



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Special Session #2
Meeting Location:	Media Center (Rm 306), McConnell Center
Meeting Date:	Monday, January 23, 2017
Meeting Time:	6:30 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PUBLIC HEARING ON SUPERINTENDENT SEARCH**
- D. CITIZEN’S FORUM (LIMITED TO AGENDA ITEMS ONLY)**
- E. CONSENT AGENDA**
 - a. Nomination and Election of Teacher
- F. APPROVAL OF DTU COLLECTIVE BARGAINING AGREEMENT** (pending ratification by the DTU)
- G. SELECTION OF A SUPERINTENDENT SEARCH COMPANY**
 - a. Review of Past Supt Job Posting
- H. BUDGET DISCUSSION**
- I. SCHOOL BOARD MATTERS OF INTEREST**
- J. ADJOURNMENT**

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

TO: **DOVER SCHOOL BOARD**

DATE: January 23, 2017

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 2016-2017 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Foley, Katelyn	Special Educator	Dover High School	Stella Smith	\$37,996 (prorated based on number of days)	MA. Step 1

**MEMORANDUM
FROM THE
SUPERINTENDENT OF SCHOOLS**

TO: School Board

FROM: Elaine M. Arbour

SUBJECT: DTU Agreement Changes

DATE: 1/23/2017

The School Board and the Dover Teachers' Union reached a tentative agreement on December 7, 2016. The costs (including all associated benefits) to this Agreement and changes to this Bargaining Agreement are listed below:

FY18 Estimated cost of increase	\$ 747,206
FY18 Estimated Savings from change in health insurance	\$ (257,048)
Total Estimated Cost for FY18	\$ 490,158
Currently in FY18 Budget	\$ 481,289

Other Information:

- **There are currently 347 DTU members in the Dover School District. 107 are at the top step**
- **This is a 1-year Agreement**
- **Health Insurance will be changing to the Consumer Driven Health Plan (CDHP) with Choice Fund. This one plan will replace all plans that were previously offered to DTU members.**

Language Changes

I. MANAGEMENT RIGHTS, DEFINITIONS

A. RECOGNITION

The Dover School Board recognizes the Dover Teachers' Union, NEA-New Hampshire, NEA, as the exclusive representative of all full-time, part-time and job-sharing teachers including classroom teachers, guidance, nurses, librarians/media specialists, curriculum advisors, special education teachers and coordinators, speech and language therapists, learning disabilities professionals, physical and occupational therapists, social workers, reading specialists, athletic trainers, behavior specialists, career assessors, family services facilitators, intervention specialists, math coordinators, literacy facilitators, psychologists, social skills counselors, therapeutic counselors, and federal projects personnel, excluding the Superintendent, Assistant Superintendent, Business Administrator, High School Principals, Deans, Assistant High School Principals, Middle School Principals, Assistant Middle School Principals, Elementary School Principals, Curriculum Coordinators, Athletic Director, Vocational Director, Special Education Director, Supervisors, and Administrators, social workers who are

funded by federal grants awarded to the school district but not employed by the district, and other positions excluded by RSA 273-A.

IV. WORKING CONDITIONS

A. IN-SCHOOL WORK YEAR

2. The work year for teachers shall consist of one hundred ~~eighty (180)~~ seventy-seven (177) student days plus a maximum of ~~four (4)~~ seven (7) days for the purpose of orientation, conference day, and/or any other day on which teacher attendance is required. The District shall allow teachers in grades K-6 to spend one full non-student day performing parent conferences and shall schedule no other mandatory activities on that day.

- 5. Kindergarten teachers may be required to attend Camp Explore for a maximum of three days. Camp Explore shall be scheduled no earlier than one week prior to the first work day for non-kindergarten teachers.**

E. PREPARATION PERIODS

~~3. A committee consisting of six high school members of the DTU, the high school principal, and the Superintendent (or designee) shall meet to reach an agreement relative to equity in the award of preparation time, with the goal of adjusting the length of high school preparation periods for implementation on the first day of second semester of the 2013-14 school year. An agreement to modify Article IV (E) will be submitted to the School Board and the DTU for ratification no later than 12/16/13. If the parties do not ratify an agreement, high school preparation periods will remain unchanged from 2012-13.~~

V. COMPENSATION

A. BASIC SALARY SCHEDULES

Teachers shall notify the District in writing by ~~February 15th~~ December 1st if they anticipate earning a salary **track change** in the first or second semester of the next school year. Track changes shall be awarded either at the beginning of the contract year or on the first day of the third academic quarter. To receive the track change, the teacher must provide evidence of the completed course work (an official or unofficial record) one (1) week prior to the first day of the contract year or one (1) week prior to the first day of the third academic quarter. If an unofficial transcript or grade report is provided, an official transcript or grade report must be provided by the teacher within thirty (30) days of submitting the unofficial transcript or grade report. If evidence of a salary track change is not provided by one (1) week prior to the first day of the third academic quarter, teachers must re-submit notification by ~~February 15~~ December 1st that they anticipate earning a salary track change during the next contract year.

E. ANNIVERSARY DATES

~~For purposes of salary payment teachers serving ninety (90) school days or more during the 2012-2013 school year, excluding authorized leave, will advance a step on the salary schedule on December 1, 2013.~~ **For purposes of salary payment, teachers serving ninety (90) work days or more will advance a step on the salary schedule on the first work day of the succeeding school year.**

G. ACADEMIC COORDINATORS

All academic coordinators shall be paid an **annual stipend** as follows:

Department Curriculum Coordinator and	\$1700 + \$60/teacher (1-9) + \$115/teacher (10+)
Special Education Building Coordinator:	\$1700 + \$60/teacher (1-9) + \$115/teacher (10+)

Team Coordinator

\$1275

~~Evaluations~~ **Feedback** by Academic Coordinators shall be limited to curriculum and/or curriculum implementation.

A stipend of \$30 per paraprofessional employee scheduled by a bargaining unit member will be paid to the bargaining unit member who determines paraprofessional's schedule.

Stipends under this section shall be paid in the first pay period in June, upon successful completion of duties.

By October 15, the District shall inform the DTU President of the names of employees receiving stipends under this section, and the amounts of the stipends. Any changes or additions to stipends under this section shall be communicated to the DTU President within ten business days of the change taking effect.

The parties will establish a committee to make recommendations for job descriptions for positions under this section.

L. SEVERANCE PAY

All retiring teachers, as well as teachers leaving who must have a minimum of ten (10) years of service in Dover, shall receive severance pay in the amount of thirty (30) percent of all their accumulated sick leave at their current per diem rate. Teachers must submit in writing, their irrevocable intent to retire or resign, ~~prior to February 15~~ **by November 15th** of the last school year of employment or severance pay may be delayed one year for budgetary purposes.

Notwithstanding, teachers may withdraw their intent to retire prior to April 15th in the event there are significant and demonstrable changes in life/financial circumstances **such as, but not limited to, the death of a spouse, unanticipated responsibility for dependents, illness of a family member, loss of a family members income, loss of assets due to investment losses, or a reduction in benefits provided by the New Hampshire Retirement System.**

VI FRINGE BENEFITS

A. HEALTH INSURANCE

In 2016-2017, health insurance shall be provided in accordance with the collective bargaining agreement that expired on August 31, 2016. Effective September 1, 2017, the School Board agrees to pay the premiums in the SchoolCare Health Program or another health program providing equivalent or improved benefits, coverages, and services as follows:

2017-2018 School Year: 98% of the SchoolCare Yellow plan with Choice Fund

- ~~1. The School Board agrees to pay the premiums in the SchoolCare Health Program or another health program providing equivalent or improved benefits, coverages, and services as follows:~~

~~For employees hired before July 1, 2014~~

~~Eighty three percent (83%) of the premiums of the SchoolCare Point of Service Option, or~~

~~Ninety percent (90%) of the premiums of the School Care HMO Option.~~

~~For employees hired after June 30, 2014~~

~~Eighty percent (80%) of the premiums of the SchoolCare Point of Service Option, or~~

~~Eighty five percent (85%) of premiums of the SchoolCare HMO Option.~~

7. The District shall pay 100% of the cost of the insurance premiums for District employees who are married to one another and who enroll in two-person or family medical insurance. In addition, said employees shall receive a medical compensation stipend of \$1,000 each, annually. This stipend shall be awarded during the first pay period in December and shall be contributed to the employee's Flexible Spending Account to the extent permitted by law, with the remainder paid in cash.

G. COURSE REIMBURSEMENT

4. Course reimbursement as referred to in paragraph #1 and #2 above shall be paid only if taken in a New England state ~~authorized~~ **accredited** program and/or other nationally accredited college or university. Foreign institutions will be evaluated based on credentials supplied to the school department by the teacher prior to attendance

VII. LEAVES

A. SICK LEAVE

2. In the event that there is an extended absence of five (5) or more consecutive days, or ten (10) incidents of absence in one school year, such teacher may be required to provide the ~~School Board~~ **Superintendent's Office** with written confirmation of the illness, injury, or disability from a physician. When the ~~School Board~~ **Superintendent** feels that such written confirmation is insufficient or ambiguous, ~~if the Superintendent~~ **the Superintendent** may require the teacher to undergo an examination by a physician selected mutually by the Union and the School ~~Board~~ **District** and paid for by the School ~~Board~~ **District** to confirm or refute the claimed illness, injury, or disability which forms the basis for the sick pay request by the teacher.

B. PERSONAL LEAVE

1. Subject to the limitations herein and upon written notification received at the Superintendent's office at least forty-eight (48) hours prior to the commencement of such leave, a teacher may receive with full pay two (2) days personal leave each school year to attend to the teacher's personal, family or business affairs. Personal days may not be used to extend vacation periods ~~and may not be taken on District Workshop days.~~ Vacation periods are defined as (1) Thanksgiving, (2) Christmas Break, (3) Winter Break, and (4) Spring Break.

D. BEREAVEMENT LEAVE FOR DEATH

1. When requested, teachers may receive with full pay funeral leave each school year as follows:

Not to exceed one (1) day:

1. ~~Grandparents~~
2. Aunt or uncle
3. Step-grandparents, step-aunts or step-uncles
4. Close personal friends, if approved by the Superintendent

Not to exceed three (3) days:

1. **Grandparent**
2. **Brother-in-law or** Sister-in-law
3. Son-in-law
4. Daughter-in-law
5. Sister
6. Brother
7. Parents-in-law
8. **Step-relations 2-7**
9. Relatives living in the household

Not to exceed five (5) days:

1. Spouse or domestic partner
2. Child
3. Parent
4. Sister or brother living in the household
5. Step-children, step-parents, step-sister or step-brother living in the household

2. The Superintendent may extend funeral leave upon a teacher's request.

X. LAYOFFS AND RECALL

A. LAYOFFS

5. All specialists shall be laid off within their specialty area. Specialists as defined in this section shall mean:

Art

Music

Physical Education

Special Education

Speech and Language Therapists

Learning Disabilities **Professionals**

~~Physical and Occupational Therapists~~

Physical Therapists

Occupational Therapists

~~Guidance/Social Workers~~

Social Workers

Librarians/Media Specialists

Nurses

Reading Specialists

STEM

XIV DURATION

1. This Agreement shall be effective as of September 1, 2017, and shall continue in effect until and including August 31, 2018, unless a comprehensive successor/replacement agreement is reached, and ratified, in accordance with Article V (A).
This Agreement shall not be extended orally, and it is expressly understood that it shall be automatically renewed and remain in full force and effect unless either notifies the other of its intent to terminate or modify the terms of this Agreement.
2. The School Board and the Union agree to begin negotiations for a successor Agreement no later than September 10, 2017, unless a comprehensive successor/replacement agreement is reached, and ratified, in accordance with Article V (A).

Memorandum of Understanding Regarding Video and Audio Surveillance

1. Neither video nor audio surveillance **shall** be used for employee evaluation.
2. Neither video nor audio surveillance shall be used for employee discipline unless a supervisor observes an employee committing a disciplinable act while the supervisor is reviewing surveillance for student wrongdoing, or unless an administrator has "probable cause" to review video and audio surveillance material.
3. An employee has the right to access and receive copies of any surveillance material if it is being used for disciplinary purposes.
4. No video or audio surveillance devices shall be placed in classrooms, labs, or department offices **except as allowed by law and with knowledge of the teacher.**

SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2017 - AUGUST 31, 2018

YRS EXP.	STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0	1	35,231	36,129	37,051	37,996	38,964	39,957
1	2	36,358	37,285	38,236	39,212	40,211	41,236
2	3	37,521	38,478	39,460	40,466	41,497	42,555
3,4	4	38,722	39,710	40,723	41,761	42,825	43,917
5	5	39,961	40,980	42,026	43,098	44,196	45,322
6	6	41,240	42,292	43,371	44,477	45,610	46,773
7	7	42,560	43,645	44,758	45,900	47,069	48,270
8	8	43,921	45,042	46,191	47,369	48,576	49,814
9	9	45,327	46,483	47,669	48,885	50,130	51,408
10	10	46,777	47,970	49,194	50,449	51,734	53,053
11	11	48,274	49,505	50,768	52,063	53,390	54,751
12	12	49,819	51,090	52,393	53,729	55,098	56,503
13	13	51,413	52,725	54,070	55,449	56,861	58,311
14	14	53,059	54,412	55,800	57,223	58,681	60,177
15	15	54,756	56,153	57,585	59,054	60,559	62,103
16	16	56,509	57,950	59,428	60,944	62,497	64,090
17	17	58,317	59,804	61,330	62,894	64,496	66,141
18	18	60,183	61,718	63,292	64,907	66,560	68,257
19	19	62,637	64,219	65,845	67,511	69,218	70,968
20	20	65,186	66,817	68,495	70,216	71,977	73,782

CAGS 825
PhD 1651

Superintendent of Schools

Mission Statement

Strengthening our community by educating every child, every day!

Vision Statement 2010-2015:

Teachers and students will be held accountable to a standard of excellence, emphasizing collaboration, innovation and best practices in teaching and learning.



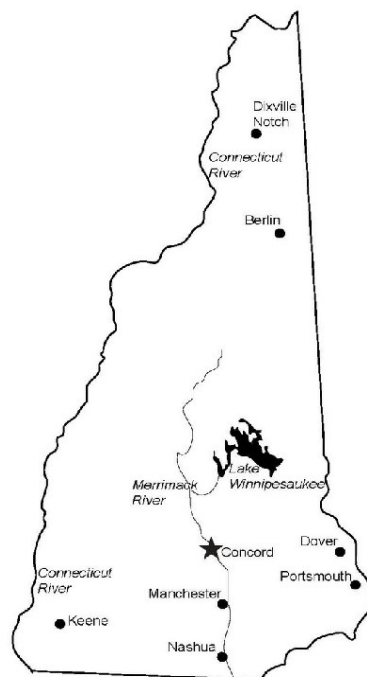
AN INVITATION TO APPLY

Dover is nationally recognized as an exemplary community for its support of families and children. Thriving businesses, an expanding arts and cultural scene, a rich history and access to multiple higher education institutions contribute to Dover's strong sense of community. Dover boasts outstanding and comprehensive parks and recreation services as well as premier medical facilities. Nestled between the mountains and the ocean, in close proximity to Portland and Boston, the quality of life in Dover is unmatched.

The Dover School District invites qualified candidates to lead a dynamic school district of 4,113 students in the state's fastest growing community. The candidate will partner with an extraordinary staff and a collaborative school board and city council. The Dover school district consists of five schools that include a NEASC accredited regional high school and career technical center, a state-of-the-art middle school, and three K-4 elementary schools with full day kindergarten. The incoming educational leader will be responsible for supporting a staff of over 600 employees and a budget which is currently over \$46 million.

The qualified candidate must:

- Provide educational leadership that prepares students for college, work and the demands of a complex and changing society
- Develop strong working relationships and communicate effectively and consistently with the school board, city council, members of the administrative team, teachers, parents and students
- Continue to align the curriculum to state and national frameworks through an effective strategic planning model
- Recognize the importance of preparing all students for the demands of an increasingly diverse and multicultural society
- Create and support a culture of accountability and planning in the school district



QUALIFICATIONS

- Certified or certifiable as a Superintendent of Schools in New Hampshire
- Master's degree required, Doctorate or CAGS preferred
- 5-10 years of administrative and teaching experience
- Regional school district experience preferred
- Excellent communication and public relations skills
- Able to use data-driven decision making relative to improving student performance
- Skilled in budget development and implementation
- Experienced in the development and implementation of evidence-based instruction, curriculum, assessment and evaluation
- Committed to professional development linked to the identifiable needs of the district
- Accomplished in strategic planning and goal setting
- Experienced in integration of technology across instruction and curriculum

SALARY AND CONTRACT

The School Board is committed to a progressive education improvement plan led by the successful candidate. A multi-year commitment of competitive salary and benefits package with provisions for annual increases based on performance will be offered to the successful candidate.

APPLICATION PROCESS

For further information please contact: Robin LaFleur, Human Resources Coordinator
Dover School District
61 Locust Street, Suite 409, Dover, NH 03820
Phone: (603) 516-6804 Fax: (603) 516-6809
Email: r.lafleur@dover.k12.nh.us
Application online: www.dover.k12.nh.us

Completed applications must be received at this location or faxed on/before 4:00PM on **February 14, 2014**.

The appointment will be made on **April 14, 2014**, with an anticipated start date of **July 1, 2014** or as soon as possible.

For further information, contact Robin LaFleur (see above). Please do not contact the School Board members or members of the administration.



SUPERINTENDENT 2014-2015

Dover School District, SAU #11

Dover School District, SAU 11

Dover, New Hampshire

Job Details

Job ID: 663142

Application Deadline: April 4, 2014

Posted: March 21, 2014

Starting Date: July 1, 2014

Job Description

Mission Statement

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Vision Statement 2010-2015:

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AN INVITATION TO APPLY

Superintendent of Schools

QUALIFICATIONS

- Certified or certifiable as a Superintendent of Schools in New Hampshire
- Master's degree required, Doctorate or CAGS preferred
- 5-10 years of administrative and teaching experience
- Regional school district experience preferred
- Excellent communication and public relations skills
- Able to use data-driven decision making relative to improving student performance
- Skilled in budget development and implementation
- Experienced in the development and implementation of evidence-based instruction, curriculum, assessment and evaluation
- Committed to professional development linked to the identifiable needs of the district
- Accomplished in strategic planning and goal setting
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For further information please contact: Robin LaFleur, Human Resources Coordinator

Dover School District

61 Locust Street, Suite 409, Dover, NH 03820

Phone: (603) 516-6804 Fax: (603) 516-6809

Email: r.lafleur@dover.k12.nh.us

Application online: www.dover.k12.nh.us

Completed applications must be received at this location or faxed on/before 4:00PM on April 4, 2014.

The anticipated start date is July 1, 2014 or as soon as possible.

For further information, contact Robin LaFleur (see above). Please do not contact the School Board members or members of the administration.

Position Type: Full-time

Positions Available: 1

Salary: \$115,000 to \$140,000 Per Year

- Job Category: Administrator > Superintendent

Equal Opportunity Employer

Dover School District, SAU 11 is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- Master degree preferred
- Citizenship, residency or work VISA in United States required

Contact Information

Human Resources

McConnell Center

61 Locust Street, Suite 409