



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #9
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, September 10, 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. Regular Meeting #8, August 13, 2018
 - 2. Special Session #17, August 21, 2018
- G. CONSENT AGENDA**
 - 1. **Correspondence:** none
 - 2. **Resignations/Retirements:**
 - a. Joan Melvin, GES Reading Specialist
 - 3. **Leaves of Absence:** none
 - 4. **Job Shares:** none
 - 5. **Nominations:**
 - a. Teacher
 - 6. **Extended Travel (Student Trips):** none
 - 7. **Donations:** none
- H. STUDENT REPRESENTATIVE REPORT:** none
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:**
 - a. IKFC—Alternative Diploma Policy
- K. RESOLUTIONS:** none
- L. OLD BUSINESS:** none
- M. NEW BUSINESS:**
 - a. FY20 Budget Schedule
 - b. Job Description—Accounting Specialist
 - c. Tuition Rate Approval
 - d. August Condition of Accounts
- N. SUBMISSION AND PAYMENT OF BILLS**



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Meeting Date:	Monday, September 10, 2018
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- 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.

Joan Melvin
61 Moharimet Dr.
Madbury, NH 03823
Sept. 4, 2018

Dr. William Harbron
Supt. Of Schools, Dover School District
61 Locust Street Suite 409
Dover, NH 03820

Dear Dr. Harbron,

This letter is to inform you that I am planning to retire as the Reading Specialist at Garrison Elem. School and from the Dover School District at the end of June, 2019.

Please let me know if there are any other actions that I need to take prior to June, 2019.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joan Melvin". The signature is fluid and cursive, with the first name "Joan" and last name "Melvin" clearly distinguishable.

Joan Melvin

Cc: Beth Dunton

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

TO: **DOVER SCHOOL BOARD**

DATE: September 10, 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
Forman, Jeffrey	Building Trades Teacher	DHS Career Technical Center	Kerrie Williams (transferring to Woodworking)	63,570.00	BA15, Step 18
Welsh, Hannah	.67 Sports Medicine/EMT	DHS Career Technical Center	Was previously in position	\$37,787.33	BA, Step 15

DOVER SCHOOL DISTRICT	POLICY CODE: IKFC
DATE OF ADOPTION:	PAGE 1 OF 2

SECOND READING

A. PURPOSE The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act ("ESSA") to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

B. INTRODUCTION Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alternative content standards, ESSA allows local school boards to adopt policies allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.

An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed. 306.27(q), with the option to earn a diploma.

New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress and provides independent standards which align with the NH Statewide Assessment.

Accordingly, this policy authorizes the District to award an Alternate Diploma in accordance with the below requirements and conditions.

C. ELIGIBILITY

Consistent with ESSA, the Alternate Diploma may be awarded to students who:

1. Have significant cognitive disabilities;
2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

D. DETERMINATION OF AWARD

The determination to award and the Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed. 1109.03.

E. TIME OF AWARD

The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:

1. At graduation with common age peers;

DOVER SCHOOL DISTRICT	POLICY CODE: IKFC
DATE OF ADOPTION:	PAGE 1 OF 2

2. At the conclusion of the student's IEP; or
3. Upon reaching age twenty-one (21).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma.

F. EFFECT OF AWARD AND CONTINUED ELIGIBILITY

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.
2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not.

G. IMPLEMENTATION

The Superintendent, with the assistance of the Assistant Superintendent of Student Services, is directed to establish and make available procedures and administrative rules to implement this policy.

Legal References:

20 U.S.C. §7801 (23) - Every Student Succeeds Act (§ 8101(a)(23))

34 CFR 300.102 (a)(3); 300.43; and 300.320(b)

RSA 193-E - Adequate Public Education

Ed 306.27(q)(4)- Minimum Standards/High School Requirements/Equivalency Diplomas

Ed 1109.03- When and IEP is in Effect...Transition Services



(FY20) BUDGET PREPARATION ADOPTION SCHEDULE (9/10/18)

DATE	DESCRIPTION
2018 –	Instructions provided to Administrators
September 10	School Board to approve the FY20 Budget Adoption Schedule
October 1	School Board to set priorities, assumptions and process
October 19	Deadline for administrators to submit proposed budget data in IVEe to Business Office
October 22-26	SAU staff to work on remaining budget documents
November 8	Business Administrator to provide budget to Superintendent
November 9-14	Review budget documents with Business Administrator
November 15-30	Superintendent to review budget(s) with Administration
December 10	Superintendent to present Proposed Budget to School Board
2019–	
January 7	School Board Budget Workshop (1/2 of presentations)
January 14	School Board Meeting-remaining presentations
January 22 (Tuesday)	Budget Workshop
January 28	Budget Workshop
February 4	School Board Meeting to Adopt Budget
February 11	School Board Meeting to Adopt Budget – Backup Date
February 15	School Budget due to City Manager – Tentative Date
April 3	Supt to present Proposed Budget to City Council – Tentative Date
April 17	School Budget Public Hearing – Tentative Date
May - TBD	City Budget (including School Budget) Adoption

APPROVED:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: DRAFT	

Job Title: Accounting Specialist
Department: Business Office
Reports To: Business Administrator
Prepared Date: 9/10/18

Summary:

Performs responsible administrative accounting work; maintains accurate accounting records; prepares federal/state grant accounts with associated budgets and general ledger reports; timely bookkeeping of all state and federal grants; assists in the process of accounts payable and payroll; timely processing of all school revenues and receivables; and performs other duties as assigned.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Maintains accounting records of the organization in accordance with laws, regulations, policies and generally accepted practices.
- Assists in the preparation, analysis, and execution of the enacted budgets for state and/or federal grants; maintains a complete and orderly file of all state and/or federal grants; processes journal entries as needed and required; and monthly preparation and timely filing of disbursements for all state and/or federal grants required by the NHDOE.
- Processes all revenues and receivables for the District.
- Manages and performs all functions of accounts receivable (i.e. tuition invoices, monthly state and/or federal grant reimbursements, etc.).
- Monthly reconciliation of all school department detail to the General Ledger, including, but not limited to, state and/or federal grants, special revenue funds, student activity funds and the school agency fund.
- Assists accounts payable and payroll in performing duties as required; and performs the duties of accounts payable and payroll in their absence.
- Maintains the SAU petty cash fund and keeps required records of all transactions.
- Maintain currency in concept and techniques of financial management; analyze problems, issues or information; develop and recommend courses of action to the Business Administrator; and implement solutions.
- Attends to many items simultaneously, and/or in sequence.
- Maintains an appropriate level of confidentiality regarding records of the organization.
- Performs other related duties as required.

Supervisory Responsibilities:

There are no supervisory responsibilities associated with this position.

Competencies:

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

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: DRAFT	

- Demonstrated knowledge of the NH Financial Accounting Handbook for LEAs, Federal Funds Handbook, Online Grants Management System Handbook, Fund Accounting, and state laws and regulations regarding financial operations of schools in New Hampshire.
- Demonstrated skills in oral and written communication.
- Ability and flexibility necessary to be aware of the needs of the Dover educational community.
- Work effectively and harmoniously with all District personnel, City personnel, auditors, and the public.

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 Bachelor's Degree, plus 2-5 years' experience in accounts payable and payroll. School experience preferred, but not required.

Technology Skills:

To perform this job successfully, an individual should have operational knowledge of and experience with computer software and hardware.

Certificates, Licenses, Registrations:

There are no associated certificates, licenses, or registrations associated with this position.

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 25 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.

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.
Asst Superintendent of Student Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Asst Superintendent of Teaching and Learning
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: Dr. William R. Harbron, Superintendent of Schools
Members Dover School Board

FROM: Libby M. Simmons, Business Administrator

DATE: September 10, 2018

RE: Barrington Tuition Rate Approval for FY2018-2019

Below is the tuition rate for Barrington students who will attend Dover High School during the 2018-2019 school year. The general tuition rate is calculated using Dover's average per pupil cost for those students in grades 9-12 in the preceding school year plus an administrative fee of 8.0%.

*Please note that the rate is subject to change upon final approval of *Cost per Pupil* rates by the New Hampshire Department of Education.

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2018	\$13,013.55	\$10,614.77	\$13,207.36
Barrington	-	-	\$14,263.95

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

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

LIBBY SIMMONS
Business Administrator
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CHRISTINE BOSTON, Ed.D.
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DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

TO: Dr. William R. Harbron, Superintendent of Schools
Members Dover School Board

FROM: Libby M. Simmons, Business Administrator

DATE: September 10, 2018

RE: Nottingham Tuition Rate Approval for FY2018-2019

Below is the tuition rate for Nottingham students who will attend Dover High School during the 2018-2019 school year. The general tuition rate is calculated using the 2017-2018 tuition rate and adjusting it by the percentage increase or decrease in the District's adopted general fund appropriations as compared to the adopted appropriations contained in the general fund in the previous year.

*Please note that the *Cost per Pupil* rates are subject to change upon final approval by the New Hampshire Department of Education.

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2018	\$13,013.55	\$10,614.77	\$13,207.36
Nottingham	-	-	\$13,729.45

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

WILLIAM R. HARBRON, Ed.D.
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61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

TO: Dr. William R. Harbron, Superintendent of Schools
Members Dover School Board

FROM: Libby M. Simmons, Business Administrator

DATE: September 10, 2018

RE: (Other) Tuition Rate Approvals for FY2018-2019

Below are the tuition rates for school districts in New Hampshire and Maine who send their students through the Dover schools. These rates exclude Barrington and Nottingham School Districts as each District has their own separate tuition agreement.

*Please note that the rates are subject to change upon final approval of *Cost per Pupil* rates by the New Hampshire Department of Education.

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2018	\$13,013.55	\$10,614.77	\$13,207.36
Other NH and ME Districts	\$13,720.68	\$11,189.12	\$13,947.96
*CTC Tuition	-	-	\$13,207.36

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

GENERAL FUND - FY2019 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED AUGUST 31, 2018					
Account Description	FY2019 Budget	Received To Date 8/31/2018	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget
Tuition - Regular From Parents	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition - Other NH Districts	\$ 28,205.00	\$ -	\$ 27,896.00	\$ 27,896.00	\$ (309.00)
Tuition - Barrington	\$ 2,576,742.00	\$ -	\$ 2,424,871.50	\$ 2,424,871.50	\$ (151,870.50)
Tuition - Nottingham	\$ 987,341.00	\$ 50,000.00	\$ 1,075,815.00	\$ 1,125,815.00	\$ 138,474.00
Tuition - SPED Aides	\$ 270,000.00	\$ -	\$ 270,000.00	\$ 270,000.00	\$ -
Tuition - CTC - NH Districts	\$ 84,000.00	\$ (130.59)	\$ 84,000.00	\$ 83,869.41	\$ (130.59)
Tuition - CTC - Out of State	\$ 69,000.00	\$ -	\$ 69,000.00	\$ 69,000.00	\$ -
Tuition - Alternative School	\$ 198,275.00	\$ -	\$ 158,620.00	\$ 158,620.00	\$ (39,655.00)
Other Local Revenue - Districtwide	\$ 25,000.00	\$ 510.38	\$ 24,489.62	\$ 25,000.00	\$ -
State Adequate Education Grant	\$ 9,272,072.00	\$ -	\$ 9,272,072.00	\$ 9,272,072.00	\$ -
State Kindergarten Program	\$ 296,626.00	\$ -	\$ 296,626.00	\$ 296,626.00	\$ -
School Building Aid	\$ 581,114.00	\$ -	\$ 581,114.00	\$ 581,114.00	\$ -
Catastrophic Aid	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 300,000.00	\$ -
CTC Tuition Aid	\$ 180,000.00	\$ -	\$ 180,000.00	\$ 180,000.00	\$ -
CTC Transportation Aid	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
Indirect Cost Allocation	\$ 85,000.00	\$ 1,353.55	\$ 83,646.45	\$ 85,000.00	\$ -
ABE Allocation	\$ 39,011.00	\$ -	\$ 39,011.00	\$ 39,011.00	\$ -
Impact Aid	\$ 6,000.00	\$ 1,160.05	\$ 4,839.95	\$ 6,000.00	\$ -
Medicaid Distribution	\$ 600,000.00	\$ 28,488.23	\$ 571,511.77	\$ 600,000.00	\$ -
School - Transfer from Capital Reserves	\$ 342,996.00	\$ -	\$ 342,996.00	\$ 342,996.00	\$ -
Tuition - Preschool Program	\$ 12,000.00	\$ 3,198.00	\$ 8,802.00	\$ 12,000.00	\$ -
Tuition - Summer School, Elementary	\$ 6,000.00	\$ 4,220.00	\$ -	\$ 4,220.00	\$ (1,780.00)
Athletic Transportation, DMS	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -
Tuition - Summer School, DHS	\$ 3,000.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ (1,500.00)
Athletic Transportation, DHS	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -
Total Non Tax Revenue	\$ 16,029,882.00	\$ 90,299.62	\$ 15,882,811.29	\$ 15,973,110.91	\$ (56,771.09)
State Wide Property Tax	\$ 6,945,209.00	\$ -	\$ 6,945,209.00	\$ 6,945,209.00	\$ -
Local Property Tax	\$ 37,509,752.00	\$ -	\$ 37,509,752.00	\$ 37,509,752.00	\$ -
Total Tax Revenue	\$ 44,454,961.00	\$ -	\$ 44,454,961.00	\$ 44,454,961.00	\$ -
Total Operating Revenue	\$ 60,484,843.00			\$ 60,428,071.91	\$ (56,771.09)
EXPENSES & ENCUMBRANCES - ESTIMATED AUGUST 31, 2018					
Account Description	FY2019 Budget (Adjusted)	Expenses to Date 8/31/2018	Encumbrances/ Antic. Exp 8/31/2018	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,646,040.70	\$ 48,333.48	\$ 21,260,867.78	\$ 21,309,201.26	\$ (336,839.44)
(1200) Special Education Programs	\$ 11,874,969.16	\$ 497,768.46	\$ 10,663,999.51	\$ 11,161,767.97	\$ (713,201.19)
(1300) Career and Technical Education Programs	\$ 1,863,602.00	\$ 51,544.42	\$ 1,594,409.58	\$ 1,645,954.00	\$ (217,648.00)
(1400) Co-Curricular Activities and Athletics	\$ 657,403.93	\$ 40,452.39	\$ 433,075.34	\$ 473,527.73	\$ (183,876.20)
(1600) Adult/Continuing Education Programs	\$ 204,341.00	\$ 31,210.84	\$ 172,859.38	\$ 204,070.22	\$ (270.78)
(2100) Support Services - Students	\$ 4,046,920.57	\$ 112,341.93	\$ 3,867,713.95	\$ 3,980,055.88	\$ (66,864.69)
(2200) Support Services - Instructional Staff	\$ 1,130,562.00	\$ 91,295.02	\$ 909,988.08	\$ 1,001,283.10	\$ (129,278.90)
(2300) Support Services - General Admin.	\$ 1,438,527.04	\$ 329,146.92	\$ 1,021,811.00	\$ 1,350,957.92	\$ (87,569.12)
(2400) Support Services - School Admin.	\$ 2,804,045.80	\$ 361,286.03	\$ 2,371,152.61	\$ 2,732,438.64	\$ (71,607.16)
(2600) Support Services - Operation Maint/Plant	\$ 4,682,225.40	\$ 219,251.34	\$ 4,192,403.20	\$ 4,411,654.54	\$ (270,570.86)
(2700) Support Services - Student Transportation	\$ 2,688,617.00	\$ 63,941.59	\$ 1,808,099.26	\$ 1,872,040.85	\$ (816,576.15)
(2800) Support Services - Centralized Services	\$ 1,332,155.40	\$ 412,250.79	\$ 714,790.65	\$ 1,127,041.44	\$ (205,113.96)
(2900) Support Services - Other	\$ 10,001.00	\$ -	\$ 58.44	\$ 58.44	\$ (9,942.56)
Fund Transfer to Special Revenue Funds	\$ 14,573.00	\$ 14,572.44	\$ -	\$ 14,572.44	\$ (0.56)
Fund Transfer to Capital Reserves	\$ 115,000.00	\$ -	\$ 115,000.00	\$ 115,000.00	\$ -
Total Operating Expenses	\$ 54,508,984.00	\$ 2,273,395.65	\$ 49,126,228.78	\$ 51,399,624.43	\$ (3,109,359.57)
School Debt - Principal Payments	\$ 1,891,205.00	\$ -	\$ 1,891,205.00	\$ 1,891,205.00	\$ -
School Debt - Interest Payments	\$ 4,084,654.00	\$ -	\$ 4,084,654.00	\$ 4,084,654.00	\$ -
Total Debt Service	\$ 5,975,859.00	\$ -	\$ 5,975,859.00	\$ 5,975,859.00	\$ -
total Expenses, Encumbrances and Anticipated Expenses	\$ 60,484,843.00	\$ 2,273,395.65	\$ 55,102,087.78	\$ 57,375,483.43	\$ (3,109,359.57)
			Estimated Operating Revenue over/(under) budget		\$ (56,771.09)
			Estimated Net revenue/expenses, unexpended funds/(deficit)		\$ 3,052,588.48
As of August 31, 2018, estimated unexpended funds for FY2019 is \$3,052,588.48					



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, September 10, 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

Resignations/Retirements – I recommend the Board approve the retirement as listed.

Nominations – I recommend the Board approve the nominations as posted.

IKFC Alternative Diploma Policy – I recommend the Board act to approve IKFC Alternative Diploma Policy. Dr. Christine Boston, Assistant Superintendent of Student Services, will be available to answer questions pertaining to the policy.

Fiscal Year 2020 Budget Schedule – I recommend the Board approve the Fiscal Year 2020 Budget Schedule and indicate any changes the Board would like in the process used to develop the Fiscal Year 2019 Budget.

Accounting Specialist – The job description is being created to accommodate the skill set of what is currently required in the Business Office. As the new Accounting Specialist demonstrates the necessary skills, Ms. Simmons will continue to develop the position to entail additional responsibilities as well as the training to support the additional responsibilities.

Tuition Rate Approval – I recommend that the Board act to approve the 2018-2019 Tuition Rate.

INFORMATIONAL

Start of the 2018-2019 School Year – Despite the hot weather, I find that the leadership team, teachers, support staff, and students have had a positive start to the school year. The opening of the new Dover High School and CTC is a major undertaking with overall positive response to the school. It is recognized that work continues on the punch list. I commend Peter Driscoll and the high school leadership team and faculty for their ongoing efforts to make it a positive start for all.

Furthermore, I commend Lisa Danley for her ongoing efforts to support the CTC faculty in their transition as work continues to complete the Animal Science Building and the labs for Auto Tech, Auto Collision, and Construction. The Animal Science Building should be ready during the week of September 10. Auto Tech and Auto Collision required further modifications required by code, but portions of the lab will be able to be used as the work continues. Items stored in other areas due to construction for the Animal Science Building will be removed.

2018-2019 Staffing – As reported in weekly Board Updates, all teaching positions are filled. Once a review of the 2019 Budget is completed, consideration will be given to other areas for funding including the



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, September 10, 2018

Assistant Director of Teaching and Learning for which Emily Sherman was selected. The nomination to the Board will not be moved forward until it is determined if the position can be funded and sustained. The position is a key in assisting with moving forward with the teaching and learning objectives of the Dover School District Strategic Plan.

IT Administration – Christy Prosser and her IT Team have worked tirelessly to address the technology issues in the District. Ms. Prosser has assigned an IT Team member to each school with the focus on service and taking corrective action to make sure all systems are operating. There has been major investment of time to make the high school and CTC technologically operational. New Chromes Books have been distributed to the schools. The most significant change has been the ongoing communication to keep all parties informed of status and future actions.

Strategic Plan – The development of the implementation and accountability plans to support the Dover School District Strategic Plan is underway. The Leadership Team references the document as the *Bridge Document* serving as the bridge to the implementation of the strategic plan. These documents will be shared at the October Board Meeting. The implementation plan is being developed for a one-year period.

New District Website – The District is working with *Edlio* in the development of the District's new website. Veronica Kuzmitski is leading the District's side of the development. The new website has been completed and identification of those who will be trained to support the web site is in process. It is essential that the new web site is properly maintained. Once the new site is released, there will be a message that the site will continue to be expanded with new information.

Teacher Retention – On September 5, the exit survey was mailed to teachers that have retired or resigned from the Dover School District.