGA to better align to sample KCD (gifts/unanticipated revenue), including 2023 revisions to that policy relative to fund funding limits. Revisions to DFGA include: (1) addition of adoption note a, explaining some of the nuances, (2) examples of crowdfunding sites, (3) increase to the amount the principal is authorized to approve, (4) increase to the amount the Superintendent may approve (consistent with KCD), and (4) additional language to better coordinate DFGA with 2023 revisions to sample KCD. **Superintendent's Note:** This is the first reading of the policy; the Board can make revisions or refer to the Board Policy Committee for review.
2. **IKL – Academic Integrity and Honesty - Revised Policy - First Reading:** Revisions concern introduction of provisions relating to the use of generative artificial intelligence (AI) in schoolwork. The use of AI tools is ever-present and becoming more so. Obvious concerns exist that students use such tools in place of their own work to the detriment of the development of their own critical thinking, writing and other skills, not to mention as a means of cheating or otherwise gaining an unfair advantage. NHSBA recommends against a complete ban on AI tools due to their ubiquity and the constantly evolving difficulty in managing such a ban. Perhaps more importantly, an outright ban would fail to recognize that properly used, AI is a powerful tool both for teachers and students.

NHSBA revised Section B of the policy to include a paragraph specific to improper use of AI, as well as language in some of the other examples of prohibited conduct to include reference to AI (see B.6, formerly B.5). The new section, B.2 "Improper Use of Artificial Intelligence", however, also allows for use within parameters established by a particular instructor or by district or school rules. NHSBA encourages school

administrators, IT directors and teachers to consider such parameters. Peter Driscoll, Dover High School Principal, has reviewed the policy. **Superintendent's Note:** This is the first reading of the policy; the Board can make revisions or refer to the Board Policy Committee for review.

L. POLICY ADOPTION

1. **BBBF – Student Board Members – Revised Policy – Second Reading:** Revised policy to include the required grade level of the Student Board member. **Superintendent Recommendation:** I recommend the Board approve Policy BBBF.
2. **EHAB – Data Governance and Security – Revised Policy – Second Reading:** Sample EHAB was revised in response to passage of SB213, which amended both RSA 189:66, V and RSA 189:70, IV(b). The revisions to sample EHAB included adding new paragraph B.1(f), and a second paragraph to Section G, both acknowledging the exceptions created by SB213 relative to allowing student social media accounts (with parental consent) relative to career exploration or CTE participation to be included in a program of studies. "PII" was also added to the definition of confidential data in Section A. **Superintendent Recommendation:** I recommend the Board approve Policy EHAB.

M. RESOLUTIONS:

1. **Dover School District Funding Resolution:** The Board had proposed sending a resolution to the elected representatives serving in the State Legislature to work toward and support a school funding solution in the interest of students and taxpayers. A resolution has been drafted for the Board's review and consideration. **Superintendent Note:** This is an opportunity for the Board to review and make any further corrections and/or revisions in the resolution. If finalized, the Board can act on the resolution.
2. **Acceptance of Funds to the Dover High School Scholarship Trust Fund:** The resolution approves the establishment of the Mark A. Cote Legacy Scholarship with an initial donation of \$5,000. The funds will be held in the Dover High School General Scholarship Trust Fund and administered for the purpose of awarding an annual scholarship of \$1,010.64 to a Dover High School senior who will be pursuing studies at a 2 or 4-year college or trade school. Disbursements will be made upon request from the Principal of Dover High School to the City of Dover Trustees of Trust Funds. **Superintendent Recommendation:** I recommend the Board approve the Resolution in the acceptance of funds.

N. OLD BUSINESS: None

O. NEW BUSINESS

1. **DSD24004 Service Management Software Platform Bid Award:** The Technology Department issued an RFP for a Service Management Software Platform. The attachment outlines the RFP and the recommended proposal. Mr. Rup, Technology Director, will be available to address any questions the Board may have regarding the bid award. **Superintendent's Recommendation:** I recommend the Board approve the Bid Award to Incident IQ LLC for \$23,783.44 for year one effective July 1, 2024. The software platform will be funded by the general fund operating budget on an annual basis.
2. **DSD24006 Walk-In Refrigerator/Freezer Combo Unit at Dover Middle School Bid Award:** Mr. Limanni will be available to address any questions the Board may have regarding the bid award. **Superintendent's Recommendation:** I recommend the Board approve the Bid Award to Singer Kittredge for \$70,579.52, contingent upon final approval by NHED/Office of Nutrition Programs & Services.
3. **DSD24007 Walk-In Refrigerator at Woodman Park Elementary School Bid Award:** Mr. Limanni will be available to address any questions the Board may have regarding the bid award. **Superintendent's Recommendation:** I recommend the Board approve the Bid Award to Singer Kittredge for \$30,759.33, contingent upon final approval by NHED/Office of Nutrition Programs & Services.

4. **IDEA Grant: Consultation Services for Development of an Elementary Emotional-Behavioral Disordered Program (EBD) Bid Award:** The District invited proposals from vendors to offer consultative services for the development of an intensive in-school mental health program for elementary students enrolled in grades 1 through 4. A needs assessment will be conducted to identify resource gaps and recommendations to implement the in-school mental health program. A district EBD program alignment report will be conducted to identify and recommend protocols and procedures for use at secondary schools. Mr. Bickford, MTTTS Director, and Ms. Small, Director of Student Services will be available to address any questions the Board may have. **Superintendent Recommendation:** I recommend the Board approve the Bid Award to Southeastern Regional Educational Service Center, Inc. for Phase I (2023-2024 IDEA Grant): EBD Consolation and Digital Handbook for \$22,720 and Phase 2 (2024-2025 IDEA Grant): District EBD Program Needs Assessment and Alignment Report for \$25,000, totaling \$47,720.

SUPERINTENDENT’S REPORT:

This report provides a summary of key activities and events that transpired throughout January.

Week of January 2:

- I attended a portion of the SEED meeting. The focus of the meeting was determining the organizational and operational structure of SEED as the non-profit moves forward with their future vision.
- I met with Chief McShane to discuss the CTC Fire Safety Program and its future direction. A meeting will be scheduled with additional participants to further discuss the program.
- I attended an observation of the pilot of the HMH program in a Woodman Park School first grade classroom. A debriefing session was held following the observation.
- I met with Carolyn Eastman to plan for the January 10th Strategic Plan Steering Committee Meeting.

Week of January 8:

- Area superintendents spoke Sunday to discuss the incoming storm. In the evening I spoke with Dover Public Works and C&W Maintenance, both indicated roads, walks, parking lots and walkways would be cleared. The decision was made to maintain a normal schedule. The second storm of the week brought no significant issues. I commend Public Works for their ongoing communication and cooperation with the district.
- I attended the monthly Greater Dover Chamber of Commerce Government Affairs Committee Meeting.
- Michael Limanni, Peter Driscoll, and I met to discuss a request by Strafford School District for a Tuition Agreement. Additional research on Dover High School’s schedule capacity will be reviewed.
- The Leadership Team met and discussed agenda items such as: District Equity Plan, POL implementation, PLC Equity, Portable Radios, 2.0 Strategic Plan update, initiative updates, Policy DM, and FAFSA.
- I conducted a student focus group comprised of eight students from the fifth through eighth grade at DMS.
- The Strategic Plan Steering Committee met to develop user-friendly language for the key principles and reviewed and provided feedback on the focus group process which are in the process of being scheduled.
- I attended the monthly Southeaster’s Superintendents’ Meeting held in Raymond.
- Mike Gillis and I met to review a draft communication plan being developed for the District.
- I observed a Dover Middle School ELA Class piloting HMH.
- I facilitated two Learning Leader Chats – Dover Middle School and Dover High School.

- I toured FGH to look at future educational space needs.

Week of January 16:

- Monday presented another weather event. I communicated with Dover Public Works and First Student Monday evening and spoke again with Public Works Tuesday morning. Based on their information, and the forecast, the decision was made to maintain the regular schedule.
- Dover High School Summative Assessments were held. Friday was the DHS Reset Day. Many hours were invested in organizing the day and recruiting volunteers for the first-time event.
- The SAU Directors meeting was held and included the following agenda topics: revision of the 2024-2025 academic calendar, SEED funding, review of summer school concept, status of key priorities, mid-year evaluation responsibilities, and check-in on January 23rd professional development.
- The Elementary Principal Learning Guidance Team meeting was held. Agenda items included: school updates, Jon Vander Els PLC visits, winter reading screening, responsive classroom training dates, future staff meeting topics, ELA adoption update, 24-25 school scheduling consideration Tier 1 and WIN, K-4 essential standards, and mid-year evaluations.
- Christine Boston and I attended the NHED's monthly update meeting.
- I attended the monthly SEED meeting. Agenda topics included: annual appeal; grant committee update inclusive of the review and action on submitted grants, and updates.
- I met with Peter Driscoll, Kori Kennedy, and Fire Chief McShane to discuss and start initial planning for the 24-25 CTE Fire Training Program.
- I attended a meeting with Michael Limanni, Christine Boston, and Abby Small to review the special education tuition cost structure for the Nottingham Tuition Agreement.
- The Full Leadership Team meeting was held and focused on the continuation of training based on [Taking Action a Handbook for RTI at Work](#).
- Dover Middle School held a Title I Family Night on Wednesday.
- I attended the Strafford Learning Center Board Meeting. Agenda topics included: review of salary comparison data and Strafford Learning Center 2024-2025 salary scales, review of 2024-2025 draft budget, and Executive Director's Monthly Report.
- Garrison School held their fourth-grade concert. It was an uplifting program.
- I attended the monthly YMCA Advisory Board Meeting. Agenda items included: appointment of a new advisory board member, generative conversation on meeting community needs, and philanthropy update.

Week of January 22:

- I observed the eighth-grade ELA HMH pilot lesson, during which the teacher utilized online program resources. The observation team included Siobhan Mehalek, Kim Lyndes, and Lindsay Dube.
- I held a meeting with Carolyn Eastman to identify and schedule Strategic Plan Focus Groups. The Strategic Plan Steering Committee meets on March 13, which allows time to collect feedback from the Focus Groups.
- The professional development day featured Dr. Debbie Silver, with her keynote address; *Deliberate Optimism Still Reclaiming the Joy in Education*. Dr. Silver held breakout sessions titled, *Fall Down 7 Times*

Get Up 8, for each school. The day also provided staff the opportunity to complete the mandatory two-hour suicide prevention training.

I would like to extend our gratitude to SEED for their financial assistance in funding Dr. Debbie Silver's participation, and also thank the Teaching and Learning Department for their planning and coordination of the day.

- I attended the Dover Mental Health Steering Committee meeting, where the primary focus was on planning the community session scheduled for Wednesday, January 31.
- A meeting was held with Peter Driscoll, Kori Kennedy, and Fire Chief McShane to advance the planning of the CTE Fire Science Program. Our dialogue was productive, addressing a range of aspects, such as curriculum development and program scheduling.
- I attended the Title III stakeholders meeting to review program updates and accomplishments and discuss current funding-targeted items. Stakeholders include parents, students, teachers, and administrators.
- I attended the FGH fourth grade concert. Roxanne O'Connor, FGH music teacher, and the students are to be commended on an uplifting and joyful concert.
- I attended the Title I Family Night at WPS.
- I met with eight third graders from FGH and heard their impressions of the school.
- Robin Trefethen and Carolyn Mebert started a new cycle of School Board Chair and Vice Chair meetings.

Week of January 29:

- Monday presented another weather event that resulted in a two-hour delay of school.
- The Professional Development Committee met to assess the existing Master Plan and implement necessary revisions for submission to NHED. The next phase involves the committee crafting a new plan to harmonize with the current course of action within the District.
- I participated in the monthly meeting of the Dover Mental Health Alliance (DMHA). It was announced that DMHA had secured a \$25,000 grant to create a "toolkit" aimed at offering guidance to other communities interested in establishing their own mental health alliances. The meeting also focused on developing a list of potential information that should be included in the "toolkit".
- I met with City Attorney Josh Wyatt to prepare for the DHS Athletic Complex JBC.
- I met with a UNH doctoral student to engage in a discussion regarding a range of educational practices.
- I attended the DHS Athletic Complex Joint Board Committee (JBC). Fergus Cullen was appointed as the chairperson. The JBC's primary objective is to ensure the facility is operational by the Fall of 2025.
- A representative from NHED conducted an on-site fiscal monitoring session. This is a crucial component of the auditing process.
- I met with Mike Gillis to strategize and plan a series of videos aimed at effectively communicating and promoting the Dover School District.
- The first Strategic Plan Focus Group for staff was held at Frances G. Hopkins School. Staff across the district have the flexibility to attend any of the available sessions at each school. Regrettably, no one attended this

session. Carolyn Eastman has also arranged a diverse array of sessions for various community groups, and an online survey will be distributed among staff to gather input.

- The monthly Curriculum Advisory Council convened and successfully approved the high school supplemental Spanish curriculum. Furthermore, the council is currently in the process of reviewing and approving books for Dover High School's English courses.
- I participated in a classroom visit during the pilot phase of Amplify CKLA Unit 4 at Dover Middle School.

2.0 Strategic Plan Update:

Carolyn Eastman, NHLI Consultant, is in the process of scheduling and conducting feedback sessions on the identified principles of the Strategic Plan. Below are the school-based focus groups for staff - all are voluntary.

- Thursday, February 1 – Frances G. Hopkins School – 3:15 p.m.
- Monday, February 12 – Dover High School – 2:40 p.m.
- Thursday, February 15 – Dover Middle School – 2:30 p.m.
- Tuesday, February 20 – Woodman Park School – 3:30 p.m.
- Thursday, February 22 – Garrison School – 3:20 p.m.

2.0 Strategic Plan Principles:

- Care for the mental and physical well-being of students, leaders, teachers, and staff.
- Develop deep partnerships with all community members (students, teachers, parents, businesses, higher education, etc.).
- Ensure that each and every student is included and gets their needs met in and out of the classroom.
- Develop a culture that allows for student and staff curiosity, creativity, and flexibility.
- Develop and implement a collaborative approach to teaching and learning and supporting students.
- Use a variety of data to make decisions that can provide evidence to highlight growth in achieving the district's vision.
- Develop the people, technology, as well as indoor and outdoor spaces to ensure that all students and staff can thrive in any future.

Retirement Notice: I formally announced my retirement effective at the end of the 2024-2025 school year. I want to assure you that I am fully committed to maintaining the course of the work that the district is currently engaged in. My key priorities during this transition period will include:

1. Completing the development of the 2.0 Dover School District Strategic Plan.
2. Providing continued support for the priorities of the Teaching and Learning Department.
3. Collaborating with Mike Gillis to develop a comprehensive district communication plan.
4. Partnering with Christine Boston to further refine the District Equity Plan.
5. Remaining actively involved and visible within the Dover Educational Community.
6. Assisting in a seamless transition of leadership.

The following is the letter I sent to the district's staff on February 1, 2024:

Dear Dover School District Community,

With a mix of emotions, I wish to share a significant decision regarding my role as the Superintendent of the Dover School District.

I have had the distinct honor and privilege of serving as the Superintendent of the Dover School District for the past seven years. It has been the most challenging and rewarding chapter of my fifty-year journey in education. Throughout this time, I have cherished every moment dedicated to the betterment of our students and community.

However, as life's journey unfolds, I believe that true leadership also involves stewardship. With this principle in mind, I have arrived at the conclusion that it is time for me to pass on the stewardship of the Dover School District to another dedicated individual who can continue the outstanding work that our educators have tirelessly pursued. Together, we have consistently strived to elevate the quality of the district's programs and services, all with the primary objective of nurturing student learning and growth.

Our Dover Community is extraordinary – it is a warm, supportive, and caring community that prioritizes the well-being and education of our students. I have been deeply moved by the passion and commitment demonstrated by our teachers, staff, parents, guardians, and community members in fostering the development of our students.

To facilitate a seamless transition, I want to inform you that the Dover School Board will initiate the search for a new superintendent who will assume the position on July 1, 2025. The board's dedication to selecting the right candidate is unwavering, and I am confident that they will choose a leader who will propel the district forward.

As I prepare to embark on the next chapter of my life, I wish to convey my profound gratitude to each one of you for your unwavering support, collaboration, and dedication to the Dover School District. Serving this remarkable community has been an honor, and I am deeply appreciative of the trust you have placed in me.

There is still much to accomplish during the 2023-2024 and 2024-2025 school years. I remain highly committed to the development of the next phase of the strategic plan, as well as the ongoing work on MTSS, PLCs, and the initiatives of the Teaching and Learning Department. It is essential that the Dover School District continues its progress for the benefit of all students.

I eagerly anticipate working closely with the Board and the incoming superintendent during this transitional period to ensure a seamless transfer of responsibilities and a continued commitment to the growth and success of our students.

Thank you once again for the privilege of serving as your Superintendent. Please know that my dedication to the welfare of our students will remain unwavering until the very end of my tenure.

From: Christian Behrmann <cwbehrmann@gmail.com>

Sent: Friday, January 19, 2024 11:27 AM

To: William Harbron <w.harbron@doover.k12.nh.us>

Subject: Notice of Resignation

Dear Dr. Harbron,

Unfortunately, due to personal circumstances, I need to resign from my position effective the end of the day today. Thank you for the opportunity to work in the Dover School District.

Sincerely,
Christian Behrmann

Dear Dover Administration,

I am writing to formally resign from my position at Dover High School effective immediately. I have appreciated the opportunities for growth and learning during my time here.

I want to express my gratitude for the support and collaboration with my supervisor, Linda Madden. I have enjoyed working with the team and am grateful for the experiences gained.

Thank you for the understanding, and I hope for smooth transition.

Sincerely,
Samantha Boulanger
1/23/2024

From: Donna Young <d.young@dover.k12.nh.us>
Sent: Thursday, January 4, 2024 7:42 AM
To: Patrick Boodey <p.boodey@dover.k12.nh.us>
Subject:

Hi Patrick, Can you please send this out to all staff. Thank you

Dear Woodman Park family, It is with a heavy heart and so many mixed emotions, that this will be my last month here at Woodman Park. So many of you have been great friends to me. We have shared many laughs and many cries together. I want you all to know how much I appreciate each and every one of you. Your commitment and dedication to the students is commendable. You are a remarkable group of people and I will miss you all. I hope we can stay in touch.

Thank you,
Donna

Recommendations

To: Dr. William Harbron
 From: Peter Wotton
 Re: Coaching Recommendations
 Date: February 8, 2024
 Cc: Peter Driscoll, Tammy Badger, Kim Lyndes

I would like to recommend that the following individuals be nominated for the following Coaching positions at DHS and DMS for the 2024 Spring Sports Season.

<u>Position</u>	<u>Name</u>	<u>Stipend</u>	<u>Replaces</u>
Varsity Baseball	Scott Dubben	\$4858.75	
JV Baseball	Sean Strack	\$3126.50	
Reserves Baseball	Brendan Dimon	\$2535	
Varsity Softball	Melvin Torres	\$4858.75	
JV Softball	Shannon Bissonnette	\$3126.50	
Reserves Softball	OPEN	\$2535	
Boys Var Lacrosse	Chris Ketchem	\$3464.50	Liam Murphy
Boys JV Lacrosse	OPEN	\$2281.50	
MS Boys Lacrosse	OPEN	\$2345	
Girls Var. Lacrosse	Dana Gray	\$3464.50	
Girls JV Lacrosse	OPEN	\$2281.50	Don Wason
MS Girls Lacrosse	OPEN	\$2345	
*Boys Tennis	Jonathan Nash	\$1415.38	Brian Beck
	Alex Schlapak	\$1415.38	
Girls Tennis	Sue Vitko	\$2830.75	
DHS G Head Track	Nick Piatti	\$4858.75	
DHS B Head Track	Christen Wilhelm	\$4858.75	
DHS B/G Ass't Track	Jeffrey Sanborn	\$2873	
DHS Boys Volleyball	Katie Lynch	\$1000 (out of coach contingency)	
DMS Head Track	Laura Towle	\$2873	
DMS Asst Track	Kaylee Towle	\$1816.25	

**Indicates Co-head coach – split stipend*

Please contact me with questions or concerns.

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

TO: **DOVER SCHOOL BOARD**

DATE: February 12, 2024

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 2023-2024 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Fitzpatrick, Leslie	DALC Teacher	Dover Adult Learning Center	Taryn Ward	\$2,085 + FICA	

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

TO: **DOVER SCHOOL BOARD**

DATE: February 12, 2024

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
Buttner, Abigail	Paraprofessional	Frances G. Hopkins School at Horne Street	Contracted	\$17.73	G2, Step 4
Davenport Karas, Megan	Paraprofessional	Woodman Park School	Donna Young	\$24.77	G3, Step 7
Martin, Madeline	Paraprofessional	Woodman Park School	Kelly Bryce	\$18.47	G3, Step 1

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

TO: **DOVER SCHOOL BOARD**

DATE: February 12, 2024

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
Seymour, Claire	Special Education Teacher	Dover High School	April Hoy	\$42,250	BA, Step 1

Condition of Accounts for December 2024

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools

FROM: Michael Limanni, CFO

DATE: February 7, 2024

RE: Condition of *School* Accounts

The monthly Multi-Fund FY2024 Condition of Accounts as of January 31, 2024, is attached for review.

As of January 31, 2024, the General Fund's estimated budget balance is \$5,149,979.82 should the District receive all estimated revenues; additionally, we do not expect a deficit in net revenue for the general fund at this time. Here are the items that are not reflected in the stated budget balance which is based on current year-to-date expenditures and encumbrances:

Budget Balance - 02.07.24	\$5,149,979.82
(-) Pending Debt Service Payments	\$(1,711,092.43)
(-) Transfers Out to Reserve Funds	\$(1,355,000.00)
(-) Continued Cost of Substitutes	\$(308,326.79)
(-) Estimated Continued Professional & Staff Dev	\$(240,095.25)
(-) Additional IT Services	\$(42,988.96)
(-) Tuition Reimbursements	\$(38,673.20)
(-) Athletic Coaching Salaries	\$(10,839.00)
(-) Extra Pay	\$(100,000.00)
(-) Severances	\$(229,122.00)
(-) Cost of SROs	\$(93,280.00)
(-) Dues & Fees	\$(34,993.80)
(-) New & Replacement Ed. Equip.	\$(97,938.11)
(-) Supplies, Books, Graduation	\$(435,115.84)
Estimated Final Budget Balance:	\$452,514.44

Overview of concerns in the general fund that are being monitored closely:

- With only 50% of the school year completed, and less than half of a percent of the whole budget not accounted for, the business office is still recommending that the District not advertise for the following positions that were added due to the increase in Adequacy aid:

School Psychologist	\$ 108,083.26
MSW-LCMCH - Elementary	\$ 106,156.61
MSW-LCMCH - DMS	\$ 106,156.61
MSW-LCMCH - DHS	\$ 106,156.61
DMS Special Education Teacher	\$ 104,276.44
	\$ 530,829.53

- Special Education Transportation is being monitored closely as it has exceeded the budget by \$608,395.

As of January 31, 2024, the Special Revenue estimated budget balances are as follows:

Fund 2800 School Cafeteria Fund **\$ 92,238**

- We are expecting to run a deficit in food services after considering a required spend-down of the program's existing fund balance of just over \$113,000 which has not been encumbered.

Fund 2820-2826 School Federal Grant Funds **\$ 0**

- The budget balances reported reflect projects that are currently being worked on by the District and have been approved by the NH-DOE.

Fund 3830 School Facilities Fund **\$ 7,926**

- This fund carries a small fund balance annually, and we monitor its ability to collect outside use fees and student fees versus its ability to pay out for minor improvements/repairs to the district's parking lots, grounds, and buildings.

DOVER SCHOOL DISTRICT
Condition of Accounts - January, 2024

DISTRICT-WIDE Expenditures

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 26,125,781	\$ 11,993,938	\$ 14,131,843	\$ 13,196,631	\$ 935,212
1200	SPECIAL EDUCATION PROGRAMS	\$ 19,647,578	\$ 9,037,718	\$ 10,609,860	\$ 9,826,585	\$ 783,275
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,556,993	\$ 1,386,226	\$ 1,170,767	\$ 1,412,824	\$ (242,057)
1400	OTHER EDUCATIONAL PROGRAMS	\$ 750,627	\$ 358,037	\$ 392,590	\$ 302,824	\$ 89,767
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 266,203	\$ 157,614	\$ 108,590	\$ 105,779	\$ 2,811
2100	SUPPORT SERVICES - Students	\$ 5,583,719	\$ 2,474,681	\$ 3,109,038	\$ 2,723,504	\$ 385,534
2200	SUPPORT SERVICES - Instructional Staff	\$ 2,155,379	\$ 853,102	\$ 1,302,277	\$ 695,532	\$ 606,745
2300	SUPPORT SERVICES - General Admin.	\$ 1,817,324	\$ 1,142,478	\$ 674,846	\$ 707,455	\$ (32,609)
2400	SUPPORT SERVICES - School Admin.	\$ 3,396,240	\$ 2,058,658	\$ 1,337,582	\$ 1,447,632	\$ (110,050)
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,576,615	\$ 3,513,466	\$ 2,063,149	\$ 1,976,294	\$ 86,855
2700	SUPPORT SERVICES - Student Transportation	\$ 3,919,541	\$ 2,195,051	\$ 1,724,490	\$ 2,422,085	\$ (697,596)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,860,646	\$ 1,117,546	\$ 743,100	\$ 455,263	\$ 287,837
2900	SUPPORT SERVICES - Other	\$ 32,295	\$ 33,705	\$ (1,410)	\$ -	\$ (1,410)
5200	FUND TRANSFERS OUT	\$ 1,369,573	\$ -	\$ 1,369,573	\$ 25,000	\$ 1,344,573
6900	SCHOOL DEBT - Principal & Interest	\$ 6,307,427	\$ 144,989	\$ 6,162,438	\$ 4,451,346	\$ 1,711,092
TOTAL GENERAL FUND EXPENDITURES:		\$ 81,365,942	\$ 36,467,209	\$ 44,898,733	\$ 39,748,753	\$ 5,149,980
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,729,405	\$ 983,838	\$ 745,567	\$ 653,329	\$ 92,238
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 8,122,447	\$ 3,320,193	\$ 4,802,254	\$ 1,587,304	\$ 3,214,950
Summarized Condition of District Expenditures:		\$ 91,217,794	\$ 40,771,240	\$ 50,446,554	\$ 41,989,386	\$ 8,457,168

DISTRICT-WIDE Revenue

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
01311.3410	TUITION - REGULAR FROM PARENTS	\$ -	\$ 21,510	\$ (21,510)	\$ -	\$ (21,510)
01314.3390	TUITION - SUMMER SCHOOL, ELEME	\$ -	\$ -	\$ -	\$ -	\$ -
01314.3390	TUITION - SUMMER SCHOOL, DHS	\$ -	\$ -	\$ -	\$ -	\$ -
01321.3390	TUITION - OTHER NH DISTRICTS	\$ 63,490	\$ 52,479	\$ 11,011	\$ -	\$ 11,011
01321.3390	TUITION - BARRINGTON	\$ 3,202,591	\$ 753,367	\$ 2,449,225	\$ -	\$ 2,449,225
01321.3390	TUITION - NOTTINGHAM	\$ 1,743,812	\$ 560,091	\$ 1,183,721	\$ -	\$ 1,183,721
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 3,276	\$ 6,724	\$ -	\$ 6,724
01321.3390	TUITION - BELLAMY ACADEMY	\$ 244,640	\$ 190,519	\$ 54,121	\$ -	\$ 54,121
01322.3390	TUITION - SPED AIDES	\$ 285,000	\$ 83,183	\$ 201,817	\$ -	\$ 201,817
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 135,000	\$ -	\$ 135,000	\$ -	\$ 135,000
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 14,160	\$ 15,840	\$ -	\$ 15,840
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 63,421	\$ 40,579	\$ -	\$ 40,579
01980.3599	MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ 2,351	\$ 35,649	\$ -	\$ 35,649
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 13,834,227	\$ 5,549,591	\$ 8,284,636	\$ -	\$ 8,284,636
03210.3700	SCHOOL BUILDING AID	\$ 383,462	\$ 191,731	\$ 191,731	\$ -	\$ 191,731
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,528,662	\$ -	\$ 1,528,662	\$ -	\$ 1,528,662
03241.3700	CTE TUITION AID	\$ 431,092	\$ 454,085	\$ (22,993)	\$ -	\$ (22,993)
03242.3700	CTE TRANSPORTATION AID	\$ 3,000	\$ 1,483	\$ 1,517	\$ -	\$ 1,517
03290.3700	OTHER RESTRICTED STATE AID	\$ -	\$ 40,717	\$ (40,717)	\$ -	\$ (40,717)
04210.3599	INDIRECT COST ALLOCATION	\$ 171,000	\$ 91,281	\$ 79,719	\$ -	\$ 79,719
04220.3599	ABE ALLOCATION	\$ 43,000	\$ 24,476	\$ 18,524	\$ -	\$ 18,524
04580.3311	MEDICAID DISTRIBUTION	\$ 200,000	\$ 32,732	\$ 167,268	\$ -	\$ 167,268
05251.3918	FUND TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUE:		\$ 22,485,976	\$ 8,130,451	\$ 14,355,525	\$ -	\$ 14,355,525
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,729,405	\$ 732,554	\$ 996,851	\$ -	\$ 996,851
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 8,122,447	\$ 3,180,900	\$ 4,941,547	\$ -	\$ 4,941,547
Summarized Condition of District Revenue:		\$ 32,337,828	\$ 12,043,905	\$ 20,293,923	\$ -	\$ 20,293,923

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 22,485,976	\$ 8,130,451
State Wide Property Tax:	\$ 7,120,667	\$ 7,120,667
Local Property Tax:	\$ 51,759,299	\$ 51,759,299
TOTAL GF Revenue:	\$ 81,365,942	\$ 67,010,417
TOTAL GF Expenditure:	\$ (81,365,942)	\$ (76,215,962)
Ending GF Fund Balance:	\$ 0	\$ (9,205,545)
TOTAL FS Revenue:	\$ 1,729,405	\$ 732,554
TOTAL FS Expenditures:	\$ (1,729,405)	\$ (1,637,167)
Ending FS Fund Balance:	\$ -	\$ (904,613)
TOTAL Other SR Fund Revenue:	\$ 8,122,447	\$ 3,180,900
TOTAL Other SR Fund Expenditures:	\$ (8,122,447)	\$ (4,907,497)
Ending Grant Fund Balance:	\$ -	\$ (1,726,597)

DOVER SCHOOL DISTRICT	POLICY CODE: DFGA
DATE OF ADOPTION: NOVEMBER 14, 2022	PAGE 1 OF 4

FIRST READING - REVISIONS

CROWD FUNDING

A. Purpose and General Policy Statement.

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

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

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

B. Unapproved Crowdfunding Prohibited.

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

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

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

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

C. Crowdfunding Request and Approval Procedures.

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DATE OF ADOPTION: NOVEMBER 14, 2022	PAGE 2 OF 4

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

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

2. **Approved Crowdfunding Sites**

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

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

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

- a. **Review by the Building Principal. To be eligible for approval under this policy, employees must submit in writing a fully completed approval request form to the building Principal. Notwithstanding any contrary provision in Board policy KCD, the Building Principal has authority to approve proposed campaigns seeking a dollar value up the amount of \$500. Regardless of the amount sought to be donated, the Building Principal has the authority to deny a proposed campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Building Principal, the proposed campaign would produce unacceptable inequity in the educational environment.**

If a proposed campaign seeks a dollar value in excess of \$500, and the

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building Principal believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the building Principal shall refer the proposed campaign to the Superintendent or designee.

- b. a. Review by the Superintendent.** The Superintendent or designee shall review the referred approval request forms and seek additional information about proposed campaigns as appropriate. The Superintendent or the Superintendent's designee has the authority to approve proposed campaigns seeking a dollar value of up to \$500 ~~\$2,500~~. Regardless of the amount sought to be donated, the Superintendent or designee may deny a referred campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Superintendent or designee, the proposed campaign would produce unacceptable inequity in the educational environment.

Consistent with Board policy KCD, if a proposed campaign seeks a dollar value in excess of \$500 ~~\$2,500~~, and the Superintendent or designee believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the Superintendent or designee shall refer the proposed campaign to the Board.

- c. b. Review by the Board.** Subject to the requirements of ~~RSA 198:20-b~~, only **Board policy KCD** the Board has the authority to approve a campaign that seeks a dollar value in excess of \$500 ~~\$2,500~~, **although pursuant to RSA 198:20-b, unanticipated funds of \$20,000 or more also require a public hearing before acceptance.** After considering the Superintendent's or designee's recommendation, the Board will decide whether to approve or deny the proposed campaign.

4. Criteria of Approval of Crowdfunding Requests. Crowdfunding requests will not be approved unless the proposed campaign:

- a. meets all requirements of applicable Board policies and administrative regulations, and is consistent with the requirements of Title IX, FERPA, the IDEA, and any other applicable state or federal laws or regulations;
- b. uses a crowdfunding site that has been approved by the Superintendent pursuant to Section C.2, above;
- c. is consistent with the District's approved curriculum;
- d. does not create significant disparities or inequities among similarly situated students;
- e. does not solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
- f. seeks donations that are compatible with the District's Data and Privacy Governance Plan, as confirmed by the District's Director of Technology or designee.
- g. has a specific, pre-determined beginning and ending date;

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- h. does not disparage the District or any of its buildings, programs, representatives, employees, or students;
- i. does not include pictures or the identifying or confidential information of any District student, unless specifically approved by the student's parent or guardian in writing and attached to the approval request form;
- j. furthers the educational mission of the school and is not used for the unrelated personal gain of any individual;
- k. does not result in donations being delivered directly to the requester;
- l. is not contingent on the District matching funds or making any expenditure;
- m. does not request food or beverage items inconsistent with the District's Wellness Policy JLCF;
- n. does not suggest or state that the donation sought is required for or integral to a student's special education program, a student's ability to achieve their IEP goals, or the participation of students with disabilities in any school program.

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

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

D. Receipt and Allocation of Donations

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

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

E. Record Keeping

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

Policy History:

Policy Adopted – November 14, 2022

DOVER SCHOOL DISTRICT	POLICY CODE: IKL
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FIRST READING - REVISIONS

ACADEMIC INTEGRITY AND HONESTY

- A. **Statement of Policy.** All students are expected to demonstrate academic integrity and honesty. Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect toward their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. These expectations are directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior.
- B. **Prohibited Behavior.** In addition to any standards or rules established by individual classroom teachers, the following behaviors are in violation of the standards of academic integrity and honesty and are specifically prohibited:
1. **Cheating.** Cheating is any act of academic dishonesty, which includes such things as receiving or communicating information to another student during a test or other assessment; looking at another's test or assessment during the exam; using notes or obtaining information during a test or assessment when prohibited; obtaining information about the questions or answers for an assessment prior to the administration of the exam; or whatever else is deemed contrary to the rules of fairness with respect to school work or assessment, including special rules developed by the instructor of the course.
 2. **Improper Use of AI Tools.** Improper use of artificial intelligence ("AI") tools (e.g., ChatGPT, Google Bard, Harvey.AI, etc.) is use which is inconsistent with the purpose, spirit, or specific instructions for assigned school work or homework. Students may only use AI tools in accordance with the teacher's specific instructions or pre-existing class, school or District guidelines. When use is permitted, students must state their use of the AI tools and, where applicable, find a legitimate, independent source to cite information. Teachers will provide general instructions related to the acceptable use of AI tools, but students are expected to obtain clarification from the teacher if they are uncertain of whether, and how, AI tools may be used on any given assignment.
 3. **2. Plagiarism.** Plagiarism is the representation of someone else's ideas or words as one's own without crediting the source. It is the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment through proper citation format. The submission of an assignment or parts of an assignment written by someone other than the student, including but not limited to, other students, commercial organizations, or electronic sources. Sources of work that must be cited or otherwise acknowledged in order to avoid plagiarism include, but are not limited to, books, articles, websites, work of classmates/others, and AI tools (such as ChatGPT, Google Bard, Harvey.AI, etc.). Teachers should provide clear instructions related to the applicable standards of attribution and citation for a given assignment, but students are expected to obtain clarification from the teacher if they are uncertain of the applicable standards.

DOVER SCHOOL DISTRICT	POLICY CODE: IKL
DATE OF ADOPTION: NOVEMBER 14, 2022	PAGE 2 OF 3

4. ~~3.~~ Academic Misrepresentation. Academic misrepresentation occurs when a student has another student or individual substitute for ~~himself or herself~~ **themselves** during the taking of a test or other assessments.
5. ~~4.~~ Academic Collusion. Academic collusion is the sharing of test or other assessment questions or answers with another student without the instructor's permission. Academic collusion includes copying another student's homework without the instructor's permission or allowing another student to copy one's work. It also includes group collaboration on individual assignments without the instructor's permission.
6. ~~5.~~ Dishonesty in Papers or Other Academic Work. Dishonesty in papers entails ~~using a writing service or having someone else write a paper for the student. All work submitted for a course must be the student's own original work unless the sources are cited.~~ **or other academic work occurs when one submits work prepared by a writing service, an AI tool, or any another person. All work submitted for a course must be the student's own original work unless the sources are cited, or are otherwise in compliance with the teacher's instructions, or school or District guidelines.**
7. ~~6.~~ Self-Plagiarism (Work Done for One Course and Submitted in Another). Self-Plagiarism occurs when a student for a class refers to work previously submitted in another class in order to fulfill the academic requirements in that latter class. In some instances, instructors may allow a certain amount of work from a prior course to be repurposed; students who wish to do this must seek express approval from the instructor in advance.
8. ~~7.~~ Unfair Academic Advantage. Unfair academic advantage occurs when a student acts in such a way as to prevent or hinder another student's performance with respect to an academic activity. Examples include concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use; sabotaging another student's work; or attempting intimidation for academic advantage.
9. **Facilitating academic dishonesty. Facilitating academic dishonesty occurs when one student completes an academic activity (e.g., homework, test, paper, etc.) for another student, or collaborates with another student on an academic activity when instructions have called for independent work.**
10. ~~8.~~ Other Academic Dishonesty. This policy also prohibits any intentional act that violates the spirit of academic integrity and this policy. Such prohibited conduct includes, but is not limited to, stealing assessments; tampering with academic records; including inaccurate academic information on any application or resume; altering academic tests or assessments, grades or other student records; distributing materials for the purpose of cheating or facilitating; inappropriate or unethical use of technology (pre-program of graphing calculator, smart phones, etc.); or feigning illness or personal circumstances to avoid an academic activity (e.g., test, quiz, paper, homework, lecture, etc.).

C. Consequences.

DOVER SCHOOL DISTRICT	POLICY CODE: IKL
DATE OF ADOPTION: NOVEMBER 14, 2022	PAGE 3 OF 3

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

The disciplinary consequences for violations of this policy shall be consistent with Board policy and the Student Code of Conduct JIC. The minimum consequence could be a zero relative to the specific assignment, test or quiz, and a conference with the student's parent/guardian. The Superintendent or designee shall list in the applicable Code of Student Conduct the specific range of additional consequences that may be imposed on a student for violations of this policy. For a high school student, violations of academic integrity and honesty are cumulative during the student's high school years.

Policy History:

Policy Adopted – November 14, 2022

DOVER SCHOOL DISTRICT	POLICY CODE: BBBF
DATE OF ADOPTION: DECEMBER 12, 2022	PAGE 1 OF 1

SECOND READING - REVISIONS

STUDENT BOARD MEMBERS

A. General Policy.

The Board will have one student school board member from Dover High School.

Student School Board members ("Student-members") will not have the right to vote and will be excluded from all non-public sessions the Board enters.

B. Election and Term of Student School Board-Members.

Student-members will serve one-year terms, beginning in September of each year.

Eligible student-members must be entering the tenth, eleventh, or twelfth grade.

Student-members will be chosen by a majority vote of the high school student body under procedures for nomination and election established by the student government of the high school, and in accordance with RSA 194:23-f.

C. Responsibilities of Student Government.

The student government of the high school shall establish procedures for:

1. The nomination and election of Student-member candidates;
2. Any public high school student in the school district to petition the Student-member to present proposals and opinions to the School Board;
3. Filling any vacancy that may occur in the Student-member position from that school.

D. Student-Member Expectations.

Under RSA 194:23-f, IV, Student-members are expected to:

1. Attend all School Board meetings;
2. Represent all high school students within the District;
3. Present to the School Board specific proposals and ideas from the high school student body;
4. Serve as a liaison between students, District staff, and the Board;
5. Keep the student body informed of Board business and actions; and
6. Comply with all Board policies relative to students and Board members, when applicable.

E. Oversight.

The Superintendent shall assure building principals coordinate with student council advisors to ensure the student council is aware of the requirements of Section D, above.

Policy History

New policy: December 12, 2022

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SECOND READING - REVISIONS

DATA GOVERNANCE AND SECURITY

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes but is not limited to personally identifiable information (i.e., "PII") regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

Cybersecurity Incident – An occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information processes, stores, or transmits, if that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

B. Data and Privacy Governance Plan - Administrative Procedures

1. **Data Governance Plan**. The Superintendent, in consultation with the **Chief** Information Security Officer ("**CISO**") (see paragraph C, below) shall update the Data and Privacy Governance Plan ("Data Governance Plan") for presentation to the Board no later than June 30th of each year.

The Data Governance Plan shall include:

- a. An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- b. A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
- c. Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);

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- d. A response plan for any breach of information/cybersecurity incidents; see RSA 31:103-b and RSA 359-C:19-21; and;
- e. A requirement for a service provider to meet or exceed standards for data protection and privacy-; and
- f. A provision that students participating in career exploration or career technical education may, with written parental consent, register for technology platforms and services to be used as part of the student's approved program of study, which require the provision of personally identifiable information. Copies of written parental consent shall be retained as part of a student's educational record.

The Data Governance Plan shall include standards and provisions that meet or exceed the standards set forth in the N.H. Dept. of Education's *Minimum Standards for Privacy and Security of Student and Employee Data*.

2. **Policies and Administrative Procedures**. The Superintendent, in consultation with the Chief Information Security Officer, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures may or may not be included in the annual Data Governance Plan.

C. **Chief Information Security Officer (CISO)**

The Director of Technology is hereby designated as the District's Chief Information Security Officer (CISO) and reports directly to the Superintendent or designee. The CISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The CISO will work with both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

A designated member of the Technology Department will be the District's alternate CISO and will assume the responsibilities of the CISO when the CISO is not available.

D. **Responsibility and Data Stewardship**

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, confidential and/or critical data/Information.

E. **Data Managers**

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is

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modified only by authorized employees. Data managers will assist the CISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the CISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise.

The Superintendent and/or the CISO shall immediately report any known or suspected cybersecurity incidents within the District's information systems, or within an information system of any vendor of the District, to the New Hampshire Cyber Integration Center of the Department of Information Technology. The Superintendent and/or the CISO shall disclose all known information and interactions. See RSA 31:103-b.

The CISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, CISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

As a part of this investigation, the CISO or designee will promptly determine the likelihood that any information part of a cybersecurity incident has been or will be misused. If the determination is that the misuse of information has occurred or is reasonably likely to occur, or if a determination cannot be made, the CISO will notify the affected individuals as soon as possible, consistent with the notification requirements under RSA 359-C:20.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications

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District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the CISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the CISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

Notwithstanding the prohibition on the use of applications, etc. that store, collect or share personally identifiable information concerning a student ("PII"), students participating in career exploration or career technical education may, with written parental consent, register for technology platforms and services to be used as part of the student's approved program of study, even if said platforms and services require the collection, storage and sharing of the student's PII. Use of these platforms and services is subject to the conditions set forth in B.1(f), above, and related provisions of the Data Governance Plan. The written parental consent forms shall be retained as student records.

H. Training

The CISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion

The CISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated into the data/record retention schedule established under Policy EHB and administrative procedure EHB-R, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

J. Consequences

Employees who fail to follow the law, or District policies or procedures, regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

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Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Policy History

Policy Adopted: February 11, 2019

Policy Revised: December 12, 2022

RESOLUTION

RE: DOVER SCHOOL DISTRICT FUNDING RESOLUTION

- WHEREAS:** The City of Dover must spend significantly more money to educate its students than the State of New Hampshire provides for that purpose; and
- WHEREAS:** The New Hampshire Supreme Court has ruled on multiple occasions that the State of New Hampshire has a constitutional responsibility to pay for the cost of an adequate education for all K-12 public school students, and;
- WHEREAS:** This constitutional responsibility was recently upheld and reaffirmed by a NH Superior Court, which ruled that the current base adequacy amount of \$4,100 is unconstitutionally low, and that the legislature must increase base adequacy to at least \$7,356.01, plus the cost of transportation, and;
- WHEREAS:** The City of Dover and its students and taxpayers have been harmed by New Hampshire's school funding model, relative to students and taxpayers in other communities, and;
- WHEREAS:** Increasing base adequacy and shifting a larger portion of the cost of education from local property tax payers to the State will help alleviate these harms in Dover and for the vast majority of communities around New Hampshire, and;
- WHEREAS:** The New Hampshire General Court has the ability to change how education is funded in New Hampshire, and has been charged once again by the Courts with the task of bringing statute in line with 30 years of Court precedent;

NOW THEREFORE, BE IT RESOLVED THAT the Dover School Board calls upon the City of Dover's elected representatives serving in the State Legislature to work toward and support a school funding solution in the best interest of students and taxpayers, that complies with the recent court rulings and increases the amount of State education funding received by Dover Schools and reduces the property tax burden on the taxpayers of Dover.

SUBMITTED BY:

Robin Trefethen, Chairperson

Carolyn Mebert, Vice Chairperson

Michelle Clancy, Secretary

Maggie Fogarty

Elizabeth Goldman

Micaela Demeter

Craig Flynn

February 12, 2024

RESOLUTION

RE: ACCEPTANCE OF FUNDS TO THE DOVER HIGH SCHOOL GENERAL SCHOLARSHIP TRUST FUND

WHEREAS: The Dover School Board has promulgated policy IKG, Establishment of Scholarships; and

WHEREAS: Policy IKG states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds"; and

WHEREAS: The Dover School Board approved the establishment of the "Dover High School General Scholarship Trust Fund" on December 10, 2018, which was also subsequently approved by Dover City Council on January 23, 2019, for the purpose of accepting donations of any size from donors seeking to provide scholarship funds to a deserving student, as a memorial recognition of a relative, friend, or another; and

WHEREAS: In memory of Mark A. Cote, a 1983 graduate of Dover High school, an initial contribution of five thousand dollars (\$5,000) was received toward the Mark A. Cote Legacy Scholarship, of which funds will be held in the Dover High School General Scholarship Trust Fund; and

NOW, THEREFORE, BE IT RESOLVED THAT the Dover School Board approves the donation of \$5,000 and requests that the Trustees of the Funds accept same, to be held in trust, administered, and expended consistent with the written donation agreement, namely for the purpose of awarding an annual scholarship in the amount of \$1,010.64 and said funds to be held in common by the City of Dover Trustees of Trust Funds. The intent of the donated funds is to provide an annual scholarship award to a Dover High School senior who will be pursuing studies at a 2 or 4-year college or trade school. Assuming acceptance of the donated funds, the principal, any investment income, and any new donations to the Mark A. Cote Legacy Scholarship will be disbursed for the purpose of one annual scholarship upon written request from the Principal of Dover High School to the City of Dover Trustees of Trust Funds.

SUBMITTED BY:

Robin Trefethen, Chairperson

Carolyn Mebert, Vice Chairperson

Michelle Clancy, Secretary

Maggie Fogarty

Elizabeth Goldman

Micaela Demeter

Craig Flynn

February 12, 2024



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: Thomas Rup, Director of Technology
DATE: February 12, 2024
RE: Award of RFP #DSD24004 – Service Management Software Platform Bid Award

A sealed Request for Proposal (RFP) #DSD24004 was issued and received for a Service Management Software Platform on December 19th, 2023 at 2:30 p.m. that includes technology and facilities ticketing, event management and asset inventory. The District received two responses that were reviewed for necessary qualifications, understanding of scope of service, commitment to delivery timeline, as well as proposal costs.

The District currently uses SysAid for an IT Help Desk and SchoolDude for Facilities Workorders and Event Management, and this solution will take the place of these two existing platforms. Incident IQ LLC provided a more comprehensive solution in their RFP submission, as well as being the low bidder for this request.

It is the recommendation to accept the proposal from Incident IQ LLC of Atlanta, GA in the total amount of \$23,783.44 (\$21,495.94 FY25, \$2,287.50 FY24) for year one effective July 1, 2024 and to allow for the option to extend two (2) additional one-year terms contingent upon funding availability and satisfactory vendor performance.

Proposal results are noted below, and all RFP documents are available on the District [website](#).

Vendor	Cost Proposal
Incident IQ LLC 750 Glenwood Ave SE, Suite 320 Atlanta, GA 30316	iiQ Platform with Ticketing: \$7,961.46 iiQ Facilities product (add-on): \$7,961.46 iiQ Events (add-on): \$5,573.02 <i>iiQ Assets (optional):</i> \$5,573.02 Total Annual Cost: \$21,495.94 iiQ Implementation One Time Cost: \$2,287.50
Partner Vantage Point 200 Continental Drive Newark, DE 19713	Halo Service Solution: \$95 per Admin per month x20 Admin: \$22,800 Total Annual Costs: \$22,800 Average Implementation Cost: \$36,000

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



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Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
Michael Limanni, Chief Financial Officer
FROM: Libby Simmons, Operations and Accounting Manager
DATE: February 12, 2024
RE: Award of RFP #DSD24006 Walk-In Refrigerator/Freezer Combo Unit at DMS

On January 4, 2024, the District solicited a public bid seeking proposals from qualified vendors for the *purchase and installation of a new walk-in refrigerator/freezer combo unit at Dover Middle School*. The existing unit is original to the building, showing signs of failure and needs to be replaced. This is a re-bid from the spring of 2023 where the district received zero response to the request. Completion of the project that includes the removal and disposal of the existing unit will occur during early summer of 2024.

While the District received only one proposal, who provided two options, it has been carefully reviewed by the business and facilities offices and deemed that the new recommended unit has met the requirements of the RFP and within the estimated budget for this project.

It is the recommendation to the Dover School Board to accept the bid proposal from Singer Kittredge of Bow, NH in the total amount of \$70,579.52, contingent upon final approval by NHED/Office of Nutrition Programs & Services. While slightly higher than option #2, the Bally model is a very high-quality unit that will benefit the District long-term.

VENDOR	COST PROPOSAL
Singer Kittredge 618 Route 3A Bow, NH 03304	Option #1
	Bally Refrigerated Boxes Model No. WALK IN
	\$70,579.52
	Option #2
	Systemes Norbec Inc Model No. WALK IN
	\$69,993.93

All bid documents are available on the District [website](#). The project, including all service, labor, equipment and disposal costs will be funded through the Food Service Special Revenue Fund.

Note: As this is a capital purchase over \$5,000, the NHED/Office of Nutrition Programs & Services requires approval prior to purchase. The request to purchase the item is currently in process. This replacement item is also part of the approved spend-down plan with the NHED/ Office of Nutrition Programs & Services for SY23-24.



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Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
Michael Limanni, Chief Financial Officer
FROM: Libby Simmons, Operations and Accounting Manager
DATE: February 12, 2024
RE: Award of RFP #DSD24007 Walk-In Refrigerator at WPS

On January 4, 2024, the District solicited a public bid seeking proposals from qualified vendors for the *purchase and installation of a new walk-in refrigerator unit at Woodman Park Elementary School*. The existing unit is 20+ years old and at a point of replacement. This is a re-bid from the spring of 2023 where the district received zero response to the request. Completion of the project that includes the removal and disposal of the existing unit will occur during early summer of 2024.

The District received two proposals that have been carefully reviewed by the business and facilities offices and deemed that the new recommended unit has met the requirements of the RFP and within the estimated budget for this project.

It is the recommendation to the Dover School Board to accept the bid proposal from Singer Kittredge of Bow, NH in the total amount of \$30,759.33, contingent upon final approval by NHED/Office of Nutrition Programs & Services. While slightly higher than option #2, the Bally model is a very high-quality unit that will benefit the District long-term.

VENDOR	COST PROPOSAL
Alliance Mechanical 1494 Route 3A Bow, NH 03304	Artic-Temp Rectangular Indoor Cooler \$69,955.00
Singer Kittredge 618 Route 3A Bow, NH 03304	Option #1 Bally Refrigerated Box Model No. WALK IN \$30,759.33 Option #2 Systemes Norbec Inc Model No. WALK IN \$28,504.68

All bid documents are available on the District [website](#). The project, including all service, labor, equipment and disposal costs will be funded through the Food Service Special Revenue Fund.

Note: As this is a capital purchase over \$5,000, the NHED/Office of Nutrition Programs & Services requires approval prior to purchase. The request to purchase the item is currently in process.



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Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Abigail Small, Director of Student Services & Travis Bickford, Director of MTSS
DATE: February 7, 2024
RE: Approval of Bid Award

IDEA Grant: Consultation Services for Development of an Elementary Emotional-Behavioral Disordered Program (EBD)

Vendor	Bottom Line Total Costs
Southeastern Regional Education Service Center, Inc (SERESC)	
Phase 1 (2023-24 IDEA Grant): EBD Consultation & Digital Handbook	\$22,720.00
Phase 2 (2024-25 IDEA Grant): District EBD Program Needs Assessment & Alignment Report	\$25,000.00
Total for Phase 1 & 2	\$47,720.00

Why are consultative services needed?

The Dover School District (DSD) invited proposals from qualified vendors to offer consultative services for the development of an intensive in-school mental health program for elementary students enrolled in grades 1 through 4 (Phase 1). Also, a needs assessment will be conducted to identify resource gaps and recommendations to implement the in-school mental health program. A district EBD program alignment report will be conducted to identify and recommend protocols and procedures for use at secondary schools.

The primary objective of the elementary EBD program is to support the development of students' social-behavioral and emotional regulation skills. This program will be classified as a Tier 3 initiative within a Multi-Tiered System of Supports (MTSS). The targeted audience for this program includes students eligible for IDEA services, specifically those identified under the categories of Emotional Disturbance, Other Health Impairments, and/or Developmental Delay – Social or Emotional Development.

The primary aim of establishing this specialized, in-school mental health program is to proactively maintain students' connection to their local school community, serving as a preventative measure prior to an out-of-district school placement. Implementing this solution will allow students to continue receiving core curriculum and instruction while fostering relationships with both peers and adults within their local school community. The target start date of the specialized program (phase 1) is the fall of the 2025-2026 school year.

What is the scope of work for consultative services?

Specific program-based and special education system consultation that will align with and support a conceptual development of an elementary EBD program handbook, along with recommended professional learning needs for program staff. Development and implementation of a strategic plan will include: philosophy, mission and vision; needs assessment and collection of baseline data; consultation and training to school leadership and program staff; and proposal of a multi-year strategic plan with articulated outcomes, including development and implementation of common, developmentally-adapted, program elements and procedures across all the district's schools and levels. Written procedures needed and developed will be at the direction of the Director of Student Services and Director of MTSS, but are likely to include: eligibility, orientation, staff readiness (training/preparation), response processes, program routines, progress monitoring, program fidelity, program exit, and impact assessment.

What are the expected deliverables?

Activity/Task:	Anticipated Deadline
Phase 1: Digital Elementary Program Handbook of all protocols and procedures (live binder format)	June 30, 2024
Phase 2: Needs assessment report aligned to finalized version of Elementary EBD Program. The report is to include recommendations related to immediate, medium-term, and long-term programming needs.	October 31, 2024
Phase 2: District EBD Program Alignment Report. Identify and recommend protocols and procedures from the elementary EBD program that can be scaled-up to middle school and high school programming.	October 31, 2024

Recommendations:

The review committee evaluated the submission from SERESC, and it exceeded the minimum criteria to be considered a viable proposal. There were no submissions from other vendors. The review committee recommends awarding the bid to SERESC.