



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #9
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, October 7, 2019
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
 - 1. Regular Session #8, September 9, 2019
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Maryjo Paradis-Smith / Teacher / Dover Middle School
 - b. Patricia Ann Brown / Teacher / Dover High School
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. Paraprofessional Nominations
 - b. Non-Union Nominations
 - 6. **Extended Travel (Student Trips):**
 - a. Dover High School CTC, Westminster Dog Show, Westminster NYC, 2/2-2/10, 2020
 - b. Dover High School CTC, Newport Naval Station, Newport, RI, 11/15-16, 2019
 - 7. **Donations:** October Donations
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. Food Service Complaint of Discrimination-Draft – First Reading
- J. POLICY ADOPTION:** None
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:** None
- M. NEW BUSINESS:**
 - 1. Turf Field and Track Discussion



**DOVER SCHOOL
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DOVER SCHOOL BOARD – AGENDA

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2. Budget Priorities
3. 2020-2021 Academic Calendar
4. 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, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members. Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens' Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) 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.

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

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

Lindsay Dube
Dean of Students-5/6
l.dube@dover.k12.nh.us

Ada McDowell
Dean of Student Services-5-8
a.mcdowell@dover.k12.nh.us



Dover Middle School
16 Daley Drive, Dover, New Hampshire 03820
Phone: 603-516-7200 • Fax: 603-516-5747
www.dms.dover.k12.nh.us

Mary Calhoun
School Counselor Grade 5
m.calhoun@dover.k12.nh.us

Beth Lent
School Counselor Grade 6
b.lent@dover.k12.nh.us

Meredith Vail
School Counselor Grade 7
m.vail@dover.k12.nh.us

Fran Meffen
School Counselor Grade 8
f.meffen@dover.k12.nh.us

September 27, 2019

Dear Dr. Harbron,

I am officially retiring from the Dover, New Hampshire school system at the end of the 2019-2020 school year. My last day of employment will be June 30, 2020 as I will begin my retirement on July 1, 2020. I have enjoyed my career as a teacher and now look forward to pursuing other goals.

Sincerely,

Maryjo Paradis-Smith
Dover Middle School

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



Patricia Ann Brown

9 Shady Lane Dover NH 03820 (603) 781-9169
pabnew5@comcast.net

09/20/2019

Dr. William R. Harbron
Superintendent
Dover School Board
61 Locust Street, Suite 409
Dover NH 03820

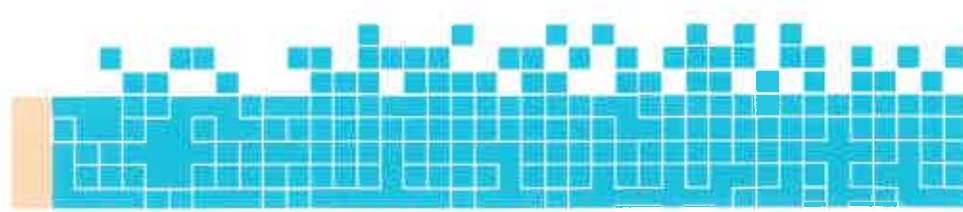
Dear DR Harbron

I will reach full retirement age as of December 14th 2019. It is with deep regret that I must inform you that I will be retiring from my teaching position effective January 1st 2020 . I have been experiencing serious medical issues since January of 2019 that have prevented me from fulfilling my teaching duties. I will be forever grateful for all the experiences and learning opportunities afforded me in my twenty plus years being involved with the Dover School District. I will miss my colleagues and especially my students.

Sincerely,

Patricia A. Brown
Patricia Ann Brown

Dover High School



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

TO: DOVER SCHOOL BOARD

DATE: October 7, 2019

MEMORANDUM: Nomination and Election of Paraprofessionals

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2019-2020 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Smith, Julie	Paraprofessional	Woodman Park School	Chantal Martin	\$18.03/hr	C2, Step 7
Gonuguntla, Roja Rani	Paraprofessional	Woodman Park School	John Fedyschyn	\$14.38/hr	C2, Step 2
Carolan, Nadine	Paraprofessional	Horne Street School	Allie Malinowski	\$24.90/hr	C4, Step 4
Rock, Amy	Paraprofessional	Dover High School	Maureen DeWorken	\$16.54/hr	C2, Step 5

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

TO: **DOVER SCHOOL BOARD**

DATE: October 7, 2019

MEMORANDUM: Nomination and Election of Non-Union Employees

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2019-2020 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Moreno, Wendy	Noon Aide	Dover Middle School	Jennifer Pugielli	\$10.00/hr	

**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**

2017 – 2018 FIELD TRIP REQUEST

8/27/2019
Date: _____

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: Carrie Hough

Destination of Field Trip: Westminster Dog Show/ Central Park Zoo

Date of Field Trip: 2/8-2/10 Time of Departure: 7:00 am Time of Return: 6:00 pm

Number of Students: 20 Cost Per Student: \$500

Number of Adults Going: 4 Method of Transportation: C and J

LIST ALL CHAPERONES: Carrie Hough and Katherine Green and TBD

***Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip. ***

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☒ No ☐

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☒ No ☐

What is the educational purpose of the field trip?

Observe national agility competition, dog show, handling, grooming and tour zoo.

What instructional classroom preparations will be done prior to the field trip?

Most units lead up to this- grooming, showmanship, confirmation etc.

What follow-up classroom activities will take place after the field trip?

Project presentations of trip

Approval of Appropriate Administrator (AC, CTC Director:) _____

*****PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*****

_____ Trip Approved

_____ Trip Disapproved

Reason for Denial: _____

Principal's Signature: _____ Date: _____

Westminster Kennel Club Trip 2020

Requests for preliminary approval submitted to the School Board shall include:

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.

On Saturday is the National Agility Championships. Students will get to see how these dogs perform, see complex agility setups, and how professionals practice and training techniques. We will also be able to look at the purposes for obedience training. On Sunday we will start the day with a tour of the Central Park Zoo, and in the afternoon and on Monday, we will attend the Westminster Dog Show. Students will get to observe the practices for showing a dog, dog etiquette, and confirmation of a dog. They can observe different members within a class and try to judge and evaluate the top placing animals according to breed standards. This fieldtrip will be a huge opportunity for the students to understand the world of dogs and get a good variety of experiences all at once.

2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.

N/A

3. Inclusive dates of trip.

Saturday February 8th- 10th 2020

4. General itinerary.

February 8th- Travel to New York City, Check in at hotel, and in the afternoon go to the National Canine Agility Championship

February 9th- Go to the central park zoo and attend the Westminster Dog Show

February 10th- Attend the Westminster Kennel Club Dog Show, Travel Home in afternoon.

5. Cost per student.

\$25 Entrance to the National Agility Championship

\$8 Central Park Zoo

\$108 Entrance to Westminster Dog Show

\$100 C and J Bus Transportation

\$106-159 Hotel Accommodations (roughly \$453 divided among four students)

Estimated Total \$400 per student (without fundraising and only two students in a room)

6. Statement of academic eligibility or other limiting rules of participation established by the trip director.

- A. Students must be passing all classes in order to go on this trip.
- B. Students should be enrolled in Canine Science class
- C. Students will fill out a simple application for their reasons to go on this trip.

7. Permission forms to be reviewed with and signed by parents.

Yes.

8. Statement of source and nature of insurance coverage.

Will send out student insurance forms to be filled out in December.

9. Decision and opinion of the Principal and Superintendent.

Fieldtrip is being approved.

10. Release from duty of any staff member by the Superintendent.

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)- Same as students costs.

No financial benefit needed.

12. Cost to the District.- \$544 for two teachers for the trip.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: AUGUST 10, 2015	PAGE 1 OF 2

School: DHS

**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 your child's teacher by: Friday, 8 Nov 2019

Description of Activity: Naval Station Newport, RI Visit, Ship Simulator, and OCS Tour
Drill Competition at Coventry HS Coventry, RI

Purpose of Activity: Leadership Skill Development

Destination: Newport, RI Transportation Provided By Bus

Date: 15-16 Nov Departure Time: Fri 8:00 AM Return Time Sat 6:00 PM

Cost: \$20.00 Please make check payable to: Dover HS NJROTC

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.:

NJROTC Uniform, \$10 for Fri Lunch and Dinner, and Sat Breakfast, Money for lunch at Drill Comp.

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: CDR Gamble Grade: _____

Trip Date & Destination: Newport, RI, Coventry, RI

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 # _____

**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**

2017 – 2018 FIELD TRIP REQUEST

Date: 10/1/19

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: Tom Gamble

Destination of Field Trip: Newport Naval Station, Newport, RI

Date of Field Trip: 15-16 Nov Time of Departure: 8AM Time of Return: 6PM

Number of Students: 35 Cost Per Student: \$20

Number of Adults Going: 1 Method of Transportation: Bus

LIST ALL CHAPERONES: Tom Gamble

*****Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip. *****

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☒ No ☐

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☒ No ☐

What is the educational purpose of the field trip?

NJROTC Drill Competition, Visit to Naval Station

What instructional classroom preparations will be done prior to the field trip?

Uniform inspections, Marching, Leadership traits and styles

What follow-up classroom activities will take place after the field trip?

Lessons learned, What leadership styles were used and or effective

Approval of Appropriate Administrator (AC, CTC Director:) _____

*******PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*******

_____ Trip Approved

_____ Trip Disapproved

Reason for Denial: _____

Principal's Signature: _____ Date: _____

NAVAL JUNIOR RESERVE OFFICER TRAINING CORPS

CDR Thomas D. Gamble., USN (Ret)
Senior Naval Science Instructor
Email: t.gamble@dover.k12.nh.us



DOVER HIGH SCHOOL
25 ALUMNI DR.
DOVER, NH 03825

From: Senior Naval Science Instructor, Dover High School
To: Dover School Board, Dover, NH

Ref: (a) Field Trip Request Form
(b) IJOAA – Extended Travel
(c) IJOA – Permission Slip

Subj: Request for Approval of Out of State – Overnight Field Trip to Naval Station Newport RI

I. Per references (a) and (b), Commander Tom Gamble, the Senior Naval Science Instructors (SNSI) for the Dover High School, Dover, NH is formally requesting school board approval for an overnight field trip to the Newport Naval Station in Newport Rhode Island. As per reference (b), please find the following for the preliminary approval

1. What is the educational purpose of the field trip? The trip will have the following components:
 - a. Naval Station visit showing Officer Candidate School, Educational opportunities and career opportunities as a Naval officer.
 - b. Leadership development
 - c. NJROTC Drill Competition
2. No travel agency is being used.
3. Dates of the trip – 15-16 Nov, 2019
4. Itinerary – Leave DHS at 8:00 AM Friday, 15 Nov. Arrive Naval Station 11:00 AM, Lunch, Station tour and load gear to King Hall for billeting, tour of simulators, Dinner, Team Building exercises, Movie, 10:00PM lights out. Sat, 16 Nov. Drill competition at Coventry HS, 2:00 PM leave Coventry, 5-6:00 PM arrive at DHS.
5. Cost per student will be \$20.00
6. Only those cadets that are in good standing academically (60%) will be allowed to attend.
7. Please see attached reference (c) IJOA, Permission Slip.
8. Insurance coverage will be the same as with any regular school field trip.
9. Awaiting approval from CTC Director, Principal, and Superintendent
10. ASEOP request was entered on 10/5/19.
11. There is no financial benefit for this trip.
12. There is no cost to the district for this trip.

/s/

T. D. GAMBLE
SNSI, Dover NJROTC, Dover, NH

Donation Request List for Approval
October 7, 2019 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
WPS	Anonymous	\$1,000.00	Monetary	

DOVER SCHOOL DISTRICT	POLICY CODE:
DATE OF ADOPTION: NEW	PAGE

FOOD SERVICE COMPLAINT OF DISCRIMINATION PROCEDURE

First Reading

A complainant may at any time avail themselves of their right to file a complaint via the Food Service Complaint of Discrimination Procedure.

An allegation will be determined to be a Civil Rights complaint in the Child Nutrition Program if it is alleged that the program is administered or operated in a manner that results in disparate treatment of services being provided to persons or groups of persons because of their protected class. Unlawful discrimination may be considered intentional or unintentional. The protected classes for filing a discrimination complaint against a Child Nutrition Program are race, age, color, sex, national origin, disability, gender identity, religion, reprisal, political affiliation, and where applicable, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

Any person who believes they have been discriminated against based on protected classes has the right to file a complaint within 180 days of the alleged discriminatory action.

A Civil Rights complaint may be verbal, written, or observed. A complaint may also be anonymous and will be handled the same as any other complaint as long as sufficient information is provided to proceed with an investigation. Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, may file a complaint. If the complaint is verbal and the person alleging discrimination is not inclined to put the allegation in writing, the Business Administrator or designee is responsible for obtaining all pertinent information and developing a written complaint on behalf of the complainant.

School Business Administrator:

Dover School District
McConnell Center
61 Locust Street
Dover, NH 03820
603.516.6728

All Civil Rights Complaints will be documented on a Civil Rights Complaint Log whether verbal or written. The Business Administrator or designee will attempt to collect the following information for insertion into the complaint log:

- The name, address, and telephone number or other means of contacting the complainant.
- The specific location and name of the entity delivering benefits.

DOVER SCHOOL DISTRICT	POLICY CODE:
DATE OF ADOPTION: NEW	PAGE

- The nature of the complaint or action that lead to the charges being filed.

If the nature of the complaint appears discriminatory the Business Administrator or designee will attempt to collect the following information:

- The basis on which the complainant feels the discrimination occurred. In order to be considered a Food Service Civil Rights complaint, the complainant must feel discriminated against based on one or more of the protected classes.
- The names, titles, and addresses, if known, of persons who may have knowledge of the discriminatory action or situation.
- The dates that the alleged discrimination occurred, or the duration of such action.

All complainants will be given a Civil Rights Complaint Form and/or Business Administrator or designee completes form with complainant. The complainant may choose to mail the Civil Rights Complaint Form or return to the Business Administrator or designee who will then forward to the Office of Civil Rights in Washington D.C. The complaint form will be forwarded within 3 working days to:

USDA, Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
800-795-3272 or 202-720-6382 (TTY)

If the complainant does not wish to provide information to the Dover School District Business Administrator or designee, they may file a complaint directly with the USDA, Director, Office of Civil Rights in Washington D.C.

Persons wishing to file a Civil Rights program complaint of discrimination may complete the USDA Program Discrimination Complaint Form, found online at:
http://www.ascr.usda.gov/complaint_filing_cust.html
or available on request from the Business Administrator or designee.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us

DOVER SCHOOL DISTRICT	POLICY CODE:
DATE OF ADOPTION: NEW	PAGE

by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or by fax (202) 690-7442 or by e-mail at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Note: The only protected classes covered under the Child Nutrition Programs are race, color, national origin, sex, age, or disability.

Department		School	Date	9/18/2019
Contact Person, Title		Dr. William Harbron, Superintendent	Phone Number	516-6800

1. DHS Turf Field and Track Replacement		2. Category Education		3. Priority Low																						
4. Location Alumni Drive		5. Purpose of Project Request Add a new item to the CIP																								
6. Master Plan Chapter, Section and page # Community Facilities		7. Project History (Previous CIP Year or connection to other projects):																								
8. Description (including incorporating Climate Change) New turf field and track replacement at Dover High School		9. Justification Useful Life: XX Years <table border="1"> <thead> <tr> <th>Criteria</th> <th>Meets</th> </tr> </thead> <tbody> <tr> <td>Protects health and Safety of employees/community</td> <td>X</td> </tr> <tr> <td>Significantly improves the efficiency of existing services</td> <td>X</td> </tr> <tr> <td>Preserves a previous capital investment made by the City</td> <td>X</td> </tr> <tr> <td>Reduces future operating costs</td> <td>X</td> </tr> <tr> <td>Increases future operating revenues:</td> <td>X</td> </tr> <tr> <td>Supports efforts to promote economic vitality</td> <td>X</td> </tr> <tr> <td>Supports efforts to promote a high quality of life</td> <td>X</td> </tr> <tr> <td>Responds to a Federal or State requirement</td> <td></td> </tr> <tr> <td>PCI # or Consequence of Failure #</td> <td></td> </tr> <tr> <td>Consistent with Dept Strategic Plan</td> <td>X</td> </tr> </tbody> </table>			Criteria	Meets	Protects health and Safety of employees/community	X	Significantly improves the efficiency of existing services	X	Preserves a previous capital investment made by the City	X	Reduces future operating costs	X	Increases future operating revenues:	X	Supports efforts to promote economic vitality	X	Supports efforts to promote a high quality of life	X	Responds to a Federal or State requirement		PCI # or Consequence of Failure #		Consistent with Dept Strategic Plan	X
Criteria	Meets																									
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10. Cost (Years 2 – 6 use an inflationary factor of 4%)			10A. Recommended Sources of Financing	
BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2021	\$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2022	\$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2023	\$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2024	\$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2025	\$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2026	\$2,000,000	Other	Debt Financing	Choose an item.
TOTAL SIX YEARS	\$2,000,000			
After Sixth Year	\$0	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested:		11A. Number of similar units in operation:	
--	--	--	--

12. Net Effects on Operating Expenditures (±)		13. Equipment Cost Per Unit Total	
Direct Costs		Purchase Price	
personnel:	number	Plus: Installation	
	\$ amount	Less: Trade In/Credit	
purchase of service		Net Cost	
materials & supplies		14. Estimated Use of Requested Equipment	
equipment purchases		Weeks per year (months if seasonal):	
utilities		For the weeks used, estimate:	
other		Average days per week:	
Subtotal		Average hours per day used:	
Indirect Operating Costs		Estimated useful life in years:	
fringe benefits		15. Net Effect on Municipal Revenue (±)	
General Admin Costs		Taxes	
other		other income	
Subtotal		Subtotal	
Total Operating Costs		gain from sale of replaced assets	
Debt Service (P & I)		Total	
Total Costs			

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. **Use additional sheets as necessary.**

1. **Project Title:** Insert title of proposed project.
2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.
3. **Priority** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.
4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.
5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.
6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.
7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.
8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.
9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.
- 10, 10A. 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.
- 11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.
12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a $\pm$ in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.
13. **Cost:** Provide cost data requested.
14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.
15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ($\pm$) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Leadership Team
FY21 Budget Priorities – Draft
October 1, 2019

CATEGORY	BUDGET ITEMS	NOTES
Operations	▪ DMS Office Support ✓ Front Office – Increase days and/or hours of service ✓ Nurse’s Office – Increase hours of the Administrative Assistant ▪ Add Nurse Administrative Assistant ✓ Support elementary school nurses ▪ Woodman Park School – Office paraprofessional – 2 hour position – school year ▪ DHS Study Hall supervision paraprofessionals to release teachers for instruction ▪ Stipend for school based webmasters ▪ CTC – additional office support ▪ Bellamy Academy – increase hours of the administrative assistant	To increase the operational capacity of school offices to address the increased workload and higher performance expectations. To provide across the District administrative assistance to support the nurses’ office administration. To have a dedicated person in each school to maintain the school’s webpage.
Technology	▪ Devices for students and teachers – across the District ▪ Bellamy Academy – new devices ▪ Document camera and projectors in classrooms – across the District ▪ Increase the use of technology ▪ Additional 2 Technology Specialist	To provide the necessary technology to effectively integrate technology into the instructional program. ✓ Teachers ✓ Students ✓ Classroom equipped with classroom technology To have the capacity to maintain the District’s technology systems.
Instructional Leadership	▪ DMS – Dean of Teaching and Learning ▪ Additional math/science coach for the elementary schools ▪ Paid elementary team leaders	To increase the capacity of the Teaching and Learning Department to focus on the core business of student learning and achievement.
Instructional Materials	▪ FPL expand to grades 3 and 4 ▪ Fundations expand to grade 3	To continue to support the literacy initiative.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Leadership Team FY21 Budget Priorities – Draft October 1, 2019

	▪ Instructional supplies to support play based kindergarten ▪ Instructional supplies to support project based learning ▪ Online text licenses to support online books/text materials	To support play based kindergarten initiative. To support project based learning. To provide online textbooks for high school students.
Instructional Staff	▪ DHS Music Teacher ▪ DHS Science Teacher (Lost 2 positions in previous reduction periods.) ▪ DHS – Library aide ▪ DMS – Library aide ▪ DMS 1 to related arts teachers ▪ CTC – Full time building construction ▪ CTC - Increase in Health Science ▪ CTC – Increase in Sports Medicine ▪ Athletic – additional coaches ▪ DMS After School Coordinator - Stipend	With increase enrollment at the Dover High School and CTC, it is necessary to add additional teachers to support enrollment and electives. Library aide is a recommendation of NEASC Accreditation. Increase in the DMS related arts to remove counselors from the rotation and provide other offerings to support student centered schedule. Additional coaches to provide the necessary support and safety for all athletic programs.
Pay Increases	▪ Substitute Teachers ▪ Noon Supervisors	To be able to recruit and retain substitute teachers. To be able to recruit and retain noon supervisors.
Professional Development	▪ Increase professional development funds at the school level ▪ Special Education faculty trained in research-based (evidence-based) instruction	To provide high quality professional development at the school level. To continue to improve the quality of instruction to effectively address the learning of students with special needs.
Student Support	▪ Provide challenging students with support, help, and protection ▪ Increase the number of special education teachers	To provide the necessary support and protection for challenging students.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Leadership Team
FY21 Budget Priorities – Draft
October 1, 2019

	▪ DMS – three special education teachers. ▪ DMS – one behavioral specialist ▪ Increase counselors and behavioral health staffing ▪ Bellamy Academy – paraprofessional for students attending DHS	To continue to lower the caseloads for special education teachers in order to have effective small group interventions. To improve the effectiveness of the behavioral health. To successfully support Bellamy Academy students attending DHS.
Equipment	▪ Assess health services equipment and determine what needs to be replaced or added.	
Pre-School	▪ Assess staffing and facilities to determine immediate and future needs.	

DOVER SCHOOL DISTRICT ACADEMIC CALENDAR **(DRAFT)** 2020-2021

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

* = Make-Up Snow Days

S = Students In-Session - 177 days of student attendance is required for instructional purposes, or the equivalent number of hours and an additional 10 days for time lost due to inclement weather.

T = Teachers In-Session - 184 days

DAYS OUT

August 31	Teacher Return – Teacher Workshop
September 1	Teacher Workshop
September 2	Students Return
September 4 - 7	Labor Day Recess
September 8	Teacher Workshop – Due to Elections (NH State Primary)
October 12	Columbus Day
November 3	Teacher Workshop – Due to Elections (Presidential)
November 11	Veterans Day (Observed)
November 25 - 27	Thanksgiving Recess
December 4	Teacher Workshop / Parent-Teacher Conferences
December 24 - January 1	Holiday Recess
January 18	Martin Luther King Day
February 22 - 26	Winter Recess (Includes February 15 th Presidents' Day Holiday)
March 19	Teacher Workshop
April 26 – 30	Spring Recess
May 28	Teacher Workshop
May 31	Memorial Day
* June 18	* Tentative Last Day of School (half-day), or upon completion of the 177th day

Teacher Workshops: August 31 / September 1 & 8 / November 3 / December 4, 2020 / March 19 / May 28, 2021

GENERAL FUND - FY2020 CONDITION OF ACCOUNTS						
REVENUE - ESTIMATED SEPTEMBER 30, 2019						
Account Description	FY2020 Budget	Received To Date 9/30/2019	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget	
1 Tuition - Other NH Districts	\$ 29,012.00	\$ -	\$ 68,270.40	\$ 68,270.40	\$ 39,258.40	
2 Tuition - Barrington	\$ 2,455,398.00	\$ -	\$ 2,381,547.10	\$ 2,381,547.10	\$ (73,850.90)	
3 Tuition - Nottingham	\$ 1,370,704.00	\$ 50,000.00	\$ 1,486,440.34	\$ 1,536,440.34	\$ 165,736.34	
4 Tuition - SPED Aides	\$ 270,000.00	\$ -	\$ 270,000.00	\$ 270,000.00	\$ -	
5 Tuition - CTC - NH Districts	\$ 110,000.00	\$ (543.08)	\$ 110,543.08	\$ 110,000.00	\$ -	
6 Tuition - CTC - Out of State	\$ 56,000.00	\$ -	\$ 56,000.00	\$ 56,000.00	\$ -	
7 Tuition - Bellamy Academy	\$ 158,620.00	\$ -	\$ 81,998.45	\$ 81,998.45	\$ (76,621.55)	
8 Other Local Revenue - Districtwide	\$ 20,000.00	\$ 2,477.87	\$ 17,522.13	\$ 20,000.00	\$ -	
9 State Adequate Education Grant (est. as of 8/6/19)	\$ 9,221,790.00	\$ 1,844,358.00	\$ 7,665,420.00	\$ 9,509,778.00	\$ 287,988.00	
10 State Kindergarten Program (est. as of 8/6/19)	\$ 295,152.00	\$ 51,206.00	\$ 204,824.00	\$ 256,030.00	\$ (39,122.00)	
11 School Building Aid	\$ 529,088.00	\$ -	\$ 529,088.00	\$ 529,088.00	\$ -	
12 Catastrophic/Special Education Aid	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 300,000.00	\$ -	
13 CTC Tuition Aid	\$ 254,000.00	\$ -	\$ 254,000.00	\$ 254,000.00	\$ -	
14 CTC Transportation Aid	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	
15 Indirect Cost Allocation	\$ 85,000.00	\$ 5,263.17	\$ 79,736.83	\$ 85,000.00	\$ -	
16 ABE Allocation	\$ 39,011.00	\$ -	\$ 39,011.00	\$ 39,011.00	\$ -	
17 Impact Aid	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	
18 Medicaid Distribution	\$ 600,000.00	\$ 16,702.61	\$ 233,297.39	\$ 250,000.00	\$ (350,000.00)	
19 School - Transfer from Capital Reserves	\$ 350,000.00	\$ 330,220.14	\$ 19,779.86	\$ 350,000.00	\$ -	
20 Tuition - Preschool Program	\$ 12,000.00	\$ 2,496.00	\$ 6,604.00	\$ 9,100.00	\$ (2,900.00)	
21 Tuition - Summer School, Elementary	\$ 5,000.00	\$ -	\$ -	\$ -	\$ (5,000.00)	
22 Athletic Transportation, DMS	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	
23 Tuition - Summer School, DHS	\$ 3,000.00	\$ 650.00	\$ -	\$ 650.00	\$ (2,350.00)	
24 Athletic Transportation, DHS	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	
Total Non Tax Revenue	\$ 16,237,275.00	\$ 2,302,830.71	\$ 13,877,582.58	\$ 16,180,413.29	\$ (56,861.71)	
25 State Wide Property Tax	\$ 7,036,198.00	\$ -	\$ 7,036,198.00	\$ 7,036,198.00	\$ -	
26 Local Property Tax (pending tax rate setting)	\$ 41,526,734.00	\$ -	\$ 41,526,734.00	\$ 41,526,734.00	\$ -	
Total Tax Revenue	\$ 48,562,932.00	\$ -	\$ 48,562,932.00	\$ 48,562,932.00	\$ -	
Total Operating Revenue	\$ 64,800,207.00	\$ 2,302,830.71	\$ 62,440,514.58	\$ 64,743,345.29	\$ (56,861.71)	
EXPENSES & ENCUMBRANCES - ESTIMATED SEPTEMBER 30, 2019						
Account Description	FY2020 Budget (Adjusted)	Expenses to Date 9/30/2019	Encumbrances/ Antic. Exp 9/30/2019	Total Estimated Exp/Enc to Date	Over/ (Under) Budget	
27 (1100) Regular Education Programs	\$ 22,603,569.68	\$ 1,726,098.57	\$ 20,297,120.58	\$ 22,023,219.15	\$ (580,350.53)	
28 (1200) Special Education Programs	\$ 12,684,800.82	\$ 1,362,920.04	\$ 11,700,164.41	\$ 13,063,084.45	\$ 378,283.63	
29 (1300) Career and Technical Education Programs	\$ 2,090,520.00	\$ 197,105.22	\$ 1,677,268.16	\$ 1,874,373.38	\$ (216,146.62)	
30 (1400) Co-Curricular Activities and Athletics	\$ 714,615.87	\$ 67,345.90	\$ 346,333.02	\$ 413,678.92	\$ (300,936.95)	
31 (1600) Adult/Continuing Education Programs	\$ 212,010.00	\$ 45,816.81	\$ 156,387.80	\$ 202,204.61	\$ (9,805.39)	
32 (2100) Support Services - Students	\$ 4,345,975.11	\$ 419,370.32	\$ 3,632,323.54	\$ 4,051,693.86	\$ (294,281.25)	
33 (2200) Support Services - Instructional Staff	\$ 1,774,175.00	\$ 173,877.32	\$ 1,242,171.27	\$ 1,416,048.59	\$ (358,126.41)	
34 (2300) Support Services - General Admin.	\$ 1,575,968.00	\$ 490,978.82	\$ 958,697.39	\$ 1,449,676.21	\$ (126,291.79)	
35 (2400) Support Services - School Admin.	\$ 2,827,358.00	\$ 566,801.40	\$ 2,185,814.62	\$ 2,752,616.02	\$ (74,741.98)	
36 (2600) Support Services - Operation Maint/Plant	\$ 4,925,150.64	\$ 974,779.99	\$ 3,756,543.44	\$ 4,731,323.43	\$ (193,827.21)	
37 (2700) Support Services - Student Transportation	\$ 3,094,147.00	\$ 9,749.95	\$ 1,904,599.29	\$ 1,914,349.24	\$ (1,179,797.76)	
38 (2800) Support Services - Centralized Services	\$ 1,304,451.88	\$ 534,843.88	\$ 585,602.04	\$ 1,120,445.92	\$ (184,005.96)	
39 (2900) Support Services - Other	\$ 9,900.00	\$ -	\$ -	\$ -	\$ (9,900.00)	
40 Fund Transfer to Special Revenue Funds	\$ 14,573.00	\$ 14,573.00	\$ -	\$ 14,573.00	\$ -	
41 Fund Transfer to Capital Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Expenses	\$ 58,177,215.00	\$ 6,584,261.22	\$ 48,443,025.56	\$ 55,027,286.78	\$ (3,149,928.22)	
42 School Debt - Principal Payments	\$ 2,305,789.00	\$ -	\$ 2,305,789.00	\$ 2,305,789.00	\$ -	
43 School Debt - Interest Payments	\$ 4,317,203.00	\$ -	\$ 4,317,203.00	\$ 4,317,203.00	\$ -	
Total Debt Service	\$ 6,622,992.00	\$ -	\$ 6,622,992.00	\$ 6,622,992.00	\$ -	
Total Expenses, Encumbrances and Anticipated Expenses	\$ 64,800,207.00	\$ 6,584,261.22	\$ 55,066,017.56	\$ 61,650,278.78	\$ (3,149,928.22)	
				Estimated Operating Revenue over/(under) budget	\$ (56,861.71)	
				Estimated Net revenue/expenses, unexpended funds/(deficit)	\$ 3,093,066.51	
As of September 30, 2019, estimated unexpended fund balance for FY2020 is \$3,093,066.51						



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, October 7, 2019

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 the Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

G. CONSENT AGENDA

Resignations/Retirements – I recommend the Board approve the retirements as listed – Maryjo Paradis-Smith and Patricia Ann Brown.

Leaves of Absence – None

Job Shares - None

Nominations – I recommend that the Board approve the paraprofessional and non-union nominations.

Extended Trips – I recommend the Board approve the following extended trips:

- a. Dover High School CTC, Westminster Dog Show, Westminster NYC, 2/2-2/10, 2020
- b. Dover High School CTC, Newport Naval Station, Newport, Rhode Island, 11/15-16, 2019

Donations – I recommend the Board approve the October 2019 donations.

I. POLICY – CHANGES – PROPOSALS – ADOPTIONS

- **Food Service Complaint of Discrimination Procedure** – New Policy – First Reading of the Policy – The policy outlines the procedures for a person who believes they have been discriminated against based on the protected classes (race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial and parental status, sexual orientation, or all or part of an individual's income is derived from a public assistance program, or protected genetic information.)

J. POLICY ADOPTION

- None

K. RESOLUTIONS

- None

L. OLD BUSINESS

- None



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, October 7, 2019

M. NEW BUSINESS

- **Turf Field and Track Discussion** – This is additional CIP for the replacement of the existing football field and track. Board is requested to review the CIP and act on the proposed CIP.
- **Budget Priorities** – The Board is requested to initiate the conversation to identify priorities for the Fiscal Year 2021 Budget. The Leadership Team has started the process of identifying needs in the following categories: operations, technology, instructional leadership, instructional materials, instructional staff, pay increases, professional development, student support, equipment, and pre-school. The Leadership Team was requested to identify what was needed to continue to improve and increase the District's capacity to provide high quality and effective programs and services aligned with the Strategic Plan. There have been no priorities established in this round. Furthermore, the District's perspective has not been added to the identified needs.
- **2020-2021 Academic Calendars** – On October 3, 2019, the area superintendents did meet to review and align calendars. The 2020-2021 calendar is presented to the Board for review and action.
- **Condition of Accounts** – Review the Condition of Accounts as of September 30, 2019.

SUPERINTENDENT'S REPORT

- **Start of the 2019-2020 School Year** – As of October 4, the District has completed 26 student days. Overall, the schools are off to a positive start. Bus routes have been adjusted with busses arriving to school on time and departing on time at the close of school. Currently, there have been no adjustments in the Dover High School D19 Route.
- **Infinite Campus** - The entry and verification of census data continues and is targeted to be completed on Monday, October 7. Infinite Campus, the new Student Information System, continues to be implemented in the Dover School District. Robert Half Temp Data Teams along with school office personnel are working to complete the verification of census data for all student addresses, phone numbers and emergency contacts to ensure each student's demographic and census information is current and the correct information is entered in the system. The teams have worked through approximately 4000 emergency cards. The district is developing a process and procedure for data entry for census and household information for future student enrollments.

Teachers in both the Middle and High School have started entering grades into teacher gradebooks, teachers have been working in gradebooks for setup and grade entry over the past two weeks. Attendance in all schools is now being handled electronically and most attendance is being taken at the classroom level by teachers. Our incremental transition to Infinite Campus has been purposeful for the district to evaluate all process and procedure and to ensure we are establishing a solid baseline of student information and data entry. This includes evaluating codes used for attendance and behavior for district wide consistency and streamlining the data process.

As we move through the process the district will begin to issue student portal access over the next two weeks to allow students the ability to monitor their grades and assignments as information is entered into the



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, October 7, 2019

gradebook, we will begin with portal access for 12th grade and work our way down grade levels. Following student portal access, the district will begin issuing the parent portal login credentials for access. The portal will allow both students and parents to view schedules, grades, attendance and any entered district and school notices.

As a district we have a dedicated committee with representation from each school, we meet weekly mapping out the next steps, discuss the development of process and procedure and identify areas that need further review such as the number of codes, the types of codes and also how the new process in data entry and data tracking filter over into policy, therefore we are cross referencing policies and determining if we need to review for updates to align with the development of a data driven school system with data integrity, compliancy and mapping.

- **Racism and Equity** – Mo Nunez and Ted Hall continue to work with the District's schools. Ted Hall is primarily working with the Dover High School administration, teachers, and departments. Mo Nunez is focusing his efforts on Dover Middle School and the three elementary schools. The four schools have designated dates scheduled for Mo Nunez to work in their schools.

On Friday, September 27, Mo Nunez, Meghan Glynn, and I had the opportunity to present the Dover journey with racism, white privilege, and racism to the New England School Administrators Association Conference in Portsmouth, New Hampshire.

- **Naturalization Ceremony** – On September 17, Eric Schlapak arranged for the Naturalization Ceremony to be held at Dover High School in the auditorium. Students had the opportunity to attend the ceremony. I commend Mr. Schlapak on making this arrangement for Dover High School.
- **Strafford Learning Board Meeting** – On September 19, the Strafford Learning Board held their first meeting for the school year 2019-2020. Agenda included: opening of school updates, 2019-2020 goals, facilities update, charter school grants, and school calendars. The Dover School District is served by the Strafford Learning Center.
- **Parent Organization Meeting** – On September 19, I held the first meeting with representatives from the elementary schools' parent organizations and the middle school parent organization. The four organizations are highly committed to the success of their respective schools and getting parents, guardians, and families involved. The purpose of this meeting is the sharing of ideas and coordinating. It also provides me the opportunity to receive feedback. During the session, participants were requested to provide feedback on the Portrait of Graduate and Dover Education Philosophy work.
- **Mental Health Work Committees** – On September 25, the work committees from Mental Health Summit held their second meeting. Other community members and organizations are being invited to join the work. If you know of other interested community members, parents, and business leaders that need to be involved, please let me know.
- **Teaching & Learning Committee** – On September 26, the Teaching and Learning Committee meetings held their first meeting. The focus of the work was further revisions and refinements of the Portrait of a Graduate and adding *so that I can...statements*. Further revision and refinement of the Dover School Education Philosophy were made.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, October 7, 2019

- **School Open Houses** – All the District's schools hosted their annual houses. Most of the open houses were well attended. I was able to attend all the open houses with the exception of the Dover Middle School 5/6 Open House.
 - ✓ On September 7, the Woodman Park School open house along with their annual ice cream social.
 - ✓ On September 9, Dover High School and CTC had their open house.
 - ✓ On September 24, Dover Middle School Open House for grades 5/6 was held.
 - ✓ On September 25, Dover Middle School Open House for grades 7/8 was held.
 - ✓ On September 26, Garrison School had their official ribbon cutting followed by their open house.
- **Rollinsford School District** – The Rollinsford School District has elected to purchase services from the Somersworth School District.
- **Nottingham School Board** – A reminder that Scott Reuning, Superintendent of SAU 44, of behalf of the Nottingham Board has requested two meetings with the Dover School Board. The Nottingham Board would like to discuss negotiating the tuition contract and the tuition rate for the 2019-2020 school year. The Board needs to determine when to have the meetings with Nottingham Board.