



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #10
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, October 1, 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 #9, September 10, 2018
 - 2. Discipline Hearing #1, September 21, 2018
- G. CONSENT AGENDA**
 - 1. **Correspondence:** none
 - 2. **Resignations/Retirements:**
 - a. Art LeClair, DHS Biology
 - 3. **Leaves of Absence:** none
 - 4. **Job Shares:** none
 - 5. **Nominations:**
 - 6. **Extended Travel (Student Trips):** none
 - 7. **Donations:** none
- H. STUDENT REPRESENTATIVE REPORT:** none
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:**
- K. RESOLUTIONS:** none
- L. OLD BUSINESS:** none
- M. NEW BUSINESS:**
 - a. DFSA MOU Discussion
 - b. Budget Priorities, Assumptions and Process
 - b. Job Description—1:1 RN
 - c. Job Description—IT Specialist
 - d. FY20 Academic Calendar/Discussion
 - e. September Condition of Accounts
- N. SUBMISSION AND PAYMENT OF BILLS**



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #10
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, October 1, 2018
Meeting Time:	7:00 pm

- 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.

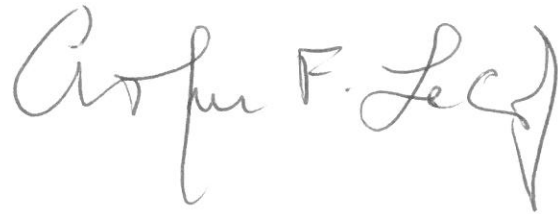
Arthur Leclair
Dover High School

September 19, 2018

Dear Dr. Harbron,
Mr. Peter Driscoll,

For the record, I plan to retire at the end of the 2018-19 academic year.

Respectfully submitted,

A handwritten signature in cursive script that reads "Arthur F. Leclair". The signature is written in dark ink and is positioned below the "Respectfully submitted," text.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Job Title: One-on-one School Nurse - RN
Department: Dover School District, SAU #11
Reports To: Building Principal, Federal Projects Director, and Superintendent

Summary:

- Assumes responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for one medically fragile student in the District.
- Provides for the promotion and maintenance of health as well as the prevention of illness and injury for the student.
- Responsible for direct and indirect care given to the student in compliance with school district policies, professional standards of practice, physician's orders, and the Individual Health Plan, including 504 and IEP.
- Functions in accordance with the school district's policies and procedures and the New Hampshire Nurse Practice Act and Code of Ethics for Registered Nurses.

Essential Duties and Responsibilities:

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

- Maintain hypervigilance with regard to the safety and stability of one particular student.
- Responsible for communication with the student and student's parents regarding medical needs and concerns.
- Administer all medications to the Student, including emergency injectables (i.e. Glucagon).
- Conferring with the Student's MD regarding orders for school medication, and for interpreting and administering said medical orders.
- Attend all classes with the student and continually monitor his health condition as well as his general well-being.
- Monitor the Student during lunch, recess, and bus rides to and from school outside of the normal school day.
- Accompany the Student on all school-designated field trips.
- Maintain a presence while also encouraging the Student to engage in age-appropriate social interactions with peers.
- Aim to increase the Student's self-awareness and self-management skills of his medical condition at a level that is developmentally appropriate.
- In conjunction with School Nurse, responsible for the formulation, revision, and implementation of the Individual Health Care Plan.
- Acts as liaison between the physician, school, community, and the child's home in improving the holistic health needs of the student.
- Participates in the development of Individual Educational Plan and 504 when appropriate.
- Respects the dignity, confidentiality, and rights of all students and staff in accordance with HIPPA/FERPA.
- Upholds regulations and laws related to confidentiality, reporting of child abuse and neglect, and other health-related requirements (i.e. communicable diseases).
- Provides leadership in the planning of proper emergency care and first aid for sudden illnesses and accidents incurred by the student during school activities.
- Serves as a health consultant and resource person for health education to the student.
- In conjunction with the School Nurse, ensures the maintenance of accurate health records for the student to the district, state or other appropriate agencies, including Medicaid.
- Provides in-service training for health-related issues to staff members of the district.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

- Monitors, reports and recommends change for safety hazards and sanitary conditions in the school environment to appropriate authorities as necessary.
- Maintains professional competencies through in-service educational activities and professional growth programs.
- Monitors attendance and truancy issues as related to the student's health and safety.
- Implement substitute coverage plan and provide appropriate communication as necessary.
- Performs other duties as assigned by principal or designee.

Supervisory Responsibilities:

There are no supervisory responsibilities for this position.

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:

- Graduate of a Board certified School of Nursing
- Bachelors or Masters degree encouraged.
- 2 – 3 years experience as a registered nurse required, preferably in area of pediatrics and/or emergency nursing.

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended Internet software and recommended Word Processing software.

Certificates, Licenses, Registrations:

- Must hold a current Registered Nurse license in the State of New Hampshire.
- Must hold current certificate in CPR.

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 that of a school setting.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 12/8/14	

Job Title: ~~Career Technical Center~~ Technology Specialist
Department: Career Technical Center
Reports To: ~~Career Technical Center Director~~ Director of Technology
Prepared Date: 9/25/18

Summary:

Performs information technology work in support and maintenance of the Career Technology Center's (CTC) technology-based information systems. Work is performed within a broad framework of general policies and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may deviate from traditional methods and practices.

Essential Duties and Responsibilities:

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

- Maintain computer and related technologies within the Career Technical Center (CTC)
 - Perform complex troubleshooting of computer systems, network, and related equipment.
 - Maintain all CTC computer equipment and related software applications.
 - Create, update, and maintain the CTC inventory records of computer and related technologies, including licenses, software, manuals, service and hardware records.
 - Configure, install, administer, and maintain new computers, software applications, and related technology equipment.
 - Keep abreast of new and emerging technologies and their applications.
 - Troubleshoot hardware and software applications.
 - Update hardware and software as directed.
 - Assist in coordinating integration of new systems and applications into existing systems.
 - Provide direct support and training to CTC staff.
- Manage CTC network administration (Changes to CTC network infrastructure require approval from District IT Manager.)
 - Manage the CTC Windows 2008 server software.
 - Maintain and upgrade CTC network hardware and software as necessary.
 - Set up and maintain CTC network functionality and user accounts.
 - Perform CTC network administration management, i.e. passwords, updates, knowledge management, etc.
 - Create, update, and maintain user accessibility to the CTC network.
- Perform all duties as assigned by the ~~Director of CTC~~ or District IT Manager.

Supervisory Responsibilities:

There are no supervisory duties with this position.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Competencies:

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

- Ability to work independently or with a team using effective public relations skills with little direction.
- Establish and maintain cooperative and effective working relationships.
- Ability to train individuals or groups in using computer system hardware and software in an easy-to-understand manner.
- Maintain information technology system.
- Understand and implement network and computer security practices.
- Maintain Networking, LANs & WANs, Midrange Servers, PC's and Printers.
- Understand and be familiar with the operation of Windows XP/7/8, Windows Server 2003/2008, Linux, Active Directory, Group Policy, TCP/IP, Routers and Firewalls.
- Working knowledge of word processing, spreadsheet, database, website, and desktop publishing techniques.
- Practices and procedures of repairing microcomputers, computer networks, peripheral devices, cabling, and telecommunications equipment.
- Set up, troubleshoot, and perform routine maintenance on computer systems and related equipment.
- Ability to present written documents that are clear, concise, and grammatically correct.
- Read, interpret, and apply complex technical publications, manuals, and related documents.

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.

Degree in Computer/Technical Business Management, Computer Science, or Computer Engineering, plus two years' related experience.

Education and/or Experience:

This position requires a minimum of an Associate's degree. A Bachelor's degree or the direct equivalent experience is preferred.

~~Four~~ **Three** years of experience with operating system and application software, personal computers, local area networks, wide area networks, servers, laptops, LCD projectors, printers, routers, switches, hubs, networking cable, small tools, and standard office equipment.

Two years' work experience in Information Technology support, training, or analysis.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Technology Skills:

To perform this job successfully, an individual should have knowledge of the following:

- Information system technologies.
- Network and computer security practices.
- Networking, LANs & WANs, Midrange Systems Servers, PC's and Printers.
- Windows XP7/8, Windows Server 2003/2008, and Linux.
- Active Directory, Group Policy, TCP/IP, Routers and Firewalls.
- Word processing, Spreadsheet, database, website, and desktop publishing techniques.
- Capabilities, limitations, characteristics, and uses of computer and records information systems.
- Practices and procedures of repairing microcomputers, computer networks, peripheral devices, cabling, and telecommunications equipment.

Applicable local, State, and Federal technology regulations

Certificates, Licenses, Registrations:

None required for 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 50 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.

DOVER SCHOOL DISTRICT CALENDAR 2019-2020

	M	T	W	TH	F		M	T	W	TH	F
AUG/SEPT	TR	TW	28	29	X	FEBRUARY	3	4	5	6	7
22 S & 24 T	X	3	4	5	6	15 S & 15 T	10	11	12	13	14
	9	10	11	12	13		17	18	19	20	21
	16	17	18	19	20		X	X	X	X	X
	23	24	25	26	27						
	30										
OCTOBER						MARCH					
22 S & 22 T		1	2	3	4	21 S & 22 T	2	3	4	5	6
	7	8	9	10	11		9	10	11	12	13
	X	15	16	17	18		16	17	18	19	20
	21	22	23	24	25		23	24	25	26	TW
	28	29	30	31			30	31			
NOVEMBER						APRIL					
16 S & 17 T					1	18 S & 18 T			1	2	3
	4	5	6	7	TW		6	7	8	9	10
	X	12	13	14	15		13	14	15	16	TW
	18	19	20	21	22		20	21	22	23	24
	25	26	X	X	X		X	X	X	X	
DECEMBER						MAY					X
15 S & 15 T	2	3	4	5	6	18 S & 19 T	4	5	6	7	8
	9	10	11	12	13		11	12	13	14	15
	16	17	18	19	20		18	19	20	21	TW
	X	X	X	X	X		X	26	27	28	29
	X	X									
JANUARY			X	2	3	JUNE					
21 S & 21 T	6	7	8	9	10	11 S & 11 T	1	2	3	4	TW
	13	14	15	16	17		8	9	10	11	12
	X	21	22	23	24		15	(*16	*17	*18	*19
	27	28	29	30	31		*22	*23	*24	*25	*26
							*29	*30)			

S=Students (177 - Total) T=Teachers (184 - Total)

* = Snow Days

DAYS OUT

August 26	Teacher Return/Teacher Workshop
August 27	Teacher Workshop
October 14	Columbus Day
November 8	Teacher Workshop/ Parent-Teacher Conferences
November 11	Veterans Day (Observed)
November 27-29	Thanksgiving Recess
December 23-January 1	Holiday Recess
January 20	Martin Luther King Day
February 24-28	Winter Recess (Includes Presidents' Day holiday)
March 20	Teacher Workshop
April 17	Teacher Workshop
April 27-May 1	Spring Recess
May 22	Teacher Workshop
May 25	Memorial Day
June 5	Teacher Workshop

177 days required attendance for instructional purposes, or the equivalent number of hours and an additional 10 days for time lost due to inclement weather.

Schools close on June 15, 2020 (half-day), or upon **completion of the 177th day**.

Teachers report on August 26, 2019. **Students return** on August 28, 2019.

Teacher workshops will be held on **August 27, Nov. 8, 2019; March 27, April 17, May 22, June 5, 2020**



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, October 1, 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.

DFSA MOU Discussion – I recommend the Board approve the Dover Family School Alliance for one-year period. The DFSA will be asked to identify their targets for the 2018-2019 school year.

1:1 RN Job Description – I recommend the Board approve the job description of the 1:1 Registered Nurse. This is a new job description.

IT Specialist – I recommend the Board approve the job description for IT Specialists. The job description has been revised.

FY20 Academic Calendar – The proposed calendar is included in the board meeting materials. The calendar has been developed by the area superintendents inclusive of Barrington, Nottingham, Oyster River, Somersworth, Rochester, and Marshwood. Additional information follows in the report, that I wish to review and discuss with the Board.

INFORMATIONAL

Dover High School and CTC – It has been a busy month with the opening of the new Dover High School and CTC, and the continuing construction on the facility with most of the work associated with the completion of CTC labs. The JBC and administration are highly engaged in the process. It is vital the CTC labs are completed and functioning for the CTC programs to be fully implemented. Peter Driscoll and Lisa Danley are commended for their continuing leadership in supporting faculty and students during the transition to the new facility.

The opening of the new high school and CTC has placed an extra demand on C&W Maintenance Services with additional cleaning of the school following construction, physical moving into the facility, coordination of the services, and maintaining other school facilities. Joe Stone, maintenance director, has provided outstanding leadership and service throughout the process.

Inspection Services and Dover Fire Department are recognized for their extra effort in assisting with the opening of the new facilities.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, October 1, 2018

Open House Season – The open house season for the District's has come a close. The final open house was at Garrison School on September 27. All the open houses have been well attended. I believe the degree of family focus, involvement, and support for schools is a strength of the Dover Community.

Transportation – On September 20, Libby and I met with Dave Fairweather, First Student Regional Manager. Three categories of concerns with details were presented and discussed with Dave: management of the transportation system; standardization of bus routes and arrival times; bus drivers inclusive of training, discipline, discipline process, and driver behavior; and other. Dave was receptive of the information and will be establishing a dedicated manager for the Dover School District. An update meeting will be held on October 4 to determine what progress has been made in resolving the issues.

IT Administration – Christy Prosser and her IT Team continue to work tirelessly to address the technology issues in the District. To expedite the work at Dover High School and CTC, the District contracted IT support from Robert Half Technology. The company has provided four to seven technology technicians depending of the tasks to be completed. As the work at the high school and CTC continued, it was recognized that the District did not have enough staff to accomplish all the tasks. I commend Ms. Prosser of her leadership, organization, and communication in working through the technology tasks.

Strategic Plan – A Board Workshop has been scheduled for Monday, October 22. The purpose of the workshop will be to present and discuss with the Board the first-year implementation plan of the five-year strategic plan. For the 2018-2019 school year, the focus is on the priority objectives (1.1, 1.2, 2.1, and 2.2).

Substitute Training – The District held a two sessions of substitute training on September 25 – 4 p.m. and 6 p.m. session. This is the work of a task force that focused on substitute teachers during the July Leadership Retreat. Patrick Boodey facilitated the process and worked closely with Evonne Kill-Kish to organize and implement the training.

Committee Work – The following district committees held their first meetings in September:

- Data Committee – Thursday, September 13
- Safety and Security Committee – Thursday, September 13
- Teaching and Learning Committee – Thursday, September 27
- Education Technology Committee – Thursday, September 27

DECODED – Through the leadership of Fran Meffen, the District held a DECODED Workshop on September 26 for teachers and administrators. The process presented and practiced has significant implications for student engagement and voice.

New District Website – The District is working with *Edlio* in the development of the District's new website. The new website will be released within the next few weeks. Throughout the school year, the website will continue to be refined and expanded.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, October 1, 2018

Teacher Retention – On September 5, the exit survey was mailed to teachers who have retired or resigned from the Dover School District. The surveys are in the process of being returned and a summary of the results will be prepared for the Board Workshop on Monday, October 22, 2018.

Calendar – The area superintendents met on September 26 to develop a proposed calendar for the 2019-2020 school year. A copy is enclosed with the board meeting materials. The following is noted with the calendar development:

- Dover School District has the most restrictive collective bargaining agreement related to calendar.
- Four of the professional development days shifted to the spring – March, April, May and June. If needed, the professional development days during these months could be used for weather related make-up days, with the professional development days shifted to June.
- Districts coordinating with Dover due to Dover High School or CTC enrollment are aligned except for Tuesday, November 5, 2018 – Election Day. Barrington and Oyster River have professional development on Election Day due to their schools being used as an election polling location. Dover School District is November 8. Barrington and Oyster River have requested Dover School District consider moving to Tuesday, November 5.

The group discussed eliminating the week-long break in February, but the conclusion was to maintain the winter break. There continues to be discussion about eliminating or shortening the spring break. The aim is to reduce the number of school days in June.

There is also discussion that the Governor is considering proposing a law that schools could not start until after Labor Day. This will need to be monitored for future calendar implications.

Marshwood School District superintendent Mary Nash has been involved in the calendar discussion. Her District has implemented the following that increases time for authentic professional learning communities and personalized professional development:

- 2.5 Days or 18 ¾ hours are devoted to collaborative work time. Teachers design personalized professional development that aligns to district goals. The emphasis is on researched based personal improvement. Teachers develop a plan that is reviewed and approved by the principal. Teachers may work independently or collaboratively. The time is not during the regular school day.
- 2 full-days are used for traditional professional development.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, October 1, 2018

- For authentic professional learning community (PLC), the District has initiated weekly late start and early release.
 - The Middle School and High School have a weekly late start. Initially it was 90 minutes and currently is 100 minutes.
 - The elementary schools have weekly early release. Initially it was 90 minutes and currently is 100 minutes.
 - Before and after school supervision or programs are available and with the programs being staffed by the District's paraprofessionals. Marshwood's experience is that 1/3 to 1/2 of the families selected to participate in the before or after school program on the late start or early release days.
 - With the structure, the District has made significant gains in the development and implementation of curriculum related to competency (proficiency) – based education.
- The final day of school is 1/2 day for students and teachers.
- Scott Reunig, superintendent of SAU 44, resides in the Marshwood School District and has observed favorable results with the early/late release. Because of the consistency families know how to plan.