



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Special Session #15
Meeting Location:	Media Center (Rm 306), McConnell Center
Meeting Date:	Monday, May 7, 2018
Meeting Time:	6:30 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIENCE**
- D. CITIZEN’S FORUM (LIMITED TO AGENDA ITEMS ONLY)**
- E. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Adolescent Fiction Writing
 - 2. Resignations/Retirements:**
 - a. Melinda Harrison—GES Music Teacher
 - b. Christopher Inman—HSS School Counselor
 - 3. Leaves of Absence:** none
 - 4. Nominations:**
 - a. Teacher nominations
 - b. Administrator nominations
 - 5. Extended Travel (Student Trips):**
 - a. Skills USA National Leadership Conference to Louisville, KY, departure date of 6/25—Final Approval
 - 6. Donations:** May 7 Donations
- F. FY2019 GENERAL BUDGET UPDATE**
- G. C&W NEGOTIATION PROCESS**
- H. SCHOOL BOARD MATTERS OF INTEREST**
- I. ADJOURNMENT**

Checklist for Education Survey/Research Approval (Per Policy LAA)

Organization/Person Requesting Permission: Thomas Newkirk

Name of Survey/Research: The Sources and Processes of Adolescent Fiction Writing

Advisor: None

Department: UNH English (emeritus)

Time Frame of Survey/Research: October 1, 2018-March 27, 2019

Brief Description of Survey:

In my earlier work on boys' writing, the upper elementary students I interviewed showed a clear preference for writing fiction—even though such writing has little place in learning standards, such as the Common Core State Standards. Much literacy education rests on the assumption that reading fiction is essential at all grade levels, but writing fiction is best kept outside the school curriculum, especially when student move into the later middle and high school years. At the same time genres like fanfiction has become hugely popular—on one site, for example, there are over 750,000 stories built off the Harry Potter series (fanfiction.net). This study will involve the interviewing of adolescent fiction writers to explore the sources of their writing and it will attempt to discern the gratifications of the writing.

Who will be involved in the Survey? Approximately 15 students who from Mark Holt-Shannon's 8th grade class who choose to participate.

Does the research have IRB approval? Yes, letter appended.

How will Students be Involved?

I will interview and audio-record students who volunteer for study and I will make copies of their stories, which I will read prior to the interviews. The interviews will be conducted in a public space, possibly a quiet section of middle school library.

How exactly will the School be involved?

I will visit each of Mark Holt-Shannon's eighth grade classes and describe the project. Those students who express an interest will be given a letter describing the project and consent forms (for both parent and student—appended at the end of this proposal). If both parent and student consent, I will arrange a time during the school day when we will meet in a public place to interview the student. Neither the students, the student's teacher, nor the school will be identified in any writing I do about the study.

Protocol:

I propose to conduct this study with students from Mark Holt-Shannon's 8th grade class at Dover, NH Middle School. I have known Mark for over a decade, spent time in his class, and read enough of the writing done in his class to know that there are committed fiction writers in his class. I will describe the study to all five of his classes, and invite anyone interested to let Mark know.

Once a student has indicated interest, I will then send a copy of the parental consent form and the description of the project to each parent and encourage them to contact Mark or me if they have questions. I will provide no material incentive. A copy of the parental consent form and student assent form are appended. Students will return the consent forms to Mark during school time, and he will pass them on to me.

I will audiotape interviews with approximately 15 students in which I will explore the three aims of the study: sources, transformations, and gratifications. The participating students will choose a story or stories for the interview, and I will read them in advance. The interview will begin by having the student read aloud a part of the story he or she really liked and explain why that part was picked. I will then move to sources or inspirations for the story. For example, I might ask about a particular character and ask if that character is modelled after some real or fictional person. Finally I will ask about what forms of enjoyment or excitement they gain from the writing, adapting question Smith and Wilhelm has used in exploring the process of reading fiction. The interview will take approximately 20 minutes and it will take place in the Middle School library or some other public space. I will also collect copies of stories that students have written. Interviews will occur during a writing period in Mr. Holt-Shannon's class or other arranged time.

Objectives of the Survey/Research:

1. To determine the cultural sources that adolescent fiction writers draw on in their work. These might include television shows, movies, video games, YouTube videos, other writers, classmates.
2. To determine how adolescent writers transform these sources in their own writing.
3. To determine why these students are drawn to this fiction writing and what forms of pleasure they gain from it.

How will Survey/Research contribute to the improvement of education or general welfare of children?

My hope is that this study will make teachers aware of the complex decision-making and use of cultural resources that goes into student writing of fiction, and that schools might be more willing to make a place for fiction writing in the middle and high school years. I would also be happy to present my finding to any interested faculty at Dover Middle School.

Advanced Authorization form attached? _____

Written approval by a faculty member of the institution in which student researcher is enrolled attached? Not applicable.

1. IRB Letter of Approval

University of New Hampshire

Research Integrity Services, Service Building
51 College Road, Durham, NH 03824-3585
Fax: 603-862-3564

27-Mar-2018

Newkirk, Thomas R
English
Hamlin-Smith Rm 133
Durham, NH 03824-2537

IRB #: 6896

Study: The Sources and Processes of Adolescent Fiction Writing

Approval Date: 26-Mar-2018

The Institutional Review Board for the Protection of Human Subjects in Research (IRB) has reviewed and approved the protocol for your study as Expedited as described in Title 45, Code of Federal Regulations (CFR), Part 46, Subsection 110.

Approval is granted to conduct your study as described in your protocol for one year from the approval date above. At the end of the approval period, you will be asked to submit a report with regard to the involvement of human subjects in this study. If your study is still active, you may request an extension of IRB approval.

Researchers who conduct studies involving human subjects have responsibilities as outlined in the document, *Responsibilities of Directors of Research Studies Involving Human Subjects*. This document is available at <http://unh.edu/research/irb-application-resources>. Please read this document carefully before commencing your work involving human subjects.

If you have questions or concerns about your study or this approval, please feel free to contact me at 603-862-2003 or Julie.simpson@unh.edu. Please refer to the IRB # above in all correspondence related to this study. The IRB wishes you success with your research.

For the IRB,

A handwritten signature in cursive script, reading "Julie F. Simpson". The ink is dark and the signature is fluid.

Julie F. Simpson
Director

cc: File

2. PARENT CONSENT LETTER

MARCH 31, 2018

Dear Parent

I am Tom Newkirk, a former Professor of English at the University of New Hampshire and a researcher in literacy. I am conducting a study to explore how young adults create extended fictional stories—and I would like your son/daughter to participate in this study.

This consent form describes the research study and helps you to decide if you want your child to participate. It provides important information about what he or she will be asked to do in the study, about the risks and benefits of participating in the study, and about your rights as a research participant. You should:

- Read the information in this letter carefully, and ask me or Mark Holt-Shannon any questions, particularly if you do not understand something.
- Not agree to participate until all your questions have been answered, or until you are sure that you want to.
- Understand that your participation in this study involves your child in meeting with me for an interview in a public space (the Middle School library) to describe his or her process of composing stories. It will take about 20 minutes, possibly more if your child would like to share more than one story. I will also photocopy stories.
- Understand that the potential risks of participating in this study are minimal. All students will be given pseudonyms and the school's identity will be withheld.

I plan to work with approximately 12 students at the school.

If you agree to allow your child to participate in this study after reading this document, he or she will be asked to select a story and to meet with me to describe the process of creating that story. The interviews will take place during school time, either during writing time in Mr. Holt-Shannon's class or during a study period. In the interviews I will want to discover what models or sources the students has used (e.g. other books, video games, TV shows). I will audio-record these interviews and make copies of the stories. Participants will not be paid for participating. Interviews will take place in the Middle School library or some other public space.

Although neither you nor your child will receive any direct benefits from your child's participation in this study, I anticipate students will appreciate a chance to talk about their writing to an interested reader. They may also value the possibility of their writing being published in a book for teachers. I anticipate that study will provide a better understanding of

how and why students compose fictional stories—and perhaps provide justification for more opportunities for this type of writing in schools.

Participation is strictly voluntary. If you choose not to allow your child to participate, neither you nor your child will experience any penalty or negative consequences. Your child may choose not to answer any question. If you allow your child to participate in this project and your child wants to, and then either of you change your mind, you may withdraw your child, or your child may withdraw, at any time during the study without penalty. Any data collected as part of your child's participation will remain part of the study records. Taking part in this study is not part of any required coursework.

I plan to maintain the confidentiality of all data and records associated with your child's participation in this research. There are, however, rare instances when I may be required to share personally-identifiable information with the following:

- Officials at the University of New Hampshire, or
- Regulatory and oversight government agencies.

To help protect the confidentiality of your child's information, I will assign a pseudonym to each participating student and I will withhold the name of the school. The data will be stored in secure file drawers in my home office. All interview transcripts and student stories will be retained after the study with all identification removed. I will use the data in book for teachers and in presentations.

If you have any questions about this research project or would like more information before, during, or after the study, you may contact me at my email—thomasnewkirk1948@gmail.com or at 603-868-6243. If you have questions about your rights as a research subject, you may contact Melissa McGee in UNH Research Integrity Services at 603-862-2005 or Melissa.McGee@unh.edu to discuss them.

I have enclosed two copies of this letter. Please sign one indicating your choice and return in the enclosed envelope. The other copy is for your records.

Thank you for your consideration.

Sincerely,

Thomas Newkirk, Professor Emeritus of English, University of New Hampshire

Yes, I, _____ consent/allow my child _____ to participate in this research project.

No, I, _____ do not consent/allow my child _____ to participate in this research project.

Signature of Parent

Date

,
,

3. Student Consent Letter

Dear Student:

I am Tom Newkirk, a former Professor of English at the University of New Hampshire and a researcher of writing. I am conducting a study to explore how middle and high school writers create fictional stories—and I would like you to consider participating if you are interested.

This consent form describes the study and can help you decide if you want to participate. It will inform you about what you will be asked to do and your rights as a research participant:

You should:

- Read this letter carefully and ask Mr. Holt-Shannon or me any questions, particularly if you do not understand something.
- Not agree to participate until all your questions are answered, or until you are sure you want to.
- Understand that participation in this study involves meeting in a public space (the Middle School library) to describe how you wrote your stories. It will take about 20 minutes. I will make photocopies of your story or stories.

If you agree to participate in the study, you will be asked to select a fictional story and meet with me during writing time in Mr. Holt-Shannon's class or during a study period. In the interviews I will want to know what models or sources you used to create your stories (e.g. other books, video games, TV shows), how you adapted these models, and what you enjoyed most about doing the writing.

I will audio record these interviews and make copies of your stories. You will not be paid for participating, but your work and ideas about fiction writing may be part of the book or articles I hope to write. I hope my study will encourage teachers to better understand why students can benefit from having the chance to write fictional stories.

Participation in the study is voluntary. If you don't want to participate there is no penalty. You may decline to answer any question I ask, and you can withdraw from the study at any time. To protect your identity I will use a made-up name to identify you in what I write. I will also not identify the school you attend.

If you or your parent(s)/guardian have any questions about this project or would like more information you may contact me by email at thomasnewkirk1948@gmail.com or at 603-868-6243 or you may ask Mr. Holt-Shannon. I have enclosed two copies of this letter. Please sign both, keep one copy for yourself, and return the other in the envelope I am supplying.

Thanks for your consideration.

Sincerely,

Tom Newkirk
Professor of English, retired
University of New Hampshire

Yes, I _____ consent to participate in this research study.

No, I _____ do not consent to participate in this study,

Signature of Student

Date

Melinda R. Harrison
harrme01@gmail.com
603-454-4495
251 Knox March Road, Unit 12
Dover, NH 03820

April 13, 2018

Mrs. Beth Dunton, Principal
Garrison Elementary School
50 Garrison Road
Dover, NH 03820

Dear Beth,

I am writing to resign my position as music teacher at Garrison Elementary School effective for the 2018-2019 school year. I have enjoyed my time teaching music in Dover, and will use that experience in my future endeavors.

Respectfully,

Melinda R. Harrison

May 2, 2018

Dear Dr. Harbron,

I am writing to let you know that I will be formally resigning from my position as School Counselor at Horne Street School at the conclusion of the 2017-18 school year. This was not an easy decision to make and I want to thank you for giving me the opportunity to work in this amazing school district.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Inman". The signature is stylized with a large "C" and a long horizontal stroke at the end.

Chris Inman

2018-2019 NOMINATIONS
for Professionals Engaged in Teaching and Educators

TO: **DOVER SCHOOL BOARD**

DATE: May 7, 2018

MEMORANDUM: Re-nomination of Professionals Engaged in Teaching and Educators

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 2018-2019 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

ALTERNATIVE HIGH SCHOOL:

BECK, BRIAN
EVANS, SCOTT
KELLER, HILARY
SCHWARTZ, BENJAMIN
WALKER, JAMES

DOVER HIGH SCHOOL:

ARGIROPOLIS, JOHN
AUSTIN, KEITH
BONELLO, JESSICA
BROWN, PATRICIA**
BUTKA, JAMES
CANCELLIERI, BETHANN
CARROLL, EMILY
CARVER, JOHN
CARVILLE, BRITTANY**
CHASE, ANDREW
CHURCHILL, HEATH
COLARUSSO, SUZANNE
COMEAU, STEVEN
CONNELLY, JENNIFER
COX, DEBORAH
CRETEAU, JAY
DEMATTEO, STEPHANIE
DENONCOURT, HOLLY
DETROIA, LYNDSY
DONLON, RICHARD
DROMEY-HEETER, SUSAN
DUPRAT, SCOTT
ELLIOTT, TIMOTHY
ENDRIZZI, MATTHEW
FABBRI, HEATHER
FAULKNER, MERVIN
FENNESSY, MATTHEW
FOLEY, KATELYN
FONTAINE, KATHYRN
FRANK-BERCHULSKI,
DONNA
FREEAR-MOTOR, KATE
GAMBLE, THOMAS
GEORGE, CHRISTINA
GILE, MICHAEL
GOODELL, SCOTT
GOODMAN, ERIC
GRANDE, GREGORY
GSOSTTSCHNEIDER,
CHRISTINE
HALL, CANDACE
HAMBROOK, COREY
HAMILTON, JONATHAN

HAMLIN, ANNE
HAUDENSCHILD,
HEATHER
HIPPERN, MARY JEAN
HOCKING, LESLEY
HOPE, MELISSA
HOUGH, CARRIE
HOWARD, AARON
KALWAY, NATHAN
KONTOS, FRANCINE
KRATIMENOS, JULIE
LAGRUA, MAUREEN
LAHAISE, TAYLER
LAUZE, NIKOLL
LECLAIR, ARTHUR
LECLERC, KRISTINE
LEE, AMANDA
LITTLE, SALLY
LITTLE, SAMUEL
MACDONALD,
SAMANTHA
MACK, DANIEL
MARTIN, MARGO
MAURAS, SARA
MCCANN, CHRISTOPHER
MCCARRON-STEWART,
SARAH
MCKENZIE, DAVID
MERSEREAU, MARJORIE
MINASSIAN, DEBORAH
MOLL, LAUREN
MORETTI, JEFFREY
O'MAHONY, JOHN
OSBON, KENNETH
OUMETTE, TARA
PAGNOTTA, JUSTIN
PARSONT, JENNIFER
PIATTI, NICHOLAS
PIATTI, SARAH
PIERSON, ANN**
PLUTA, JEFFREY
POIRIER, AMY
PROVENCHE, CLAUDIA
REPUCCI, BROOKE
RICHMOND III, PHILIP
RING, JUDITH
ROY, LISA
RUSSO, MICHAEL
SALMONSEN, ERIC
SANNELLA, SAMANTHA
SCHLAPAK, ERIC

SCHULTZ, LAUREN
SCHWARTZ, CAROLYN
SEEKAMP, PETER
SMITH, DELILAH
SPENCE HEBERT, JESSICA
SPENCER, KATHERINE
ST.CYR, ELIZABETH
STANCEL, MARY-
KATHERINE
STEGMAN, SUSAN
STEWART, CHRISTINE
TAYLOR, CHRISTOPHER
TAYLOR, LIZABETH
THORN, SALLY
TKACAYK, KATHERINE
TURNER, ERIC
WACKMAN, LUCY
WASON, DONALD
WILLIAMS, KERRIE

DOVER MIDDLE SCHOOL:

ALLEN, LESLEY
ALLEN, MATTHEW
ANDROSS, HILLARY
BELAKONIS, JOSEPH
BERG, KAREN**
BICKFORD, TRAVIS
BRICKLEY, JILLIAN
BROWN, PATRICIA
BURT, ANDREA
BUSHKIN, TINA
CALANDRIELLO, CATHY
CALHOUN, MARY
CLARK, JESSICA
CONRAD, KIMBERLY
COPLEY, DENISE
DAYNARD, KELLY
DIBELLO, GEOFFREY
DILLINGHAM, LISA
DROESCH, JOSHUA
EICH, ROBIN
GAGNE, STACY
GARDELLA, JO-ANN
GRANFIELD, BRITTANY
HACKETT, DEBRA
HERGOTT, LISA
HOLT-SHANNON, MARK
HORVATH, ANNE-MARIE
INSANALLY, NICOLE
JACOBS, DEBORAH
JANELLE, TRACY

NOTE: Names with an "***" indicate that the nomination is pending federal funds availability. All nominations are pending completion of teacher license renewal. Name with an "*" indicate that the nomination is pending certification.

2018-2019 NOMINATIONS for Professionals Engaged in Teaching and Educators

JOHNSON, MATTHEW
KATZ, RHONDA
KESSLER, HOLLY
KIDD, ALLIX
LEAF, JEFFREY
LEVIN, STEPANIE
LISET, GEORGE
LYNCH, BARBARA
MANHA, SUSAN
MCGARTY, CHRISTINA
MCLEAN-MILLER,

STEPHANIE

MEFFEN, FRANCES
MEHALIK, SIOBHAN
MONE, JENNIFER
MONTEIRO, TEREZA
MOWATT, ASHLEY
MULQUEEN, PATRICIA
NASH, LISA
NELSON, DANIELLE
NEVINS, KELLY
NICHOLS, LAUREN
NYLANDER, ELIZABETH
PAIVA, JAMES
PARADIS-SMITH, MARYJO
PIKE, REBECCA
POWERS, SHERYL
PUERTAS, ANNA
RAGAZZO, LARISSA**
RATHBUN, CHARLENE
RITROSKY, ALISON
ROBICHEAU, MARIE
RUSSELL, CARRIE
SCHULTEN, KATHERINE
SCRIBNER, LINDA
SNOWMAN, GLORIA
STEIN, MELISSA
TAIPAN, LISA
TENUTA, JOSEPH
TOURIGNY, SARAH
TOWLE, KAYLEE
TROMBA, DAVID
VAIL, MEREDITH
VAN DEVENTER,
PATRICIA
WADE, KYLE
WINDERS, RUTH
WISNIEWSKI, JASON
WONS, PETER
WOTTON, KATHY
WYETH, LINDA

GARRISON ELEMENTARY SCHOOL:

BAUER, LEIGHANN
BIRD, DEANNA
COLARUSSO, NANCY
COOK, JEREMY
COTTER, REBECCA
CUSHING-LONG, ALANA
DANIELS, JUDITH
DAVIDSON, HEATHER
DUBE, MONICA
DUFF, LESLIE
DUTTA, DOLON CHAMPA

GAGNON, ERICA
GLASER-TAYLOR, KIM
GROSS, JOCELYN
HILL, RACHEL
KELLEHER, MARYGRACE
KENT, HAZEL
KNOWLTON, JESSICA
KRANS, JENNIFER
LAPLUME, KELSEY
LORANGER, SARAH
LUPI, KATHY
MATZ, KERSTIN
MAYHEW, MEGHAN
MELVIN, JOAN
MINEROWICZ, MARCIA
PERKINS, NICOLE
ROMPS, MICHAEL
SAWYER, RIMA
SCHLAPAK, SUSAN
SILBERBERG, VALERIE
STEVENS, HEIDI
TUCCI, EMILY

HORNE STREET SCHOOL:

BEAUDRY, DANIELLE
BEAUREGARD, AMY
BENNETT, REBECCA
BRAKE, ELLEN
BREEN, BETSY
BUCKINGHAM,
MARGARET
CALABRESE, DEBORAH
CIMINO, KRISTEN
COTE, JILLIAN
DELLORUSSO, MEGAN
DRYSDALE, ROSEANNA
GEUTHER, KRISTINE
HEMPHILL, KILEY
INGLIS, REBECCA**
JOHNSON, LEIGHANN
KELLY, KIM
KERNUS, ALECIA
KNOX, JAALYN
LABUA, KRISTEN
LAYTON, MEGHAN
LEBLANC, ANNIE
LONG, LINDA
MOORE, SUSAN
MONTECALVO, ALLISON
NADEAU, KAREN
NARY, DEBORA
NELSON, LYNDIA
NICOLELLA, M. TERESE
O'GARA, LILY
PIKE, KERRI
RAMSEY, TRACY
SANBORN, ALISA
SESSLER, COURTNEY
SINCLAIR, ANNA
SMART, LINDA
THEIL, SAMANTHA
WEST, C. PATRICK
WHITE, CORINNE
WHITE, ELIZABETH

SPECIAL EDUCATION OFFICE:

HELM, ERICA**
VAUGHAN, NANETTE

WOODMAN PARK SCHOOL:

ACKERMAN, SAMANTHA
AVERY, ABIGAIL
BICK, JESSICA
BURNS, CONLEY
CLOUGH, JULIE
COLLINS, BRIANA
CORBIN, ALEXIS
COTE, KELLY
DUBOIS, ELIZABETH
DUFFY, CAITLIN
EASTMAN, APRIL
FALLON, DIANA
FINN, CAROL
FREDRICKSON, JILL
GORSKI, KATIE
HALE, CAROL**
JACKSON, CHRISTINE
KOZLOWSKI, CHRISTINE
LACHANCE, CALLA
LACHANCE, JESSICA
LAPIERRE, SARAH
LAWTON, ALLISON
LOTHROP, GRETHEN
MAHAN, AMY
MALLET, MARA
MARDEN, ALIAH
MARSHALL, ERIN
MCLEAN, BRIDGET
MORRISON, JENNIFER
NORRIS, ELIZABETH
ROGERS, ELIZABETH
ROUX, JEREMY
RULAND, DEANNA
SEARS, JILL
SHEA, SHARON
SHILL, KARLI
SIMKO, LISA
SIMPSON, MICHELLE
SORIS, BARBARA
TINTLE, DIANA
TROMBA, JACQUELINE**
VELAZQUEZ, DAVID
WIDERSTROM, KATIE

PRESCHOOL:

BOUCHER, SHARON
CARTER, LISA
LAROCHELLE,
ALLYSON**
MCCARTHY, JENNIFER

NOTE: Names with an "***" indicate that the nomination is pending federal funds availability.
All nominations are pending completion of teacher license renewal. Name with an "*" indicate
that the nomination is pending certification.

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

TO: **DOVER SCHOOL BOARD**

DATE: May 7, 2018

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 2018-2019 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Rebrovich, Katie	Math Teacher	Dover High School	Jim Sodaitis	36,288.00	BA, Step 1

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

TO: DOVER SCHOOL BOARD

DATE: May 7, 2018

MEMORANDUM: Renomination of Administrators.

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 2018-2019 school year.

ELEMENTARY

Boodey, Patrick, WPS Principal
Brown, Gregory, WPS Dean of Students
Dunton, Elizabeth, GES Principal
Marshall, Jennifer, GES Dean of Students
Driscoll, Patricia, HSS Principal
Moaratty, Katherine, HSS Dean of Students

DOVER MIDDLE SCHOOL

Dube, Lindsay, Dean of Students
Lyndes, Kimberly, Principal
Patrick, Bruce, Dean of Students

DOVER HIGH SCHOOL

Breault, Joan, Dean of Bellamy Academy
Driscoll, Peter, Principal
Madden, Linda, Dean of Student Services
Sherman, Emily, Dean of Instruction
Stephens, Kimberly, Dean of Students
Waldron, Thomas, Dean of Students

DISTRICT-WIDE

Boston, Christine, Asst. Superintendent for Student Services
Glynn, Paula, Asst. Superintendent for Teaching and Learning (Partial Federal Funding)
Pinkham, Abigail, Assistant Director of Student Support Services
Simmons, Libby, Business Administrator
Strand, Deanna, Dover Adult Learning Center Executive Director
Wotton, Peter, Athletics Director

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

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



CHRISTINE BOSTON, Ed.D.
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

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

To: Dover School Board

From: William R. Harbron, Superintendent

Date: May 7, 2018

Re: Nomination for Elementary and Middle School Deans of Student Services

It is with pleasure that I nominate Ada McDowell as Dover Middle School Dean of Student Services and Moira Taylor as Elementary Dean of Student Services.

Ada comes to us from Hampton Falls where she has served as Director of Student Services for the past 4 years. Prior to that, she was Special Education Coordinator for Raymond High School. Her references describe her as being upbeat, organized and efficient. One reference states that she can sort through complex issues and determine where it fits with the whole perspective.

I am confident that Ms. McDowell will be a great addition to the Dover School District Leadership Team and I would like to extend her an annual contract with a salary of \$85,130.73 with no additional stipends and/or contractual obligations. This is in keeping with policy GCBD.

Moira comes to us from Rollinsford School District where she serves as a Special Educator and Liaison, a position she has held since 1996. She is also an active member of the Leadership Team Committee and serves as Acting Principal when needed. Her references describe her as being independent and clear, unafraid to ask questions. One reference states that she is always open to something new, is organized and has good executive functioning skills.

I am confident that Ms. Taylor will be a great addition to the Dover School District Leadership Team and I would like to extend her an annual contract with a salary of \$80,605.00 with no additional stipends and/or contractual obligations. This is in keeping with policy GCBD.

Dover School District Mission Statement

Empowering all Learners

From: Electrical Technology 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 The Skills USA National Leadership Conference.

I. Per references (a) and (b), David McKenzie, The Electrical Technology Instructor for Dover High School, Dover, NH is formally requesting school board approval for an overnight field trip to The Skills USA National Leadership Conference, As per reference (b), please find the following for the final approval:

1. Group Requesting Approval: Dover High School Electrical Technology
2. Destination: Skills USA National Leadership Conference, Louisville, KY
3. Contact Person(s): David McKenzie, The Electrical Technology Instructor
4. Dates of travel: 25-30 June, 2018
5. Number of Students Traveling: 2
6. Number of Chaperones: 1
7. Adult/Student Ratio: 1:2

Please Circle the 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



David McKenzie

Electrical Technology Instructor

**Donation Request List for Approval
May 7 School Board Special Session**

School	Group Donating	Value	Items/Service	Purpose
Dover High School	Rotary Club	\$500.00	Check	Project Graduation
Dover High School	Madeleine's Daughter	\$500.00	Check	Project Graduation
Dover Middle School	PTA	\$1,500.00	Check	DC Scholarships
Dover Middle School	Maria Faskianos Scholarship Fund	\$539.00	Check	Pay cost for a student to attend DC trip
Dover Middle School	PTA	\$1,500.00	Check	Browne Center Field Trip

The City Council requested the School District reduce the FY19 budget by \$500,000. The City Council's original request was \$700,000. The following are the second tier of potential reductions that were outlined in my second letter to the City Council. On Tuesday, the Leadership Team provided input pertaining to the list. What follows is the rank order as identified by the Leadership Team. Those items at the top are viewed by the Leadership Team as items that could be considered for reduction, and those items near the bottom are recommended not for consideration.

POSITION	REDUCTION AMOUNT	CONSEQUENCE	RECOMMENDATION
CIP	\$115,000	Delay in establishing appropriate amounts in the fund impacting future projects.	Consideration for reduction (Full agreement)
Reduction in the purchase of IT equipment	\$90,000	Widens the technology gap.	Consideration for reduction – Fund from the FY18 budget (13)
Reduction of six paraprofessionals	\$180,000	Reduces paraprofessional services in the regular classroom.	Consideration for reduction (12)
Camp Explore	\$4,000	No summer pre-kindergarten experience for students entering kindergarten.	Removed from consideration (8)
Reduction of 1 Float Nurse	\$80,000	Impacts the quality of health care for students.	Removed from consideration (5)
Athletic Contingency	\$5,500	Limits the capacity to pay for additional coaching services.	Removed from consideration (4)
Professional Development	\$12,500	Restricting the capacity to provide professional development.	Removed from consideration (3)
Reduction of four classroom teachers	\$320,000	Increases student to teacher ratio.	Removed from consideration (1)
Reduction of one school counselor	\$80,000	Increase per student ratio per counselor.	Removed from consideration (0)

(Indicates the number of votes to eliminate the position. Each administrator had five votes to distribute across the recommended reductions.)

The following are new positions:

POSITION	REDUCTION AMOUNT	CONSEQUENCE	RECOMMENDATION
Assistant Director of Teaching & Learning	\$120,000	Impact the implementation of the Strategic Plan.	Retain the position
Elementary Dean of Teaching & Learning	\$90,000	Impact the implementation of the Strategic Plan.	Eliminate the position
Middle School Special Educator	\$80,000	Affects the delivery model for the middle school special education program.	Eliminate the position
ESL Educator	\$80,000	Not adequately address the potential increase in enrollment of students with ESL needs.	Retain the position
IT Support Position	\$50,000	Limits the service capacity of the IT Department.	Eliminate the position

I recommend the following reductions:

Position	Amount
Elementary Dean of Teaching & Learning	\$90,000
Middle School Special Educator	\$80,000
IT Support Position	\$50,000
CIP	\$115,000
Reduction in the purchase of IT equipment	\$90,000
Reduction of three paraprofessionals	\$90,000
Total Amount	\$515,000

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, Ed.D.
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

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

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: May 7, 2018
RE: C&W Services Contract Extension

On July 7, 2018, the District entered into a multi-year agreement with C&W Services for comprehensive facilities management services. Extensions of this agreement were approved in fiscal years 2011, 2013 and 2016. The current agreement will expire on July 7, 2019.

In our opinion, it would be in the best interest of the District to engage in negotiations with C&W Services for a contract extension. C&W Services has been a great contributor with the multiple facility projects and upgrades, as well as providing consistent, reliable and dependable service at all Dover schools and the SAU offices. C&W Services has also worked with the business office to provide additional savings in the FY2019 budget by phasing in additional staff needed at the new high school and investing in new cleaning equipment which will help with productivity. Our request to the School Board is to allow the business office to begin negotiations with C&W Services.

Various items to maintain and discuss in the agreement would include:

- Review the economics of the additional labor and equipment at the new high school and make any necessary adjustments in future years of the agreement.
- For consistency, the District would request that the current facilities director remain in Dover for the term of the agreement if feasible. However, if a new facilities director needs to be hired, this position would be subject to school district approval.
- Term of Service/Extension: Extend services for an additional thirty-six (36) months commencing on July 7, 2019 through July 7, 2022.

Upon successful completion of contract negotiations with C&W Services, the business office will bring before the School Board an amendment outlining the changes to the original services agreement, the term of service/extension, as well as charges for Fiscal Years 2020, 2021 and 2022.

Dover School District Mission Statement

Empowering All Learners!