

## **New Hampshire School Administrators Association**

46 Donovan Street, Suite 3  
Concord, New Hampshire 03301

Proposal To: Jean Briggs Badger, Superintendent of Schools SAU# 11

From: Dr. Mark V. Joyce  
Mr. Keith R. Burke  
NHSAA

Re: Demographic Study for the Dover School District

Date of Proposal: July 16, 2013

### **I. Introduction**

NHSAA is a private, non-profit organization founded in 1941 to provide support to the leadership of public education in New Hampshire, to offer high quality services to its members, and to support and promote public education in New Hampshire.

As part of our ongoing service to schools, NHSAA periodically provides highly specialized services directly to individual public school districts in New Hampshire. It is our commitment to provide high quality work that meets all components of our agreed upon design, on time or ahead of schedule.

### **II. Scope of Study**

It is my understanding that the Dover School District is interested in an independent investigation and analysis of the demographic needs for the district's K-12 student population. This proposal is our response to your invitation to complete a study and a definition of our intended scope of work and methodology.

NHSAA will complete a demographic analysis of current and future student enrollments (K-12), maintain informal communication with the Superintendent of Schools or designee throughout the project, and make an oral report to the Administration in October, 2013.

After we complete the study as defined in this proposal, we will submit ten (10) copies of the final report to the Superintendent of Schools or designee on or before October 29, 2013 and will make a closing presentation to the School Board and public at a mutually agreed to date and time.

In order to promote accuracy and clarity in our work, we will identify assumptions that we make and use in our analysis.

### III. Process/Steps to be completed

It is my understanding that as part of our investigation you would like the investigators, at a minimum, to accomplish the following major activities:

1. **Demographic Trend Analysis:** Analyze and interpret enrollment projections that include a review of six (6) to ten (10) years of history for grades K-8 and projections for the next ten (10) years of your student population for grades K-8.

As part of our analysis, we will investigate local conditions with the town and school agents, and analyze the data in comparison to historic data including: births, building permits, census information, overall population trends, regional trends and more. Results will be reviewed and shared with town officials designated by the district.

2. **Review Documents:** Review and analyze local planning documents, state requirements and local educational materials that define policy and program.
3. **Final Report -** Develop a complete written report that includes a written summary of our analysis and conclusions together with tables depicting the all data elements used in the analysis. In addition the district will be given a digital copy of the report for its use.

### IV. Timeline

The following is a listing of major steps that will be completed in your project and the estimated date of completion. The following timeline is a sample of one that would proceed from the notification of approval by the Dover School District.

<u>Process Steps</u>	<u>Date of Completion</u>
a. Receive authorization to proceed	July 29, 2013

- |   |                           |
|---|---------------------------|
| <ul style="list-style-type: none"> <li>b. Meet with Central Office Staff Members           <ul style="list-style-type: none"> <li>- define and secure data for research</li> <li>- secure and review enrollment research and other data</li> </ul> </li> </ul>          | <p>August 5, 2013</p>     |
| <ul style="list-style-type: none"> <li>c. Review prior studies</li> </ul>   | <p>August 12, 2013</p>    |
| <ul style="list-style-type: none"> <li>d. Create and analyze enrollment data           <ul style="list-style-type: none"> <li>- complete a 3-way analysis</li> <li>- evaluate data</li> <li>- collect and analyze local, state and regional data</li> </ul> </li> </ul> | <p>September 9, 2013</p>  |
| <ul style="list-style-type: none"> <li>e. Create statement of findings and draft report</li> </ul>  | <p>September 23, 2013</p> |
| <ul style="list-style-type: none"> <li>f. Share final report           <ul style="list-style-type: none"> <li>- submit final report to the Superintendent of Schools Office</li> </ul> </li> </ul>  | <p>October 8, 2013</p>    |

**V. Completion of Study**

The study, as defined above, will commence upon notification of acceptance of the proposal. Notification, however, must be received no later than July 29, 2013, in order to keep the proposed work schedule.

**VI. Cost of the Study**

The fee for the completion of the proposed project will be:

Full fee: \$5,700. 00 (less NHSAA member discount of \$1,710.)

**Total fee: \$ 3,990.00**

\*Plus costs associated with mileage at the prevailing standard IRS rate per mile and printing.

Additional costs may be included if the project scope is increased and such charges are jointly agreed to by the Superintendent/designee and Lead Contact.

## **VII. Co-Investigators:**

### **A. Lead contact: Dr. Mark V. Joyce (Co-project Investigator)**

Educational and Professional Experience:

Dr. Joyce earned his BA from Niagara University, a teaching certification and a Masters in Education specializing in Educational Administration from the University of New Hampshire. In 1986, he earned his Doctorate in Education, with highest distinction, from Boston College with a specialization in leadership, curriculum and instruction.

Dr. Joyce has been a teacher of students in grades 7 - 12 and at the graduate school level. In addition, he has served as a secondary and elementary school principal, and an assistant superintendent of schools in New Hampshire. He has also served as a Superintendent of Schools in both New Hampshire and Maine. Mark is currently the Executive Director of the New Hampshire School Administrators Association, and a frequent consultant to school and business organizations. Mark is a resident of Dover, NH.

### **B. Co-investigator - Keith R. Burke**

Education and Professional Experience:

Mr. Burke worked as an educator in New Hampshire for over 36 years. He has held positions as a teacher, curriculum coordinator, high school principal, assistant superintendent, and in 2007 retired as superintendent of schools for SAU #1. Mr. Burke has also served as a consultant to the New Hampshire department of education in the areas of special education, assessment, accountability, school standards, and data analysis.

During his career Mr. Burke has directly supervised more than 15 school building projects. He has demonstrated expertise in all phases of planning, construction, and financing.

Mr. Burke received his Bachelor of Science degree from Norwich University, and his Master's degree from St. Michael's College. In 2001, Mr. Burke was accepted to the Cooperative System Fellows Program of the National Center for Educational Statistics.

In addition to his service to school districts, Keith has participated both as a member and chairman of NEASC accreditation teams, and represented New Hampshire in statewide and regional educational leadership initiatives and organizations. Keith is a resident of Hancock, New Hampshire.

**VIII. References:**

Mary Anderson - Head of School at Pinkerton Academy	603-437-5200
Jerry Frew - Superintendent of Schools in Kearsarge	603-526-2051
Barbara Munsey - Superintendent of Schools in Epping	603-679-8003
Dr. James Morse - Superintendent of Schools in Oyster River	603-868- 5100