



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD - AGENDA

Meeting Type:	Special Session #8
Meeting Location:	Media Ctr. (Rm. 306) McConnell Ctr.
Meeting Date:	Monday, August 25, 2014
Meeting Time:	6:30 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. CITIZENS' FORUM (Limited to Agenda Items Only)

D. CONSENT AGENDA

- 1. Correspondence:** NONE
- 2. Resignations/Retirements:** NONE
- 3. Leaves of Absence:** NONE
- 4. Nominations:**
 - Sheet 1: Nomination and Election of Teachers
 - Sheet 2: Nomination and Election of Staff
 - Sheet 3: Nomination and Election of Coaches
 - Sheet 4: Nomination and Election of Apprenticeship Program
- 5. Extended Travel (Student Trips):** NONE

E. OLD BUSINESS

1. Superintendent Goals and Evaluation

F. SCHOOL BOARD MATTERS OF INTEREST

G. ADJOURNMENT

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

TO: **DOVER SCHOOL BOARD**

DATE: August 25, 2014

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 2014-2015 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Hebert, Jessica	Business Teacher	Dover High School	Maura Scanlon	\$46,669.00
MacDonald, Samantha	Special Educator	Dover High School	New Position	\$38,632.00

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

TO: DOVER SCHOOL BOARD

DATE: August 25, 2014

MEMORANDUM: Nomination and Election of Staff Positions

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the following funded positions for the 2014-2015 school year.

NAME	POSITION	SCHOOL	REPLACING	HOURS	SALARY
Bourque, Amanda	Kindergarten Aide	Horne Street School	Additional position	6.5 hrs/day	\$13.69/hr
Chavez, Lynne	40% Behavior Aide	Horne Street School	Linda Long	6.5 hrs/day	\$15.39/hr
Dube, Kaitlin	Sped Aide	Woodman Park School	Vacant position	6.5 hrs/day	\$11.94/hr
Duval, Reid	Sped Aide	Woodman Park School	Cassie DeValk	6.5 hrs/day	\$12.51/hr
Lotan Mereidth	Sped Aide	Horne Street School	Vacant Position	6.5 hrs/day	\$11.94/hr
McKenzie, Lucia	Sped Aide	Dover High School	Barrington Funded	6.5 hrs/day	\$11.94/hr
Murphy, Ann	Title 1 Tutor	Woodman Park School	Additional Position- Federally Funded	3.25 hrs/day	\$21.68/hr

OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: August 25, 2014

MEMORANDUM: Nomination and Election of Coaching Positions.

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 2014-15 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Carrier, Whitney	Girls JV Volleyball	DHS	Caitlin Howard	\$2,407.00



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/DHS/Index.shtml

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

KIM STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

To: Dr. Elaine M. Arbour/Superintendent
From: Louise Paradis/CTC Director
Re: Nomination of Night School Apprenticeship Instructors
Date: August 20, 2014

Dear Elaine:

I am writing this letter to nominate our 2014-2015 instructional and support staff for the Department of Education Apprenticeship night school program. All funding is paid out of the Apprenticeship Grant #55150.

Instructors Name	Hourly Rate	Total Hours	Total Salary
Scott Picard - Electrical 4 Instructor	\$47.00	156	\$7332.00
Nathan Poland - Director	\$50.00	300	\$15,000.00
Dean Sotirakopoulos - Electrical 2 Instructor	\$47.00	156	\$7,332.00
John Plourde – Electrical 3 Instructor	\$47.00	156	\$7,332.00
Brian Pare – Electrical 1 Instructor	\$47.00	156	\$7,332.00
Dean Miles – Plumbing 1 Instructor	\$47.00	156	\$7,332.00
Troy Dowaliby - Plumbing 2 Instructor	\$47.00	156	\$7,332.00
Kevin Hart - Plumbing 4 Instructor	\$47.00	156	\$7,332.00
Dean Miles - Plumbing 3 Instructor	\$47.00	156	\$7,332.00
Clerical Staff	Hourly Rate		
Janet Mason	\$37.00	160	\$5,920.00

Sincerely,

Louise Paradis
Director, Career Technical Center

Dr. Elaine Arbour, Superintendent of Dover Public Schools

2014-2015 Evaluation Guide

Michelle Lipinski and Dr. Elaine Arbour met on August, 15, 2014 to discuss the outcomes from the August 11th, 2014 Dover School Board meeting. Board members had expressed interest in building an evaluation tool around the following areas:

1. Budget/Resource management
2. Growth/Communication
3. Facilities
4. 90 Day Plan

Evaluation of proposed 90 day plan: Dr. Arbour will present a summation of her 90 day plan during the October Dover School Board Meeting. During this time she will address all areas of this plan.

Goal 1: By June 30, 2015, Dr. Arbour will develop a budget that aligns with Dover Public School's vision, mission, and goals. Dr. Arbour will be responsible for allocating and managing expenditures consistent with district/school-level goals and available resources.

Action Steps:

1. Dr. Arbour will meet with her leadership team regularly beginning in September to prioritize and organize the needs of the schools/students.
2. Dr. Arbour will use the 2014-2015 budget as a template for the 2015-2016 school year budget process.
3. Budget timeline will begin with School Board on December 8th, 2014.
4. The efficiency of personnel, purchasing, budget software, operational systems and other HR areas will be reviewed and data collected.
5. Implement a purchase order system for all items purchased in the school district.
6. Create a committee to review job descriptions throughout the district.

Goal 2: By June 30, 2015, Dr. Arbour will establish ongoing relationships with community organizations, community members and local businesses. She will engage them to increase their involvement to maximize community contributions for school effectiveness.

Action Steps:

1. Over the past 45 days, Dr. Arbour has met with local municipal leaders and community partners. She will continue to nurture these relationships with the Rotary, Biz Ed Connect, JBC, Tri-City CTC Council, Regional Superintendents Organizations, Chief of Police and Fire, and some City Councilors.

2. Over the next school year, these relationships will be expanded to include formal and informal meetings with the school board and City Council.
3. Throughout the 2014-2015 school year, Dr. Arbour will meet with leaders from the child-serving agencies as well as local legislators.

Goal 3: By June 2015, Dr. Arbour will utilize the data from Dover Listens and student achievement data to inform the strategic plan process. This information and community feedback will be used to develop succinct, results-oriented decisions to guide the professional development opportunities and encourage training in evidence-based practices.

Action Steps:

1. With the help of the Dover School Board, Dr. Arbour will hire a facilitator for the strategic planning process.
2. Begin strategic plan
3. Continue to play an integral role in the JBC to inform the planning process
4. Development of comprehensive CIP accurately reflects the needs of the Dover School district.