



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #11
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, November 5, 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 #10, October 1, 2018
 - 2. Special Session #18, October 22, 2018
 - 3. Discipline Hearing #2, October 29, 2018
- G. CONSENT AGENDA**
 - 1. **Correspondence:** none
 - 2. **Resignations/Retirements:** none
 - 3. **Leaves of Absence:**
 - a. Mike Russo, DHS Science Teacher
 - 4. **Job Shares:** none
 - 5. **Nominations:** none
 - 6. **Extended Travel (Student Trips):**
 - a. DMS World Explorers Trip to NYC—Preliminary Approval
 - b. DHS Youth Summit to Change NH, 11/29-11/30-- Preliminary and Final Approval
 - 7. **Donations:** November 5 Donations
- H. STUDENT REPRESENTATIVE REPORT:** none
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:** none
- K. RESOLUTIONS:** none
- L. OLD BUSINESS:**
 - a. 2019-2020 School Calendar Approval
- M. NEW BUSINESS:**
 - a. Job Description—Data & Reporting Analyst Job Description
 - b. Exit Survey Data
 - c. Barrington and Nottingham tours/meeting
 - d. Design Proposal Approval—Roof Management Services for Bellamy Academy



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e. Approval—Clear Pass Network Manager Solution

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.

October 31, 2018

RE: Extended Leave

Dr. Harbron,

I am writing to request "Extended Leave" for the 2019-2020 school year in accordance with Article VII, L, 7 of the DTU collective bargaining agreement.

During this time, I plan to grow professionally in an engineering field and take a needed rest from education.

My hope is to return with increased enthusiasm to the Physics classroom for the 2020-2021 school year. Thank you for considering this request.

Michael Russo

Kimberly Lyndes
Principal
k.lyndes@dover.k12.nh.us

Bruce Patrick
Dean of Students-7/8
b.patrick@dover.k12.nh.us

Lindsay Dube
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October 18, 2018

Dear Superintendent Harbron and School Board Members,

I write this letter in support of the ^{Preliminary} ~~final~~ approval for the Dover Middle School's World Explorer's trip to New York City. Mrs. Meffen has experience running this trip and has extensively worked out all details with the input of her students. The packet provided includes all information related to the trip. I would like to thank you for supporting this opportunity. The learning experiences and memories will stay with them forever. I thank Mrs. Meffen for her efforts in making this trip possible.

Sincerely,

Kimberly R. Lyndes
Dover Middle School Principal

Kimberly Lyndes
Principal
k.lyndes@dover.k12.nh.us

Bruce Patrick
Dean of Students-7/8
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Statement of Educational Value

The World Explorers group has been meeting since last year to further their knowledge of the world outside Dover and in a quest to become active global citizens. As part of this group, students have researched their own cultural heritage sharing that with each other and their parents at an International Potluck dinner during 6th grade. In addition, the students researched the UN Millennium Goals and decided that they wanted to focus on recycling, composting and initiating the use of "greener" materials in the DMS cafeteria. This fall they became the "Recycling Team" at DMS and have plans to meet with the Food Service Director to impact the cafeteria. Along with being busy on this project the students will be connecting with teachers and students in Ecuador and South Korea and hear from guest speakers who have traveled to South Africa and other regions to continue their global exploration and to see how "green" other parts of the world at this time.

Last spring, the group traveled to Boston, Massachusetts in order to gain experience traveling in a city and to experience a big city firsthand. Students visited the city using public transportation from start to finish. After walking through Quincy Market, the students interacted with shop owners at the Boston Public Market to understand the variety of agricultural businesses in the region, moving on they from the metro at Government Center they went to Harvard and explored the campus and then ate lunch in a local park where they found that this area of the city had community recycling and composting. The group spent time reflecting on the number of different cultures that they saw in each area and ended their day by returning to the North End to experience the Italian section of the city. This trip was a preview to the travel proposed for this year and a practice run for public transportation, planning trips, observing the various demographics and how their interest in "being green" can play out in a city.

This year, the goal is to continue to foster an interest and desire to learn about and participate in the global society. By traveling to New York City the students will again experience a myriad of cultural experiences which will expand on the global understanding and competencies that they were first introduced to last year.

During their trip, they will visit sites that are important to the many diverse cultures that make up the United States. Students have already researched a variety of sites for this trip which

Dover School District's Mission:
Strengthening our Community by Educating Every Child, Every Day!

are included in the "general itinerary" including Little Italy and Chinatown as well as the Financial District. They will continue to research the different sites that we will visit, ie the 9/11 Memorial Museum and the significance of the events that took place on 9/11 from a cultural lens. They will do an internet search on the exhibits at the Museum of Modern Art and how art can convey the artist's cultural background. Students will select one piece of art within the museum and find background information about it to present to the group. In order to walk the streets of the city, the World Explorers will study the island of Manhattan to get a sense of the layout of the city and how to navigate their way from one location to the next. They have already been involved in understanding the budget for this trip, looking at alternatives to make sure that the trip remains affordable and doing fundraising.

This year long preparation provides a real world dimension to a myriad of the Core Competencies and Work Place Practices that will serve them well not only in middle school and high school but also as they continue their lifelong learning journey

Budget Outline for World Explorers Trip to New York City

Budget for New York City Trip: April 12-14th, 2019

Students will not pay expenses for WE Advisor or chaperones

Train transportation: Round trip Westwood AMTRAK to Newark Penn Station NJ – \$98 per student

Room for two nights Robert Treat Best Western, Newark, NJ = \$340

Room cost divided evenly between 4 students in each room - \$85 per student for two nights

Chaperones and Advisor – 2 to a room – cost: \$170 per person for the two nights

Friday

Breakfast on the train – bring your favorite! - no cost

Lunch : students will bring a brown bag lunch – no cost

PATH - \$5.50

Spending money – up to the discretion of the parents

Time Square/Rockefeller Center

St. Patrick's Cathedral

Museum of Modern Art – free admission

Europa and Eataly - Dinner in New York City - \$15

Saturday

Breakfast at hotel – no cost

PATH \$5.50

9/11 Museum - \$15 for students and \$24 for adults

Lunch – \$13.00

Staten Island Ferry – free

Walk around South St. Seaport area and Financial District

Spending money – up to the discretion of the parent

Tour Little Italy and Chinatown

Dinner - \$20

Sunday

Breakfast at hotel – no cost

Lunch – brown bag lunch being “catered” by the hotel - \$18 plus tax – estimated

Total Costs: Students: \$265 – initial deposit of \$50

Chaperones: \$359 – initial deposit of \$50

BUDGET TOTALS are without any fundraising.

PAYMENT SCHEDULE:

November 15th – prior to Wentworth Nursery fundraiser

January 1st –remaining payments will be determined based on our fundraising success – no REFUNDS will be issued after this date!

Feb. 15th

March 15th – final payment

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: AUGUST 10, 2015	PAGE 2 OF 2

School: Dover Middle School

**DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM**

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. ****Please note that no child will be allowed to attend a trip without a signed permission slip.****

Please sign and return to ^{Mrs. Meffer} your child's teacher by: January 15, 2019

Description of Activity: World Explorers Trip to NY city

Purpose of Activity: to explore various historical and cultural elements in NY City and their personal ethnic background

Destination: Newark NJ + NY City Transportation Provided By parents to TRAIN/TRAIN back + forth to Newark Penn Station

Date: 4/12/19 - 4/14/19 Departure Time: 4:30 AM Return Time: 3pm

Cost: \$265.00 student
\$349.00 chaperone Please make check payable to: Dover Middle School

We Need Chaperones for this Trip: YES ☐ **NO** ☐

 I understand I must complete fingerprinting for a criminal records check at least three (3) weeks in advance of the field trip at the SAU 11 office before attending this trip.

 I have completed the fingerprinting for a criminal records check at the SAU 11 office.

Recommended clothing, equipment, supplies, etc.:

DMS **School/Field Trip Permission Form**

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers and chaperones to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: _____

Student Name: _____ Teacher Name: _____ Grade: _____

Trip Date & Destination: _____

Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

In case of an emergency and you cannot be reached, whom do you want us to call?

Name: _____ Home # _____ Work # _____ Cell # _____

Official World Explorers trip to New York City

Permission Slip and Eligibility Policy

I, the parent/guardian of _____, by signing below, give my permission for him/her to participate in the World Explorer's trip from Friday April 12, to Sunday April 14, 2019.

I understand that my child will be transported by train from the AMTRAK station in Westwood MA to Penn Station Newark NJ as contracted by the Dover School District. I understand that I will not hold Dover Middle School or its chaperones liable for any accidental injury that may occur to my child anytime during the trip. Further, I give Dover Middle School chaperones my permission to seek medical care in the event of illness or medical emergency.

I further understand that if my child receives two in school suspensions or one out of school suspension at any time or if any child receives more than one cumulative F on any of the first 2 report cards that my child will not be allowed on the trip and will receive a partial refund.

I also understand that if my child breaks any of the trip rules such as alcohol, tobacco or being out after curfew that I as a parent will come and remove them from the trip or have them sent home at my expense.

- No refunds will be given after January 1, 2019

By signing below, I agree with the above statements.

Parent's signature Date

Student's signature _____

Student's Name _____

Address _____

Telephone # _____ Cell Phone # _____

Emergency Back-up contact name _____

Phone number _____

**Donation Request List for Approval
November 5 School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
Dover Middle School	PTA	\$500.00	Field trip for Museum of Science	Grade 6
Woodman Park School	Dover Fire Department	\$500.00+	Winter Coats	Student Warmth
Woodman Park School	Relyco	\$500.00+	Gift Support	To provide gifts for at least 50 students
Woodman Park School	D.F. Richard	\$500.00+	Gift Support	To provide gifts for at least 50 students
Woodman Park School	St. Thomas Episcopal Church	\$500.00+	Boots	To provide at boots to at 34 students

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	JOB DESCRIPTION
DATE OF ADOPTION: SEPTEMBER 11, 2017	

Job Title: Data & Reporting Analyst
Department: SAU IT
Reports To: ~~Director of Technology~~ Assistant Superintendent for Teaching and Learning

Summary: The Data & Reporting Analyst is responsible for the management, reporting, and analysis of school district data that directly supports school district operations, accountability, and strategic direction. The position is the system owner of the Student Information System, requiring sound business analysis to manage, maintain, and improve the system. The position is the resident expert of all school district data sources, using critical thinking, creativity, and analytical skills to solve complex query and reporting requests received from end-users.

The Data & Reporting Analyst is a permanent member of the IT Governance and DSD Data Team committees. The position will assist with using data to assess instruction and program success. The position will also have a leading role in an 18-month project to replace our current Enterprise Student Information System (SIS) with a modern SaaS system, from RFP to final rollout.

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

1. Reporting & Data Analysis

Designing, writing, and implementing new reports, dashboards, and data reporting tools. Will need to translate large sets of data into meaningful end user reports. Providing support for ad-hoc and reoccurring reports. Maintaining a database of standing reports for on-demand use. Ensuring overall accessibility to data.

2. Data Systems

Responsible for the system development, management, & maintenance (with Sys Admin support) of all school district data systems, ancillary data systems, and integration with outside vendors/organizations. This includes, but is not limited to, the SIS functional areas of student enrollment, attendance, and scheduling.

3. Data Quality Control

Ensure the reliability, accuracy, and integrity of all school district data. This includes managing the acquisition process of data into school district systems.

4. End-user Training

Responsible for planning and conducting staff development for users of the SIS and other assigned systems. Training may be conducted in a classroom setting, one-to-one, as well as other forms as necessary.

5. 2nd Tier Helpdesk Support

Support end-user SIS, data, and reporting needs through the SAU IT Helpdesk system.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: SEPTEMBER 11, 2017	

6. Documentation

Develop and continually maintain data definitions, reporting documentation, system configurations, and training information.

7. Skill Development

Maintain proficiency with new and emerging technologies relevant to data & reporting.

8. Website Management

Assist with maintenance of website content, updating content as needed and support schools with training and troubleshooting.

Supervisory Responsibilities: There are no supervisory responsibilities associated with this position.

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

- Exemplary communication skills, both written and oral.
- Exemplary customer service skills.
- Ability to multi-task and provide effective support to all levels of the organization.

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 a Bachelor's Degree in Business, Information Technology, or related area with three years of applicable technical work experience.

Technology Skills: To perform this job successfully, an individual should have:

- Highly proficient with data analytics, and experience with data manipulation using a variety of tools
- Proficiency with at least one major business intelligence tool (i.e., Microsoft BI, SAP BusinessObjects, IBM Cognos, Tableau Desktop)
- Highly skilled in PL/SQL query development

Certificates, Licenses, Registrations:

Physical Demands:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: SEPTEMBER 11, 2017	

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.

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

EDUCATOR EXIT SURVEY

The Dover School District is offering an exit survey to educators who have left the district due to retirement or other opportunities in or outside the field of education. The survey data will be collected and summarized without any personal identification information. Your participation in the survey will help the District to better understand teacher mobility and attrition.

After completing the survey, please returned in the postage paid envelope provided. Thank you for your participation.

SECTION 1 - DEMOGRAPHIC INFORMATION

Color in the appropriate circle for your response.

1. Gender:

Female—10

Male—2

2. Age:

22-25—0

26-30—2

31-36—2

36-40—0

41-45—1

46-50--1

51-55—3

56-60—0

60+--3

3. Highest Degree

BA/BS—1

BA/BS+--2

Master's—7

Master's +--1

CAGS—1

Doctorate—0

4. Including this year, how many years of teaching experience do you have?

0-3 years—0

4-6 years—3

7-10 years—1

11-15 years—2

16-20 years—3



DOVER SCHOOL DISTRICT

EDUCATOR EXIT SURVEY

- 21-25 years—0
- 26-30 years—2
- 31+ years—1

5. What grade band below best captures the position you are leaving?

- Elementary Teacher (K-4)—4
- Middle School Teacher (5-8)—0
- High School Teacher (9-12)—6
- Special Education Teacher (Any Level)—1
- Multiple Grade Levels—1

6. How was your position classified?

- Full-time—11
- Part-time—1

7. For how many years did you anticipate staying when you first started this position?

- 0-3 years—0
- 4-6 years—1
- 7-10 years—3
- 11-15 years—1
- 16+ years—7

8. Reason for leaving this position:

- Retirement—5
- Accept a position in another school district—5
- Accept a position outside of public education—1
- Other—2

9. How long did you consider leaving the position?

- Less than a month—0
- 1-3 months—1
- 4-6 months—2
- 6-12 months—2
- One year or more—7



DOVER SCHOOL DISTRICT

EDUCATOR EXIT SURVEY

SECTION 2A

Using the categories following categories respond to the following sentence stems:

- 1 = Strongly Agree
- 2 = Agree
- 3 = Neither agree nor disagree
- 4 = Disagree
- 5 = Strongly disagree

QUESTION	1	2	3	4	5
10. The post I held at this school (or equivalent) was fulfilling and varied	8	3	0	0	1
11. I received the support I needed to discharge my duties effectively	2	7	0	2	0
12. I felt that my work was valued and appreciated	3	6	1	2	0
13. There were good opportunities for professional advancement	0	4	2	4	0
14. There were good opportunities for personal development	1	8	1	0	2
15. Overall, I was happy with my pay	1	6	1	1	3
16. My working conditions were good	3	4	2	3	0
17. I was given necessary training to discharge my duties effectively	3	4	3	1	0
18. The job made use of the full range of my abilities	4	4	0	3	0
19. Changes occurring within the school were always well managed	5	3	2	1	1
20. The working environment was pleasant and well-maintained	3	3	3	3	0
21. Workload and work/life balance issues were well-managed	3	5	1	3	0
22. Health and safety issues were properly addressed	3	5	2	2	0
23. Workplace bullying and harassment were not tolerated	2	8	2	0	0
24. While teaching here I have been able to maintain a good quality life outside work	3	3	3	3	0
25. I got on well with pupils at school	7	5	0	0	1
26. I got on well with colleagues	5	6	0	0	1
27. I go on well with managers	5	6	0	1	1
28. I generally felt I was in control of my job	5	3	1	2	1

SECTION 2B - RETIREES ONLY

Only retirees are to answer the following questions, using the categories following categories respond to the following sentence stems:

- 1 = Very Important
- 2 = Somewhat important
- 3 = Not very important
- 4 = Not at all important



DOVER SCHOOL DISTRICT

EDUCATOR EXIT SURVEY

QUESTION	1	2	3	4
1. Became eligible to receive full pension benefits	2	1	0	1
2. Wanted to teach in a different state, but my state teacher certification was not accepted there	1	0	1	2
3. Dissatisfied with job description and responsibilities	1	1	1	1
4. Dissatisfied with changes in job description or responsibilities	1	1	1	1
5. Did not feel prepared to implement new reform measures	1	1	1	1
6. Did not agree with new reform measures	1	6	2	1
7. Dissatisfied with teaching as a career	1	0	1	1
8. Retired because of family/personal reasons	2	1	1	0

SECTION 3

Color in the appropriate circle for your response.

29. From the list below, please select up to two (2) factors that might have encouraged you to remain in your position. If none exists select none of the above.

- Pay increase—7
- Different administrator—1
- Smaller class—0
- More time to plan or prepare—1
- Opportunities for collaboration with colleagues—2
- Better facilities—1
- Opportunities for advancement—2
- Other—4
- None of the above—1

30. What are your plans for next year?

- Teach in a different school—2
- Accept a position WITHIN education—5
- Accept another position OUTSIDE of education—0
- Return to school to improve career WITHIN education—0
- Return to school to improve career OUTSIDE education—1
- Stay at home to take care of family—0
- Retire—2
- Unemployed and seeking employment—2
- Other—2

31. Is your new position a promotion?

- Yes—2
- No—5
- Other—4



DOVER SCHOOL DISTRICT

EDUCATOR EXIT SURVEY

32. Are you moving to a new district?

Yes—2

No—8

Other—0

Is there anything else you would like to share regarding your decision to leave the Dover School District?

Thank you for taking the time to complete the exit survey. Please return in the enclosed self-addressed postage envelop.

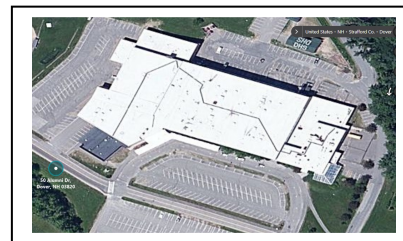


DESIGN PROPOSAL

October 12, 2018

**Joe Stone
Facilities Director
Dover School District, SAU #11
Dover, NH 03820**

Dear Mr. Stone,



We propose to provide professional roof management services for SAU #11, at the following location:

***Bellamy Academy
(fka Dover City Alternative High School)
50 Alumni Drive
Dover, NH 03820***

The work involves all roof areas and the services entail Investigation, Design and Project Management services for removal and replacement of the existing roof assemblies. The scope is outlined as follows:

A. PRELIMINARY DESIGN:

1. Confirm the various requirements of the Project and establish an accurate construction budget.
2. Review of available records, plans, specifications and other documents pertaining to the project.
3. Investigate and review local codes and ordinances to ensure that the Project conforms to building and wind uplift criteria established for the region.
4. Conduct Preliminary Design meetings at the site. Meetings shall include all involved Owner, staff and/or other interested/involved parties.

B. DESIGN DEVELOPMENT:

1. Detailed investigation of existing roof system and related components including insulation, flashings, counter-flashings, parapet walls, expansion joints and flashing details of rooftop units.
2. Evaluate existing drainage system to determine the possible need for tapered insulation and/or additional drains.
3. Extract core samples from each area designated for re-roofing to determine existing conditions. Provide Laboratory documentation that the samples have been tested for asbestos.
4. Provide limited visual inspection of structural deck, where accessible, to assist in determining the need for repair of decking or drainage components (*No structural survey completed*).
5. Evaluate the existing roof venting on shingle roofs and determine if additional or enhanced venting is required.
6. Present various options and a preliminary design plan for re-roofing, based on investigation, budget figures and the operational goals of the Town of Dover, NH/SAU #11.
7. Investigate structural deck shifting resulting in buckled shingles at the transition of the original building and the addition.



8. Provide an insulation survey and ensure that all new roofing complies with the applicable updated building codes. Verify that all roof areas have sufficient flashing height.
9. Submit an updated statement of probable construction costs.

C. CONSTRUCTION DOCUMENTS:

1. Upon approval of the Design Development, prepare detailed plans and drawings for the work. Plans shall include a scaled CAD Roof Plan of the facility showing all penetrations and equipment, as well as, job specific Detail Drawings for all flashing and edge details on sloped and low slope roofing. Provide detail drawings for all penetrations, terminations and rooftop details. **NOTE: Manufacturer's standard details will not be permitted.**
2. Develop complete specifications (CSI format) for all work, including potential deck replacement. Specifications shall outline the type and quality of all materials and establish construction standards for the work.
3. Provide Bid forms.

D. PROJECT MANAGEMENT:

1. Schedule and conduct Pre-Bid meeting and roof walkover with designated roofing contractors. Minimum agenda will include review of specifications and plans, safety requirements, set up areas and other pertinent business related to the Project.
2. Assist Owner in reviewing bids and conduct telephone conference with the successful bidder to ensure that the bidder understands all aspects of the Project and is able and willing to comply with the Project Timeline.
3. Review Contractor's submittal data, drawings and samples.

E. ON-SITE CONSTRUCTION MANAGEMENT: (Price separately)

1. Provide On-Site Construction Management throughout all critical phases of Project. Inspector will not be present during setup and cleanup operations, unless requested. Photographs of work in progress will be submitted along with daily field reports recording the day's events. Work progress, field observations, quality standards, proposed changes and other business relating to the Project will be reviewed.
2. Schedule and conduct Pre-Construction meeting and roof walkover with successful Contractor's Foreman. The purpose of this meeting is to familiarize the Foreman with site and to review specifications, safety requirements and answer any questions.
3. Perform Final Inspection and project close-out at completion of Project, providing Contractor with punch list, if necessary.

PRICING

1.	Preliminary Design and Project Acceptance	\$ 5,000.00
2.	Design Development	\$ 5,000.00
3.	Construction Documents	\$ 5,000.00
4.	Project Management	\$ 1,500.00

TOTAL PRICE

\$ 16,500.00

-
- | | | |
|----|---|---------------------------------|
| 5. | On-Site Construction/Project Management * | \$130.00 per hour plus expenses |
|----|---|---------------------------------|

Advanced Roof Management Associates, Inc.

P.O. Box 628
North Hampton, NH 03862
Phone: (603) 964-1335
Fax: (603) 964-2922
advancedroof@comcast.net
www.armroofs.com



PAYMENT

Payment one (\$ 10,000.00) upon:	Completion of Preliminary Design
Payment two (\$ 5,000.00) upon:	Delivery of Construction Documents
Payment three (\$ 1,500.00) upon:	Completion of Pre-Bid Meeting

TOTAL DESIGN \$ 16,500.00

**On-Site inspection billed separately * (\$130.00 per hour plus expenses).
Additional consulting beyond CM billed at \$155.00 per hour plus expenses.**

Termination:

This agreement may be terminated by written notice at any time. Payment for services rendered prior to receipt of that notice will be due at that time.

Sincerely,

A handwritten signature in cursive script, appearing to read "Steven M. Burns", is written over a horizontal line. Below the line, the words "AUTHORIZED SIGNATURE" are printed in small, capital letters.

Steven M. Burns
President

ACCEPTED BY

Authorized Signature

Date

WILLIAM R. HARBRON, Ed.D.
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THE DOVER SCHOOL DISTRICT

SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
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TO: Dover School Board
William R. Harbron, Superintendent
FROM: Christy Prosser, Director of Technology
DATE: November 5, 2018
RE: Dover School District ClearPass Network Manager Solution

The Dover School District Technology Department request the approval to purchase the Aruba ClearPass Network Management Solution from **Optiv Security, Inc.** ClearPass seamlessly aligns with the new aruba/hp network infrastructure implemented in the build of the new High School. ClearPass will allow the technology department to monitor, manage and implement the following:

- Role Based network access enforcement for wired, wireless and VPN networks
- Deploy virtual and hardwired appliances in clusters to increase scalability and redundancy
- Support multiple authentication sources (LDAP, SQL, dB, etc) which is currently already in multiple products in use.
- Allows full control of Guest Access, Single Sign on support
- Visualization of platforms in VMware, Hyper-V, etc
- Managing the onboarding of personal devices for BYOD deployments
- Built-in feature that enables organizations to lock down thousands of wired ports
- Firewalls can accurately enforce policies based on user, group and specific device attributes and leverage ClearPass to remediate a device exhibiting poor behavior
- Plus additional features which support the health of the network, monitoring, granular reporting and alert notifications, etc

The DSD Technology department would like to implement this hardware / network software prior to company pricing restructuring, added tariffs and to benefit from the Dover School District and Aruba Partnership. The vendor of purchase is to **Optiv Security, Inc.**

Dover School District Mission Statement

Empowering All Learners

District Cost Breakdown

Product Description	Qty	Cost
HPE Aruba ClearPass 5K Virtual App	1	\$6137.00
Aruba ClearPass VM appliance	1	\$1637.00
Aruba 5Y FC 24x7 Support & Updates	1	\$4606.00
Aruba 5Y 24x7 EDU/R	1	\$690.00
Total Cost		\$13,070.00

1x Implementation Costs

Project	Cost
1x Implementation	Not to exceed \$16000
	Range \$9000-16000 Cost

Total Project Cost not to exceed \$29,070.00

Expected Cost \$23,070

Benefits of this implementation allows a smaller technology department the ability to monitor, maintain and manage all data ports configured within the network, allows for granular reporting and alerts identifying specific locations of intrusion or alarm. Permits for more scalability and control of SSID's, BYOD and User Management and permits of higher level of management for 1:1 environments and multiple device usage throughout the network. Seamlessly runs in the existing Aruba/HP environment that has been implemented at the High School as is expanding across the District through the ELAN implementations using the Aruba/HP switching solution and controllers.

The ClearPass solution is proprietary to Aruba/HP switching which aligns to the current Dover School District network infrastructure and network foundation and exists as a product which is agnostic to other vendors.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, November 5, 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 discuss the request for the leave of absence as listed.

Field Trips – I recommend the Board preliminary plan for the Dover Middle School Explorers Field Trip to New York City and the preliminary and final approval of the Dover High School Youth Summit to Change New Hampshire.

Donations – I recommend the Board approve the donations as listed.

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. I recommend the Board approve the academic calendar for 2019-2020.

Data & Reporting Analyst – I recommend the Board approved the revised job description for the Data and Reporting Analyst. Changes: Reporting to the Assistant Superintendent of Teaching and Learning and adding the responsibility of the District's website.

Exit Survey Data – The District had 12 surveys of approximately 35 teachers that exited the District during the 2017-2018 school year. The survey was provided during the September Special Board Meeting. The Board has requested an opportunity to discuss the survey. **Attachment:** Survey Summary

Barrington School District and Nottingham School District – The Boards for the Barrington School District and Nottingham School District have requested a joint board meeting with the Dover School Board. The Nottingham Board has also requested a tour of the Dover High School and CTC. The contract indicates the Boards will meet with the Dover School Board two times per year. The Board needs to determine a date and time of the joint meeting.

INFORMATIONAL

Dover High School and CTC – Weekly construction update meetings continue with PC Construction and HMFH Architects. Progress continues to be made. Mike Brooks, clerk of the works, also monitors the progress of the project as well as the completion of the work. This process has demanded a great deal of time of Peter Driscoll and Lisa Danley. I commend both for their dedication to the project and ability to lead and manage Dover High School and the CTC during the transition period.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, November 5, 2018

Negotiations – Two negotiation sessions have been held between the Board Negotiations Team and the Dover Teachers' Union Negotiation Team.

Transportation – On October 25, I met with Dave Fairweather, First Student Regional Manager and Chris Taft, new terminal manager. Updated on the three categories of concerns: 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. Improvement is noted. There remains a Garrison bus route and Dover Middle School bus route that requires additional work. I will continue to meet every two weeks with First Student until the performance is consistent. **Attachment:** First Student Progress Chart

IT Administration – Christy Prosser has hired Sam Shearer to replace Kevin Bourre as the CTC IT Support. She is interviewing to fill the position vacated by Mr. Shearer. In addition, she is reassigning the IT support staff to different skills until she finds the right match that will improve the effectiveness and efficiencies of the IT Department.

Strategic Plan – The Leadership Team and I appreciated the opportunity to share the schools' and district's first year implementation plans. In a future meeting, I recommend that the Board review the what will be addressed in 2018-2019 school year with the Goals 3 and 4.

Committee Work – The following district committees held their second meetings in October:

- **Curriculum Planning Council** – Thursday, October 1: The Fitness and Wellness had the opportunity to share their program with the Council and provide an update on their journey with competency-based education.
- **Wellness Committee** – Wednesday, October 17: The Wellness Committee will focus on student attendance this year.
- **Data Committee** – Thursday, October 18: The Data Committee is having discussions pertaining to a data dashboard and balanced scorecard with a focus on determine what indicators the District will use to identify success in the District.
- **SEL Task Force** – Thursday, October 18: The SEL Task Force is in the process of doing data collection. The data areas have been defined and assignments made for gathering the data for the task force.
- **Safety and Security Committee** – Thursday, September 13: The initial meeting was held to ground the committee. With her background in school security, Christy Prosser will be facilitating the committee.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, November 5, 2018

- **Teaching and Learning Committee** – Thursday, October 25: The Teaching and Learning Committee is gaining momentum. The Committee has drafted a rationale statement on why the move to competency-based education. In addition, the committee has been divided into four-sub committees – Philosophy, Planning, Structure, and Practice. The sub-committee structure is attached with the monthly report. **Attachment:** Sub-Committee Tasks

I believe a workshop needs to be scheduled to review the status and future direction with competency-based education and curriculum.

- **Education Technology Committee** – Thursday, October 25: The Education Technology Committee's initial focus will be selecting a new Student Information System to be implemented in 2019-2020.

New District Website – The District's new website went live on Thursday, November 1. Veronica Kuzmitski, along with her team are to be commended on their effort to do it correctly and develop the capacity to maintain the site. After it went live, the team was able to further refine the site. The webpage will continue to evolve.

NEW AND REVISED POLICIES

With new and changes in legislation, the following new or revised policies will need to be reviewed and adopted by the Board. The SAU Cabinet is in the process of reviewing. The following are the policies and schedule for adoption:

POLICY	STATUS	DECEMBER 1 st READ	JANUARY 2 nd READ ADOPTION
Tobacco Product Ban Use & Possession in and on School Facilities and Grounds ABD	Revised for E-Cigarettes and liquid nicotine.	December 10	January 14
Crisis Prevention & Response EBS	Repeal	December 10	January 14
Crisis Prevention & Emergency Response EBCA	New	December 10	January 14
Data Governance and Security EHAB	New	December 10	January 14
Data/Record Retention EHB	Revised	December 10	January 14
Employment References and Verification GADA	New	December 10	January 14



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report
Monday, November 5, 2018

Change of School or Assignment – Manifest Educational Hardship JEC	Combines and revised JCA and JEC	December 10	January 14
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