



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #12
Meeting Location:	Dover High School Auditorium
Meeting Date:	Monday, December 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. Discipline Hearing #3, November 5, 2018
 - 2. Regular Meeting #11, November 5, 2018
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Kindergarten Study-Science Concepts
 - 2. Resignations/Retirements:**
 - a. Michael Gile, DHS Math Teacher
 - b. Carol Hale, WPS Reading Teacher/Title I
 - c. Gloria Snowman, DMS Special Educator
 - d. Don Wason, DHS Science Teacher
 - 3. Leaves of Absence:**
 - a. Mike Russo, DHS Science Teacher
 - 4. Job Shares:** none
 - 5. Nominations:** none
 - 6. Extended Travel (Student Trips):**
 - 7. Donations:** December 10 Donations
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:** none
- K. RESOLUTIONS:**
 - a. Dover High School General Scholarship Fund
- L. OLD BUSINESS:**
 - a. School Lunch Balance Discussion
- M. NEW BUSINESS:**
 - a. FY20 Budget Overview



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b. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three minutes unless otherwise extended by the Chairperson, with the approval of the School Board. All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

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

This research protocol is the same as the one submitted by me last spring for research in Dover Middle School. I am now requesting to conduct the same study with Kindergarten age children.

Organization/Person Requesting Permission: Kaitlin Camilleri, Ph. D. (Postdoctoral Research Associate at the University of New Hampshire)

Name of Survey/Research: Remembering Science Concepts: The Effects of Parents' Conversations With Their Kindergarten Children

Advisor: The project is in collaboration with Professor Michelle Leichtman and Professor David Pillemer

Department: Psychology

Time Frame of Survey/Research: The study requires that we visit the same classrooms on three separate days over a two-week period. Each visit should last no more than 20 minutes.

Brief Description of Survey: This research examines how children learn about science concepts, and how parents can enhance that learning through conversations with their children. Children first experience an engaging, 20-minute science lesson in their classroom. (All children in the class can participate in the lesson, even if they are not part of the study.) The same day as the lesson, at a time that is convenient for them, parents engage in two short conversations with their children at home. Two days after the lesson and again 14 days after the lesson, students complete a brief questionnaire about the science lesson at school.

Who will be involved in the Survey? Kindergarten students and one of their parents (Participants will be recruited through classrooms. Materials will be sent home to parents and they will participate at home with their child.)

Does the research have IRB approval? Yes (UNH IRB #5846) – approval granted to conduct this study with kindergarteners

How will Students be Involved? There are three phases to the study (as indicated in the protocol section). All students may participate in the science lesson that takes place in the classroom. However, only students with signed permission from their parents will be involved in the parent-child conversation phase, questionnaire #1 and #2.

How exactly will the School be involved? We need access to kindergarten classrooms. If study is approved through the school board, we will reach out to the principals at the three Dover elementary schools. If principals will consider having us in their school, they (or we) will make contact with the kindergarten teachers to see which classrooms would like to participate. We are aiming for 50 participants, but are always eager to run our study in any classroom that might be interested in participating.

Protocol: The study we plan to conduct has three phases. First, a professional pilot visits students' classrooms and teaches a 20-minute, scripted interactive science lesson about the properties of airplanes and flight. Children participate in this lesson as a group, and seem to enjoy it very much. (We have already run this study with 2nd/3rd grade and 5th/6th grade students in Dover, Portsmouth, and Barrington public schools). The pilot is a professional pilot who trains other pilots both in the classroom and in the air, and he has co-designed the lesson with us to be suitable for children at this age. All children in the

class can participate in the science lesson (even if they do not participate in the remainder of the study) because it is considered part of the classroom curriculum. Teachers and staff can also be present, of course.

The same day as the lesson, we send home digital audio recorders and instructions to parents of participating children. Parents are asked to talk with their children in whatever way is natural to them about the science lesson and about another unrelated event of their choosing (e.g., an outing or birthday party they enjoyed). We also include a demographics questionnaire. We ask parents to return the recorders the following day.

Two days after the science lesson, a trained researcher will come to the school and interview children individually about the science lesson. Only children with signed permission slips will be interviewed. All interviews will be audio recorded. The interview involves a series of questions targeted to assess what children remember about the science lesson. This includes both open-ended and multiple-choice type questions. In addition, we would like to gather a measure of working memory for all participating children during the interview. For this task, a trained researcher will read children a string of digits and ask them to repeat those digits back. Together, completion of the interview and working memory task should take less than 10 minutes for each participating child.

Finally, fourteen days after the science lesson, a trained researcher will return to administer a brief multiple-choice only questionnaire to participating children. Completion of this questionnaire should take 2-5 minutes. Questions will be read aloud to each child. Scheduling for the science lesson, interviews, and questionnaire will be based on teachers' preferences.

Objectives of Survey/Research:

- To determine how children learn about science concepts presented in the classroom
- To extend research on the importance of parent-child conversations to kindergarten aged children (in contrast with the older elementary and middle school children we have studied)
- To examine the role of individual differences in children's learning

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

If simple, afterschool conversations between parents and their children about academic material are sufficient to boost children's memory for concepts learned in the classroom, even without parents' having been present at or having knowledge about the details of lessons at school, this could greatly benefit children's learning. Importantly, if parent-child conversations help children recall classroom material, then parents could be trained and encouraged to use beneficial, conversational techniques to help enhance their children's learning. Such findings could lead to improvement in the quality of conversations between parents and children, and lead to child gains in the classroom.

Advanced Authorization form attached?

Written approval by a faculty member of the institution in which student researcher is enrolled attached? I am a postdoctoral researcher (not student); however, I have a letter of support attached from my mentor and collaborator. (See attached letter from Professor Michelle Leichtman)



College of Liberal Arts
Department of Psychology

McConnell Hall
15 Academic Way
Durham, NH 03824-2602

V: 603.862.2360

F: 603.862.4986

TTY: 7.1.1 (Relay NH)

cola.unh.edu/psychology

November 18, 2018

Dover School Board
Dover, NH 03820

Dear School Board Members:

I am writing to strongly endorse the research protocol submitted by Kaitlin Camilleri, a Postdoctoral Research Associate in the Department of Psychology at UNH.

Kaitlin is conducting an innovative project about science learning that extends the findings of her doctoral dissertation, with the full collaboration of faculty members Dr. David Pillemer and myself. Kaitlin has extensive research experience with similar protocols, and the study has been successfully conducted with children in the 2nd-3rd grade and middle school age range. The protocol has been approved by the UNH IRB (#5846), including permission to conduct the study with kindergarten children.

We believe that participating in this study should be a fun and educational experience for children, and that the science lesson developed for the study (an interactive lesson about airplanes and flight) has the potential to benefit all children in the classroom.

Thank you for considering allowing Kaitlin to run this study with kindergarten participants in Dover.

Sincerely,

A handwritten signature in black ink that reads 'Michelle D. Leichtman'.

Michelle D. Leichtman
Professor

Michael Gile
10 Toftree Lane
Dover, NH 03820

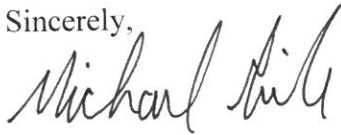
November 13, 2018

Dr. William Harbron
Superintendent
Dover School District, SAU 11
61 Locust St, Suite 409
Dover, NH 03820

Dear Dr. Harbron

At the direction of Mr. Peter Driscoll, I write this letter to you formally announcing my plans to retire from teaching at the conclusion of the current school year.

Sincerely,

A handwritten signature in cursive script that reads "Michael Gile". The signature is written in dark ink and is positioned below the word "Sincerely,".

Michael Gile
Math Teacher
Dover High School

To the Dover School Board,

I am planning to retire at the end of the 2018-2019 school year. I have enjoyed every minute at Woodman Park School helping children become lifelong learners and readers.

Carol Hale

William R. Harbron
Superintendent
Dover School District
61 Locust St. Suite 409
Dover NH 03820

Dear Dr. Harbron

Please accept this letter as notice of my retirement from the school district, specifically Dover Middle School. I will retire at the end of the 2018/2019 school year. I have enjoyed many years at Dover Middle School teaching students with special education needs and learning and collaborating with my colleagues.

I considered retiring last year, but I just was not ready to leave. I am not ready now, however, it is time for me to leave this position. The reasons I am leaving are many. I feel that the environment in special education is not a positive one and the work load is continually increasing. Under the current conditions I cannot do anything as well as I would like, and the students are not getting what they need.

My plan is to pursue either a full or part time position in a special education capacity outside of the public education system.

If you would like to discuss this further, I would welcome the opportunity.

Sincerely,

Gloria Snowman M.Ed.

November 28, 2018

Dear Dr. Harbron,

It is with mixed feelings that I write this letter of resignation.

I have taught Earth Science and coached young athletes at Dover High School since 1985. I have been blessed by the thousands of people I have connected with, in fact, I can't go anywhere in the Seacoast without running into former students, athletes and colleagues. The last 34 years of my life has been heavily influenced and in some ways defined by the learning community at Dover High. As positive as my Dover High experience has been, I realize that it is coming to an end.

In talking about retirement options candidly today with my principal, Peter Driscoll, I learned that there is a November 15th deadline for letters of resignation. I apologize for missing this deadline; but since I am not a DTU member, and have never seen a copy of any recent contract, I had no way of knowing. I trust there will be no negative effects on my severance because of this short delay. Please contact me if this is not the case.

Even though I am not totally convinced that this should be my last year at DHS, and I wish I had more time to make this important decision, I want to keep my options open. Please contact me if you have any questions, I would welcome the opportunity to discuss this with you should you desire.

Best Regards,

Don Wason

**Donation Request List for Approval
December 10 School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
Dover CTC	George and Meg Fairbairn	\$1,740.00	1998 Toyota Avalon	Auto Collision Program
Dover CTC	Norm Tremblay	\$4,720.00	2009 Jeep Compass	Automotive Program
Dover Middle School	PTA	\$500.00	Check	7 Bellamy Field Trip to Chamber Theater/Browne Ctr
Dover Middle School	PTA	\$500.00	Check	7 Hilton Field Trip to Chamber Theater/Browne Ctr.
Dover High School	DHS Class of 1988	\$1500.00	Bench	Building it Brighter Campaign

RESOLUTION
RE: Dover High School General Scholarship Fund

WHEREAS: The Dover School Board approved policy 1KG, Establishments of Scholarships; and

WHEREAS: This policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds"; and

WHEREAS: The City of Dover Trustees of Trust Funds hold various small scholarship funds available to Dover High School Seniors that, given their small balances, are unable to consistently generate scholarship awards; and

WHEREAS: The Dover School Board and School Department wish to establish a Dover High School General Scholarship Fund to accept donations of any size from donors seeking to provide scholarship funds to a deserving student, as a memorial recognition of a relative, friend, or another, and to accept transfers from other scholarship funds determined to be too small to generate sustainable annual scholarship awards.

NOW, THEREFORE, BE IT RESOLVED:

That the Dover School Board requests that the Dover City Council establish "The Dover High School Scholarship Fund" for the purpose of awarding annual scholarship(s) to a deserving Dover High School Senior(s) pursuing a post-secondary education and said funds to be held in common by the City of Dover Board Trustees of Trust Funds. The Fund would be established for two purposes: 1) to accept donations of any size from donors seeking to provide scholarship funds to a deserving student, as a memorial recognition of a relative, friend, or another; and 2) to accept transfers from other scholarship funds determined to be too small to generate sustainable annual scholarship awards. The principal, any investment income, and any new donations to the trust will be disbursed for the purpose of annual scholarship(s) upon written request by the Principal of Dover High School to the Superintendent or designee. The Superintendent or designee will provide written request to the Trustees of Trust Funds for scholarship(s) disbursement.

SUBMITTED BY:

Amanda L. Russell, Chairperson

Keith Holt, Vice-Chairperson

Kathleen Morrison, Secretary

Andrew Wallace

Carolyn Mebert

Zachary Koehler

Matthew Lahr

December 10, 2018

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

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



CHRISTINE BOSTON, Ed.D.
Assistant Superintendent of Student Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Assistant Superintendent of Teaching and Learning
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THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: December 10, 2018
RE: Food Service Debt Update

School Year 2018-2019

As of December 6, 2018, the total food service debt incurred during the 2018-2019 school year is **\$27,185**.

All Categories Combined

Balances above \$40 under all categories (paid, free, reduced):	\$21,031
Balances less than \$40 under all categories (paid, free, reduced):	\$6,154

By Category

Balances above \$40 under paid category (Count: 212):	\$19,621
Balances above \$40 under free category (Count: 8):	\$703
Balances above \$40 under reduced category (Count: 9):	\$707
Balances less than \$40 under paid category (Count: 1,917):	\$4,004
Balances less than \$40 under free category (Count: 495):	\$1,375
Balances less than \$40 under reduced category (Count: 64):	\$775

Action

- ✓ Applications were mailed directly to families with a self-addressed, stamped envelope in July/August 2018.
- ✓ Applications were provided to every student at the beginning of the school year.
- ✓ Applications have been made available at school Open House events.
- ✓ Applications have been made available at community events.
- ✓ Emails are sent to families with account balances on a bi-weekly basis.

School Year 2017-2018

The outstanding food service balance in FY2018 was \$46,310 of which 165 accounts (accounts with balances over \$40) were sent to an outside collection agency. The District has received \$3,424 of that past due amount.

Dover School District Mission Statement
Empowering All Learners!

GENERAL FUND - FY2019 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED NOVEMBER 30, 2018					
Account Description	FY2019 Budget (Adjusted)	Received To Date 11/30/2018	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget
Tuition - Regular From Parents	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition - Other NH Districts	\$ 55,792.00	\$ 5,263.97	\$ 50,528.03	\$ 55,792.00	\$ -
Tuition - Barrington	\$ 2,426,806.00	\$ 613,410.58	\$ 1,862,633.42	\$ 2,476,044.00	\$ 49,238.00
Tuition - Nottingham	\$ 1,170,017.00	\$ 201,578.13	\$ 960,431.87	\$ 1,162,010.00	\$ (8,007.00)
Tuition - SPED Aides	\$ 270,000.00	\$ 31,468.77	\$ 238,531.23	\$ 270,000.00	\$ -
Tuition - CTC - NH Districts	\$ 93,869.00	\$ (130.59)	\$ 90,640.59	\$ 90,510.00	\$ (3,359.00)
Tuition - CTC - Out of State	\$ 69,000.00	\$ -	\$ 60,000.00	\$ 60,000.00	\$ (9,000.00)
Tuition - Bellamy Academy	\$ 198,275.00	\$ 39,655.00	\$ 118,965.00	\$ 158,620.00	\$ (39,655.00)
Other Local Revenue - Districtwide	\$ 25,000.00	\$ 1,227.84	\$ 13,772.16	\$ 15,000.00	\$ (10,000.00)
State Adequate Education Grant	\$ 9,001,485.00	\$ 3,654,711.00	\$ 5,346,773.87	\$ 9,001,484.87	\$ (0.13)
State Kindergarten Program	\$ 295,149.00	\$ 118,734.00	\$ 176,415.80	\$ 295,149.80	\$ 0.80
School Building Aid	\$ 581,114.00	\$ 290,557.15	\$ 290,556.85	\$ 581,114.00	\$ -
Catastrophic/Special Education Aid	\$ 426,868.00	\$ 20,697.59	\$ 406,170.41	\$ 426,868.00	\$ -
CTC Tuition Aid	\$ 245,000.00	\$ -	\$ 298,679.18	\$ 298,679.18	\$ 53,679.18
CTC Transportation Aid	\$ 2,500.00	\$ -	\$ 1,556.00	\$ 1,556.00	\$ (944.00)
Indirect Cost Allocation	\$ 95,000.00	\$ 6,974.93	\$ 88,025.07	\$ 95,000.00	\$ -
ABE Allocation	\$ 39,011.00	\$ -	\$ 39,011.00	\$ 39,011.00	\$ -
Impact Aid	\$ 6,000.00	\$ 4,388.50	\$ 1,611.50	\$ 6,000.00	\$ -
Medicaid Distribution	\$ 600,000.00	\$ 246,592.40	\$ 353,407.60	\$ 600,000.00	\$ -
School - Transfer from Capital Reserves	\$ 342,996.00	\$ -	\$ 342,996.00	\$ 342,996.00	\$ -
Tuition - Preschool Program	\$ 12,000.00	\$ 5,460.00	\$ 6,540.00	\$ 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	\$ 6,934.20	\$ 8,065.80	\$ 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	\$ 19,621.61	\$ 30,378.39	\$ 50,000.00	\$ -
Total Non Tax Revenue	\$ 16,029,882.00	\$ 5,272,865.08	\$ 10,785,689.77	\$ 16,058,554.85	\$ 28,672.85
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			\$ 60,513,515.85	\$ 28,672.85
EXPENSES & ENCUMBRANCES - ESTIMATED NOVEMBER 30, 2018					
Account Description	FY2019 Budget (Adjusted)	Expenses to Date 11/30/2018	Encumbrances/ Antic. Exp 11/30/2018	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,617,129.62	\$ 5,987,388.16	\$ 15,400,095.08	\$ 21,387,483.24	\$ (229,646.38)
(1200) Special Education Programs	\$ 11,832,419.34	\$ 3,530,912.81	\$ 7,954,950.49	\$ 11,485,863.30	\$ (346,556.04)
(1300) Career and Technical Education Programs	\$ 1,863,602.00	\$ 521,124.41	\$ 1,229,345.77	\$ 1,750,470.18	\$ (113,131.82)
(1400) Co-Curricular Activities and Athletics	\$ 657,403.93	\$ 235,140.54	\$ 329,949.01	\$ 565,089.55	\$ (92,314.38)
(1600) Adult/Continuing Education Programs	\$ 204,341.00	\$ 85,832.41	\$ 118,237.79	\$ 204,070.20	\$ (270.80)
(2100) Support Services - Students	\$ 4,058,339.96	\$ 1,143,554.57	\$ 2,859,932.65	\$ 4,003,487.22	\$ (54,852.74)
(2200) Support Services - Instructional Staff	\$ 1,142,585.76	\$ 360,520.65	\$ 682,893.30	\$ 1,043,413.95	\$ (99,171.81)
(2300) Support Services - General Admin.	\$ 1,446,279.04	\$ 620,630.96	\$ 735,999.07	\$ 1,356,630.03	\$ (89,649.01)
(2400) Support Services - School Admin.	\$ 2,806,338.55	\$ 1,111,229.11	\$ 1,625,244.28	\$ 2,736,473.39	\$ (69,865.16)
(2600) Support Services - Operation Maint/Plant	\$ 4,723,320.40	\$ 1,226,085.11	\$ 3,765,561.42	\$ 4,991,646.53	\$ 268,326.13
(2700) Support Services - Student Transportation	\$ 2,693,545.00	\$ 608,103.95	\$ 2,209,244.66	\$ 2,817,348.61	\$ 123,803.61
(2800) Support Services - Centralized Services	\$ 1,324,105.40	\$ 649,024.82	\$ 551,781.59	\$ 1,200,806.41	\$ (123,298.99)
(2900) Support Services - Other	\$ 10,001.00	\$ 1,011.24	\$ 42.13	\$ 1,053.37	\$ (8,947.63)
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	\$ 16,095,131.18	\$ 37,578,277.24	\$ 53,673,408.42	\$ (835,575.58)
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	\$ 16,095,131.18	\$ 43,554,136.24	\$ 59,649,267.42	\$ (835,575.58)
			Estimated Operating Revenue over/(under) budget		\$ 28,672.85
			Estimated Net revenue/expenses, unexpended funds/(deficit)		\$ 864,248.43
As of November 30, 2018, estimated unexpended funds for FY2019 is \$864,248.43					



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, December 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 retirements as listed.

Leave of Absence - I recommend the Board discuss the request for the leave of absence as listed (will be provided at the meeting).

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

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.

INFORMATIONAL

Dover High School and CTC – Weekly construction update meetings continue with PC Construction and HMFH Architects. Progress continues to be made.

Negotiations – Three negotiation sessions have been held between the Board Negotiations Team and the Dover Teachers' Union Negotiation Team. A sub-group met to discuss salary schedule concept.

Table Top Training – On November 20, the Leadership Team participated in a table top emergency exercise with the Dover Fire Department and Dover Police Department.

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

- **Community Engagement** – On Monday, November 13, the Community Engagement Steering Committee was held focusing on what has been accomplished to date and outline actions for the sub-committees to accomplish.
- **Curriculum Planning Council** – On Thursday, November 1: The focus of the meeting was on Career Tech Education.
- **Data Committee** – On Thursday, November 15, the Data Committee Meeting focused on the development of a Dover School District Dashboard. The process of identifying different levels of categories of data information to tell the District's story was initiated.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, December 10, 2018

- **Ed-Technology Committee** - On Thursday, November 1, the Ed Tech Committee met to continue to develop specifications for a new Student Information System.
- **Teaching and Learning Committee** – Thursday, November 29: The committee spent considerable time discussing the urgency and developing a critical mass to move forward the competency-based education as well as improvement of curriculum and instruction. The committee also continued work on developing the portrait of a graduate and sub-committee work.

Restructuring of the SAU - During November, it was decided to restructure the SAU staff assignment to allow for greater support in the Business Office. The transition to new structure will occur in January 2019.

- ✓ **Superintendent's Office**
 - Bill Harbron, Superintendent
 - Tammy Badger, Administrative Assistant
 - Vacant, Receptionist – Posting closed – 5.5 hours per day
- ✓ **Business Department**
 - Libby Simmons, Business Administrator
 - Robin LaFleur, Payroll and Benefit Manager
 - Kristen Rup, Accounting Specialist
 - Brenda LeClair, Accounts Payable Clerk
 - Evonne Kill-Kish, Business/Human Resources Assistant
 - Cathy Faure, Facilities Coordinator
- ✓ **Teaching and Learning Department**
 - Paula Glynn, Assistant Superintendent of Teaching and Learning
 - Vacant, Teaching & Learning Administrative Assistant – Interviewing process started.
 - Veronica Kuzmitski, Data and Reporting Analyst
 - Cindi Shattuck, Homeless Liaison
 - Kiley Hemphill, Math & Science K-8 Facilitator
- ✓ **Student Services Department** – No Change

Leadership Team Training – In July, the full leadership team began a training series on white privilege, bias, and prejudice facilitated by Mo Nunez and Bruce Mallory. The training was continued monthly, facilitated by Mo Nunez and Michele Holt-Shannon. At the conclusion of the year, the sessions will be assessed to determine how to provide a similar training for the Dover faculty and staff.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report
Monday, December 10, 2018

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. Due to the current issue before the Board, the policy process will be delayed until January 2019. The following are the policies and schedule for adoption:

POLICY	STATUS	JANUARY 1 st READ	FEBRUARY 2 nd READ ADOPTION
Tobacco Product Ban Use & Possession in and on School Facilities and Grounds ADB	Revised for E-Cigarettes and liquid nicotine.	January 14	February 11
Crisis Prevention & Response EBC	Repeal	January 14	February 11
Crisis Prevention & Emergency Response EBCA	New	January 14	February 11
Data Governance and Security EHAB	New	January 14	February 11
Data/Record Retention EHB	Revised	January 14	February 11
Employment References and Verification GADA	New	January 14	February 11
Change of School or Assignment – Manifest Educational Hardship JEC	Combines and revised JCA and JEC	January 14	February 11