



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #4
Meeting Location:	City Hall, Council Conference Room, 288 Central Ave, Dover NH 03820
Meeting Date:	Monday, April 13, 2020
Meeting Time:	7:00 pm

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: DoverSchoolBoard@dover.k12.nh.us OR POSTAL MAIL ADDRESSED TO: DOVER SCHOOL BOARD, 61 LOCUST STREET, SUITE 409, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. AGENDA APPROVAL

E. CITIZENS' FORUM

F. APPROVAL OF MINUTES

1. Regular Meeting #3, March 9, 2020
2. Special Session #7, March 16, 2020

G. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Lisa Danley / DHS CTC Director
 - b. Jennifer Marshall / Dean / GES
 - c. Tracy Ramsey / Teacher / HSS
 - d. Samantha McGuire / Teacher / WPS
 - e. Scott Sicko / Teacher / DHS
 - f. Marie Winters / Administrative Assistant / DMS
3. **Leaves of Absence:**
 - a. Kaylee Towle / Teacher / DMS
4. **Job Shares:** None
5. **Nominations:**
 - a. Samantha Tukey / DHS CTC Director
6. **Extended Travel (Student Trips):** None
7. **Donations:** None



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H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS:

1. IHAMA – Teaching About Alcohol, Drugs, and Tobacco, First Reading
2. JLCFA – Feminine Hygiene Products, First Reading
3. JLDDB – Suicide Prevention and Response, First Reading

J. POLICY ADOPTION:

1. DAF1 – Allowability
2. DAF2 – Cash Management
3. DAF6 – Inventory Management
4. DAF7 – District Travel
5. DAF8 – Accountability and Certifications
6. DAF10 – Grant Management Reconciliation
7. DAF11 – Subrecipient Monitoring
8. EBCA – Crisis Prevention & Emergency Response Plans

K. RESOLUTIONS: None

L. OLD BUSINESS:

1. FY21 Budget Discussion

M. NEW BUSINESS:

1. Garrison Elementary School Mini-Grant Approval
2. Modified Course Proposal, DHS
3. Modified Teacher Calendar 2019-2020
4. DPA Contract
5. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT



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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.

Jennifer Marshall
159 Clay Hill Road
Cape Neddick, ME 03902

March 31, 2020

Dr. William Harbron
Dover School District
61 Locust Street
Suite 409
Dover, NH 03820

Via electronic mail and U.S. postal mail

Dear Dr. Harbron,

Though I have enjoyed working in Dover for the past three years, I am submitting my letter of resignation. I will miss the staff, students, and families of Dover, as I have developed strong working relationships with the members of the Dover School community.

I am grateful for my time in Dover. It has been both a rewarding and memorable experience. I have appreciated the opportunity to work under your leadership. I am grateful for the professional development provided by the Dover School District, especially the INspired Leadership and equity work, as well as the support Mrs. Dunton and the Leadership Team have provided over the past three years.

I wish you, and the Dover School District continued growth and success in the future.

Sincerely,

Jennifer Marshall

Tracy Ramsey
252 Oak Hill Road
Barrington, NH 03825
tracy.m.mac@gmail.com
(603)978-8672

3/10/2020

Dear Dr. Harbron and Principal Driscoll,

Please accept this letter as notice of resignation from my position as an elementary classroom teacher at Horne Street School. I greatly appreciate the opportunities that Dover has provided me, as well as the professional guidance and support that has allowed me to grow as an educator. Although I will sincerely miss teaching, my colleagues, and the Horne Street School community; I have decided that it is best for me to focus on my family at this time.

I wish you and the Dover School community all the best.

Sincerely,

A handwritten signature in cursive script that reads "TRamsey". The capital "T" is large and loops around the first few letters.

Tracy Ramsey

Samantha McGuire
24 Chestnut Way
Lee, NH 03861

March 9, 2020

Dover School District
61 Locust St #409
Dover, NH 03820

Dear Principal Boodey,

As you know, I have been on maternity leave this past school year to spend time with my twins during their first year of life. I very much appreciate the time that Dover School District granted me and though my intentions were to always come back to Woodman Park, my plans have changed. After much thought and consideration, I have decided to remain at home with my children during these important years.

Please accept this letter as my formal resignation from my second-grade position at Woodman Park School. I am going to miss teaching and the incredible work family that I love so much. I will forever cherish my time at Woodman. I have grown so much as an educator and person because of my experiences in Dover. Thank you for all you have done for me.

Sincerely,

A handwritten signature in cursive script, appearing to read 'S. McGuire', written in dark ink.

Samantha McGuire

Dear Dr. Harbron,

I am writing this letter to inform you that I will not be returning to teach at Dover High School for the 20-21 school year. My wife and I will be moving out of the area due to her growing business in the Maryland/DC region.

Thank you for providing me with the opportunity to teach at a place like Dover. My experiences will stay with me forever as well as the relationships that I have built with so many wonderful faculty members. I have been truly lucky to be able to learn from people like Matt Fennessy, Emily Sherman, and Peter Driscoll. I know that I have grown as an educator because of my experiences and the influences of those around me. Dover is a special place that I will always carry in my heart and it saddens me to leave. Again, I want to say thank you and wish you luck in continuing to help Dover grow as a community.

Scott Sicko

From: [William Harbron](#)
To: [Tammy Badger](#)
Subject: FW: Retirement
Date: Wednesday, April 8, 2020 3:47:15 PM

From: Marie Winters <m.winters@dover.k12.nh.us>
Sent: Wednesday, April 8, 2020 3:16 PM
To: William Harbron <w.harbron@dover.k12.nh.us>
Subject: Retirement

Good afternoon, Superintendent Harbron,

It is with bittersweet emotion that I notify you of my intent to retire from the district on June 30th as Administrative Assistant to Principal Lyndes.

I will have worked just short of sixteen years in the district at that time. I have enjoyed my years at Dover Middle School and hope I have made some positive impacts on our community.

My husband has taken a new job in Connecticut which requires a move. It's certainly an exciting opportunity but nerve wracking in this current global situation.

I wish you well as you continue to steer the Dover district...you always seem to be headed in the right direction.

Please excuse this e-mail versus a formal letter but I felt it was warranted given that schools are closed.

Sincerely,

Marie Winters

March 10, 2020

Good Evening Superintendent Harbron,

I am currently out on maternity leave from my teaching position at DMS, as I just gave birth to my baby girl at the beginning of February. I am writing to you today to request a year leave of absence for the 2020-2021 school year. I would greatly appreciate the opportunity to take this leave of absence to continue to establish and adjust to life with my newly formed family of four. Please let me know if there is any further information you would like or need regarding this matter. Thank you.

Sincerely,

Kaylee Towle
7Bellamy Mathematics
Dover Middle School
(603)516-7260



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
From: William R. Harbron, Superintendent
Date: March 13, 2020
Re: Nomination of Career Technical Center Director

It is with pleasure that I nominate Samantha Tukey for the position of the Dover High School Career Technical Center Director for the Dover School District. Ms. Tukey's start date will be July 1, 2020 with a salary of \$90,971.37 for the 2020-2021 school year.

Ms. Tukey has been the Recruitment and Retention Specialist at the Seacoast School of Technology located in Exeter, NH since 2016, prior to that she has a wealth of experience as a CTE Teacher.

References for Ms. Tukey were excellent. The District looks forward to her experience and enthusiasm.

DOVER SCHOOL DISTRICT	POLICY CODE: IHAMA
DATE OF ADOPTION:	PAGE 1 OF 1

FIRST READING

TEACHING ABOUT ALCOHOL, DRUGS AND TOBACCO

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

As part of the health education program for grades K – 12, the District shall provide aged and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, e-cigarettes, liquid nicotine and like suspensions, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing such health education or education on such topics. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

District Policy History:

District revision history:

Legal References:

*RSA 126-K:8, Youth Access to and Use of Tobacco Products, Special Provisions
RSA 189:10, Studies
RSA 189:11-d, Drug and Alcohol Education
RSA 193-E:2-a, Substantive Educational Content of an Adequate Education
Ed 306.40, (b)(2) a - Health Education Program.*

DOVER SCHOOL DISTRICT	POLICY CODE: JLCFA
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FIRST READING

Feminine Hygiene Products

The District shall make tampons and sanitary napkins available at no cost in all gender-neutral bathrooms and bathrooms designated for females located in the Dover Middle School and Dover High School within the District.

The Superintendent may implement any rules or procedures appropriate to implement this policy. The Superintendent should also designate personnel to explore the availability of and pursue any grants or partnerships available to satisfy the costs associated with this policy.

District Policy History:

District revision history:

Legal References:

RSA 189:16-a, Menstrual Hygiene Products (2019 Laws Chapter 252).

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

DOVER SCHOOL DISTRICT	POLICY CODE: JLDDBB
DATE OF ADOPTION:	PAGE 1 OF 4

FIRST READING

SUICIDE PREVENTION AND RESPONSE

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

A. District Suicide Prevention Plan and Biennial Review. No later than May 31, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the “Plan”) to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts.

1. Specific Requirements for Plan Terms: The District Suicide Prevention Plan shall include terms relating to:

- a) Suicide prevention (risk factors, warning signs, protective factors, referrals);
- b) Response to in-or-out-of-school student suicides or suicide attempts (postvention, suicide contagion);
- c) Student education regarding safe and healthy choices, coping strategies, recognition of risk factors and warning signs of mental disorders and suicide; and help seeking strategies;
- d) Training of staff, designated volunteers, and contracted personnel on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention and resources available within the school and community;
- e) Confidentiality considerations;
- f) Designation of any personnel, in addition to the District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons, to act as points of contact when students are believed to be at an elevated risk of suicide;

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- g) Information regarding state and community resources for referral, crisis intervention, and other related information;
 - h) Dissemination of the Plan or information about the Plan to students, parents, faculty, staff, and school volunteers;
 - i) Promotion of cooperative efforts between the District and its schools and community suicide prevention program personnel;
 - j) Such include such other provisions deemed appropriate to meet the objectives of this Policy (e.g., student handbook language, reporting processes, “postvention” strategies, memorial parameters, etc.).
2. Biennial Review: No less than once every two years, the Superintendent, in consultation with the District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons and with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.
- B. Suicide Prevention Coordinator and Liaisons.**
1. District Suicide Prevention Coordinator. The Assistant Superintendent of Student Services is designated as the District Suicide Prevention Coordinator, who, under the direction of the Superintendent shall be responsible for:
- a) developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
 - b) annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District’s website;
 - c) developing - or assisting individual teachers with the development – of age appropriate student educational programing, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders

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DATE OF ADOPTION:	PAGE 3 OF 4

and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;

- d) developing or assisting in the development of the annual staff training required under section C of this policy;
- e) Such other duties as referenced in this Policy or as assigned by the Superintendent.

2. Building Suicide Prevention Liaison. The school counselor, or, in his/her absence, the building principal, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

C. Annual Staff Training. The Superintendent shall assure that beginning with the 2020-21 school year, all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

D. Dissemination. Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

Legal References:

RSA 193-J: Suicide Prevention Education

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of

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related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Other Resources:

- *The New Hampshire Department of Education's Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness. For further information see: www.nhstudentwellness.org*
- *American Foundation for Suicide Prevention (AFSP) - <https://www.afsp.org>*
- *Suicide Prevention Resource Center - <http://www.sprc.org>*
- *The National Suicide Prevention Lifeline – <https://www.suicidepreventionlifeline.org>*
- *The Trevor Project - <https://www.thetrevorproject.org>*

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-1
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SECOND READING

ALLOWABILITY – FEDERAL GRANT FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

A. Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

a. To determine whether a cost is “reasonable”, consideration shall be given to:

- i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;**
- ii. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations;**
- iii. market prices for comparable goods or services for the geographic area;**
- iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and**
- v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.**

b. When determining whether a cost is “necessary”, consideration may be given to whether:

- i. the cost is needed for the proper and efficient performance of the grant program;**
- ii. the cost is identified in the approved budget or application;**
- iii. there is an educational benefit associated with the cost;**
- iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or**
- v. the cost addresses program goals and objectives and is based on program data.**

c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
5. Be determined in accordance with generally accepted accounting principles.
6. Be representative of actual cost, net of all applicable credits or offsets.
The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.
7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
8. Be adequately documented:
 - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

C. Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

D. Determining Whether A Cost is Direct or Indirect:

1. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

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2. "Indirect costs" are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

- E. Timely Obligation of Funds: Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following are examples of when funds are determined to be "obligated" under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.

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- F. Period of Performance: All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is substantially approved, unless an agreement exists with NHDOE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

Statutory/Regulatory/Policy Cross References

2 CFR 200.302(b)(7)

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-2
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SECOND READING

CASH MANAGEMENT AND FUND CONTROL

ADMINISTRATION OF FEDERAL GRANT FUNDS

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent or Designee is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

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- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$ 120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts .
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

SCHOOL DEPOSITS AND CASH HANDLING PROCEDURES

- A. School Deposits: With the exception of Food Service deposits, the School Business Office Designee shall bring all school deposits to the City of Dover Tax Collector on a daily basis.
- B. Food Service Deposits and Handling Procedures: When food service funds are received by the Food Service Cashier at Point of Sale, the funding amount is posted to the student's account and the funds are put into the cash register. The Food Service Director counts each till/register at the close of the day. The vending machines are also counted and brought with the daily deposit as a separate line item to other Food Service items. The Food Service Director brings the daily deposit to the School Business Office Designee where the funds are again counted, reconciled to the daily

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-2
DATE OF ADOPTION:	PAGE 3 OF 3

deposit record and a bank deposit is prepared. The School Business Office Designee brings the deposit to the bank on a daily basis.

Statutory/Regulatory/Policy Cross References

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-6
DATE OF ADOPTION:	PAGE 1 OF 2

SECOND READING

INVENTORY MANAGEMENT – EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Equipment and supplies acquired (“property” as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award such property is disposed in accordance with applicable laws, regulations and Board policies:

A. “Equipment” and “Pilferable Items” Defined: For purposes of this policy, “equipment” mean tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceed the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. “Pilferable items” are those items, regardless of cost, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

B. Records: The Superintendent and/or Designee shall maintain records that include a description of property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

C. Inventory: No less than every two years, the Superintendent and/or Designee shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy DAF-6, inventories shall be conducted consistent with District practice.

D. Control, Maintenance and Disposition: The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:

1. prevent loss, damage, or theft of the property; any loss, damage, or theft must be investigated;
2. to maintain the property and keep it in good conditions; and
3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-6
DATE OF ADOPTION:	PAGE 2 OF 2

Statutory/Regulatory/Policy Cross References

2 CFR 200.313(d)

SECOND READING**TRAVEL REIMBURSEMENT – FEDERAL FUNDS**

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent and/or Designee.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent and/or Designee shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

Statutory/Regulatory/Policy Cross References

2 CFR 200.474(B)

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-8
DATE OF ADOPTION:	PAGE 1 OF 1

SECOND READING

ACCOUNTABILITY AND CERTIFICATIONS – FEDERAL GRANT FUNDS

All fiscal transactions must be approved by the Superintendent and/or Designee who can attest that the expenditure is allowable and approved under the federal program. The Superintendent and/or Designee submits all required certifications.

Statutory/Regulatory/Policy Cross References

2 CFR 200.302

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-10
DATE OF ADOPTION:	PAGE 1 OF 1

SECOND READING

GRANT BUDGET RECONCILIATION

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Statutory/Regulatory/Policy Cross References

SECOND READING**SUBRECIPIENT MONITORING – FEDERAL GRANT FUNDS**

In the event the District disperses federal funds received through a federal award to other entities and assigns responsibilities to the outside entity to conduct a portion of the work, the District shall be responsible for determining, on a case-by-case basis, whether the agreement with such entity places the outside entity in the role of a subrecipient receiving a subaward of federal funding, or the role of a contractor.

If the District grants subawards of federal funding to other entities as subrecipients, the District shall be responsible for:

1. Evaluating the entity for risk of noncompliance to determine appropriate monitoring practices.
2. Monitoring the subrecipient entity's implementation to ensure compliance with federal, state and local laws, conditions of the federal funding award, and Board policies and administrative regulations.
3. Notifying the subrecipient entity of identified deficiencies found during the monitoring process and ensuring that identified deficiencies are corrected.
4. Documenting and retaining records on subrecipient identification, notification, evaluation, monitoring and corrective actions taken.

Definitions

For purposes of policies and procedures related to federal programs, the following definitions shall apply:

Contract – a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used here does not include a legal instrument, even if the entity considers it a contract, when the substance of the transaction meets the definition of a federal program award or subaward. (2 CFR 200.22)

Contractor – an entity that receives a contract, as defined in law and regulations, by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. (2 CFR 200.23)

Pass-through entity – a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. The District serves as the pass-through entity in cases where it awards federal funding to a subrecipient as defined in this procedure. (2 CFR 200.74)

Subaward – an award provided by a pass-through entity to a subrecipient in order to

carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (2 CFR 200.92)

Subrecipient – a non-federal entity that receives a subaward to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.) (2 CFR 200.93)

Subrecipient Versus Contractor

The District must determine, on a case-by-case basis, whether an entity receiving funds from the District as part of a federal funding program serves in a role of subrecipient or contractor. (2 CFR 200.330)

The Superintendent and/or Designee shall be responsible for analyzing the criteria listed in the chart below and evaluating the relationship with the entity based on the substance of the legal agreement, rather than the form of the agreement. The designee(s) may consult with the District solicitor in making such determination.

<u>Subrecipient</u>	<u>Contractor</u>
<u>Creates a Federal assistance relationship</u>	<u>Purpose is to obtain goods and services for the non-Federal entity's own use and creates a procurement relationship</u>
<u>Determines who is eligible to receive what Federal assistance</u>	<u>Provides the goods and services within normal business operations</u>
<u>Has its performance measured in relation to whether objectives of a Federal program were met</u>	<u>Provides similar goods or services to many different purchasers</u>
<u>Has responsibility for programmatic decision making</u>	<u>Normally operates in a competitive environment</u>
<u>Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and</u>	<u>Provides goods or services that are ancillary to the operation of the Federal program; and</u>
<u>In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit</u>	<u>Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons</u>

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-11
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<u>of the pass-through entity (PTE)</u>	
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The District shall notify subrecipients that they have been identified as a subrecipient and that the funding qualifies as a subaward. The District shall provide the subrecipient with the following information as specified at 2 CFR Sec. 200.331(a) regarding the federal funding award, and any subsequent changes:

1) Federal Award Identification information, including:

- (i) Subrecipient name (which must match the name associated with its unique entity identifier);**
- (ii) Subrecipient's unique entity identifier;**
- (iii) Federal Award Identification Number (FAIN);**
- (iv) Federal award date (see §200.39 federal award date) of award to the recipient by the federal agency;**
- (v) Subaward period of performance start and end date;**
- (vi) Amount of federal funds obligated by this action by the pass-through entity to the subrecipient;**
- (vii) Total amount of federal funds obligated to the subrecipient by the pass-through entity including the current obligation;**
- (viii) Total amount of the federal award committed to the subrecipient by the pass-through entity;**
- (ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);**
- (x) Name of federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity;**
- (xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement;**
- (xii) Identification of whether the award is R&D; and**
- (xiii) Indirect cost rate for the federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).**

DOVER SCHOOL DISTRICT	POLICY CODE: DAF-11
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Statutory/Regulatory/Policy Cross References

2 CFR 200.331(d)

DOVER SCHOOL DISTRICT	POLICY CODE: EBCA
DATE OF ADOPTION: FEBRUARY 11, 2019	PAGE 1 OF 2

SECOND READING

CRISIS PREVENTION AND EMERGENCY RESPONSE

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB ~~The Superintendent is responsible for ensuring that at least two times per year, the District conducts emergency response drills.~~ The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liaison with these authorities.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan, which must, at a minimum, include a site-specific Emergency Response Plan for each school. [NHSBA is aware that one of the toolkits/templates used by districts to prepare the site-specific plan uses "Operations" in the title in place of "Response". As "Response" is the term referenced in RSA 189:64, we recommend using that term, or "Response Operations".]

The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to assure that each Emergency Response Plan is reviewed annually (in consultation with appropriate personnel, and in coordination with local emergency authorities), and is updated as necessary. If, after such review, the plan remains unchanged, then the Superintendent shall notify the Department of Education by September 1 that the plan is unchanged. If an Emergency Response Plan is update/revised, the Superintendent shall submit the updated Emergency Response Plan to the New Hampshire Department of Education no later than September 1.

The District Crisis and Response Plan will be updated annually to include each site-specific Emergency Response Plan as updated, and any other changes as deemed appropriate by the Superintendent.

The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

Legal References:

- *RSA 189:64, Emergency Response Plans*
- *RSA 193-D, Safe School Zones*
- *RSA 193-F, Pupil Safety and Violence Prevention*
- *NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety*

Garrison PTA's Mini-Grants Application

2019 - 2020

Winter Grant Deadline: January 10th, 2020

Spring Grant Deadline: April 3rd, 2020

GENERAL INFORMATION

Date: 1/3/2020 / Updated on 3/10/2020

Submitted by (include grade level or department): Emily Tucci, Heidi Stevens, Taylor McKenney, Krysta Arguin

Email: k.arguin@dover.k12.nh.us, e.tucci@dover.k12.nh.us, t.mckenney@dover.k12.nh.us,
h.stevens@dover.k12.nh.us

Phone:

Total funds requested: \$ 796.00

Approx # of students to directly benefit: about 100 per year for multiple years to come

DESCRIPTION

Provide a brief description of your proposal.

The fourth-grade team would like to purchase document cameras to use in our classrooms. A document camera would allow us to project documents, student work, manipulatives for explanation, and to show instructions for games on the interactive projectors.

https://www.amazon.com/dp/B0784RZNKT/ref=cm_sw_em_r_mt_dp_U_BtdAEb4WFPpHT

PROGRAM GOALS AND STATEMENT OF NEED

Describe the learning and/or experimental outcome for the students. How will they benefit?

It will be easier for students to see documents, demonstrations, and examples with less crowding, less touching, and less distractions.

PROGRAM REQUIREMENTS AND COST

Describe the specific equipment, materials, and/or services necessary and the breakdown costs, *include shipping*.

We would need four of the IPEVO document cameras. The cost is \$199.00 per document camera. Shipping would be free with amazon prime.

METHOD OF COMMUNICATING SUCCESS OR COMPLETION

Describe how you will communicate or measure the success or completion of your program to the PTA.

We will send you pictures.

For committee use:

Date received:	Date reviewed:
Committee decision(circle): Approved or Denied	If denied, why?:
Date notification sent:	

IPEVO

Comparison chart for IPEVO document cameras

Find the best IPEVO doc cam for you



V4K
USB doc cam



VZ-R
HDMI/USB doc cam



VZ-X
Wireless, HDMI & USB doc cam

Price		\$ 99	\$ 199	\$ 299
		Buy Now	Buy Now	Buy Now
Camera	8MP Sony CMOS sensor	✓	✓	✓
Image processor	SoC image processor with H.264 codec engine	✗	✓	✓
Digital zoom	Hardware	✗	✓	✓
	Software	✓	✓	✓
Output	USB to computer	✓	✓	✓
	HDMI to TV or projector	✗	✓	✓
	Wireless to computer or iOS/Android device	✗	✗	✓
Resolution	USB – up to 3264 x 2448	✓	✓	✓
	HDMI – up to 1080p	✗	✓	✓
	Wireless – up to 1080p	✗	✗	✓
Frame rate	Up to 30 fps at 1080p	✓	✓	✓
Viewing area	US letter (8.5" x 11.0")	✓	✓	✓
	US legal (8.5" x 14.0")	✗	✓	✓
	Tabloid (11.0" x 17.0")	✗	* ✓	✓
Setup	Plug and play	✓	✓	✓
Stand design	Glass fiber reinforced	✗	✓	✓
	Multi-jointed	✓	✓	✓

Built-in features	Microphone	✓	✓	✓
	LED light	✗	✓	✓
	Battery	✗	✗	✓
Control buttons	LED light	✗	✓	✓
	Video filter	✗	✓	✓
	Image rotation	✗	✓	✓
	Zoom	✗	✓	✓
	Exposure	✓	✓	✓
	Focus lock/Refocus	✓	✓	✓
	Quick access to functions in IPEVO Visualizer software	✗	✗	✓
Free IPEVO software	Mac	✓	✓	✓
	Windows	✓	✓	✓
	Chromebook	✓	✓	✓
	iPad & iPhone	✗	✗	✓
	Android tablet & Android phone	✗	✗	✓
Weight		1.28lbs	2.2lbs	2.58lbs
Warranty		1 year limited	1 year limited	1 year limited
Customer support	Online chat support	✗	✓	✓
	Ticket support	2 business days	1 business day	1 business day
**Demo request		✗	✓	✓

* In order to use VZ-R for viewing tabloid-sized documents, please change its output display ratio to 4:3.

** IPEVO reserves the right to accept or reject any demo request.

Proposal to modify course withdrawal designations on the Dover High School transcript during COVID-19

Current process at Dover High School for course withdrawal:

1. Students approved to withdraw from a course with a passing grade receive a "W" for "Withdrawn" on the transcript. No credit will be awarded. The grade from the quarter the student withdrew will not impact cumulative GPA or credits attempted but could impact honor roll.
2. Students approved to withdraw from a course with a failing grade receive a "WF" for "Withdrawn Failing" on the transcript. No credits will be awarded, but the credits attempted will impact the overall GPA.

Proposed process for course withdrawal during Remote Learning:

1. All students will receive a "W" and there will be no "WF" designations due to the myriad of reasons that students may need to withdraw from courses. Students are struggling with organization, motivation, access to technology, sharing devices across family members, receiving support services, increased working hours, and mental health challenges. If it is possible within Infinite Campus we will add a new withdraw code of "WCO19".

Emily Sherman
Dean of Instruction
Dover High School



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, April 13, 2020

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

CONSENT AGENDA

Resignations/Retirements – I recommend the Board approves the following resignations: Lisa Danley, DHS CTC Director; Jennifer Marshall, Dean Garrison School; Tracey Ramsey, Teacher Horne Street School; Samantha McGuire, Teacher Woodman Park School and Scott Sicko, Teacher Dover High School.

I recommend the Board approve the retirement of Marie Winters, Administrative Assistant, Dover Middle School.

Leaves of Absence – I recommend the Board approve the leave of absence for Kaylee Towle, Teacher Dover Middle School.

Job Shares – None

Nominations – I recommend the Board approve the following nominations: Samantha Tukey, Dover High School CTC Director

Extended Trips - None

Donations – None

POLICY – CHANGES – PROPOSALS – ADOPTIONS

The following policies are brought forward first reading by the Board:

1. **IHAMA – Teaching About Alcohol, Drugs, and Tobacco (Revised)** - Policy IHAMA was revised in response to 2019 N.H. Laws Ch. 346:104 & 346:109 (HB 4). That provision, rather awkwardly written included a requirement that districts adopt specific policies regarding violations of 126-K:8, I and education on same. It is noted that the state law already required: (a) health education to address tobacco use (189:11-d), prohibited minors from using or possession of tobacco products (126-K:6), prohibited smoking indoors in public places (RSA155:64-77), a policy to that effect (RSA 155:68);



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, April 13, 2020

and smoking on school property (RSA 126:K-7). Other than the health education component, all these provisions are addressed in policy ADC.

2. **JLCFA - Feminine Hygiene Products** - Policy JLCFA is a new policy intended to address the provisions of 2019 SB 142, adopted as 2019 Laws Chapter 252, and codified as RSA 189:16-a.
3. **JLDBB – Suicide Prevention and Response** – Policy JLDBB is a new policy required with the 2019 passage of SB 282 (codified as RSA 193-J). Although the new law is not effective until July 1, 2020, there are many provisions that require planning and possible budget considerations.

The following policies are brought forward for Board adoption. I recommend the Board approve the following policies:

1. **DAF2 – Cash Management:** Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for fund control and accountability must be met as required by the Uniform Guidance or advance payments and in accordance with the retirements of NHDOE or other applicable pass-through-entity.
2. **DAF6 – Inventory Management:** Equipment and supplies ("property" as used in Policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance therefore, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under Federal award such property is disposed in accordance with applicable laws, regulations and Board policies.
3. **DAF7 – District Travel:** The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.
4. **DAF8 – Accountability and Certifications:** All fiscal transactions must be approved by the Superintendent and/or Designee who can attest that the expenditure is allowable and approved under the federal program. The Superintendent and/or Designee submits all required certifications.
5. **DAF 10 – Grant Management Reconciliation:** Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, April 13, 2020

6. **DAF 11 – Subrecipient Monitoring:** In the event the District disperses federal funds received through a federal award to other entities and assigns responsibility to the outside entity to conduct a portion of the work, the District shall be responsible for determining, on a case-by-case basis, whether the agreement with such entity places the outside entity in the role of a subrecipient receiving a subaward of federal funds, or the role of a contractor.
7. **EBCA – Crisis Prevention and Emergency Response Plans:** Policy EBCA has been revised to reflect the increase in changes to RSA 189:64 by 2019 N.H. Laws Ch. 20 (HB123), regarding all-hazard drills (increasing from 2 to 4 per year), and requirement that at least one drill concern armed assailant. Minor changes only – (Bold and Italicized)

K. RESOLUTIONS

- None

L. OLD BUSINESS

- FY21 Budget Discussion

M. NEW BUSINESS

- **Garrison Elementary School Mini-Grant Approval** – The Garrison Elementary School Mini Grant will purchase document cameras to use in the fourth-grade classrooms to allow for teachers to project documents, student work, manipulatives for explanation, and to show instructions for games on the interactive projectors. I recommend the Board approve the mini grant for Garrison Elementary School.
- **Modified Course Proposal, DHS** – Dover High School would like to modify their course withdrawal designations on the DHS transcript due to COVID-19. The proposed changes include: All students will receive a “W” and there will be no “WF” designations due to the myriad of reasons.
- **Modified Teacher Calendar 2019-2020** – Due to the COVID-19, adjustments were made in the students’ academic calendar for 2019-2020. The administration continues to work with the DTU on making modifications in the teacher calendar. Recommendation will be brought to the April 13 for Board consideration.
- **DPA Contract** – I recommend the Board approve the DPA Contract.
- **Condition of Accounts** – The Board will review the condition of accounts.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report
Monday, April 13, 2020

SUPERINTENDENT'S SUMMARY REPORT – MARCH 2019

Committee Meetings

- **Mental Health Steering Committee** – Participated in the Mental Steering Committee Meeting. Topics included: discussion with Mayor Carrier about the group's work; City Proclamation by the Mayor; kick off for mental health month with the City; marketing of the Dover Mental Health Alliance (potential new name of the groups that are meeting); criteria for a Safe Zone; completing the action plan and data sources.
- **Curriculum Planning Council** – On March 5, the Curriculum Council met to hear presentations on the following areas:
- **Safety Task Force** – On March 11, the fourth meeting of the DTU Safety Task Force was held. The major focus of the meeting was the design of protocols and procedures to assist staff that have had to be involved with a student displaying challenging and disruptive behaviors.
- **Racial Equity Vision Keepers** – On March 12, the Racial Equity Keepers meet. Fourteen participants were in attendance. The committee updated on what is currently occurring in the District relating to equity, followed by a discussion that will assist in developing future action items.

Other Meetings

- **Jim Amara, Domenic Amara, and Asis El Madi** – Peter Driscoll, Christy Prosser, and I had the opportunity to meet with Jim Amara and associates to discuss a potential relationship with Morocco High School.
- **Southeasters' Meeting** – March 5
- **Leading Ed Solutions** – Participated in the monthly Leading Ed Solutions Webinar – Topic:
 - ✓ **Decision Making Strategies**- Are you ever challenged determining the best way to make a decision? Do you have team members/colleagues that would benefit to hear from other experienced leaders who have successfully navigated complicated decisions?
 - ✓ **Coronavirus Communication**- Depending on your community and the closest confined case, communication to your community about the Coronavirus will vary. However, it's on all of your plates. We will briefly have a share-out and I will announce a way I can help share our written communications with one another.
- **Joint Council/School Board Committee** – Attended the Joint Council/School Board Committee. – March 9
- **Garrison School JBC** – March 10 – Closed out the project.
- **Garrison School Student Breakfast** – I had the opportunity to meet with nine third grade students for breakfast to hear their insights and ideas about school. – March 12

Events

- Attended the Horne Street School Hawk Assembly. Patty Driscoll has done an excellent job to create a positive culture at Horne Street School. – March 4



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, April 13, 2020

- Horne Street School Young Inventors – March 5
- Facilities Tour – March 7
- Dover High School Band & Choral Concert – March 11

COVID-19

- Tuesday, March 10 - Working through a variety of communication and issues related to COVID-19.
- Wednesday, March 11 - Throughout the day responded to communication and other issues related to COVID-19.
- Thursday, March 12 - Participated in a COVID-19 Conference call hosted by the Commissioner of Education. Currently, New Hampshire is a low risk for COVID-19. To date, all cases have been able to be tracked. Guidelines have been made available for traveling and events. The Response Team is reviewing those guidelines.
- Friday, March 13 - Participated in a COVID-19 conference call hosted by the NHSAA and attended one by the Commissioner.
- Friday, March 13 - COVID-19 Response Team – Following all the activity in the state surrounding COVID-19, I called a meeting of the Response Team at 4:15 p.m. to update and to discuss closing of the schools earlier than we had predicted. Several schools in our area are considering closing.
- Saturday, March 14 – Meeting with the COVID-19 Response Team to continue to develop plans for the closing of school due COVID-19.
- Sunday, March 15 – Meeting with the COVID -19 Response Team to continue planning for the closing of school due to COVID-19.
- Monday, March 16 - Meeting with Mike Brooks and John Minihan to finalize plans for the cleaning of the schools during the closure. Summer cleaning will be implemented except for waxing floors unless the closure period is extended.
- Monday, March 16 - Meeting with Chris Taft, Josh Appleby, and Betsy Andrews-Parker to plan for the lunch and breakfast program.
- Monday, March 16 – Attended the Tri-City meeting on COVID-19 in Somersworth.
- Monday, March 16 - Participated in the statewide conference call with the Commissioner of Education.
- Monday, March 16 - Facilitated the COVID-19 Response Team as planning continued for the closure of schools.
- Monday, March 16 - Attended the special board meeting on COVID-19.
- Tuesday, March 17 - Meeting with the DEOP, DTU, DPA, and DAA Presidents to discuss moving forward with the COVID-19 school closures.
- Tuesday, March 17 - EOC Dover City Response COVID-19 Briefing – Attended the EOC Dover City COVID-19 Response Briefing. Decision made to close City Offices to the general public.
- Tuesday, March 17 - Meeting of the COVID-19 Response Team.
- Wednesday, March 18 - – Facilitated the Leadership Team Meeting planning and coordinating our efforts with the COVID-19 closure.



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- Thursday, March 18 - Meeting with Betsy Andrews-Park, Chris Faro, and Mike Limanni to discuss MOUs that are required for the meal distribution program as well as language changes in the Café Services Contract to allow the meals program.
- Thursday, March 18 – Meeting of Leadership Team to continue coordination of planning for remote learning.
- Friday, March 20 - Participated in the remote NHSAA State Meeting on COVID-19.
- Friday, March 20 - Participated in the statewide conference call with the Commissioner of Education.
- Friday, March 20 - Meeting of Leadership Team to continue coordination of planning for remote learning.
- Monday, March 23 – Start of Remote Learning. Continual coordination meeting throughout the week.
- Monday, March 27 - COVID-19 Statement: COVID-19 – The following was shared with Leadership Team, faculty and staff: COVID-19 remains center stage as we continue to navigate uncharted waters. I want to take this opportunity to applaud you for your continual investment and leadership of your schools as well as express my sincere appreciation for your care for students and their families. I believe all are to be commended on the first week of implementation of remote learning and remote leadership.

I also believe we are all starting to adjust to a new educational environment. We will continue to have questions, new challenges, and more items for the to do list. Yet, I believe we are developing new capacities as we continue to move forward together.

It is important that we recognize there is no “right way” to do this and accept the fact that we will make mistakes along the way. From those mistakes, we will learn valuable lessons that will improve our service to our students and their families as well our faculties.

Staying in constant communication with one another, I believe will be key to our future success. It will require us to question and challenge each other, so we may benefit from the collective wisdom of the group. Furthermore, when a mistake has been made, it will be vital that we forgive and move forward in service to our students, families, and faculties.

The following is from Ridiculously Amazing Schools by Tracey Smith and Jeff Waller:

Now consider an environment that has big dreams and high expectations, there is a healthy competition that is joyful and brings out the best in us. It is not about being better than someone else, it is being our best and getting our teammates to be their very best, we push each other, and we challenge one another but in the context of being on the same team. How much more liberated would you be to pursue personal and professional growth? How much more likely would you and your colleagues be to fulfill their potential?



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By fostering a nurturing environment, we can create a culture in which we do push everyone in our organization to be their best. Nurture is such a powerful word because of their kindness to it as well as a firmness. It is a concept filled with compassion and growth-mindedness. We want our team to take care of each other, but it is also essential that we all become better because of one another. We must collectively take ownership of each other and every student in our building.