



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #6
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, June 10, 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. Non-Public Meeting, May 13, 2024
 - 2. Regular Meeting, May 13, 2024
- G. **SUPERINTENDENT'S REPORT**
- H. **CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:** None
 - 3. **Leaves of Absence:**
 - a. Erica Gagnon – Grade Three Teacher - Garrison Elementary School
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. 2024-2025 Annual Paraeducator Re-Nominations
 - b. 2024-2025 DTU Nominations
 - c. 2024-2025 Non-Union Nomination
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** June Donations
- I. **STUDENT REPORT**
- J. **FINANCIAL REPORT**
- K. **POLICIES – CHANGES – PROPOSALS:** None
- L. **POLICY ADOPTION:**
 - 1. JICL – Student Computer and Internet Use – New Policy – Second Reading
- M. **RESOLUTIONS:**
 - 1. 2023-2024 Resolution of Recognition
- N. **OLD BUSINESS:** None
- O. **NEW BUSINESS**
 - 1. Memorandum of Understanding (MOU) – Woodman Park School and Seymour Osman Community Center (SOCC)
 - 2. Memorandum of Agreement (MOA) – Dover School District and Dover Fire Department



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3. New Hampshire School Boards Association (NHSBA) Resolution Discussion
4. Title I Family Outreach Coordinator – Social Worker Job Description - New
5. Dover Middle School Science Curriculum Resource Adoption
6. Award of RFP # DSD24015 Dover Middle School Science Resource

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

EMPOWERING ALL LEARNERS!

Monday, June 10, 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. Non-Public Meeting, May 13, 2024
2. Regular Meeting, May 13, 2024

G. SUPERINTENDENT'S REPORT: See below.

H. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:** None
3. **Leaves of Absence:**
 - a. Erica Gagnon – Grade Three Teacher - Garrison Elementary School
4. **Job Shares:** None
5. **Nominations:**
 - a. 2024-2025 Annual Paraeducator Re-Nominations
 - b. 2024-2025 DTU Nominations
 - c. 2024-2025 Non-Union Nomination
6. **Extended Travel (Student Trips):** None
7. **Donations:** June Donations

J. FINANCIAL REPORT: Mr. Limanni will present his financial report to the Board.

K. POLICIES – CHANGES – PROPOSALS: None

L. POLICY ADOPTION:

1. **JICL – Student Computer and Internet Use – New Policy – Second Reading:** The Dover School District provides computers and Internet access to support education. Student use is a privilege and must follow district policies, with violations leading to restricted access or disciplinary action. The District monitors all activity on its devices and networks, and students should not expect privacy. High school students may use personal computers with prior authorization. Filters block inappropriate content, but complete prevention is not guaranteed. Parents should be aware of this risk. Policies will be communicated through handbooks and the District's website. The Superintendent oversees policy implementation. The District is not liable for service errors, data loss, or unauthorized financial obligations. Misuse of District systems is subject to disciplinary action. **Superintendent's Recommendation:** I recommend the Board adopt Policy JICL.

M. RESOLUTIONS:

1. **2023-2024 Resolution of Recognition:** I recommend the Board approve the Dover School District, SAU 11 Resolution of Recognition.

N. OLD BUSINESS: None

O. NEW BUSINESS

1. **Memorandum of Understanding (MOU) – Woodman Park School and Seymour Osman Community Center (SOCC):** The Dover School District has as a long standing and positive relationship with the SOCC. They have provided an effective afterschool program for the Woodman Park School students. Stacey Kearns will be available to answer any questions the Board may have. **Superintendent's Recommendation:** I recommend the Board approve the MOU presented.
2. **Memorandum of Agreement (MOA) – Dover School District and Dover Fire Department:** The purpose of the Dover Regional CTE and the City of Dover Fire Department's Memorandum of Agreement is to define the roles and responsibilities of each organization relative to the instruction of students in the certified Firefighter programs in order to foster the achievement of both the SAU and Fire Department mission and goals through a collaborative working relationship between the two organizations; and to facilitate operational efficiencies by promoting economies of scale and avoiding duplications of effort. **Superintendent's Recommendation:** I recommend the Board approve the MOA presented.
3. **New Hampshire School Boards Association (NHSBA) Resolution Discussion:** The New Hampshire School Boards Association has initiated the process for resolutions. This is an opportunity to have a conversation pertaining to possible resolutions to be submitted to the New Hampshire School Boards Association.
4. **Title I Family Outreach Coordinator – Social Worker Job Description - New:** The purpose of this job description is to have a Board approved job description for a role already held in the district. **This is not a new position being added.** The Family Outreach Coordinator - Social Worker is a vital member of our Title I community, providing comprehensive support to families to enhance student success and well-being. This position works collaboratively with school counselors, the dean of students, and the behavior specialist to offer wrap-around services to families. The Coordinator will assist families in developing essential parenting skills, ensuring school readiness, promoting positive discipline, and establishing effective home routines. Additionally, the role includes planning and hosting regular Title I family engagement events at both Woodman Park Elementary School and Dover Middle School, focused on academic achievement and positive social skill development. **Superintendent's Recommendation:** I recommend the Board approve the job description presented.
5. **Dover Middle School Science Curriculum Resource Adoption:** A selection committee joined CIA Directors in reviewing eight proposals from vendors for the middle school science curriculum. The committee evaluated each proposer's ability to provide a curriculum resource for grades 6-8, or if possible, for grades 5-8. **Superintendent's Recommendation:** I recommend the Board adopt the curriculum being requested by the committee.
6. **Award of RFP # DSD24015 Dover Middle School Science Resource:** It is the recommendation of the science curriculum committee that the Board accept the proposal from Twig in the amount of \$117,527.39 for the first year of the agreement on the condition that they can provide grade 5 materials without exceeding the cost outlined in the RFP of \$120,000. Should Twig not be able to meet this specification, it is the recommendation of the committee that the Board accept the bid from Houghton Mifflin Harcourt Into Science for \$75,277.31. Jennifer Krans will be available for any questions the Board may have. **Superintendent's Recommendation:** I recommend the Board adopt the curriculum being requested by the committee.

SUPERINTENDENT'S REPORT:

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

Week of April 29:

- The SAU Directors Meeting included the reading intervention program for the 2024-2025 school year.
- Michael Limanni, Libby Simmons, Morgan Lyon and I met to review summer building and facilities projects.
- Maggie Fogarty and I met to discuss the Equity Vision Keepers Committee.
- I attended the RTI Training in Grand Rapids, Michigan from April 30 - May 3 with Charles Angwin, Valerie West, Meredith LaPoint, Meredith Vail, and Kori Kennedy.
- The Curriculum Advisory Council met. Agenda topics included: Review of books put forward for DHS curriculum adoption, and an update on the DMS science curriculum adoption.
- Events: Frances G. Hopkins Literacy Ball.

Week of May 6:

- The SAU Directors Meeting included the following agenda topics: MBC position, City Hall Closure alignment, adjustment of days for the Responsive Classroom Training, June 17 professional development, FGH closure of June 14, NHED Branching of the Minds MTSS Platform, funding for 7/8 split team professional development, and DMS request through Title IV position to focus on study skills and mindfulness.
- Michael Limanni facilitated the Leadership Team meeting to review end of year projects.
- I met with elementary principals to review FY25 FTE allocations. With the current enrollment calculation for the 2024-2025 school year, 1 teacher FTE will need to be moved.
- The DMHA Steering Committee Meeting focused on long-term planning and the May and June meetings.
- Christine Boston and I held our monthly meeting with DTU president Lisa Dillingham.
- I facilitated a Student Focus Group with students who participate in CTC programs. They were enthusiastic about the CTE program and the opportunities they have. The overarching theme is that they make a connection with their education and a career pathway.
- Patrick Boodey, Roseanna Drysdale, and I met with Ryan Crosby of the Dover Housing Authority to discuss the possibility of working together to organize a family educational opportunity pertaining to antiracism.
- Fire Chief Michael McShane and I reviewed the MOU between the district and Fire Department for the CTE Fire Science Program.
- I conducted interviews with a DHS math teacher and a DMS physical education/wellness teacher. The DMS Principal Interview Committee conducted interviews with two candidates. The interview process consisted of three stages: adult interview panel, student interview panel, and writing sample.
- I attended the Southeaster's meeting at Barrington Middle School.
- I held the bi-weekly meeting with the Board's Chair and Vice Chair. Christine Boston, Travis Bickford, and Jen Krans joined the meeting to review job descriptions for the DHS Academic Coordinators and Guiding Coalition Team Leaders.
- Christine Boston attended the NHSAA Statewide Meeting in Concord.
- Christine Boston and I met with the Teaching and Learning Department to review current and future work with the New Hampshire Learning Initiative.
- Events: DHS AP Art Walk, WPS Title I & SOCC Community Fair and Family Night, DHS CTE Auto Body First Annual Paint Show, and the DHS Variety Show.

Week of May 13:

- I attended the monthly Dover Chamber of Commerce Government Affairs Meeting.
- The SAU Directors Meeting was held with the following agenda topics: hosting Solution Tree PLC/RTI Institute 2026, local PD funds for Bethesda RTI at Work Institute October 7-9, Frances G. Hopkins and Garrison School HVAC, location of summer curriculum work, rescheduling the May 15th Full-Leadership Team Meeting, Panorama Contract, staff childcare, MBC interview schedule, summer tutoring, and leadership team Browne Center update.
- I attended the School Board's Regular Meeting.
- The monthly Leadership Team Meeting held the following agenda items: review of hiring process and Ventures for Excellence, end of school year calendar, summer curriculum work, review of idling cars, SY24 close-out process, and Full Leadership Team Meeting date change.
- I worked with the CIA Directors on a comprehensive federal grant document.

- I held the bi-weekly meeting with the Board's Chair. Christine Boston joined the meeting.
- I had the opportunity to attend the monthly SEED meeting.
- I conducted an interview with a special education teacher candidate.
- I attended the monthly Board and Committee meeting for the YSC.
- Events: National Honor Society Induction Ceremony, CTC Awards Night, and National Honor Society Induction, and FGH Fourth Grade Concert.

Week of May 20:

- **SAU Directors Meeting:** The SAU Directors Meeting covered a range of agenda topics including a review of 2024 summer work and projects, planning for June 18 workday for FGH and WPS, and the staff laptop RFP, training on the new help desk system, the IT Department's summer work, and strategies for summer work communication. Additionally, supervision plans for the 2024-2025 school year, teacher and paraeducator induction, and weekend conference travel were discussed. Updates on Branching Minds NHED, TIER III reading services, and guiding coalitions were provided, along with information on summer office hours.
- The Career Technical Center hosted a signing day for students entering their career pathway following their high school graduation.
- Christine Boston and I attended the monthly NHED information meeting.
- I met with the presidents of the Parent Organizations. These meetings throughout the year allow the organizations to coordinate, share ideas, and learn from each other, and provides me with additional insights into what is happening in the schools. Our district is fortunate to have such a group of enthusiastic school supporters who deeply care about our schools and educators.
- Elementary principals met for their guidance meeting to review several key topics including the Spring Universal Kindergarten Screening, professional development schedule, Tier III Reading Intervention Model, draft of essential standards, RTI at Work Conference, MBCs, ordering of materials, Right to Read initiative, and Kalamata's Kitchen.
- I conducted two Student Focus Groups. I met with a group of energetic second-grade students at Garrison Elementary School who clearly enjoy their school. At the Middle School, I met with a combination of grade levels. It was dynamic group.
- The second meeting of the Policy Review Committee was held, featuring a second review of the Technology policy and an examination of new or revised policies presented by the New Hampshire School Boards Association.
- Patrick Boodey facilitated the Hiring and Retention Committee, with a focus on the recruitment of a diverse workforce.
- The DHS Athletic JBC met on May 22.
- The Strategic Plan Steering Committee held its final meeting on Wednesday, facilitated by Carolyn Eastman. The next step is to review the committee's work and develop SMART Goals. The committee deserves commendation for their dedication and efforts on the 2.0 Strategic Plan. Special thanks to Carolyn Eastman for her exceptional facilitation and coordination throughout the process. The student members were valuable contributors, bringing forward their ideas and perspectives.
- I attended the NH Superintendents Legal Seminar. Agenda items featured topics that included the Department of Labor Salary Rule, the Pregnancy Fairness Act, the practice of ending past practices, a collective bargaining review, contracted services, Title II regulations related to website access, dangerous students, FERPA, responding to subpoenas, a Title IX update, HB 1187, hiring issues, and the NH State Board of Education.
- I conducted interviews with a DHS Case Manager Candidate, Sixth Grade Math Teacher Candidate, and NJROTC teacher candidate.
- Events: DHS Spring Concert and World Language Honor Society Induction.

Week of May 28:

- I attended the monthly meeting of the Dover Mental Health Alliance.
- I worked with the Teaching and Learning Department on the Consolidated Grant application.
- Woodman Park School is working with the Dover Housing Authority on developing a program for families pertaining to equity. Ryan Crosby, Patrick Boodey, and I met with Kevin Pagaro- Martinez and Rachel Blansett.

- The Equity Vision Keepers met for the final meeting of the 2023-2024 school year. The agenda included: grounding and relationship building, review of the equity plan and progress, and conversation with Rachel Blansett, Oyster River DEI Director. Christine Boston presented the equity plan in an easy-to-understand format. Thank you to Dr. Boston in the revision of the district's equity plan.
- I conducted an interview with an Athletic Director candidate.

The following is noted:

Congratulations to the Dover High School Class of 2024! For those unable to attend, it was an outstanding high school graduation. Principal Driscoll and his leadership team are to be commended on the quality of the graduation ceremony. The following student speakers did an outstanding job:

- *Jehuda Tawalujan - Class President*
- *Aaron Djohan - Class Vice President*
- *Erik Larson - Salutatorian*
- *Madeline Bachrach - Valedictorian*

From: Erica Gagnon <e.gagnon@doover.k12.nh.us>

Sent: Wednesday, June 5, 2024 1:18 PM

To: William Harbron <w.harbron@doover.k12.nh.us>; Tammy Badger <t.badger@doover.k12.nh.us>

Subject: Gagnon (GES)

Dear Dr. Harbron & Mrs. Badger,

My name is Erica Gagnon and I teach third grade at Garrison. I am currently on my maternity leave as my husband and I recently welcomed our second baby girl, Ada Jayne.

I was fortunate enough to extend my maternity leave when I had my first daughter, Lena. She was born in August, and I took the following school year off to be home for the first year of her life. After much consideration and a lot of back & forth, I am hoping to do the same for Ada.

I am writing this email to ask for permission to take time off to be with my family for the duration of the 2024-2025 school year. I already spoke with Mrs. Dunton about the possibility of this and she was incredibly supportive and kind.

Thank you for your consideration & understanding. Please let me know if there is anything I need to do on my end to approve or finalize this leave. I look forward to returning to Dover Schools for the following school year.

Sincerely,

-Erica Gagnon

2024-2025 NOMINATIONS

Paraprofessionals

TO: DOVER SCHOOL BOARD

DATE: June 10, 2024

MEMORANDUM: Re-nomination of Paraprofessionals

I hereby nominate the following persons for the designated positions for the 2024-2025 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY:
EDGEComb, LAURIE

DOVER HIGH SCHOOL:
COOK, CAMERON C
FOX, JENNIFER A
GAGNE, REBECCA L
GAGNON, KATHLEEN E
GAGNON-WOLD, JOYCE E
HELLMANN, JANINE
HOUST, LENA F
IVEY, LYNN A
JACQUES, PAMELA A
MANCINI, MERRANDA
MERRILL, KAREN M
MOORE, BAMBISUE
NEWTON, GEORGE L
NICASTRO, ANGELA
SNOWMAN, ROBERT L
SULLIVAN, LINDSAY M
WOODCOCK, TONYA M

DOVER MIDDLE SCHOOL:
BOLES, EMILY A
DIONNE, EMILY M
DIONNE, KENDRA E
ECKER, CHRISTINE M
FANTASIA, SAMANTHA T
FOREST, JULIE A
FREDERICK, DEBORAH L
FROST, DAVID W
MARSOLAIS, CHERYL A
MORANN, RAENYA M
MORTON, KURTIS
PALCZYNSKI, SHEILA A
PARADIS-SMITH, MARYJO P
PARKS, MARIA P
PRY, SHANNON E
REED, EDWARD A
SCAMMON, LARA S
SNOW, LAURINDA
VISOSKY, LAURIE J
WISNIEWSKI, LAURIE R
ZUCARO, LORNA-JEAN

GARRISON ELEMENTARY:
BELAIR-LAROCHE, STEFANIE M
DONAIS, VALERIE E
FITZGERALD, KELLY A
GARMAN, SARAH E
HENNET, RENITA
HODGDON, KARA M
LEFEBVRE, JOY F
LUCIER, LISA
MILTON, JESSICA K
MYERS, CONSTANCE F

POMERLEAU, SARAH A
ROBERSON, JACQUELINE B
SCHWARTZ, JULIA E
SNOW, DANIELLE S
TOWLE, BRYAN L
WILSON, TIMOTHY J

HORNE STREET SCHOOL:
ANDERSON, LEANNE M
ANDERSON, MELISSA
BOUFFORD, JENNIFER L
BROWN, KAYLA M
BUTTNER, ABIGAIL M
CAROLAN, NADINE M
CLARK, NICOLE M
CONROY, DEBRA L
CRICENTI-PAIVA, DOREEN A
DODIER, SARAH J
DUQUETTE, AMANDA R
ELLER, ASHLEY L
GREIG, AMY L
GUERRETTE, KATRINA F
JABRE, BRYNN M
JEANPIERRE, ALISON E
JUDGE, BROOKE R
KEAZER, RACHEL E
LAPOINT, JANET M
LEONARD, TONYA B
LUDWICK, HEATHER M
MANSFIELD, AMANDA L
MORIN, KERRY E
MORRIS, ELIZABETH A
PATEL, RAKHEE
ROCHE, JANE

WOODMAN PARK SCHOOL:
AMENDOLA, TESS M
ANDINO, JENNIFER M
AUBIN, ERYN E
AUGER, JENNIFER L
BONNY, KRISTIN A
CALABRESE, VANESSA E
DUNBAR, STEPHANIE N
EMERY, CHRISTIANA N
ERNSTING, SUSAN M
FEENEY, ROBERT J
HALEY, CRISTINA AP
HELLIWELL, JILL M
HOWARD, DIENNE M
JACQUES, JENNIFER M
KARAS, MEGAN E
LAHR, MATTHEW P
LASELVA, BRIDGET A
LEE, KIMBERLY F
MARTIN, MADELINE M
MCCORMACK, REBECCA A
MONAHAN, ANGELA M

PEDRO, HOLLY A
PIPER, SUSAN M
PLAFKER BUSHWAY, JAMIE L
SHARIF, SHIMANA
SIPPLE, CHRISTINA J
SURYAWANSHI, AMRITA
TOBIN, DAWN M
ZUCCO, DORIS C

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

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

TO: DOVER SCHOOL BOARD

DATE: June 10, 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 2024-2025 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Boudreau, Monique	Grade 1 Teacher	Frances G. Hopkins School	Alycia Andolina	\$86,979	CAGS, Step 17
Cashman, Paige	Grade K Teacher	Garrison Elementary School	Marcia Minerowicz	\$50,213	BA, Step 5
Pringle, Thomas	STEM Teacher	Frances G. Hopkins School	Mary Nicolella	\$66,471	MA, Step 11
Thompson, Megan	Special Education Teacher	Dover Middle School	N/A	\$56,505	MA+30, Step 5

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

TO: **DOVER SCHOOL BOARD**

DATE: June 10, 2024

MEMORANDUM: Nomination and Election of Non-Union Employees

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2024-2025 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Sanborn, Lauren	McKinney-Vento Liaison – Title I	District	Patty Driscoll	TBD	

**Donation Request List for Approval
June 10, 2024 - School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
DMS	Coda Products, In.	\$5,000	(2) 3D Printers	To serve the students at Dover Middle School in STEM and math/science classrooms.

Dover School District Monthly Financial Report

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

FROM: Michael Limanni, CFO

DATE: June 7, 2024

RE: Condition of *School* Accounts

The monthly Multi-Fund FY2024 Condition of Accounts is attached for review.

As of June 7, 2024, the General Fund's estimated fund balance is \$1,577,057 which includes an estimated revenue shortfall of \$254,218. Listed below are the most significant items that are not reflected in the stated budget balance which is based on current year-to-date expenditures and encumbrances:

Estimated Fund Balance - 06.07.24	\$ 1,577,056.76
(-) Outstanding Transfers Out to Reserve Funds	\$ -
(-) Continued Cost of Substitutes	\$ (33,477.98)
(-) Estimated Continued Professional & Staff Dev	\$ (223,201.10)
(-) Additional IT Services	\$ (41,780.95)
(-) Tuition Reimbursements	\$ (16,063.81)
(-) Athletic Coaching Salaries	\$ (11,002.75)
(-) Severances	\$ (21,071.28)
(-) Cost of SROs	\$ (93,280.00)
(-) Dues & Fees	\$ (27,603.65)
(-) New & Replacement Ed. Equip.	\$ -
(-) Supplies, Books, Graduation	\$ (111,835.97)
(-) Revenue Shortfall	\$ (254,218.14)
(-) Approved Projects	\$ (147,749.87)
Estimated Final Budget Balance:	\$ 595,771.25

*NOTE: The current budget balances above for Supplies and Professional Development have been reduced by 70% to account for year end estimating, and in consideration of what is currently encumbered.

The Special Revenue estimated budget balances are as follows:

Fund 2800 School Cafeteria Fund **\$ (249,769)**

- 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 \$145,000.

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 3830-3839 School Facilities Funds

\$ (21,708)

- This fund typically carries a fund balance annually (estimated FY24 ending fund balance of \$190,750), 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 - May, 2024

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 26,141,543	\$ 18,884,234	\$ 7,257,309	\$ 6,452,430	\$ 804,879
1200	SPECIAL EDUCATION PROGRAMS	\$ 19,647,578	\$ 14,188,840	\$ 5,458,738	\$ 4,415,686	\$ 1,043,052
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,556,993	\$ 2,148,688	\$ 408,305	\$ 682,793	\$ (274,488)
1400	OTHER EDUCATIONAL PROGRAMS	\$ 750,627	\$ 552,287	\$ 198,340	\$ 143,035	\$ 55,304
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 266,203	\$ 227,048	\$ 39,155	\$ 33,170	\$ 5,985
2100	SUPPORT SERVICES - Students	\$ 5,583,719	\$ 3,903,312	\$ 1,680,408	\$ 1,311,429	\$ 368,978
2200	SUPPORT SERVICES - Instructional Staff	\$ 2,139,617	\$ 1,235,348	\$ 904,269	\$ 366,643	\$ 537,626
2300	SUPPORT SERVICES - General Admin.	\$ 1,817,324	\$ 1,591,606	\$ 225,718	\$ 225,038	\$ 680
2400	SUPPORT SERVICES - School Admin.	\$ 3,396,240	\$ 3,004,457	\$ 391,784	\$ 461,084	\$ (69,301)
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,576,615	\$ 5,187,494	\$ 389,120	\$ 518,548	\$ (129,428)
2700	SUPPORT SERVICES - Student Transportation	\$ 3,919,541	\$ 3,542,189	\$ 377,352	\$ 1,156,863	\$ (779,511)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,860,646	\$ 1,448,860	\$ 411,786	\$ 148,353	\$ 263,433
2900	SUPPORT SERVICES - Other	\$ 32,295	\$ 33,705	\$ (1,410)	\$ -	\$ (1,410)
5200	FUND TRANSFERS OUT	\$ 1,369,573	\$ 1,355,000	\$ 14,573	\$ 25,000	\$ (10,427)
6900	SCHOOL DEBT - Principal & Interest	\$ 6,307,427	\$ 1,856,081	\$ 4,451,346	\$ 4,451,346	\$ 0
TOTAL GENERAL FUND EXPENDITURES:		\$ 81,365,942	\$ 59,159,149	\$ 22,206,793	\$ 20,391,420	\$ 1,815,374
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,729,405	\$ 1,601,084	\$ 128,322	\$ 264,879	\$ (136,557)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 11,995,321	\$ 5,561,779	\$ 6,433,542	\$ 3,549,229	\$ 2,884,313
Summarized Condition of District Expenditures:		\$ 95,090,668	\$ 66,322,011	\$ 28,768,657	\$ 24,205,528	\$ 4,563,129

DISTRICT-WIDE Revenue						
Account	Description	Budget	YTD Transactions	Balance	Est. Remaining	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	\$ 104,957	\$ (41,467)	\$ 26,239	\$ (67,707)
01321.3390	TUITION - BARRINGTON	\$ 3,202,591	\$ 2,272,889	\$ 929,702	\$ 766,156	\$ 163,545
01321.3390	TUITION - NOTTINGHAM	\$ 1,743,812	\$ 1,188,841	\$ 554,971	\$ 468,446	\$ 86,525
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 6,084	\$ 3,916	\$ -	\$ 3,916
01321.3390	TUITION - BELLAMY ACADEMY	\$ 244,640	\$ 413,675	\$ (169,035)	\$ 21,558	\$ (190,593)
01322.3390	TUITION - SPED AIDES	\$ 285,000	\$ 154,672	\$ 130,328	\$ 35,096	\$ 95,233
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 135,000	\$ 111,057	\$ 23,943	\$ 111,057	\$ (87,115)
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ 30,610	\$ 4,390	\$ 28,861	\$ (24,471)
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 25,190	\$ 4,810	\$ -	\$ 4,810
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 92,911	\$ 11,089	\$ -	\$ 11,089
01980.3599	MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ 2,363	\$ 35,637	\$ -	\$ 35,637
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 13,834,227	\$ 13,835,255	\$ (1,028)	\$ -	\$ (1,028)
03210.3700	SCHOOL BUILDING AID	\$ 383,462	\$ 383,462	\$ (0)	\$ -	\$ (0)
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,528,662	\$ 1,432,572	\$ 96,090	\$ -	\$ 96,090
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	\$ 15,901	\$ 40,717	\$ (24,816)	\$ -	\$ (24,816)
04210.3599	INDIRECT COST ALLOCATION	\$ 171,000	\$ 153,306	\$ 17,694	\$ -	\$ 17,694
04220.3599	ABE ALLOCATION	\$ 43,000	\$ 24,476	\$ 18,524	\$ -	\$ 18,524
04580.3311	MEDICAID DISTRIBUTION	\$ 200,000	\$ 40,129	\$ 159,871	\$ -	\$ 159,871
05251.3918	FUND TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUE:		\$ 22,501,877	\$ 20,790,245	\$ 1,711,632	\$ 1,457,414	\$ 254,218
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,729,405	\$ 1,537,490	\$ 191,915	\$ 78,703	\$ 113,212
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 11,995,321	\$ 5,019,079	\$ 6,976,242	\$ 4,091,930	\$ 2,884,312
Summarized Condition of District Revenue:		\$ 36,226,603	\$ 27,346,814	\$ 8,879,789	\$ 5,628,047	\$ 3,251,742

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 22,501,877	\$ 22,247,659
State Wide Property Tax:	\$ 7,120,667	\$ 7,120,667
Local Property Tax:	\$ 51,759,299	\$ 51,759,299
*TOTAL GF Revenue:	\$ 81,381,843	\$ 81,127,625
TOTAL GF Expenditure:	\$ (81,365,942)	\$ (79,550,568)
Ending GF Fund Balance:	\$ 15,901	\$ 1,577,057
TOTAL FS Revenue:	\$ 1,729,405	\$ 1,616,193
TOTAL FS Expenditures:	\$ (1,729,405)	\$ (1,865,962)
Ending FS Fund Balance:	\$ -	\$ (249,769)
TOTAL Other SR Fund Revenue:	\$ 11,995,321	\$ 9,111,009
TOTAL Other SR Fund Expenditures:	\$ (11,995,321)	\$ (9,111,008)
Ending Grant Fund Balance:	\$ -	\$ 0

*The DRA revised the District's appropriation to account for \$15,901 in addition restricted state aid know as "Special Education Differentiated Aid." The District's budget was not ammended for this revenue

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SECOND READING – NEW POLICY

STUDENT COMPUTER AND INTERNET USE

Dover School District's computers, networks, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Student use of school computers, networks, and Internet services are a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The Dover School District will maintain the ownership, control, and supervision of all school devices. The District monitors all computers and Internet activity by students. Students should have no expectation of privacy in their use of District networks or systems.

High School students may be allowed to use their personal computer at school with prior authorization, provided that they comply with this policy and the accompanying rules.

It is understood that students will not do anything that compromises or disrupts the integrity of the Dover School District's network. The District utilizes filtering technology designed to block materials that are deemed inappropriate, obscene, or harmful. The District takes precautions to supervise student use of the Internet, but parents should be aware that the Dover School District cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the District's website, and/or other means selected by the Superintendent.

The Superintendent, or designee, is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules.

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy

DOVER SCHOOL DISTRICT	POLICY CODE: JICL
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or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents may be held financially responsible for any damage to a District owned device as a result of a student's misuse. The willful misuse of a District owned system is no different than any other damage caused by students and is subject to the same discipline measures in school policies.

Legal References

RSA 194:3-d

Reference: JICK - Pupil Safety and Violence Prevention Policy Bullying and Cyberbullying

RESOLUTION OF RECOGNITION

RE: *Dover School District Staff Retirements 2024*

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

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

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

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

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

WHEREAS *the following individuals have worked selflessly for a total of 238 combined years for the Dover School District:*

*John Argiopolis
Patricia Brown
John Clark
Thomas Gamble
Gregory Grande
Mary Jean Hipperrn
Hazel Kent
Francine Kontos
Kathy Lupi
Marcia Minerowicz
Peter Lique Naitove
Terese Nicolella
Robin Tuttle*

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

SUBMITTED BY:

Robin Trefethen, Chairperson

Carolyn Mebert, Vice Chairperson

Michelle Clancy, Secretary

Maggie Fogarty

Micaela Demeter

Elizabeth Goldman

Craig Flynn

June 10, 2024

Memorandum of Understanding

Woodman Park Elementary School will partner with the Seymour Osman Community Center and Youth Safe Haven by participating in the SOCC Afterschool Program, and commits to do the following for the year starting July 1, 2024 and ending June 30, 2025:

1. Information and data

- a. Provide report cards, progress reports, and test scores for program participants (with parent-signed information releases), to be used as evaluation and assessment tools by SOCC staff.
- b. Provide oral and written communication with SOCC staff to report program participants' achievements and obstacles (for students with parent-signed information releases).
- c. Provide aggregate data on behavior incident reports for program participants.
- d. Provide e-mail address of staff and mailbox at school to facilitate communication between SOCC staff and school personnel.
- e. Provide curriculum resources to allow SOCC staff to develop activities that are aligned with school-day instruction.

2. Volunteer time

- a. Provide representation on SOCC Board of Directors.

3. Provide space

- a. Seven (7) classrooms every school day for homework lab (3:00-4:00).
- b. Five (5) classrooms every school day for enrichment programs (4:00-6:00).
- c. Technology devices (Chrome Cart, Ipads, tablets, etc) for weekly enrichment program (4:00-6:00).
- d. Gymnasium every school day for enrichment programs (3:00-6:00).
- e. Gymnasium/Cafeteria/Black Top for quarterly fundraisers or family events.
- f. Provide SOCC Program Director and Site Coordinator with swipe card entry to building.

4. Staff development

- a. Provide opportunities for SOCC staff to participate in relevant teacher workshops.
- b. Provide opportunities for SOCC staff to invite teachers and interns to afterschool program activities.

5. Support

- a. Provide SOCC staff access to Title IX Coordinator, 504 Coordinator and an English Language Learners (ELL) Coordinator, as needed for consultation on issues related to students requiring additional services.

Woodman Park Elementary School sees its role as supporting the SOCC Afterschool Program toward achievement of its goals. In carrying out the program, the Seymour Osman Community Center and Youth Safe Haven will manage, fund, and evaluate program operations.

Signed this _____ day of _____, 2024:

Ryan Crosby
Executive Director
Seymour Osman Community Center

Patrick Boodey/William Harbron
Principal/Superintendent
Woodman Park Elementary School

**MEMORANDUM OF AGREEMENT BETWEEN
DOVER SCHOOL DISTRICT, SAU#11
AND THE
DOVER FIRE DEPARTMENT**

I. Purposes

The purpose of this Memorandum of Agreement (Memorandum) between the Dover School District, SAU #11, 61 Locust Street, Dover, NH 03820 and the Dover Fire Department, North, 262 6th St, Dover, NH 03820 is to define the roles and responsibilities of each organization relative to the instruction of students in the certified Firefighter programs in order to:

- A. Foster the achievement of both the SAU and Fire Department mission and goals through a collaborative working relationship between the two organizations; and
- B. Facilitate operational efficiencies by promoting economies of scale and avoiding duplications of effort.

II. Statutory Requirements

- A. The firefighter training program and instructors are under the jurisdiction of the New Hampshire Department of Safety's Division of Fire Standards and Training and Emergency Medical Services.
- B. Statutory requirements include, but are not limited to 1) NH Statute 21-P: 12-a, 12-b, 12-c, 12-d, 12-e, 25, 26, 27, 28, 29, 32 and 33; 2) Chapter Saf-C 3900 Incident Command Center; 3) Chapter Saf-C 6200 Administrative Fees and 4) DOS Administrative Rules FIRE 100-900.

III. Fire Department Responsibilities

The responsibilities of the Fire Department under this Memorandum are as follows:

- A. The City of Dover through the Dover Fire Department, subject to availability as determined by the Dover Fire Department and payment of Fire Department personnel time by the SAU, will allow the use of pre-coordinated Firefighting equipment and apparatus under the direct supervision of a Dover Fire Department employee for the purposes of instructional and hands-on skill labs. All classes will be conducted at the Dover North End Fire Station.
- B. In the event that the City of Dover Firefighters cannot facilitate a class at the North End Fire Station, they will contact the Dover High School CTC office by 5:30 am to ensure that the buses are canceled, and a district substitute teacher is in place to cover the class. Sub plans will be sent to the Dover High School CTC office by 6:00 am.

Note: City of Dover Firefighters will provide instructors in accordance with New Hampshire Fire Standards and Training Instructor Regulations.

- C. The City of Dover through the Dover Fire Department, subject to availability as determined by the Dover Fire Department and payment of Fire Department personnel time by the SAU, will allow the use of pre-coordinated Firefighting equipment under the direct supervision of a Dover Fire Department employee for the purposes of providing hands-on skill labs. Classes and

labs will be conducted at the Dover North End Fire Station during blocks 1 & 2 each day, Monday through Friday, for the fall semester.

IV. SAU Responsibilities

The responsibilities of the SAU under this Memorandum are as follows:

- A. Transportation to and from the Dover North End Fire Station.
- B. Enrollment of students interested in this career path and capable of passing the requirements for performance as a NH Firefighter.
- C. Copies of Individualized Education Plans for any enrolled students as well as appropriate instructor support and liaison communication via Dover CTC Director and DHS Office of Student Services.
- D. IT account set up and access to Infinite Campus for attendance and grading.
- E. Account set up for district email, Frontline and Google account.
- F. Training for use of IT tools and resources including, but not limited to, Infinite Campus Help Desk, Google Classroom, Frontline, and others deemed necessary for in class, labs, simulations and remote learning.
- G. A copy of written policies and procedures and required forms as they relate to field trips, teacher absence, etc., to ensure instructors can perform with all necessary knowledge and information.
- H. The SAU through the Dover High School CTC will ensure the delivery of the Firefighter curriculum materials in compliance with the state of NH Firefighter requirements.
- I. To make payment(s) to the Dover Fire Department for Fire Department personnel time pursuant to Section II above.

V. Dover Police Department, Dover Fire Department and SAU Responsibilities

- A. The City of Dover Firefighters will provide the secure, consistent, designated spaces at the North End Fire Station for purposes of instructional and hands-on skills lab for all Dover CTE Firefighter students.
- B. Jointly, the SAU, Dover Police and Dover Fire will provide the opportunity for students of the Dover Career and Technical Education Fire classes to conduct their forcible entry training at the North End Fire Station where the prop may be located. This prop was purchased jointly by the SAU (Perkins Funding through CTE) and the Dover Police Department to meet required training purposes for Dover CTE Fire classes, Dover Fire Department and Dover Police Department.
- C. **Assignment**

This Memorandum shall inure to the benefit of, and be binding upon, each of the parties hereto and their respective successors and assigns. Notwithstanding the preceding sentence, neither

the City of Dover nor the SAU shall be permitted to transfer or assign its responsibilities under this Memorandum to any other person or organization without the prior written consent of the other party, which either party may grant or withhold in its sole and absolute discretion.

D. Counterparts

This Memorandum may be executed in any number of counterparts, all of which shall constitute a single agreement binding on the parties hereto.

E. Mutual Indemnity & Hold Harmless

The Dover Fire Department shall defend and indemnify the SAU for claims caused solely by the Dover Fire Departments negligence that are within the scope of the Dover Fire Department's liability insurance/risk pool coverage.

The SAU shall defend and indemnify the Dover Fire Department for claims caused solely by the SAU's negligence that are within the scope of the SAU's liability insurance/risk pool coverage.

The provisions of this section shall survive any termination or expiration of this Memorandum.

F. General Provisions

1. All Firefighter instructors and coordinators will be employed under the SAU and will be hired following SAU policies.
2. The positions of Firefighter instructors will be maintained within the school district from the opening of the school year to the conclusion of Semester 1.
3. This Memorandum may be modified only by a written agreement executed by all of the parties hereto, with all the formalities of this Memorandum.
4. This Memorandum merges and supersedes all prior agreements and understandings of the parties whether written or oral, and the SAU and the City of Dover mutually agree that any such prior agreements and understandings are hereby terminated.
5. All captions used herein are for purposes of convenience only and shall not be relied on in construing the Memorandum.
6. This Memorandum shall be governed, construed, and enforced in accordance with the laws of New Hampshire and all actions brought in connection with this Memorandum shall be maintained only in a state or federal court of competent jurisdiction in New Hampshire.
7. The failure of any party to insist upon strict compliance with any of the terms, conditions or covenants contained herein shall not be deemed a waiver of any such terms, conditions or covenants; nor shall any waiver at any one or more times be deemed a waiver at any other time or times.
8. If any provisions of this Memorandum are determined to be unlawful or unenforceable, it shall not invalidate the remainder of the Memorandum provided the unlawful or

unenforceable provision does not affect the essence of this Memorandum.

G. Terms of Memorandum of Agreement

This Memorandum shall be effective on the later date of the signatures below and shall remain in effect until June 30, 2025; provided however, that either party may sooner terminate it by delivering to the other party written notice of their intent to terminate the Memorandum, in which case, this Memorandum shall terminate and be null and void on the 30th day following the recipient's receipt of said written notice or the end of the fiscal year, whichever is sooner.

By signing below, the parties agree to the terms and conditions set forth within this Memorandum.

Dr. William R. Harbron
Superintendent, Dover School District

Date

J. Michael Joyal, Jr.
Dover City Manager

Date

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 1 OF 3

Job Title: Family Outreach Coordinator - Social Worker
 Department: Dover School District, SAU #11
 Reports To: Building Principal or their Designee

Summary:

The Family Outreach Coordinator - Social Worker is a vital member of our Title I community, dedicated to providing comprehensive support to families to enhance student success and well-being. This position requires a licensed social worker who will work collaboratively with school counselors, the dean of students, and the behavior specialist to offer wrap-around services to families. The Coordinator will assist families in developing essential parenting skills, ensuring school readiness, promoting positive discipline, and establishing effective home routines. Additionally, the role includes planning and hosting regular Title I family engagement events at both Woodman Park Elementary School and Dover Middle School, focused on academic achievement and positive social skill development.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

Family Support and Engagement:

- Collaborate with school counselors, the dean of students, and the behavior specialist to identify and support families in need of wrap-around services.
- Assist families in developing basic parenting skills, including strategies for improving school attendance, ensuring school readiness, implementing positive discipline techniques, and creating effective home routines.
- Conduct home visits and provide individualized support to families as needed.

Program Development and Implementation:

- Plan, organize, and facilitate regular family engagement events at both Woodman Park Elementary School and Dover Middle School, which focus on building academic skills and promoting positive social behaviors.
- Develop and deliver workshops, information resources, and/or training sessions for families on topics such as homework assistance, literacy development, and social-emotional learning.

Communication and Collaboration:

- Serve as a liaison between the school and families, fostering open and effective communication to address concerns and celebrate successes.
- Coordinate with community resources and agencies to provide additional support services to families.
- Maintain accurate records of family interactions, support provided, and outcomes achieved.

Advocacy and Empowerment:

- Advocate for the needs of families within the school system and community.
- Empower families by providing them with resources, knowledge, and skills to support their children's education and development.
- Other duties as assigned by the building principal in accordance with the DTU contract.

Supervisory Responsibilities: None

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 2 OF 3

Competencies:

- Strong understanding of child development, family dynamics, and community resources.
- Excellent communication, interpersonal, and organizational skills.
- Cultural competence and the ability to work effectively with families from diverse backgrounds, including culturally and linguistically diverse backgrounds.
- Excellent communication and interpersonal skills to work and collaborate effectively with a wide range of stakeholders, including students, families, community partners, teachers, administrators, and district leaders.
- Strong organizational and project management skills to manage multiple priorities and meet deadlines.
- Proficient in the use of technology to support program implementation and communication with stakeholders. Preferable experience with Infinite Campus, Google Suite, and Microsoft Suite software.

Qualifications:

- A deep commitment to supporting and collaborating with families in order to ensure student success and well-being.
- A collaborative and team-oriented approach to working with others.
- Strong interpersonal skills and the ability to build relationships based on trust, respect, and empathy.
- A passion for working with diverse populations and a commitment to equity and inclusion.

Education and/or Experience:

Qualified applicants must have completed an accredited graduate program, at least at the master's level, in social work or school social work, and must hold the appropriate licensure. The ideal candidate will have at least two years of experience in a social work-related field, preferably in a school or community setting. Additionally, demonstrated experience in family support, community outreach, and program development is preferred.

Technology Skills:

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

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

Certificates, Licenses, Registrations:

Qualified applicants must hold or be eligible to obtain one of the following licenses:

1. A valid School Social Worker license issued by the New Hampshire Department of Education.
2. Licensed Independent Clinical Social Worker (LICSW) issued by the New Hampshire Board of Mental Health Practice.

Physical Demands:

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

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 3 OF 3

Work Environment:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate. The School Board reserves the right to select personnel found to be qualified in their judgment but not meeting all criteria listed.

Dover School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage candidates of all backgrounds to apply.

Note: This job description is intended to provide a general overview of the responsibilities of the position and is subject to change based on the needs of the school district and the school's Leadership Team.



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: Jennifer Krans, Co-Director, CIA
DATE: June 6, 2024

Dover Middle School Science Resource RFP#DSD24015

Bids Including 5-8

Amplify Science	\$105,278.21 (PD is an added cost depending on what is needed)
Houghton Mifflin Harcourt Into Science	\$75,277.31 (Includes shipping)
McGraw Hill Inspire	\$111,701.75 (Includes shipping)

Bids Including 6-8

Amplify Science	\$81,302.02 (PD is an added cost depending on what is needed)
Discovery Education	\$38,928 (first year digital discounted, then increases in year 2)
Houghton Mifflin Harcourt Into Science	\$ 43,216.63 (Does not include shipping)
Kiddom	\$61,437.00
McGraw Hill Inspire	\$84,341.73 (Does not include shipping)
SASC, LLC dba Activate Learning	\$121,738.10
SAVVASLearning Company LLC	\$104,834.50
Twig Education, Inc.	\$117,529.39

Recommendations:

The Dover School District (DSD) would like to thank all the vendors that responded to this Request for Proposal. We appreciate the work that was done by each vendor that addressed the scope of work requested by the District, including the timeline of deliverables and a fixed pricing model for services beginning in June 2024. A selection committee joined the CIA Director in reviewing the eight proposals from the vendors listed above, which included one of the CIA Directors as well as a committee of science teachers. Prior to providing the selection committees's final recommendation, we will provide the scope of the RFP, and what was evaluated.

It is the recommendation of the committee that the Dover School Board accept the proposal from Twig in the amount of \$117,527.39 for the first year of the agreement that includes implementation costs to provide middle school science resources on the condition that they can provide grade 5 materials without exceeding the cost

outlined in the RFP of \$120,000.00. Should Twig not be able to meet this specification, it is the recommendation of the committee that the DSD accept the bid from Houghton Mifflin Harcourt *Into Science* for \$75,277.31. The funding for this project is contingent on the New Hampshire Department of Education's approval to use federal grant funds through ESSER III. The first year of the agreement will begin on or about June 30, 2024, and will renew on an annual basis contingent upon District satisfaction with the product and funding availability. Subsequent renewals following year one will not exceed CPI Boston.

The selected vendor will be responsible for providing a resource that addresses the following:

- **Alignment:** The curriculum must be aligned with the Next Generation Science Standards and have been green-lighted by EdReports.
- **Content Diversity:** The materials should feature diverse representations to ensure inclusivity and representation of all students.
- **Phenomena Layer:** The curriculum should incorporate a layer of phenomena to engage students and foster inquiry-based learning.
- **Culturally Responsive/Inclusive:** The curriculum should be culturally responsive and inclusive, reflecting the diversity of our student population.
- **Accessibility:** The curriculum should be accessible to students at various levels and provide multiple avenues for access.
- **Common Assessments:** The curriculum should include both formative and summative assessments that are aligned with the content and provide reliable measures of student learning.
- **Professional Development:** The proposal should include resources for professional development to support teachers in implementing the curriculum effectively.
- **Non-Digital Materials:** While digital resources are acceptable, non-digital materials should also be available to accommodate different learning preferences and technological access.
- **Engagement:** The curriculum should be engaging and fun, fostering a love for science in students.
- **Relevance:** It should be relevant and current over time, reflecting advancements in scientific knowledge and technology.
- **User-Friendly:** Both teachers and students should find the curriculum user-friendly, with clear instructions and accessible resources.
- **Sustainability:** The proposal should outline the sustainability of the curriculum resource, including professional development, subscriptions, and ongoing support.
- **Enrichment Opportunities:** The curriculum resource should offer opportunities for enrichment to challenge and engage advanced learners.

Costs & Proposal Narrative (per scope of work above):

Each vendor was required to provide a detailed *firm fixed price* that described the costs for the services requested, and described the payment structure for the project, required deposits, progress payments, etc. that were proposed for the project work requested within the RFP.

What was evaluated, and who did the committee recommend:

The selection committee evaluated each proposer's ability to provide a curriculum resource for grades 6-8, or if possible, for grades 5-8. After careful consideration, it is the recommendation of the committee that Dover School District accept the proposal from Twig Education, Inc. to provide this resource, under the condition that Twig Education, Inc. is able to provide a resource for grades 5-8 within the originally stated budget in the RFP of \$120,000. If Twig Education, Inc. is unable to do so, it is the recommendation of the committee that DSD accept the bid from Houghton Mifflin Harcourt *Into Science*, which was a strong second choice and came in at a much lower cost.

Twig Education, Inc. offers an interactive online platform and print materials that align well with the science curriculum already in place at Dover Middle School. They provide engaging, accessible materials that allow for equitable instructional opportunities. They also have well developed assessment rubrics which align with our

grading methods. The committee found the materials intuitive, and was impressed with the array of enrichment opportunities available.

Twig provides professional development at the beginning of implementation, and can also provide additional professional development upon request. Twig does offer a discount for a multi-year contract, ensuring that after year-one implementation, the cost for the online platform could be sustained. They also offer discounted refill kits.

In the event that Twig Education, Inc. is unable to meet cost requirement, Houghton Mifflin Harcourt *Into Science* offers a strong online platform and print materials as well. Professional development is included in implementation, and additional professional development is available on request. Houghton Mifflin Harcourt provides a strong plan for sustainability.