



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #11
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, December 9, 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 #10, November 4, 2019
 - 2. Nonpublic Student Discipline Hearing #1, November 4, 2019
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Elizabeth Dubois / Teacher / Woodman Park School
 - b. Sharon Shea / Teacher / Woodman Park School
 - c. Ellen Brake / Teacher / Horne Street School
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. Paraprofessional Nominations
 - b. Non-Union Nominations
 - c. Coaching Nominations
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** December Donations
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** None
- J. POLICY ADOPTION:** None
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:** None
- M. NEW BUSINESS:**
 - 1. Laptop RFP Approval
 - 2. Squall Point Memorandum of Understanding



**DOVER SCHOOL
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3. JUUL Lawsuit
4. Approval for Roof Management Services for Dover Middle School
5. First Student Agreement
6. Amended FY21 Budget Timeline Approval
7. Proposed Budget Presentation
8. 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.

Elizabeth H. Dubois
389 Back Road
Dover, NH 03820

November 8, 2019

Dear Dr. Harbron and Dover School Board:

After over 40 years in education, 23 of them in the Dover school system, I have decided that it is time for me to retire. I plan to complete the current school year before officially retiring after the final days of classes in June 2020.

I started my career in Dover when John O'Connor hired me to teach Special Education and I am ending my career working with Patrick Boodey. What incredible principals I have had the good fortune to learn from.

During my tenure at Garrison Elementary and Woodman Park Schools I have also had the opportunity to work with talented, caring and compassionate educators. For me, teaching has been such a rewarding career. It has been an honor and a privilege to teach over 400 Dover students and establish positive relationships with their families.

I plan to remain in Dover after my retirement and hope to give back through volunteering in the schools.

It's exciting to consider where the next chapter will take me. Being part of the Dover community has been a rewarding and fulfilling part of my professional journey.

Warm regards,

A handwritten signature in dark ink that reads "Liz Dubois". The signature is written in a cursive, flowing style with a large initial "L" and a stylized "D".

Elizabeth Dubois

cc: Patrick Boodey

Sharon Shea
44 Belanger Drive
Dover, NH 03820
November 12, 2019

Dr. William Harbron
Superintendent of Schools
Dover School District
The McConnell Center
Dover, NH 03820

Dear Dr. Harbron,

It is with such mixed emotions that I am submitting this letter of retirement to be effective on the last day of this school year. The Dover School district has been part of my family for the past 34 years. I have thoroughly enjoyed my time here and am honored to have had the chance to touch the lives of so many children. It has been as much a pleasure to learn from them as it has been to teach them.

Much of my time in Dover has been at Woodman Park School. Under the leadership of Patrick Boodey, I have been supported, valued and nurtured as an educator. Our school excels in so many areas due to his commitment and dedication to the students and staff every day. The heart and soul of Woodman Park School is Principal Boodey and the indispensable, talented, creative and dedicated team of educators. I have cherished my friendships and opportunity to work and collaborate alongside such an amazing group of people.

I am forever grateful for the opportunity Dover has given me to fulfill my dream of always wanting to be a teacher. I leave with a sense of accomplishment, wonderful memories and a warm heart.

I am looking forward to the next chapter of relocating to be closer to my children and grandchildren.

Sincerely,

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

Sharon Shea
First Grade Teacher Woodman Park School

Ellen W. Brake
Horne Street School
Dover, NH
November 8, 2019

Dr. William R. Harbron, Ed.D.
61 Locust Street
Dover, NH 03820

Dear Dr. Harbron,

This letter is to inform you of my intent to retire at the close of the current 2019-2020 school year. My retirement will be effective Tuesday, June 30, 2020.

I have enjoyed my time as a member of the Dover educational community and will take many wonderful memories with me. It has been such a pleasure to see the dawning of understanding appear on a student's face and follow the careers of many students as they become contributing adults in their communities.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Ellen W. Brake". The signature is fluid and elegant, with the first and last names being more prominent than the middle initial.

Ellen W. Brake

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

TO: DOVER SCHOOL BOARD

DATE: December 9, 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
Campbell, Martin	Paraprofessional	Dover High School	Kaylee Hunkins	\$16.54/hr	C2, Step 5
Cook-Mellencamp, Dawn	Paraprofessional	Dover Middle School	Elizabeth Kinney	\$14.87/hr	C2, Step 3
Lezcano, Adrian	Paraprofessional	Bellamy Academy	Jordan Bennett	\$14.87/hr	C2, Step 3
Nuzzo, Maria	Paraprofessional	Woodman Park School	Position from HSS	\$14.38/hr	C2, Step 2
Richett, Abigail	Paraprofessional	Woodman Park School	Melissa Begelow	\$14.87/hr	C2, Step 3
Williams, Michael	Paraprofessional	Dover High School	Robert Perocchi	\$15.54/hr	C2, Step 4

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

TO: **DOVER SCHOOL BOARD**

DATE: December 9, 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
Pond, Tracey	Noon Aide	Garrison Elementary School	Jess Milton	\$10.30/hr	

Recommendations – revised 11/26/19

To: Dr. William Harbron
From: Peter Wotton
Re: Coaching Recommendations
Date: November 26, 2019
Cc: Kim Lyndes

I would like to recommend the following individuals for WINTER Coaching positions at DHS and DMS for the 2019-20 Winter Sports Season.

<u>Position</u>	<u>Name</u>	<u>Stipend</u>	<u>Replaces</u>
B. Varsity Basketball	Matt Fennessy	\$5460.85	
B. JV Basketball	Heath Churchill	\$3628.35	
B. Fr. Basketball	Tyler Donlon	\$3115.25	
B. MS Head Coach	Peter Wons	\$2712.10	
B. MS Asst. Coach	Taylor Lipinski	\$1575.95	Brenda Dimon
<i>G. Varsity Basketball</i>	<i>Ernie Clark</i>	<i>\$5460.85</i>	<i>Dan Casey (already approved in August)</i>
G. JV Basketball	Amanda Studer	\$3628.35	
G. Fr. Basketball	OPEN	\$3115.25	
G. MS Head Coach	Kaylee Towle	\$2712.10	
Head Ice Hockey	Mike Young	\$5131	
Asst/JV Ice Hockey	Chris Hitchcock	\$3115.25	
Head Swim/Dive Coach	Samantha Royalty	\$1759.20	Linda Long
Head Win. Cheering	Kelsey Daigle	\$4214.75	
JV Winter Cheering	Caitlin Cardoso	\$2492.20	Mariah Dawnis/Lauren Drake
DMS Cheering	Ashley Gilmore	\$1575.95	Caitlin Cardoso
Boys Head Winter Track	Nick Piatti	\$4214.75	
B/G Asst. Winter Track	OPEN	\$2492.20	Jeff Morretti
B/G Asst. Winter Track	Christen Wilhelm	\$2492.20	

Please contact me with any questions or concerns

Donation Request List for Approval
December 9, 2019 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
HSS	Anonymous	\$500.00	Gift cards	Thanksgiving baskets for families.



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Dover School Board
William R. Harbron, Superintendent
FROM: Christy Prosser, Director of Technology
DATE: November 26, 2019
RE: Computer Equipment - Laptops

On November 4, 2019, the District solicited a public bid requesting proposals for employee laptops to begin to replace teacher and staff laptops in critical condition. The amended RFP requested bid was for the Dell Latitude Series educational laptop series. Four vendors submitted their proposals on November 20, 2019, with one vendor providing two bids for models. The bid results are as follows:

Vendor	Item	QTY	Cost Per Item	Total Cost
Trinity3 Technology	Dell Latitude 5490 I5 16G 256 SSD Laptop, Docking Station, AC Power Adapter, External USB DVD Drive, 4 Year Support	40	\$1249.00	\$49,960.00
Global Managed Services	Dell Inspiron 5000, Docking Station, AC Power Adapter, External USB DVD Drive, 3 Year Support	40	\$1240.83	\$49,633.20
Adorama	Dell Vostros, Docking Station, AC Power Adapter, External USB DVD Drive, VGA Adapter, Standard Support	40	\$1342.85	\$53,714.00
Howard Technology Solutions	Dell Vostros 5590, Docking Station, AC Power Adapter, External USB DVD Drive, 1 Year Support, 3 Year Parts Support	40	\$1518.00	\$60,720.00
Global Managed Services	Dell Latitude 5500, Docking Station, AC Power Adapter, External USB DVD Drive, 1 Year Support, 3 Year Parts Support	40	\$1841.40	\$73,656.00

The Technology Staff, and I reviewed the bid results. The Dell Latitude is the educational model for the Dell Product line which has a more robust casing and product manufacturing and houses the HDMI connectivity requested over the older VGA connectivity in the Vostros series bid. I am requesting that the Dover School Board proceed with an award to **Trinity3 Technology** for the Dell Latitude 5490 Laptop with a 4 year support warranty in the amount of **\$49,960.00**.

MEMORANDUM OF UNDERSTANDING
Between
SAU#11/Dover School District and Squall Point

I. Background, Purposes and Terms

This non-binding Memorandum of Understanding ("MOU") is between the Dover School District ("District"), located at 61 Locust Street, Dover New Hampshire 03820, and Squall Point, located at Two Washington Street, Suite 213, Dover New Hampshire 03820.

The purposes of this MOU between Squall Point, and the District are as follows:

- a. To provide and maintain a collaborative working relationship between the District and Squall Point.
- b. To facilitate efficiencies of operations by promoting the sharing of resources between the Dover School District and Squall Point.

This MOU approved by the Dover School Board for one (1) year and is effective from **DATE to DATE. This term may be extended in writing by mutual agreement.**

II. Dover School District Responsibilities

The responsibilities of the District under this MOU are as follows:

- a. The District will allow interested, currently credentialed staff members to serve as consultants for Squall Point staff who may not have a specific certification in required curriculum content areas. This consulting will occur during non-contract hours for the District.
- b. The District will support Squall Point to identify and encourage, but not require, any interested appropriately credentialed staff needed to provide consultation services for Squall Point in specific curriculum content areas as mandated by the New Hampshire Department of Education.
- c. The District will share appropriate and pertinent documents that Squall Point may use as a guide for creating the Squall Point program's version of such documents, including, but not limited to a copy of Dover School District's Professional Development Master Plan, a model of the District's Emergency Response Plan to the extent that such document does not contain confidential information, and the scope and sequence of the District's Curriculum and Program of Studies, to be utilized and implemented within the Squall Point program. The District shall not be obligated to provide any curricular materials.
- d. The District will allow one staff member from Squall Point to serve on the District's Curriculum Committee for purposes of understanding and implementing the Dover Curriculum, and for purposes of being informed of any updates to curriculum standards as required per the New Hampshire Department of Education. The Squall Point member will be otherwise qualified to sit on this committee and will be a non-voting member of the curriculum council. Squall Point remains solely responsible for its compliance with curriculum standards as required by state and federal law. The Dover School District bears no responsibility or liability for Squall Point's educational program.

III. Squall Point Responsibilities

The responsibilities of Squall Point under this MOU are as follows:

- a. All consultants who also work for the District will be hired and paid by Squall Point.
- b. Squall Point will work in conjunction with the District to provide the number of professional development hours each consultant provided to Squall Point for all meetings, in person, virtual or through any other means such as email.
- c. Squall Point will not hold the District responsible for missed meetings or appointments with consultants.
- d. Squall Point will ensure that any personnel attending the Curriculum Committee will have strong, consistent attendance at the meetings.
- e. Squall Point shall maintain adequate commercial general liability and worker's compensation insurance that includes coverage for the consultants. The Dover School District shall bear no liability for any claims that may arise out of a consultant's relationship with Squall Point.

IV. Assignment

, Neither Squall Point nor the District shall be permitted to transfer or assign its responsibilities under this MOU to any other person or organization without the prior written consent of the other party, which either party may grant or withhold in its sole and absolute discretion.

V. Counterparts

This MOU may be executed in any number of counterparts, all of which shall constitute a single agreement binding on the parties hereto.

VI. Mutual Indemnity & Hold Harmless

To the extent permitted by law, Squall Point shall indemnify, defend and hold District, its directors, subcontractors and agents harmless from and against any and all claims, liabilities, loss and expense arising by reasons of the act or omissions of Squall Point, its agents or employees or arising in any area under the control of Squall Point, its agents or employees.

VII. Miscellaneous

- a. This MOU may be modified only by a written agreement executed by all of the parties hereto, with all the formalities of this MOU.
- b. This MOU merges and supersedes all prior agreements and understandings of the parties whether written or oral, and Squall Point and the District mutually agree that any such prior agreements and understandings are hereby terminated.
- c. All captions used herein for purposes of convenience only and shall not be referred to in construing the MOU.
- d. Termination of this MOU may be made for convenience of either party with sixty (60) days' notice or immediately with or without cause.

William Harbron, Superintendent of Schools
Dover School District

Date

Amanda Russell, School Board Chair
Dover School District

Date

Sarah Greenshields, Owner/Director
Squall Point

Date



DOVER SCHOOL DISTRICT

SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: December 9, 2019
RE: Approval for Roof Management Services for Dover Middle School

Attached is the design proposal from ARM Consultants to provide professional roof management services for the Dover Middle School roof project (Phase I) which was an approved FY2020 capital project. The District has contracted the services of ARM Consultants for other projects, most recently the Bellamy Academy roof replacement.

I request that the School Board proceed with an approval to ARM Consultants in the amount of \$16,500.



ARM Consultants
PO Box 4, Chester NH 03036
603-234-6030

DESIGN PROPOSAL

November 12, 2019

Libby Simmons
Business Administrator
Dover School District, SAU #11
Dover, NH 03820



Libby,

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

*Dover Middle School
16 Daley 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. 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.
4. Review Contractor's submittal data, drawings and samples.
5. Perform Final Inspection and project close-out at completion of Project, providing Contractor with punch list, if necessary.

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.

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 * | \$120.00 per hour plus expenses |
|----|---|---------------------------------|

PAYMENT



ARM Consultants
PO Box 4, Chester NH 03036
603-234-6030

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 Roofing Operations

TOTAL DESIGN \$ 16,500.00

**Additional consulting billed at \$120.00 per hour plus expenses.
On-Site inspection billed separately * (\$120.00 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,

Timothy Archer

Timothy Archer

ACCEPTED BY:

Authorized signature

Date



DOVER SCHOOL DISTRICT

SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: December 9, 2019
RE: First Student, Inc.: Two-Year Agreement Extension for Student Transportation Services

The term of the agreement between the District and First Student, Inc. was three (3) years beginning July 1, 2017 and ending on June 30, 2020 with an option to extend the agreement by one or two years. Beginning in July of 2019, negotiations began with First Student to extend their agreement two years.

We recommend that the Board proceed with approval to continue services with **First Student, Inc.** for a two-year extension beginning on July 1, 2020 and ending on June 30, 2022. The contracted amount for both the first and second year is a 3% increase or a total annual amount of **\$1,645,877** in year one and a total annual amount of **\$1,695,253** in year two. The primary driver of the increase is a new collective bargaining agreement on First Student's side containing competitive wages and benefits that will assist in recruiting and retaining drivers for the District. The amendment to the agreement has been reviewed by our attorney and is attached with the pricing schedule for your review.

**First Amendment to Transportation Services Agreement Between Dover School District
and First Student, Inc.**

This First Amendment to Transportation Services Agreement Between Dover School District and First Student, Inc. ("Amendment") is entered into as of this _____ day of _____, 20____ by and between Dover School District, SAU#11 with a principal office at 61 Locust Street, Dover, NH ("District") and First Student, Inc., with its national headquarters at 600 Vine Street, Suite 1400, Cincinnati, OH 45202 and local business for the purpose of this amendment located at 51 Lowell Road, Salem, NH 03079 ("Contractor"). In consideration of mutual promises and covenants hereinafter set forth, the parties agree that the Agreement dated October 28, 2016 between the parties ("Agreement") is hereby amended as follows:

1. Schedule A (Pricing) – Effective July 1, 2020, Schedule A is deleted in its entirety and replaced with Schedule A: Pricing attached hereto and incorporated within.
2. Effective July 1, 2020, all assumed diesel fuel prices set forth in paragraph 11(c) of the Agreement are amended to reflect the range set forth in Schedule A attached hereto. Furthermore, sentence 4 of paragraph 11(c) of the Agreement is amended to (i) delete "\$2.80" and replace same with "\$ 3.09", and (ii) delete "\$2.70" and replace same with "N/A." Sentences 5 and 6 of paragraph 11(c) of the Agreement is amended to (i) delete "\$2.50" and replace same with "\$2.42", and (ii) delete "\$2.30" and replace same with "N/A."
3. Term – the term set forth in paragraph 1 of the Agreement is amended and extended for two (2) years, beginning July 1, 2020 and ending June 30, 2022. However, the parties agree that continuation of the Agreement as hereby amended is contingent upon the appropriation of funds. If sufficient funds are not appropriated to make payments or any other amounts due under the Agreement as hereby amended, the Agreement shall terminate as of the last day of the fiscal year for which appropriations were made and the District shall not be obligated to make payments under the Agreement beyond the then-current fiscal year for which funds have been appropriated.
3. In the event of any conflict between the terms of this Amendment and the terms of the Agreement, this Amendment shall control. The parties acknowledge and agree that except as modified above all terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have executed this Amendment One as of the day and year first written above.

Dover School District, SAU#11

First Student, Inc.

By: _____

By: _____

Typed Name: William R. Harbron

Typed Name: David Fairweather

Title: Superintendent

Title: Area General Manager

Date: _____

Date: _____

Schedule A: PRICING

Regular Routes:	2020-2021	2021-2022
Full-Size Passenger Bus, cost per day, per bus	\$422.67	\$435.35
Number of Buses	22	22
Annual Total @ 177 Days	\$1,645,876.98	\$1,695,252.90
Cost/Hour Over Daily Limit	\$23.50	\$24.00
Additional Bus Rates:		
Mid-Size Passenger Bus (up to 47), cost per day, per bus	\$422.67	\$435.35
Additional Bus Rates:		
Alternative Fuel Passenger Bus Make/Model: Cost per day, per bus	<i>NIA</i>	<i>NIA</i>
Number of Buses	<i>NIA</i>	<i>NIA</i>
Annual Total @ 177 Days	<i>NIA</i>	<i>NIA</i>
Late Bus (if applicable):		
Cost Per Day, Per Bus	\$115.00	\$120.00
Field Trip Rates:		
Hourly Rate, if applicable (In-district)	\$27.09	\$27.90
Cost Per Trip/Hour/Mile (Out-of-district)	\$3.00	\$3.09
Athletic Trip Rates:		
Hourly Rate, if applicable (In-district)	\$27.09	\$27.90
Cost Per Trip/Hour/Mile (Out-of-district)	\$3.00	\$3.09
Trip Minimums:		
Min Daily Trip Charge: In-District	\$92.50	\$95.00
Min Daily Trip Charge: Out-of-District	\$137.50	\$141.60
Bus Monitor Rates:		
Rate per monitor, per day for up to four (4) hours	\$106.85	\$110.05
Extension - rate per bus monitor, per day, per fifteen (15) minute increment above four (4) hours	\$6.65	\$6.90

Trip Minimums:		
Min Daily Trip Charge: In-District	\$52.00	\$53.50
Min Daily Trip Charge: Out-of-District	\$52.00	\$53.50

Fuel Adjustment Rates:

It shall be assumed that the cost of diesel fuel will range from \$2.62 to \$ 2.89 for the duration of this contract, and

It shall be assumed that the cost of gasoline fuel will range from \$ ____ *N/A* to \$ ____ *N/A* for the duration of this contract.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

(FY21) BUDGET PREPARATION ADOPTION SCHEDULE (Amended 12/09/19)

Document T

DATE	DESCRIPTION
2019 –	Instructions provided to Administrators
September 9	School Board to approve the FY21 Budget Adoption Schedule
October 7	School Board to set priorities, assumptions and process
October 18	Deadline for administrators to submit proposed budget data in IVee to Business Office
October 21-25	SAU staff to work on remaining budget documents
November 8	Business Administrator to provide budget to Superintendent
November 12-15	Review budget documents with Business Administrator
November 18-29	Superintendent to review budget(s) with Administration
December 9	Superintendent to present Proposed Budget to School Board
2020 –	
January 7 <i>(Amended Date)</i>	School Board Budget Workshop (1/2 of presentations) ▪ Overview/Business Office ▪ Student Services ▪ Dover Middle School ▪ Technology
January 13	School Board Meeting-remaining presentations ▪ Teaching and Learning ▪ Dover High School ▪ CTC ▪ Bellamy Academy ▪ Athletics
January 21 (Tuesday)	Budget Workshop

January 27	Budget Workshop
February 3	School Board Meeting to Adopt Budget
February 10	School Board Meeting to Adopt Budget – Backup Date
February 14	School Budget due to City Manager – Tentative Date
April 1	Supt to present Proposed Budget to City Council – Tentative Date
April 15	School Budget Public Hearing – Tentative Date
May - TBD	City Budget (including School Budget) Adoption

GENERAL FUND - FY2020 CONDITION OF ACCOUNTS						
REVENUE - ESTIMATED NOVEMBER 30, 2019						
Account Description	FY2020 Revised Budget	Received To Date 11/30/2019	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget	
1 Tuition - Other NH Districts (adjusted 11/2019)	\$ 68,270.00	\$ 22,756.80	\$ 45,513.60	\$ 68,270.40	\$ 0.40	
2 Tuition - Barrington (adjusted 11/2019)	\$ 2,381,547.00	\$ 595,726.23	\$ 1,767,753.30	\$ 2,363,479.53	\$ (18,067.47)	
3 Tuition - Nottingham (adjusted 11/2019)	\$ 1,513,534.00	\$ 397,195.92	\$ 1,108,241.99	\$ 1,505,437.91	\$ (8,096.09)	
4 Tuition - SPED Aides	\$ 270,000.00	\$ 109,217.49	\$ 218,434.91	\$ 327,652.40	\$ 57,652.40	
5 Tuition - CTC - NH Districts	\$ 110,000.00	\$ (543.08)	\$ 105,605.50	\$ 105,062.42	\$ (4,937.58)	
6 Tuition - CTC - Out of State	\$ 56,000.00	\$ -	\$ 28,961.10	\$ 28,961.10	\$ (27,038.90)	
7 Tuition - Bellamy Academy (adjusted 11/2019)	\$ 118,965.00	\$ 22,515.94	\$ 392.06	\$ 22,908.00	\$ (96,057.00)	
8 Other Local Revenue - Districtwide	\$ 20,000.00	\$ 2,477.87	\$ 2,522.13	\$ 5,000.00	\$ (15,000.00)	
9 State Adequate Education Grant (adjusted 11/2019)	\$ 10,034,451.00	\$ 3,841,007.00	\$ 6,142,238.00	\$ 9,983,245.00	\$ (51,206.00)	
10 State Kindergarten Program (adjusted 11/2019)	\$ -	\$ 51,206.00	\$ -	\$ 51,206.00	\$ 51,206.00	
11 School Building Aid	\$ 529,088.00	\$ 264,554.06	\$ 264,533.94	\$ 529,088.00	\$ -	
12 Catastrophic/Special Education Aid (adjusted 11/2019)	\$ 441,122.00	\$ 22,876.47	\$ 418,245.53	\$ 441,122.00	\$ -	
13 CTC Tuition Aid	\$ 254,000.00	\$ -	\$ 373,038.72	\$ 373,038.72	\$ 119,038.72	
14 CTC Transportation Aid	\$ 2,500.00	\$ -	\$ 2,632.00	\$ 2,632.00	\$ 132.00	
15 Indirect Cost Allocation	\$ 85,000.00	\$ 12,327.91	\$ 62,672.09	\$ 75,000.00	\$ (10,000.00)	
16 ABE Allocation	\$ 39,011.00	\$ -	\$ 39,011.00	\$ 39,011.00	\$ -	
17 Impact Aid	\$ 6,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ (1,000.00)	
18 Medicaid Distribution (adjusted 11/2019)	\$ 250,000.00	\$ 16,702.61	\$ 16,702.61	\$ 33,405.22	\$ (216,594.78)	
19 School - Transfer from Capital Reserves	\$ 350,000.00	\$ -	\$ 350,000.00	\$ 350,000.00	\$ -	
20 Tuition - Preschool Program (adjusted 11/2019)	\$ 9,100.00	\$ 6,162.00	\$ 4,498.00	\$ 10,660.00	\$ 1,560.00	
21 Tuition - Summer School, Elementary (adjusted 11/19)	\$ -	\$ -	\$ -	\$ -	\$ -	
22 Athletic Transportation, DMS	\$ 15,000.00	\$ 6,373.42	\$ 8,626.58	\$ 15,000.00	\$ -	
23 Tuition - Summer School, DHS (adjusted 11/2019)	\$ 650.00	\$ 650.00	\$ -	\$ 650.00	\$ -	
24 Athletic Transportation, DHS	\$ 50,000.00	\$ 21,497.62	\$ 28,502.38	\$ 50,000.00	\$ -	
Total Non Tax Revenue	\$ 16,604,238.00	\$ 5,392,704.26	\$ 10,993,125.44	\$ 16,385,829.70	\$ (218,408.30)	
25 State Wide Property Tax	\$ 7,036,198.00	\$ -	\$ 7,036,198.00	\$ 7,036,198.00	\$ -	
26 Local Property Tax (adjusted 11/2019)	\$ 41,159,771.00	\$ -	\$ 41,159,771.00	\$ 41,159,771.00	\$ -	
Total Tax Revenue	\$ 48,195,969.00	\$ -	\$ 48,195,969.00	\$ 48,195,969.00	\$ -	
Total Operating Revenue	\$ 64,800,207.00	\$ 5,392,704.26	\$ 59,189,094.44	\$ 64,581,798.70	\$ (218,408.30)	
EXPENSES & ENCUMBRANCES - ESTIMATED NOVEMBER 30, 2019						
Account Description	FY2020 Budget (Adjusted)	Expenses to Date 11/30/2019	Encumbrances/ Antic. Exp 11/30/2019	Total Estimated Exp/Enc to Date	Over/ (Under) Budget	
27 (1100) Regular Education Programs	\$ 22,460,371.00	\$ 6,150,221.28	\$ 15,849,170.89	\$ 21,999,392.17	\$ (460,978.83)	
28 (1200) Special Education Programs	\$ 12,691,534.00	\$ 4,084,483.32	\$ 9,230,348.03	\$ 13,314,831.35	\$ 623,297.35	
29 (1300) Career and Technical Education Programs	\$ 2,072,114.00	\$ 589,423.45	\$ 1,315,887.62	\$ 1,905,311.07	\$ (166,802.93)	
30 (1400) Co-Curricular Activities and Athletics	\$ 714,616.00	\$ 238,945.98	\$ 260,733.34	\$ 499,679.32	\$ (214,936.68)	
31 (1600) Adult/Continuing Education Programs	\$ 203,483.00	\$ 84,914.43	\$ 117,290.85	\$ 202,205.28	\$ (1,277.72)	
32 (2100) Support Services - Students	\$ 4,364,972.00	\$ 1,183,835.57	\$ 2,852,668.95	\$ 4,036,504.52	\$ (328,467.48)	
33 (2200) Support Services - Instructional Staff	\$ 1,808,310.00	\$ 693,110.85	\$ 795,238.74	\$ 1,488,349.59	\$ (319,960.41)	
34 (2300) Support Services - General Admin.	\$ 1,583,068.00	\$ 722,116.21	\$ 765,033.12	\$ 1,487,149.33	\$ (95,918.67)	
35 (2400) Support Services - School Admin.	\$ 2,834,233.00	\$ 1,111,738.82	\$ 1,643,406.98	\$ 2,755,145.80	\$ (79,087.20)	
36 (2600) Support Services - Operation Maint/Plant	\$ 5,019,442.00	\$ 2,027,288.82	\$ 2,669,149.50	\$ 4,696,438.32	\$ (323,003.68)	
37 (2700) Support Services - Student Transportation	\$ 3,094,147.00	\$ 643,667.24	\$ 2,414,782.27	\$ 3,058,449.51	\$ (35,697.49)	
38 (2800) Support Services - Centralized Services	\$ 1,306,452.00	\$ 701,059.34	\$ 468,492.72	\$ 1,169,552.06	\$ (136,899.94)	
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	\$ -	
Total Operating Expenses	\$ 58,177,215.00	\$ 18,245,378.31	\$ 38,382,203.01	\$ 56,627,581.32	\$ (1,549,633.68)	
41 School Debt - Principal Payments	\$ 2,305,789.00	\$ 130,635.43	\$ 2,175,153.57	\$ 2,305,789.00	\$ -	
42 School Debt - Interest Payments	\$ 4,317,203.00	\$ 55,648.62	\$ 4,261,554.38	\$ 4,317,203.00	\$ -	
Total Debt Service	\$ 6,622,992.00	\$ 186,284.05	\$ 6,436,707.95	\$ 6,622,992.00	\$ -	
Total Expenses, Encumbrances and Anticipated Expenses	\$ 64,800,207.00	\$ 18,431,662.36	\$ 44,818,910.96	\$ 63,250,573.32	\$ (1,549,633.68)	
Estimated Operating Revenue over/(under) budget					(218,408.30)	
Estimated Net revenue/expenses, unexpended funds/(deficit)					1,331,225.38	
As of November 30, 2019, estimated unexpended fund balance for FY2020 is \$1,331,225.38						



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, December 9, 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 – Elizabeth Dubois, Woodman Park Teacher; Sharon Shea, Woodman Park Teacher; and Ellen Brake, Horne Street Teacher.

Leaves of Absence – None

Job Shares - None

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

Extended Trips – None

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

I. POLICY – CHANGES – PROPOSALS – ADOPTIONS

- None

J. POLICY ADOPTION

- None

K. RESOLUTIONS

- None

L. OLD BUSINESS

- None

M. NEW BUSINESS



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, December 9, 2019

- **Laptop RFP** – I recommend the Board approve the Laptop RFP as presented.
- **Squall Point Memorandum of Understanding** – The memorandum has been in development for several months. They will be present to answer Board questions pertaining to the memorandum of understanding. I recommend the Board act to approve the Squall Point Memorandum of Understanding.
- **JUUL Lawsuit** – The Dover School District has been asked to consider participating in a JUUL Lawsuit. With information indicating that JUUL purposefully marketed to youth, there is lawsuit developing to hold JUUL accountable for their action at putting youth at risk for addictive health hazard behavior. The Leadership Team has had initial conversation but has requested additional information before supporting the initiative. Joshua Wyatt, Dover City Attorney, has been contacted to provide additional information. I do not believe the District should be involved without the Board having a comprehensive understanding of the issue and understanding of the lawsuit. Currently, I am requesting the Board determine its level of interest.
- **First Student Agreement** – I recommend the Board approve the First Student Agreement.
- **Amended FY21 Budget Timeline** – Revisions have been in the budget timeline due to inauguration of the School Board and City Council on Monday, January 6, 2020. I recommend the Board act on approving the Amended FY21 Budget Timeline.
- **Proposed Budget Presentation** – Libby Simmons and I will present an overview of the Proposed FY21 Proposed Budget. The agenda item is information only. The information being provided will be needed for the scheduled budget workshops. Formal presentations are scheduled for January 7 and January 13. January 7 will be presentations to include Student Services, Dover Middle School, and Technology. January 13 will include Teaching and Learning, Dover High School, CTC, Bellamy Academy, and Athletics.
- **Condition of Accounts** – Board review and update on the condition of accounts.

MATTERS OF INTEREST from the SUPERINTENDENT

1. Support, training, and mentoring of the new board members – Rachel Burdin (Ward 2) and Jessica Rozzo (Ward 5)
2. Scheduling a facilities tour for the orientation of board members and City Council.

SUPERINTENDENT'S REPORT – NOVEMBER 2019



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, December 9, 2019

Professional Development

- **Professional Development** – I spent the morning with the professional development program. The Dover Police Department is to be commended on the excellent work they did with the training of staff in procedures associated with **A**void, **D**eny, and **D**efend. K-2 teachers received training pertaining to the implementation of Fountas and Pinnell Classroom.
- **November - Learning Ed. Conference** – First day of the Learning Ed. Conference with a focus on Social Emotional Learning. The schedule for the day:
 - ✓ 7:30 – Network Breakfast
 - ✓ 8:30 – Welcome and Stage-Setting (our individual and collective why)
 - ✓ 9:00 – Melissa Schlinger, Vice President of Practice and Program with CASEL (Social Emotional Key Superintendent Strategies)
 - ✓ 10:15 – Individual Work Session – Personal and District Assessment (Initiatives & Leadership Strategies)
 - ✓ 11:30 – Lunch
 - ✓ 12:30 – Building on Our Strengths Protocol explanation
 - ✓ 12:45 – Building on Our Strengths – Social/Emotional Safety
 - ✓ 2:30 – Consultancy Protocol – Burning Problem Session 1
 - ✓ 5:30 – Closing, Evaluation, Announcements
 - ✓ 5:30 – Evening Social
 - ✓ 6:30 – Dinner
- **November 8 - Learning Ed. Conference** – Second day of the Learning Ed. Conference with a focus on School Safety. The schedule for the day:
 - ✓ 7:30 – Network Breakfast
 - ✓ 8:30 – Whole Group Discussion (Debrief Day 1, Hopes for Day 2)
 - ✓ 8:45 – Presentation, Bill McCullough (Student Safety/Mental Health)
 - ✓ 10:00 – Building on Our Strengths – Physical Safety
 - ✓ 11:40 – Lunch
 - ✓ 12:40 – Triads (Leadership Take-Aways)
 - ✓ 2:30 – Whole Group Discussion, Evaluation, & Closing Session
- **Virtual Convening on Student Leadership** – On November 19, Paula Glynn and I are participated in training on student leadership sponsored by NHSAA through Better Lesson.

Committee Meetings

- **Dover Equity Vision Keepers** – November 12 was the first meeting of the Dover Equity Vision Keepers (Equity Steering Committee). Thirteen people participated in the first meeting. Other individuals were identified to be invited to participate with the committee. The agenda included: review and establishment of committee norms, review and revision of the purpose document, review of work



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, December 9, 2019

accomplished in 2018-2019, and review of work in progress for 2019-2020. The committee will initially meet monthly recognizing that additional meetings will be needed as the work progresses.

- **Mental Health Steering Committee** – On November 4, the Mental Health Steering Committee met to develop the mission and vision statement. On November 13, I attended the Mental Health Steering Committee. The meeting focus was planning the next work group session.
- **Mental Health Community Committee (Work Groups)** – On November 21, I attended the Mental Health Work Groups. Approximately 20 people were in attendance. The three groups that were formed were policy, community, and students. The focus was identifying outcomes based in the vision and mission.
- **Teaching & Learning Committee** – The Teaching and Learning Committee met on November 21 to continue work on the Dover School District Philosophy.
- **Wellness Committee** – On November 15, the Wellness Committee facilitated by Greg Brown, continued their work on the review and finalization of the District's Wellness Policy.
- **Data Committee Meeting** – The Data Committee met on November 14 and continued work on the Data Dashboards for the District.
- **Curriculum Council** – The second meeting of the Curriculum Council was held on November 7. The agenda included: Deb Nary and Jackie Trombe, literacy coaches, reviewed the first fifty days of school with teachers implementing K-2 Foundations.

Other Meetings

- **DEOP Negotiations** – The first meeting for DEOP Negotiations was held on November 20.
- **DPA Negotiations** - The first meeting for DPA Negotiations was held on November 20.
- **Horne Street School PTA** – I attended the Horne Street PTO meeting on November 20.
- **Strafford County YMCA** – I attended the Strafford County YMCA Board meeting.

Events

- Harvest Day Parade at Horne Street School on November 1
- Young Life Dinner on November 1
- Band Craft Fair at Dover High School on November 2
- Wellness and Health Fair at Dover High School on November 3



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, December 9, 2019

Quarterly Reports

Principals were requested to submit quarterly reports pertaining to the implementation of the school's Strategic Plan for the 2019-2020 school year and other focused areas for the school. The plan indicates what was accomplished the first quarter and identifies what is targeted for the second quarter.

Garrison School

ACCOMPLISHED THE FIRST QUARTER	TARGETS FOR THE SECOND QUARTER
Began WIN block in grades K-4 – grade levels are working in PLCs to implement differentiated support for students in literacy. The reading specialist has been helpful in this learning process and helped teams with their first look at data. The related arts team has begun community block – a 5-day rotation (In 5-week cycles) where they take each grade level for a 45-minute block to allow teachers release time for PLCs. In this block, the related arts team has done a lot of work to build community in the grade level and teach school-wide expectations. Teacher PLCs have begun officially meeting – they are off to a great start! Teacher teams have met with Mo Nunez once – the meetings were thought-provoking and gave us a good starting point. I have scheduled INspired leadership training for our January, February, and April staff meetings. We will focus on the 7 levels of energy and clarify, affirm and powerful questions. We will be working with Kelly Turcotte and will get teacher feedback along the way to drive the topics as needed. Staff have worked diligently on aligning their assignments and assessments under the new	Monitor student data/growth to refine WIN for students. Meet with teams/reading after January STAR/benchmarking to re-group and re-assess. Teachers begin to use INspired Leadership concepts in their daily practice. Check ins with teams at PLCs. Continue work with report cards, assignments and assessments alignment for trimesters 2 and 3. Continue work with Mo Nunez to ensure lessons and classrooms are equitable, and that we are bringing that thinking into our work. At March workshop day, plan staff PD around student voice and choice, as well as DOK. Look into using The Skillful Teacher as a resource.



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, December 9, 2019

report card competency categories. This is one of the beginning steps on our PLC journey as we talk more deeply about teaching and learning.

Horne Street School

ACCOMPLISHED THE FIRST QUARTER	TARGETS FOR THE SECOND QUARTER
Development of Professional Learning Communities in grades 1, 2, 3 and 4. PLCs are targeting student reading achievement and growth. • Focus on learning • Collaborative culture of collective respect • Results oriented Identified and expanded upon opportunities for students to engage in to solve problems and take on leadership roles within the school and local community • Established a 4th grade yearbook committee by securing SEED funding for digital cameras to support student photography	Development of Vertical Teacher Literacy Teams to promote mutual accountability among teachers and other professional staff for each student's success and the effectiveness of the school as a whole • Focus on Strategic Plan 2.2 (student engagement in learning) • Focus on Strategic Plan 2.4 (competency-based education) • To identify grade band literacy (specific to reading) literacy competencies • To begin to create a system to address students mastering competencies at different times (specific to reading) Development of Focus Group Work (non-classroom teachers) • Focus on Strategic Plan 1.1 (student voice) • Focus on Strategic Plan 1.2 (student support and wellness) • Focus on Strategic Plan 2.1 (social emotional and physical well-being for students and staff) Principal's Council: Engage others in an ongoing process of evidence-based inquiry, learning, strategic goal setting, planning, implementation and evaluation for continuous school and classroom improvement



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, December 9, 2019

	- Focus on what instruction “looks like” in classrooms – how can we improve our instruction? How does our current schedule reflect our teaching/learning philosophy? - Focus on Strategic Plan 2.2 (student engagement in learning) - Focus on Strategic Plan 2.4 (competency-based education)
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Woodman Park School

ACCOMPLISHED THE FIRST QUARTER	TARGETS FOR THE SECOND QUARTER
<u>Staff Meeting Trainings for Q1</u> - Fundations K-2 & Sp.Ed. [2.3] - Science Curriculum 3 & 4 [2.3] - Equity Work with Paras [2.3] - Equity Work: Privilege Walk / The Invisible Backpack of Our Students [2.3] - Brainy Buddies (multi grade level peer mentoring and open-ended problem solving) [2.2] - Off Campus Evacuation Site Walk and Tours (4 locations) [2.1] - Instructional Coaching Model / District Literacy Growth Goal - Supervision and Evaluation model - DOK and Student Engagement - Dialog in Mini Observations [2.2] - Title IX and Harassment Prevention [2.1] - Equity Work: Self Reflection on Race/Gender/Class/Ability/Language [2.3] - Report Cards in Infinite Campus (Competencies) [2.4] - Avoid/Deny/Defend Drill [2.1]/ Fountas and Pinnell K-2 [2.3] - Anti-Bullying and Blood Borne Pathogens On-Line certification [1.2]	<u>Staff Meeting Trainings for Q2</u> - Project Based Learning Pilot Reflection and Next Attempt [2.2] - Family Conferences [2.3] - Equity Work: Curriculum Review [2.3] - WPS Voice and Choice Reflection and New Attempts [1.1] - Trauma Informed Care by Community Partners [1.5] <u>Attendance</u> The committee will do a public relations push in Quarter Two. Social media and visiting schools' Family – Educator Organizations will occur. Attempts to deepen relationships with those families that struggle with being tardy will be attempted. <u>School Instructional Leadership Team (SILT)</u> Meetings with Roseanna Drysdale will continue in Quarter Two. Practicing PLC with data will be done by the SILT to bring back to teams. Unpacking the PLCs with staff will also continue. <u>Substitutes Training and Recruitment</u>



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, December 9, 2019

Attendance

Three elementary schools have worked together to review current local practices and trends. Ideas were exchanged on what has and has not worked. Research was conducted on a limited scale. Plans to move forward have been determined and will continue throughout the school year. Greg Brown has been the primary worker on this endeavor.

School Instructional Leadership Team (SILT)

Roseanna Drysdale has met with the WPS SILT monthly to go over what Professional Learning Communities are and are not. The four key components have been investigated. A norming exercise for individual PLCs (post-it notes exercise) have been completed.

Substitutes Training and Recruitment

Two substitute trainings have occurred in Quarter One. Over 40 substitutes have taken advantage of the training. The feedback has been consistent. A different PowerPoint Slide was made for the local television access channel, but no one has reported seeing it. Tom Waldron and Evonne Kill-Kish have been instrumental in this work.

UNH Full Year Internship

There have been seven full time and two part time interns from three different programs of UNH. The interns are growing professionally and enriching our entire school community. They have rigorous classes in addition to the full days of interacting with students, staff, and families. Two are dual certified for Special Education and classroom teaching. Ideally, we should look for a way to interview them "early", so they are not scooped up by other school districts.

Additional training for substitutes will occur in Quarter Two based on interest. The budget for next school year is being formed which includes a potential increase in substitute pay.

UNH Full Year Internship

The UNH Internship programs will continue. We will be hosting UNH interns again next school year and are finalizing the process for recruitment of next year's interns now.

Staff Mental Health Toolkit from UNH

The stress boxes, resource binder, and monthly newsletters will be distributed in Quarter Two.

Classroom Mini-Observations

They will continue in Quarter two while Mid-Year Reflections will also need to be started.

Play Based Instruction

Kindergarten teachers will continue to share successes and failures in this process. Michelle Zitta will continue the work with the mentor provided by the NH Department of Education.

Wellness Committee

Monthly staff events have been planned for Quarter Two. Investigating on how to support students will continue to be investigated.

Positive Behavior Intervention Supports (PBIS)

Data will still be collected and interpreted for Quarter Two action. New mascots have been selected for the next round of student support and presentations. The daily announcements will continue.

Infinite Campus

Training will continue. Issues will still be worked out in Quarter Two. Comfort will increase over time.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, December 9, 2019

Staff Mental Health Toolkit from UNH

The University of New Hampshire Occupational Therapy Students (Ashley, Ali, Aidan, Olivia, Stacie, & Maddie) toured WPS and met with the admin and school counselors. It was decided that the UNH OT students would create a Mental Health Toolkit for WPS staff as a class project. They made stress boxes, a resource binder, and monthly newsletters to share with staff. They did an outstanding job.

Classroom Mini-Observations

Classroom mini observations are occurring but at a slow pace. Finding the time to do them well is a challenge based on the nature of daily responsibilities by the admin.

Play Based Learning, Kindergarten

WPS Kindergarten has been doing more of the PBL strategies. They have been sharing resources and successes. Michelle Zitta has agreed to work with a mentor from the NH Dept of Education. She has been sharing the experience with the other K teachers.

Wellness Committee

The WPS Wellness Committee has run at least one staff event a month this school year with more planned. A student GaGa Pit was installed thanks to the support of the WPS PTO. The students greatly enjoy this addition to the playground. A special thanks to David Velazquez for teaching how to play it during PE classes and Greg Brown supporting fair play at the pit for the first few days.

Positive Behavior Intervention Supports (PBIS)

The School Mascots have been active. They have made grade level presentations and been on the

Report Cards

Families will receive the new report card in Quarter Two. Staff will get a chance to reflect on the report card in Quarter Two which will make the second trimester report card easier to complete.

Front Vestibule

The punch list of new security glass due to scratches, window slider motor tweaking, and a new entry buzz into the building system is ongoing for at least Quarter Two.

Swipe Card Entry and Security Cameras

More work will continue into at least Quarter Two for swipe card entry and security cameras. The programming of the swipe cards for Quarter Two will be a challenge by those that have to learn and oversee it.



DOVER SCHOOL DISTRICT

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morning announcements daily. New mascots are selected every six to eight weeks. The PBIS discipline data has been ongoing. We have had to focus on bus behavior significantly so far this school year.

Infinite Campus

The new student information system has been initiated. The learning curve has been steep. Progress is being made.

Report Cards

The teachers have gone 'cold turkey' from a locally made skills-based report card format to a standards/competency based format. I have met with the PTO a few times to go over the new report card. They are the ones that can best sell it to the families. Paula Glynn has sent out information to families which will help. Beth Dunton has done tremendous work on this project. I have counseled many staff members on this topic to keep them positive and seeing the 'big picture'. The new report card is a positive first step to a larger concept.

Front Vestibule

The new front security vestibule has been completed during this first quarter. It has had some punch list item issues. Follow through by Libby Simmons and Bonnette Page and Stone has been outstanding. There are still a few items to address but the system is working well. The families really like it.

Swipe Card Entry and Security Cameras

The security cameras have been installed and a program to view them loaded onto the main office computers. There still needs to be adjustments to them and some hardware placed in the main office for proper viewing. The swipe card system is still being installed.



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, December 9, 2019

Hiring

We just finished hiring all paraprofessionals and maternity leave substitutes that we know of as of this report. This was a huge undertaking. Greg Brown did all the paraprofessional hiring.

Dover Middle School

ACCOMPLISHED THE FIRST QUARTER	TARGETS FOR THE SECOND QUARTER
NOTE: Quarterly reports were due on Friday, December 5. Due to the death of Kim Lyndes' father, the Dover Middle School First Quarter Report will be shared in a Board Update.	

Dover High School

ACCOMPLISHED THE FIRST QUARTER	TARGETS FOR THE SECOND QUARTER
Student Council met with Administration to discuss updating dress code.	Increase communication on school and district social media sites.
Instagram account created and managed by Marketing Class.	Engage families who are not usually involved with their students' education.
I am College Bound and senior college application and financial aid support activities.	Begin development of social-emotional-civic learning expectations.
Hosted Wellness Fair.	Update policies and procedures, with a lens on scheduling, for Extended Learning Opportunities.
Work with Community partners to provide in-house services and community events.	Support teacher use of reassessment.
Flex Implementation.	Begin Professional Learning Communities work.



DOVER SCHOOL DISTRICT

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Monday, December 9, 2019

Bellamy Academy

ACCOMPLISHED THE FIRST QUARTER	TARGETS FOR THE SECOND QUARTER
Hired new science teacher and special education case manager and helped them adjust to their new roles. New counselor (long-term sub) was hired and trained. Student schedules were revised/finalized to meet their needs. Community based trips were launched including contract with Northeast Passages. School store protocols were developed. Life-skills group was launched. Small groups (counseling) began. Clinical intern was brought on and trained. New staff were trained to drive bus.	Complete semester 2 schedules and credit checks for all students. Work on schedule of community-based trips. Create opportunities in-house for PD and PLCs based on needs of teachers and students. Complete mid-year evaluations for non-tenured teachers.

Dover Adult Learning Center

ACCOMPLISHED THE FIRST QUARTER	TARGETS FOR THE SECOND QUARTER
Goal 1: Organizational Capacity A data manager has been identified and assigned duties. A region APT position is in place. New administrative staff have successfully assumed full responsibilities.	Professional development workshops target contextualization and digital literacy.



DOVER SCHOOL DISTRICT

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Goal 2: Public Relations Branding and identity workshops have been conducted. Value proposition identified and Brand positioning statement created Fall catalog redesigned by professional graphic designer. Goal 3: Board Development The Board engaged in operationalizing the strategic plan.	A new logo, tag line and colors will be selected. Internal Branding will occur Committee structure will be evaluated and updated.
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Infinite Campus

District Wide Updates for the implementation of Infinite Campus is outlined below.

- Student Enrollment Records are now based on on-going enrollment, all other students are setup and in Infinite Campus.
- Exports for One Call Now and Mealtime will be daily import / exports beginning January 2, 2020.
- Attendance Codes district wide have been addressed and have moved from 198 to 14 codes used for Present, Absent Tardy or Early Release
- 1st Round of Report Cards for Elementary Schools has been completed
- Elementary School Teachers and Staff have more student access and classroom management for class rosters, seating charts and grading tools available to them
- Online Registration will be implemented in February 2020
- Process and Procedures for districtwide process are currently being developed to establish and maintain data integrity and consistency across the district
- All Students in grades 5-12, Bellamy and CTC have individual student portal logins to access grades, progress and assignments.
- Parent Portal will be rolled district wide January 2020
- The Campus Learning, a Learning Management System (LMS) will be rolled out for training and setup beginning in January 2020. This will provide teachers essential added tools for grading, testing, google integration, plus additional tools for the classroom.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, December 9, 2019

As we move into January 2020 the district will begin the build out of the Calendars and Master Course Rosters (Schedule Setup) for the 2020-2021 School year which will permit earlier scheduling opportunities, online course requests by students, and permit for projections of staffing and course section needs.

In the December 2, data integrity check run on the data in Infinite Campus, out of 4000 student entries, the district has less than 400 data errors in enrollments information. These errors are a various of items from a check box for a guardian account or an incomplete address to a portal access. As the data checks and data audits will be completed monthly, the district has setup a plan to address any errors which are discovered. In the implementation phase to current date, of 4000 students, the district had only 1 duplicate entry for a student and only 1 duplicate student number. This is a direct result of the dedicated work the front office staff at the schools and members of the district.

The IC Steering committee continues to meet to address areas of need, focus on additional trainings and supporting a plan to get all departments needs addressed and user security account finalized so staff in areas outside of classrooms can continue to do their duties and over the course of the year continue to build out plans and process which allows all users more efficiency in their work and ease of access to data management and data results.

The district in a matter of a few months moved swiftly to address the data management issues and develop a data platform that addressed many independent processes and turned those processes into one district wide processes for data management, data integrity and data accuracy to yield the basis of having a data driven school district. What the district has accomplished in months on average takes school districts several years to complete. We have many areas still to continue to focus on, develop best practices and evaluate a district wide central enrollment for all new student to the Dover School District.