



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #3
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, March 12, 2018
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Budget Workshop #4, February 5, 2018
 - 2. Discipline Hearing #3, February 12, 2018
 - 3. Regular Meeting #2, February 12, 2018
 - 4. Discipline Hearing #4, February 28, 2018
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Request to metal detect at Dover High School
 - 2. Resignations/Retirements:**
 - a. Quinn Hegarty, DMS Math
 - b. Logan Seely, HSS Kindergarten
 - 3. Leaves of Absence:** none
 - 4. Job Shares:** none
 - 5. Nominations:** none
 - 6. Extended Travel (Student Trips):**
 - a. DHS World Language to Italy-April 20-Final Approval
 - b. NJROTC trip to Maine Maritime Academy-March 23rd-Final Approval
 - 7. Donations:** None
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:**
 - a. IHCD—Advanced Course Work
- K. RESOLUTIONS:** none
- L. OLD BUSINESS:**
 - a. Lunch Balance Update
- M. NEW BUSINESS:**



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- a. Results of FY2017 Single Audit
- b. FY2019 Annual Bid Award Approval
- c. Dual and Concurrent Enrollment Agreement
- d. Award of Leased Lit Fiber
- e. DHS Graduation Date
- f. Job Description-Dean of Student Services
- g. Change of Special Education Coordinator position to Dean of Student Services effective July 1, 2018
- h. Tour of School Facilities
- i. February Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three 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, New Hampshire 03820

Phone: (603) 516-6804

-----Original Message-----

From: Patricia Waters [mailto:sammygirl75@icloud.com]

Sent: Friday, March 2, 2018 12:56 PM

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

Subject: Quick question

Good afternoon! I was emailing in regards to a building/sandstones being removed near the Dover High School, the land is owned by Dover high board of education. I'm a local historian that has a hobby of metal detecting. The dover high school and surrounding blocks were once known as "Haden's Grove" from the early to mid 1800s. Mainly I look for relics left behind from that time period. I have been detecting for nearly 30 years and work with several area historical societies to recover items for their museums and such and sometimes just for fun, in hopes to find things that link to a particular person or event. I was emailing to ask permission to detect the area of the sandstone removal. I would detect it on a Saturday or Sunday when school is not in session as to not cause disturbance or distraction. I remove any trash I find and also fill in my holes. My detecting background and local dig projects can be seen at samwaters.bio.jimdo.com.

Also my civil war project is at cwppo.org.

Hope to hear from you soon, thank you so much!

Sam Waters

330-260-8747

Sent from my iPhone

Robin Lafleur

From: Kimberly Lyndes
Sent: Tuesday, February 27, 2018 10:43 AM
To: Robin Lafleur
Subject: FW: 2018-2019 School Year

FYI

From: Quinn Hegarty
Sent: Friday, February 23, 2018 2:35 PM
To: Kimberly Lyndes <k.lyndes@doover.k12.nh.us>
Subject: 2018-2019 School Year

Dear Principal Lyndes,

I wanted to make you aware that I will not be returning to DMS for the 2018-2019 school year. My last day will be at the conclusion of this current school year.

Best,

Quinn Hegarty

March 7, 2018

Dr. William Harbron
Superintendent of Schools
Dover School District
61 Locust Street Suite 409
Dover, New Hampshire
03820

Dear Dr. Harbron,

Please accept this letter as my resignation as a teacher in the Dover School District effective the last teacher day of the 2017-2018 school year. It is with mixed emotions that I am writing this letter to you. I will thoroughly miss the staff, students, and families of the Dover school system. I am leaving teaching to pursue a master's degree and subsequently career in public health, a path in which I have felt drawn towards for some time now.

Throughout my five years at Horne Street School, and my year-long internship at Woodman Park School, I have grown both professionally and personally and I owe much of that to the incredible staff and families with whom I have been fortunate enough to work. Dover is a special place and I will always treasure the experiences I have had as a teacher here. I am grateful for having the opportunity to work in Dover and I wish you and the school district every success in the future.

Respectfully,

Logan Seely

CC: Patty Driscoll, HSS Principal

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Jennifer Connelly - Latin H.S. Students

Destination: Italy

Contact Person (s): Jennifer Connelly

Dates of Travel: April 21 - April 29, 2018

Number of Students Traveling: 19

Number of Chaperones: 3 → J. Connelly, Tayler Lahaise, Cindy Chase

Adult/Student Ratio: 1:6 (one chaperone will have 7)
J. Connelly

Please circle appropriate response: All are attached.

Permission Forms submitted to Principal: yes/no

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes/no

Telephone Contact Notification submitted to Principal: yes/no

List of all students and chaperones submitted to the school and Supt's Office: yes/no

All Chaperones completed criminal background check: yes/no

Date Revised: 3/31/2016

2 DHS teachers
1 parent who has been fingerprinted

From: Senior Naval Science Instructor, Dover High School
To: Dover School Board, Dover, NH

Ref: (a) Field Trip Request Form
(b) IJOAA – Extended Travel
(c) IJOA – Permission Slip

Subj: Request for Final Approval of Out of State – Overnight Field Trip to Maine Maritime Academy

I. Per references (a) and (b), Commander Tom Gamble, the Senior Naval Science Instructors (SNSI) for the Dover High School, Dover, NH is formally requesting school board approval for an overnight field trip to the Maine Maritime Academy. As per reference (b), please find the following for the final approval:

1. Group Requesting Approval: Dover High School NJROTC
2. Destination: Maine Maritime Academy, Castine, ME
3. Contact Person (s): Commander Tom Gamble, the Senior Naval Science Instructors (SNSI)
4. Dates of Travel: 23-25 March, 2018
5. Number of Students Traveling: 25 from DHS
6. Number of Chaperones: 2
7. Adult/Student Ratio: 1:12

Please Circle appropriate response:

Permission Forms submitted to Principle: ☒ Yes / No

Student Code of Conduct Contracts, inc. Standards of Behavior submitted to Principle: ☒ Yes / No

Telephone Contact Notification submitted to Principle: ☒ Yes / No

List of all students and chaperones submitted to the school and Supt's office: ☒ Yes / No

All Chaperones completed criminal background check: ☒ Yes / No

/s/
T. D. GAMBLE
SNSI, Dover NJROTC, Dover, NH

DOVER SCHOOL DISTRICT	POLICY CODE: IHCD
DATE OF ADOPTION: JANUARY 12, 2009	PAGE OF 2

Second Reading

ADVANCED COLLEGE PLACEMENT

~~Any student who wishes to take advanced course work or Advanced Placement classes may do so at Dover High School. Administrators or guidance counselor shall assist students in identifying alternative means of taking such classes if they are not available at the high school. These alternative means may include taking courses at a different public school or a private school, through distance education courses, or at a college/university. Credit may be given provided the course comports with applicable district policies, state standards and course competencies. The student is responsible for any tuition, transportation, fees or other costs incurred for enrollment in such courses.~~

A. Advanced Course Work/Advanced Placement Courses

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the School District, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. This may include taking courses through the Dual and Concurrent Enrollment Program, at a different public school, or a private school, through distance education courses, or other suitable means.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

B. STEM Dual and Concurrent Enrollment Program

High School and Career Technical Education Center qualified students in grades 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in STEM (science technology, engineering, and mathematics) and STEM-related courses designated by the Community College System of New Hampshire ("CCSNH").

The Superintendent shall be responsible for coordinating any agreements with CCSNH, and other measures necessary to implement and maintain the Dual and Concurrent Enrollment Program within the District. The Superintendent shall also designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which, among other things, will:

DOVER SCHOOL DISTRICT	POLICY CODE: IHCD
DATE OF ADOPTION: JANUARY 12, 2009	PAGE OF 2

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Require annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.

Legal References:

RSA 188-E:25 through RSA 188-E:28
Ed 306.141(a)(6), Advanced Course Work

Revised: July 1998, November 1999, October 2005, May 2008, May 2014, September 2017, and December 2017

Statutory References:

New Hampshire Code of Administrative Rules, Section Ed. 306:14(g) Advanced Course Work

WILLIAM R. HARBRON, Ed.D.
Superintendent of Schools
w.harbron@dover.k12.nh.us

LIBBY M. SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON
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PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

JEFFREY MYERS
Director of Technology
j.myers@dover.k12.nh.us

TO: Members Dover School Board
William R. Harbon, Superintendent of Schools
FR: Libby Simmons, Business Administrator
DATE: March 12, 2018
RE: Results of Single Audit FYE 2017 from Macpage LLC

We have received the written report from Macpage LLC for the single audit work performed for fiscal year ending June 30, 2017 for the City of Dover.

Please refer specifically to page 10, highlighted section that pertains to the school, in which there was a financial statement finding regarding the reconciliation of city/school balance sheet accounts. As noted in the report, corrective action and new procedures by the school were implemented in FY2017 for this finding to include a monthly process to reconcile balance sheet accounts associated with school items.

After your review of the report, I would be happy to answer any questions that you may have.

City of Dover

Single Audit Act

June 30, 2017

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

City's Response to Findings

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs and the corrective action plan. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Macpage LLC

South Portland, Maine
December 28, 2017

**City Council
City of Dover
Dover, New Hampshire**

We have audited the City of Dover, New Hampshire's (the City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City of Dover, New Hampshire's major federal programs for the year ended June 30, 2017. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Dover, New Hampshire, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City of Dover, New Hampshire's basic financial statements. We issued our report thereon, dated December 28, 2017, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Macpage LLC

South Portland, Maine
February 15, 2018

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	CFDA Number	Federal Expenditures	Amount Provided to Subrecipient
U.S. Department of Agriculture			
<u>Pass-Through New Hampshire State Department of Education</u>			
Child Nutrition Cluster			
School Breakfast Program	10.553	\$ 99,045	
National School Lunch Program	10.555	517,558	
Total Child Nutrition Cluster		<u>616,603</u>	
Commodity Supplemental Food Program	10.565	<u>106,053</u>	
Fresh Fruit and Vegetable Program	10.582	<u>24,233</u>	
Total U.S. Department of Agriculture		<u>746,889</u>	
U.S. Department of Housing and Urban Development			
<u>Direct Program</u>			
CDBG-Entitlement Grants Cluster			
Community Development Block Grant	14.218	322,204	96,582
Total U.S. Department of Housing and Urban Development		<u>322,204</u>	<u>96,582</u>
U.S. Department of Justice			
<u>Pass-Through the New Hampshire State Department of Justice</u>			
Bulletproof Vest Partnership Program	16.607	6,332	
Public Safety Partnership and Community Policing Grants	16.710	113,639	
Edward Byrne Memorial Justice Assistance Grant Program	16.738	22,009	
Total U.S. Department of Justice		<u>141,980</u>	
Carry Forward		\$ 1,211,073	\$ 96,582

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	CFDA Number	Federal Expenditures	Amount Provided to Subrecipient
Balance Carried Forward		\$ 1,211,073	\$ 96,582
U.S. Department of Transportation			
<u>Pass-Through New Hampshire State Department of Transportation</u>			
Highway Safety Cluster			
Recreational Trails Program	20.219	20,377	
State and Community Highway Safety	20.600	31,593	
Alcohol Impaired Driving Countermeasures Incentive Grants	20.601	23,070	
Total Highway Safety Cluster		75,040	
Total U.S. Department of Transportation		75,040	
U.S. Environmental Protection Agency			
<u>Pass-Through New Hampshire State Department of Environmental Services</u>			
Capitalization Grants for Clean Water State Revolving Funds	66.458	1,113,208	
Capitalization Grants for Drinking Water State Revolving Funds	66.468	5,142,512	
Assessment and Watershed Protection Program Grants	66.480	134,052	
Total U.S. Environmental Protection Agency		6,389,772	
U.S. Department of Education			
<u>Pass-Through State of New Hampshire Department of Education</u>			
Title I Grants to Local Educational Agencies			
Title I Grants to Local Educational Agencies	84.010	895,515	
Title I Grants to Local Educational Agencies		895,515	
Special Education Cluster (IDEA)			
Special Education - Grants to States	84.027	792,872	
Special Education - Preschool Grants	84.173	13,424	
Total Special Education Cluster (IDEA)		806,296	
Adult Education - Basic Grants to States	84.002	121,234	
Career and Technical Education - Basic Grants to States	84.048	116,345	
English Language Acquisition State Grants	84.365	17,354	
Improving Teacher Quality State Grants	84.367	256,484	
		511,417	
Total U.S. Department of Education		2,213,228	
Carry Forward		\$ 9,889,113	\$ 96,582

See accompanying independent auditor's report on schedule of expenditures of federal awards.
The accompany notes are integral part of this schedule.

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2017

Federal Grantor/Pass-Through Grantor/Program Title	CFDA Number	Federal Expenditures	Amount Provided to Subrecipient
Balance Carried Forward		\$ 9,889,113	\$ 96,582
U.S. Department of Health and Human Services			
<u>Pass-Through New Hampshire Department of Health and Human Services</u>			
Substance Abuse and Mental Health Services' Projects of Regional and National Significance	93.243	4,960	
Medicare Prescription Drug Coverage	93.770	76,665	
Total U.S. Department of Health and Human Services		<u>81,625</u>	
U.S. Social Security Administration			
<u>Pass-Through New Hampshire Department of Health and Human Services</u>			
Supplemental Security Income	96.006	21,998	
Total U.S. Social Security Administration		<u>21,998</u>	
U.S. Department of Homeland Security			
<u>Pass-Through New Hampshire Department of Safety</u>			
Emergency Management Performance Grants	97.042	59,255	
Total Department of Homeland Security		<u>59,255</u>	
U.S. Department of the Interior			
<u>Pass- Through State of New Hampshire Department of Resources and Economic Development</u>			
Outdoor Recreation-Acquisition, Development and Planning	15.916	4,649	
Total U.S. Department of the Interior		<u>4,649</u>	
National Endowment for the Arts			
<u>Pass- Through New Hampshire Council on the Arts</u>			
Promotion of the Arts Partnership Agreements	45.025	4,500	
Total National Endowment for the Arts		<u>4,500</u>	
Total Expenditures of Federal Awards		<u>\$ 10,061,140</u>	<u>\$ 96,582</u>

See accompanying independent auditor's report on schedule of expenditures of federal awards.
The accompany notes are integral part of this schedule.

Notes to Schedule of Expenditures of Federal Awards

Year Ended June 30, 2017

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the City of Dover, New Hampshire under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City of Dover, New Hampshire, it is not intended to, and does not present the financial position of the government activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2017, and respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- 1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
- 2) Pass-through entity identifying numbers are presented where available.
- 3) The City has not elected to use the 10% de minimis indirect cost rate as allowed under Uniform Guidance.

NOTE 3 – FOOD DISTRIBUTION

Nonmonetary assistance is reported in the Schedule at the fair market value of the commodities consumed.

NOTE 4 – LOAN AND LOAN PROGRAMS

The clean water revolving loan program and the drinking water revolving loan program listed subsequently is administered by the New Hampshire Department of Environmental Services and the balances and transactions relating to this program are included in the City's basic financial statements. Loans made during the year are included on the schedule of expenditures of federal awards. The balances of loans outstanding as of June 30, 2017 consist of the following:

<u>CFDA Number</u>	<u>Program Name</u>	<u>Outstanding Balance</u>
66.458	Capitalization Grants for Clean Water State Revolving Funds	\$ 6,939,468
66.468	Capitalization Grants for Drinking Water State Revolving Funds	\$ 10,766,296

Schedule of Findings and Questioned Costs

Year Ended June 30, 2017

SECTION I – SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

 Yes

 √ No

Significant deficiency(ies) identified

 √ Yes

 None reported

Noncompliance material to financial statements noted?

 Yes

 √ No

Federal Awards

Internal control over major programs:

Material weakness(es) identified?

 Yes

 √ No

Significant deficiency(ies) identified

 Yes

 √ None reported

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported

in accordance with Section 2 CFR 200.516(a) of the

Uniform Guidance?

 Yes

 √ No

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

66.468

Capitalization Grants for Drinking Water State Revolving Funds

Dollar threshold used to distinguish between

Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

 √ Yes

 No

Schedule of Findings and Questioned Costs

Year Ended June 30, 2017

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding 2017-001, Balance Sheet Accounts Not Reconciled Timely

Condition:

As of June 30, 2017, certain balance sheet accounts had not been reconciled to the supporting documentation in a timely manner.

Criteria:

Internal controls should be in place to provide reasonable assurance that balance sheet account balances reported in the financial statements are accurate. The timely preparation of balance sheet account reconciliations that are complete and accurate is important to maintaining adequate controls over balance sheet accounts.

Cause:

The City's accounting department fell behind in the performance of timely monthly reconciliations for certain balance sheet accounts.

Effect:

The lack of internal controls over the balance sheet accounts could result in these balances being misstated and errors not being detected timely.

Recommendation:

It was recommended that the City implement a control, so timely monthly reconciliations of the balance sheet accounts and the reconciliations should be prepared and reviewed and approved by someone other than the preparer.

Grantee Response:

The City concurs with the auditor's recommendations. To ensure that all accrued payroll accounts are reconciled after School summer payrolls have been paid, this step has been added to the year-end audit work documentation checklist. The City Finance Department has reminded employees that generate accounts payable and payroll checks to be aware of the system dates when voiding and reissuing checks to ensure that both portions of the transaction are in the same reporting period. Monthly reconciliations of accrued payroll accounts are completed by the accounting division and reviewed by the Finance Director. The Finance Director reviews monthly reconciliations of Tax accounts receivable and Water/Sewer accounts receivable completed by the Tax Collector and accounting division. The City Treasurer provides the Finance Director with monthly update of cash account reconciliations and all bank account reconciliations are reviewed by the Finance Director. Reconciliations completed by the accounting division for other balance sheet accounts and inter-fund transactions are reviewed by the Finance Director. The School Department has in place a monthly process to reconcile balance sheet accounts associated with school items.

Schedule of Findings and Questioned Costs

Year Ended June 30, 2017

SECTION II – FINANCIAL STATEMENT FINDINGS – CONTINUED

Finding 2017-002, Utility Billing Rate Error

Condition:

As of June 30, 2017, the City made an error and used the incorrect water utility rate for bills generated during the period July 2016 through January 2017, resulting in an additional charge to customers of 3 cents per unit during this period.

Criteria:

Internal controls should be in place to provide reasonable assurance water utility bill rates used are accurate. The timely review and approval of the water utility rate is important to accurately charging customers for their usage.

Cause:

There is not a formal review of the water utility rates used for the bills generated during the period July 2016 through January 2017.

Effect:

The lack of internal controls over the water utility rate used could result in these balances being misstated and errors not being detected timely.

Recommendation:

It was recommended that the City implement a formal review and approval process to be used to help ensure that the approved utility billing rate is being used to calculate the utility bills at the beginning of the new fiscal year.

Grantee Response:

The City concurs with the recommendation. A formal review and approval process has been established for rate changes being made in the Utility Billing system. This review and approval process is a three step process involving the Utility Billing Office Manager, Finance Department Executive Secretary, and the City's Finance Director to validate rates to the annually adopted fee schedule, adopted budget and budget resolution.

Schedule of Findings and Questioned Costs

Year Ended June 30, 2017

SECTION II – FINANCIAL STATEMENT FINDINGS – CONTINUED

Finding 2017-003, Utility Billing Report Not Reconciled Timely

Condition:

As of June 30, 2017, the total per the utility billing report had not been fully reconciled to the amount recorded in the general ledger. We were able to work with the accounting personnel to reconcile the difference to approximately \$300.

Criteria:

Internal controls should be in place to provide reasonable assurance that the total per the utility billing report is in agreement with the amount recorded in the general ledger.

Cause:

The City does not perform timely reconciliations between the total per the utility billing report and the amount recorded in the general ledger.

Effect:

The lack of internal controls over the utility billing balance could result in these balances being misstated and errors not being detected timely.

Recommendation:

It was recommend that a reconciliation of the utility billing report to the general ledger be performed at the end of each month and that any reconciling items be promptly investigated and corrected. Additionally, someone other than the preparer should review the reconciliation to determine accuracy and agreement with the general ledger and any corrective action has been taken.

Grantee Response:

The City concurs with the auditor's recommendations. The City has been working with their software vendor to address how the system handles credit balances on customers' accounts, as well as, adjustments made to customers' accounts for abatements. These two items appear to affect how a subsequent utility billing batch is posted from the billing system into the General Ledger. The Finance Department has conducted a detail billing, Accounts Receivable, and General Ledger reconciliation in November and is currently working on a December month end reconciliation.

SECTION III – FEDERAL AWARDS FINDINGS

No matters are reportable for the year ended June 30, 2017.

DANIEL R. LYNCH
Finance Director
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ANN M. LEGERE, CPPB
Purchasing Agent
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City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

Summary Schedule of Prior Audit Findings

Year Ended June 30, 2017

Finding 2016-001, Balance Sheet Accounts Not Reconciled Timely

Condition

As of June 30, 2016, certain balance sheet accounts had not been reconciled to the supporting documentation in a timely manner.

Recommendation

It was recommended that the City implement a control, so timely monthly reconciliations of the balance sheet accounts and the reconciliations should be prepared and reviewed and approved by someone other than the preparer.

Current Status

Comment has been repeated in the current year. See finding 2017-001.

Finding 2016-002, Forgiveness of Debt

Condition

An adjustment of \$536,842 was made to the City's obligation to the State of New Hampshire's Department of Environmental Services (NHDES) Revolving Loan Agreement as of June 30, 2016. Per the loan agreement, the debt forgiveness was to be amortized over the life of the loan. Instead, the full amount of debt forgiveness was accounted for by the City upon receiving the loan.

Recommendation

It was recommended that the City implement a control, so debt agreements are reviewed and understood at inception to help ensure that the transaction is properly accounted for at inception.

Current Status

Corrective action has been taken and the comment has not been repeated in the current year.

WILLIAM R. HARBRON, Ed.D.
Superintendent of Schools
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LIBBY M. SIMMONS
Business Administrator
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THE DOVER SCHOOL DISTRICT

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JEFFREY MYERS
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TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: March 12, 2018
RE: FY2019 Annual Bid Award Approval

The following bids were solicited and approved for the 2016-2017 school year with a renewal after the first year for two (2) additional one (1) year terms contingent upon owner satisfaction and funding availability.

I request that the School Board proceed with an award for the following services for fiscal year 2018-2019.

1. **Athletic Equipment Inspections for 2018-2019**

Hussey Advantage for an annual cost, not to exceed \$11,875. The services will be paid through the School Facilities Fund. The annual cost reflects a zero percent (0%) increase.

2. **Snow Plowing Services for 2018-2019**

Rye Beach Landscaping for an annual cost to the District of \$15,500 (C&W Services is responsible for \$38,000). The services will be paid through the General Fund. The annual cost reflects a zero percent (0%) increase.

3. **Elevator Maintenance/Repair and Inspection Services for 2018-2019**

Stanley Elevator Company, Inc. for an annual cost, not to exceed \$7,949. The services will be paid through the General Fund. The annual cost reflects an approximate three percent (3%) increase.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

DUAL AND CONCURRENT ENROLLMENT AGREEMENT
BETWEEN
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
AND
SCHOOL DISTRICT

Pursuant to RSA 188-E:25 et seq., COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE (CCSNH) and _____ SCHOOL DISTRICT (School District) hereby enter into this Dual and Concurrent Enrollment Agreement (Agreement) to establish standards and development, implementation, and administration of Community College (College) dual and concurrent enrollment for participation in the program established under RSA 188-E:26 (Program) in the New Hampshire Department of Education (Department).

CCSNH STANDARDS FOR CONCURRENT ENROLLMENT COURSES

1. Concurrent enrollment means courses taught at the high school by high school teachers approved by CCSNH in which high school students earn both high school and college credit while students are still attending high school or a career technical education center.
2. The curriculum in the concurrent enrollment course shall be the same as that offered by the College, including College department approved texts, course outlines, exams and the CCSNH grading system (*i.e.*, A-F). The grades earned are awarded dual credit – high school and college. College transcripts reflect course credit the same as that of comparable College courses. CCSNH reserves the right to determine and periodically revise the conditions under which College courses may be offered for college credit and assumes responsibility for supervision of course development, implementation and administration of concurrent enrollment courses.
3. Concurrent enrollment courses will be taught over a time period that is comparable to that offered by the College or a time period that is otherwise approved by the College.
4. Concurrent enrollment instructors must provide the College a resume and transcripts demonstrating that they meet the same educational and experiential standards specified for Adjunct faculty. The College will assess credentials based upon the College departmental credentialing standards as well as standards established by the College's accrediting body, the Commission for Institutions of Higher Education. The College Vice President of Academic Affairs has final authority to determine whether a proposed instructor meets specified standards.
5. The high school instructor will be provided a College faculty partner. Through the College faculty partner, the high school instructor will be provided an orientation, which will include a review of applicable college policies, course design, teaching materials, methodology and other dimensions for facilitating adaptation of the college-designed courses to the high school setting. The College faculty partner will also provide classroom visitation, assistance in review of student performance when requested, and

coordination with College staff as needed including the College Running Start Coordinator and Disabilities Coordinator.

6. Applicable academic policies and regulations as set forth in the College catalogue will apply to all concurrent enrollment courses, including prerequisite skills and course requirements, class attendance and accommodations provided to students with disabilities. The School District will be responsible for informing students, parents and School District employees that concurrent enrollment courses are college level courses and students enrolling should expect a level of academic rigor higher than that usually associated with a high school course.
7. Requests for accommodation by students with disabilities must be processed through the College Disabilities Coordinator and approved by the College department head. The School District should make students aware that accommodations that are available under an IEP for high school may not meet the standards applicable to college courses. Concurrent enrollment for both high school and college credit is not permitted where a student utilizes modifications or accommodations that are not appropriate for college courses.
8. Students must register and pay for a concurrent enrollment course by the designated deadline. Retroactive registration will not be permitted.

CCSNH STANDARDS FOR DUAL ENROLLMENT COURSES

9. Dual enrollment means college courses taught by CCSNH college faculty in which high school students earn college credit while students are still enrolled in high school or a career technical education center.
10. The curriculum in the course shall be the same as that offered by the College, including College department approved texts, course outlines, exams and the CCSNH grading system (*i.e.*, A-F). The grades earned are awarded dual credit – high school and college. High school transcripts will reflect course credit the same as that of comparable high school courses. CCSNH assumes full responsibility for development, implementation and administration of dual enrollment courses. CCSNH college faculty will report grades earned to the individual designated by the high school to serve as the point of contact on matters related to the Program.
11. Dual enrollment courses will be taught at the College over a time period that is determined by the College.
12. Applicable academic policies and regulations as set forth in the College catalogue will apply to all dual enrollment courses, including prerequisite skills and course requirements, class attendance and accommodations provided to students with disabilities. The School District will be responsible for informing students, parents and School District employees that dual enrollment courses are college level courses and

students enrolling should expect a level of academic rigor higher than that usually associated with a high school course.

13. Requests for accommodation by students with disabilities must be processed through the College Disabilities Coordinator and approved by the College department head. The School District should make students aware that accommodations that may be available under an IEP for high school may not meet the standards applicable to college courses. Dual enrollment for high school and college credit is not permitted where a student utilizes modifications or accommodations that are not appropriate for college courses.
14. Students must register and pay for a dual enrollment course by the designated deadline. Retroactive registration will not be permitted.

GENERAL PROGRAM PROVISIONS

15. Participation in the Program established under RSA 188-E:26 is limited to high school students in grade 11 or 12 in courses designated by CCSNH as part of the Program.
16. CCSNH will provide the School District and the Department with a list of designated STEM and STEM related courses annually prior to the start of the fall semester. The School District shall annually notify students and their parents of dual and concurrent enrollment opportunities and those courses that have been specifically designated as eligible for reimbursement under the Program.
17. The School District shall provide a designated individual to serve as the point of contact on matters related to the Program including, but not limited to, student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses.
18. Eligible students completing a Program course with a grade of C or better (Successfully Completed) shall be fully reimbursed by CCSNH for the course tuition paid for up to two (2) Program courses in grade 11 and up to two (2) Program courses in grade 12 (Funding Limits).
19. Each semester, the School District shall provide CCSNH with grades for all students enrolled in a concurrent enrollment course and CCSNH shall provide the School District with grades for all students enrolled in a dual enrollment course.
20. CCSNH will be responsible for providing the Department with a list of eligible students who Successfully Completed a Program course and have not exceeded the Program Funding Limits.
21. This Agreement shall become effective the date that it is signed, and shall continue for a period of one year. The Agreement may be terminated at any time by mutual consent of both parties. Either party may terminate this Agreement by giving six (6) months written notice.

For CCSNH:

Chancellor

Date

For SCHOOL DISTRICT:

Chair School Board

Superintendent

Date

WILLIAM R. HARBRON, Ed.D.
Superintendent of Schools
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LIBBY SIMMONS
Business Administrator
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JEFFREY E. MYERS
Director of Technology
j.myers@dover.k12.nh.us

March 7, 2018

To: Dover School District School Board (cc: William Harbron, Libby Simmons)

RE: Leased Lit Fiber Bid

This letter is to recommend the selection of **Comcast Business** (Strategic Enterprise Division) for their proposal response to our Leased Lit Fiber RFP.

The RFP is for leased lit fiber delivery of High Speed Internet Access to all Dover School District buildings. This would replace our current small business grade coaxial (non-fiber) per building internet connections.

We requested 2 connection sites, with failover redundancy, as follows:

1. 2.5 GB connection that will primarily service the high school and middle school
2. 1.5 GB connection that will primarily service the three (3) elementary schools and the SAU Office

The 4 GB speed meets the one (1) Mbps per student standard recognized in the FCC Second E-rate Modernization order as the benchmark standard for bandwidth for school districts.

The RFP was released November 30, 2017. A mandatory on-site walkthrough was held December 6, 2017. A total of four (4) vendors attended the walkthrough and submitted proposals by the January 4, 2018 deadline.

Per the attached cost analysis and evaluation rubric, Comcast has provided the most competitive proposal, and will provide 5 GB of total bandwidth to the school (vs. 4 GB of next closest priced proposal).

The contract period will be an initial 36-month term, with the option for two 1-year renewals upon mutual agreement of the District and the Vendor. The monthly recurring cost will be **\$4,450.00**. The total cost of the contract over 36 months is **\$160,200.00**.

Jeffrey E. Myers
Director of Technology

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

DOVER SCHOOL DISTRICT - LEASED LIT FIBER RFP (2018)
Evaluation Criteria & Scoring Sheet

Legend	Weight	Criteria
1	30	Competitiveness of E-rate eligible costs, including the stability of these costs through any possible extended contract period
2	15	Value of incentives offered (minus the cost of any E-rate ineligible expenses)
3	15	Service Reliability
4	15	Customer Support
5	10	Overall suitability of the proposal for current and future needs of the Dover School District
6	5	Ability to deliver services in a timely manner
7	5	Financial stability and ability of Firm to fulfill the contract
8	5	Conformance of proposal to instructions for format and contents of proposal

	1: Price <u>30%</u>	2: Incentives <u>15%</u>	3: Reliability <u>15%</u>	4: Support <u>15%</u>	5: Technical <u>10%</u>	6: Ability <u>5%</u>	7: Financials <u>5%</u>	8: Proposal <u>5%</u>	TOTAL:
Comcast	10	2.5	9	8	10	10	10	7	8.3
First Light	8.6	0	10	7	10	10	10	9	7.6
FairPoint	5.9	1.25	8	7	10	7	10	9	6.5
Light Tower	0	0	9	9	10	2	10	9	4.8

NOTES:

- Maximum 10 points in each category
- Price based upon minimally requested 3-year contract +/- additional costs/savings
- Incentives based upon internet speeds over 4 Gbps (no other incentives proposed)
- Underlined scores of 10 less scrutinized due to consistency from vendor to vendor on lack of impact on total score

Competitiveness of E-rate eligible costs, including the stability of these costs through any possible extended contract period

Cost per month evaluations will be calculated on average across the entire year, including the cost of any lower bandwidth periods.

3 YEAR CONTRACT (based on 39 months)

	LOCATION #1				LOCATION #2				TOTAL	Gbps	\$/Gbps/Mo	% over	Eval Scoring			
	Gbps	rate	setup	discount	TOTAL	Gbps	rate	setup						discount		
Comcast	3	\$2,525.00	\$0.00	\$0	\$98,475.00	2	\$1,925.00	\$0.00	\$0	\$75,075.00	\$173,550.00	5	\$890.00	1.00	0	10
First Light	2.5	\$3,000.00	\$0.00	-\$4,150	\$112,850.00	1.5	\$2,300.00	\$0.00	-\$4,150	\$85,550.00	\$198,400.00	4	\$1,271.79	42.9%	1.14	0.1
FairPoint	2.5	\$3,111.13	\$3,000.00	\$0	\$124,334.07	2	\$3,000.65	\$3,000.00	\$0	\$120,025.35	\$244,359.42	4.5	\$1,392.36	56.4%	1.41	0.4
Light Tower	2.5	\$6,000.00	\$0.00	\$0	\$234,000.00	1.5	\$6,000.00	\$0.00	\$0	\$234,000.00	\$468,000.00	4	\$3,000.00	237.1%	2.70	1.7

5 YEAR CONTRACT (based on 63 months)

	LOCATION #1				LOCATION #2				Eval Scoring								
	Gbps	rate	setup	discount	TOTAL	Gbps	rate	setup		discount	TOTAL						
Comcast	3	\$2,525.00	\$0.00	\$0	\$159,075.00	2	\$1,925.00	\$0.00	\$0	\$121,275.00	\$280,350.00	5	\$890.00	1.00	0	10	
First Light	2.5	\$2,600.00	\$0.00	-\$4,150	\$159,650.00	1.5	\$2,050.00	\$0.00	-\$4,150	\$125,000.00	\$284,650.00	4	\$1,129.56	26.9%	1.02	0	9.8
FairPoint	2.5	\$3,111.13	\$3,000.00	\$0	\$199,001.19	2	\$3,000.65	\$3,000.00	\$0	\$120,025.35	\$319,026.54	4.5	\$1,125.31	26.4%	1.14	0.1	8.6
Light Tower	2.5	\$6,000.00	\$0.00	\$0	\$378,000.00	1.5	\$6,000.00	\$0.00	\$0	\$378,000.00	\$756,000.00	4	\$3,000.00	237.1%	2.70	1.7	0

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Job Title: Dean of Student Services
Department: Student Services
Reports To: Assistant Superintendent of Student Services, Asst. Director Student Services
Prepared Date: 3-8-18

Summary:

The primary responsibility of the Dean of Student Services shall be to assist and support the Assistant Superintendent of Student Services in the leadership of the daily operation of the building level special education programs in a manner consistent with adopted laws, regulations, policies, and procedures.

This includes the facilitation of individual student programming and assessment; building level program monitoring and the review, professional support for faculty, families and students necessary for evaluating school, teacher, and student performance over time.

The Dean of Student Services also supports the leadership of a professional learning environment and opportunities for the engagement of all staff which maximizes student growth and achievement.

S/he shall support the creation and implementation of school goals and objectives that support the approved goals of the Dover School Board in its efforts to provide a rich educational experience designed to best meet the educational needs of each individual student in accordance with the mission and vision of the Dover School District. This position will be included in the Dover Administrators Association (DAA) and will be for 216 days, with most of the days being when students are in session.

Essential Duties and Responsibilities:

Other duties may be assigned.

- Provides the Asst. Superintendent of Student Services or designee with information on building special education needs and recommends solutions
- Maintains awareness of federal, state, and county requirements and regulations affecting school special education programs
- Assists in developing effective utilization of special education support staff
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
- Directs collection of statistical data required in planning the special educational programs of the building
- Supervises the maintenance of special education student records and reports.
- Monitors the student special education record system to ensure that approved information is kept current in student cumulative record folders
- Oversees the placement of individual students with special needs in those educational situations best suited to their requirements
- Assumes responsibility for own professional development; for keeping current with the literature, new research finds, and improved techniques in specialized area; and for attending appropriate professional meetings
- Coordinates referrals to school and community resources

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

- Assists in providing and in developing appropriate in-service training for the special education teachers and special support staff on topics related to their job needs
- Promotes teachers' development of appropriate instruction, materials and classrooms for exceptional children
- Oversees the day-to-day working of the special education referral system in the schools
- Ensures that paperwork is complete, up-to-date and accurate for all disabled students
- Coordinates and collaborates with the Dean of Teaching and Learning to implement, monitor and address the efficacy of competency-based education
- Helps teachers monitor Individual Education Plans so that each learning activity is evaluated according to established criteria
- Assist case managers in scheduling and supervising paraprofessional staff
- Assists with implementation of State-wide testing
- Liaises with SAU and other Deans of Student Service (elementary, middle, and high schools) in relation to: IEP meetings, manifestation hearings, program monitoring and development, out-of-district placement considerations, "LEA rep", parents; as necessary
- Other tasks as discussed with and assigned by the Director of Pupil Personnel Services

Supervisory Responsibilities:

- Assists in the recruitment, selection, and recommendation for hiring of special education, guidance, nursing, and early childhood education staff
- Supervise and evaluate staff following the practices and protocols required within contracts and by the Superintendent, as directed by the principal
- Support the maintenance of appropriate levels of staffing to ensure compliance with all laws, regulations, and accrediting bodies
- Recommends and provides in-service training as deemed necessary
- Interprets to school personnel, parents, students, and the community information relating to the services and programs for exceptional and 504 students
- Assumes responsibility for compiling, maintaining, and filing all required report records and other documents legally or administratively required under IDEA and 504
- Assumes the responsibility for all students who require specialized programming.
- Establishes procedures for parent involvement and consultation

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Maintains a thorough understanding of all legal requirements for special education and 504 and informs Superintendent, building principals, and others as necessary
- Provides leadership in the design and development of new programs to meet the needs of students with exceptional learning needs within the context of a regular school environment
- Strong leadership skills
- Ability to work with a team
- Strong communication and interpersonal skills
- Ability to organize and prioritize tasks and projects

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Qualifications:

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.

Education and/or Experience:

This position requires a minimum of minimum of 5 years teaching experience or experience in the field of special education with long-term commitment to Special Education through classroom experience as well as successful administrative experience with student services.

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended internet, word processing, database, and presentation software.

Certificates, Licenses, Registrations:

New Hampshire Certification in Special Education Administration or demonstrated eligibility for certification as a Special Education Administrator at time of hire is required.

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 or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to ?? pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

GENERAL FUND - FY2018 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED FEBRUARY 28, 2018					
Account Description	FY2018 Budget (Adjusted)	Received To Date 2/28/2018	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget
Tuition - Regular From Parents	\$ -	\$ 1,972.83	\$ 862.17	\$ 2,835.00	\$ 2,835.00
Tuition - Other NH Districts	\$ 55,254.00	\$ 7,533.80	\$ 6,027.20	\$ 13,561.00	\$ (41,693.00)
Tuition - Barrington	\$ 2,563,029.00	\$ 1,858,940.81	\$ 564,515.19	\$ 2,423,456.00	\$ (139,573.00)
Tuition - Nottingham	\$ 901,079.00	\$ 466,063.97	\$ 390,069.03	\$ 856,133.00	\$ (44,946.00)
Tuition - SPED Aides	\$ 307,397.00	\$ 152,632.65	\$ 121,943.35	\$ 274,576.00	\$ (32,821.00)
Tuition - CTC - NH Districts	\$ 72,198.00	\$ 42,961.86	\$ 42,962.14	\$ 85,924.00	\$ 13,726.00
Tuition - CTC - Out of State	\$ 76,287.00	\$ 34,421.77	\$ 34,422.23	\$ 68,844.00	\$ (7,443.00)
Tuition - Alternative School	\$ 192,500.00	\$ 107,669.94	\$ 87,224.06	\$ 194,894.00	\$ 2,394.00
Other Local Revenue - Districtwide	\$ 25,000.00	\$ 8,047.96	\$ 11,952.04	\$ 20,000.00	\$ (5,000.00)
State Adequate Education Grant	\$ 9,168,512.00	\$ 6,398,014.00	\$ 2,770,498.00	\$ 9,168,512.00	\$ -
School Building Aid	\$ 616,673.00	\$ 308,336.56	\$ 308,336.44	\$ 616,673.00	\$ -
Catastrophic Aid	\$ 301,890.00	\$ 304,264.60	\$ -	\$ 304,264.60	\$ 2,374.60
CTC Tuition Aid	\$ 215,003.00	\$ 238,974.03	\$ -	\$ 238,974.03	\$ 23,971.03
CTC Transportation Aid	\$ 3,000.00	\$ 2,700.00	\$ -	\$ 2,700.00	\$ (300.00)
Indirect Cost Allocation	\$ 85,000.00	\$ 58,389.00	\$ 26,611.00	\$ 85,000.00	\$ -
ABE Allocation	\$ 39,011.00	\$ 20,738.00	\$ 18,273.00	\$ 39,011.00	\$ -
Impact Aid	\$ 5,500.00	\$ 2,051.34	\$ 3,448.66	\$ 5,500.00	\$ -
Medicaid Distribution	\$ 650,000.00	\$ 334,259.27	\$ 215,740.73	\$ 550,000.00	\$ (100,000.00)
School - Transfer from Special Revenue	\$ 120,000.00	\$ -	\$ 120,000.00	\$ 120,000.00	\$ -
School - Transfer from Capital Reserves	\$ 1,347,797.00	\$ -	\$ 1,347,797.00	\$ 1,347,797.00	\$ -
Tuition - Preschool Program	\$ 12,000.00	\$ 9,900.00	\$ -	\$ 9,900.00	\$ (2,100.00)
Tuition - Summer School, Elementary	\$ 6,000.00	\$ 3,980.00	\$ -	\$ 3,980.00	\$ (2,020.00)
Athletic Transportation, DMS	\$ 15,000.00	\$ 9,356.74	\$ 5,643.26	\$ 15,000.00	\$ -
Tuition - Summer School, DHS	\$ 5,000.00	\$ 1,440.00	\$ -	\$ 1,440.00	\$ (3,560.00)
Athletic Transportation, DHS	\$ 60,000.00	\$ 35,860.32	\$ 14,139.68	\$ 50,000.00	\$ (10,000.00)
Total Non Tax Revenue	\$ 16,843,130.00	\$ 10,408,509.45	\$ 6,090,465.18	\$ 16,498,974.63	\$ (344,155.37)
State Wide Property Tax	\$ 6,894,236.00	\$ -	\$ 6,894,236.00	\$ 6,894,236.00	\$ -
Local Property Tax	\$ 34,354,636.00	\$ -	\$ 34,354,636.00	\$ 34,354,636.00	\$ -
Total Tax Revenue	\$ 41,248,872.00	\$ -	\$ 41,248,872.00	\$ 41,248,872.00	\$ -
Total Operating Revenue	\$ 58,092,002.00			\$ 57,747,846.63	\$ (344,155.37)
EXPENSES & ENCUMBRANCES - ESTIMATED FEBRUARY 28, 2018					
Account Description	FY2018 Budget (Adjusted)	Expenses to Date 2/28/2018	Encumbrances/ Antic. Exp 2/28/2018	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,391,483.13	\$ 10,594,415.48	\$ 10,272,779.74	\$ 20,867,195.22	\$ (524,287.91)
(1200) Special Education Programs	\$ 10,891,175.20	\$ 6,091,093.35	\$ 4,730,767.28	\$ 10,821,860.63	\$ (69,314.57)
(1300) Career and Technical Education Programs	\$ 1,895,387.47	\$ 954,723.73	\$ 797,432.01	\$ 1,752,155.74	\$ (143,231.73)
(1400) Co-Curricular Activities and Athletics	\$ 655,340.25	\$ 413,989.24	\$ 174,881.04	\$ 588,870.28	\$ (66,469.97)
(1600) Adult/Continuing Education Programs	\$ 238,471.70	\$ 139,774.91	\$ 88,494.60	\$ 228,269.51	\$ (10,202.19)
(2100) Support Services - Students	\$ 3,721,290.22	\$ 1,981,203.06	\$ 1,692,883.96	\$ 3,674,087.02	\$ (47,203.20)
(2200) Support Services - Instructional Staff	\$ 1,036,137.22	\$ 505,521.41	\$ 443,404.54	\$ 948,925.95	\$ (87,211.27)
(2300) Support Services - General Admin.	\$ 1,375,698.06	\$ 890,716.64	\$ 417,309.49	\$ 1,308,026.13	\$ (67,671.93)
(2400) Support Services - School Admin.	\$ 2,653,044.23	\$ 1,666,038.74	\$ 941,856.75	\$ 2,607,895.49	\$ (45,148.74)
(2600) Support Services - Operation Maint/Plant	\$ 4,166,397.84	\$ 2,916,447.40	\$ 1,246,373.21	\$ 4,162,820.61	\$ (3,577.23)
(2700) Support Services - Student Transportation	\$ 2,734,264.28	\$ 1,422,776.75	\$ 1,417,669.37	\$ 2,840,446.12	\$ 106,181.84
(2800) Support Services - Centralized Services	\$ 1,175,222.40	\$ 779,024.42	\$ 336,017.16	\$ 1,115,041.58	\$ (60,180.82)
(2900) Support Services - Other	\$ 9,830.00	\$ 5,350.33	\$ -	\$ 5,350.33	\$ (4,479.67)
Fund Transfer to Special Revenue Funds	\$ 14,573.00	\$ 14,573.00	\$ -	\$ 14,573.00	\$ -
Fund Transfer to Capital Reserves	\$ 155,000.00	\$ -	\$ 155,000.00	\$ 155,000.00	\$ -
Total Operating Expenses	\$ 52,113,315.00	\$ 28,375,648.46	\$ 22,714,869.15	\$ 51,090,517.61	\$ (1,022,797.39)
School Debt - Principal Payments	\$ 2,007,771.00	\$ 637,498.14	\$ 1,370,272.86	\$ 2,007,771.00	\$ -
School Debt - Interest Payments	\$ 3,970,916.00	\$ 2,429,645.44	\$ 1,541,270.56	\$ 3,970,916.00	\$ -
Total Debt Service	\$ 5,978,687.00	\$ 3,067,143.58	\$ 2,911,543.42	\$ 5,978,687.00	\$ -
total Expenses, Encumbrances and Anticipated Expenses	\$ 58,092,002.00	\$ 31,442,792.04	\$ 25,626,412.57	\$ 57,069,204.61	\$ (1,022,797.39)
		Estimated Operating Revenue over/(under) budget			\$ (344,155.37)
		Estimated Net revenue/expenses, unexpended funds/(deficit)			\$ 678,642.02
As of February 28, 2018, estimated unexpended funds for FY2018 is \$678,642.02					



**Superintendent's Board Report
Monday, March 12, 2018**

SUPERINTENDENT REPORT

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

Policy IHCD – Advanced Course Work – Chapter 210, SB 101-FN states, “No later than July 1, 2018, the schoolboard of each school district shall develop and adopt a policy permitting students residing in the district who are in grade 11 or 12 to participate in the dual and concurrent enrollment program. This will be a revision of the Dover School District Policy IHCD Advanced College Placement. The policy has been reviewed by the Dover High School Leadership Team. At the February 12 Board Meeting, the Board tabled the policy. I recommend the Board approve the policy.

Dean of Student Services Job Description – I recommend the Board approve the Dean of Student Service Job Description. The job descriptions reflect the transition from Special Education Coordinator to Dean of Student Services. The new position would start on July 1, 2018.

Dean of Student Service Position – I recommend the Board establish the position of Dean of Student Services. The position will replace the three Special Education Coordinator positions starting July 1, 2018. The change zero cost implications for the District.

High School Graduation Date – Peter Driscoll will be presenting to the Board for approval a graduation date for the Class of 2018.

City Manager Request - Mike Joyal, City Manager, has requested a tour of the school facilities by City Council Members in conjunction with the School Board to see the facilities and to have awareness of significant maintenance issues in the school facilities. The Board needs to establish a date and time for the tour.

Lunch Balance Update - Students with negative lunch balances are being identified and reviewed. Students demonstrating a pattern of negative balances parent/guardians will receive a letter of notification with two options: pay the balance due or apply for free and reduced lunches. If no response is received, the account will be turned over to collection agency according to Board Policy EFD.

CTC DIRECTOR TIMELINE

The two candidates have completed the Ventures for Excellent instrument, and I have received and reviewed the reports with the consultant. On Thursday, March 15, the consultant will review the results



**Superintendent's Board Report
Monday, March 12, 2018**

with the interview committee. Based on the data, the committee will make a recommendation. The follow up reference checks will be made. At the April Board meeting, I will make the nomination to the Board.

BOOSTER SUPPORT

During the budget process, the Board inquired how much the booster organizations generated in revenues to support the various athletic programs. Peter Wotton working with the different organizations at Dover Middle School and Dover High School has determined that approximately \$242,310 per year is raised.

LEARNING WALK

On March 6, the Leadership Team completed a second learning walk at Woodman Park School. Administrators were organized into teams of two or three and were assigned programs or grade levels to observe. Following the observation periods, a debriefing session was held.

NATIONAL STUDENT WALK OUT

The Leadership Team held several sessions to understand purpose and the legal issues associated with the National Walkout to occur on Wednesday, March 14 from 10:00 a.m. to 10:17 a.m. The following is the letter sent by District to parents and guardians. The letter outlines what will be occurring.

Dear Dover School District Community,

A national movement of solidarity by students is being organized across the country. The event on Wednesday, March 14 consists of a 17-minute walkout to call attention to violence in schools while also honoring those who died in the most recent school shooting at Marjory Stoneman Douglas High School in Florida. There have been requests by some students to participate in the National Walkout.

The District recognizes there are different perspectives held by community members and families on how to resolve the issue of school violence. The District further recognizes these different perspectives are also represented in the student body as well as different levels of understanding developmentally at the elementary school, middle school, and high school level. This is a polarizing, sensitive topic which may impact individuals differently and it is important that students are afforded an opportunity to have their voices heard.

Though the Dover School District is not promoting the National School Walkout or any other political events, the safety and wellbeing of students should they choose to participate is the primary concern. In collaboration with the Dover Police Department, we are working to secure a safe location and environment for those individuals who elect to participate.

The students wishing to participate in the 17-minute National Walkout on March 14 from 10:00 a.m. to 10:17 a.m. may do so within the following established guidelines:



**Superintendent's Board Report
Monday, March 12, 2018**

Elementary Schools

*Elementary school students may or may not understand the issues related to school violence that occurred in Marjory Stoneman Douglas High School. The District feels this must be a family decision to participate in the national walkout. If you wish to participate, you will be required to do so with your child, you may sign your child out-of-school, participate and return to school by signing your child back into school. Each school will have designated area for the walkout. The designated time nationally is Wednesday, March 14 from 10 a.m. to 10:17 a.m. During this time, school will remain in session. **No child will be released without a parent/guardian.***

Gathering Area:

- Garrison School – Front loop
- Horne Street School – Flag Pole
- Woodman Park School – Near Woodman Park at the entrance on Silver Street

Middle School

*Middle school students may also have different levels of the understanding of the issues related to school violence what occurred in Marjory Stoneman Douglas High School. The District feels this must be a family decision to participate in the national walkout. If you wish to participate, you will be required to do so with your child, you may sign your child out-of-school, participate and return to school by signing your child back into school. **The middle school designated walkout area is vehicle loop for student drop off.** The designated time nationally is Wednesday, March 14 from 10 a.m. to 10:17 a.m. During this time, school will remain in session. **No child will be released without a parent/guardian.***

High School

Some Dover High School students have indicated their desire to be part of a student-led event on March 14, 2018 from 10:00 am to 10:17 am. All classes will continue during this time. The high school will provide a supervised location inside the building for students from 10:00 am to 10:17 am and will provide staff support as needed.

For the safety and security of our students, the high school highly recommends that students do not leave the building; however, we do understand this may occur. If your student is planning on walking out of the building on this day, the high school requests that students be dismissed from the building with a parent note or phone call by the end of the school day on March 13th.

Please understand the high school will not be able to honor phone call dismissals on the day of the event, anticipating a high volume of calls to dismiss students.

For their safety, students who leave the building must stay within the school-designated and adult-supervised area during this event.



**Superintendent's Board Report
Monday, March 12, 2018**

In addition, it is important to note that conduct that disrupts school operations is not acceptable and will be handled in accordance with the school handbook and past practice. The high school is proactively working with students, staff, counselors and local law enforcement to ensure any student-led efforts are conducted safely and respectfully.

Again, the District realizes this is a polarizing, sensitive topic which may impact individuals differently. It is important that students and families are afforded an opportunity to have their voices heard in a safe environment. If you have questions or need further clarification, please contact your school principal or me.

BUDGET FISCAL 2019

The following are the dates established for the next steps in the Fiscal Year 2019 Budget process:

- April 4 - Budget presentation to the City Council
- April 11 – School Public Hearing
- April 15 – Issue non-renewal and RIF notices
- May 2 – City Council action on FY19 budget
- May 7 – Board Special Session to approve teacher nominations
- May 8 – Contracts and recall letters