



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #6
Meeting Location:	City Hall, Council Conference Room, 288 Central Ave, Dover NH 03820
Meeting Date:	Monday, June 8, 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 #5, May 11, 2020
2. Special Session, May 19, 2020

G. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Lyndsey Detroia / Teacher / DHS - Resignation
 - b. Emily Goddu / Teacher / WPS - Resignation
 - c. Carol Morris / Teacher / WPS - Resignation
 - d. Jasmine Webber / Paraeducator / GES – Resignation
 - e. Dixon Worley / IT / District – Resignation
 - f. Karen Stacy / Administrative Assistant / DHS - Retirement
3. **Leaves of Absence:** None
4. **Job Shares:** None
5. **Nominations:**
 - a. New Teacher Nominations
 - b. New DEOP Nominations
 - c. Annual DEOP Nominations
 - d. Annual DPA Nominations
 - e. Annual Non-Union Nominations



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6. Extended Travel (Student Trips): None

7. Donations: None

H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS:

1. Portrait of a Graduate, First Reading

J. POLICY ADOPTION:

1. JLCF – Student Wellness Policy
2. GCBD – DAA Policy
3. Heat Exhaustion Policy

K. RESOLUTIONS: None

L. OLD BUSINESS:

M. NEW BUSINESS:

1. Dover Middle School Handbook Changes
2. Suicide Prevention Plan Discussion
3. 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.

From: Lyndsey Detroia <l.detroia@doover.k12.nh.us>

Sent: Tuesday, May 12, 2020 11:50 AM

To: William Harbron <w.harbron@doover.k12.nh.us>; Peter Driscoll <p.driscoll@doover.k12.nh.us>

Subject: Letter of Resignation

Dear Dr. Harbron & Mr. Driscoll,

Please accept this resignation from my position as a social studies teacher at Dover Regional High School. My last day will be June 15, 2020. I appreciate the opportunities you have given me during my tenure at Dover Regional High School. As I continue to explore my career and move into administration, I have been offered the opportunity to be an assistant principal in another school district. This new position will allow me to grow professionally and begin my career as an administrator. I wish you both and the school all the best and I do hope our paths will cross in the future.

Sincerely,

Lyndsey DeTroia

From: Emily Goddu <E.Goddu@dover.k12.nh.us>
Sent: Friday, May 8, 2020 4:58 PM
To: Patrick Boodey <p.boodey@dover.k12.nh.us>
Subject: Letter of Resignation

Hi Patrick,

I apologize that I wasn't able to get this to you earlier. My husband had a meeting with his boss this afternoon where they were able to finalize the details of his job transition. He now has a position waiting for him in Austin, Texas, so we will start packing our bags.

I will miss everyone that I have met at WPS. However, the Texas sun, the quality of life, and the low cost of living are something that we cannot turn down.

Thank you so much for the opportunity to work at WPS. It is a wonderful place. Aside from coronavirus, I have had a great year!

All the best,
Emily Goddu

Carol Morris
377 Court Street Unit 2
Portsmouth, NH 03801
402-617-7176
Cmorris83@gmail.com

April 14, 2020

Woodman Park School
11 Towle Drive
Dover, NH 03820
(603) 516-6700

Dear Mr. Boodey,

Please accept this letter as my formal resignation as a fourth grade teacher at Woodman Park School. I will complete my contract for the 2019-2020 school year.

My husband's job is causing us to relocate to Virginia during the summer of 2020.

Thank you for the experience of working at such a wonderful school where all students are cared for and accepted for who they are. I have grown as a teacher at Woodman Park School and will take many new ideas with me.

I will remain committed to the students through the rest of the school year. I hope all the best for Woodman Park and hope to keep in touch in the future.

Sincerely,
Carol Morris

From: Jasmine Webber <j.r.webber@dover.k12.nh.us>

Sent: Thursday, May 21, 2020 9:38 AM

To: Beth Dunton <b.dunton@dover.k12.nh.us>

Subject: Thank you

Beth,

This is an email I have been trying to write all morning.

My time spent with this team at Garrison has been such a valuable experience in my career. I have learned so much in the many positions I've filled within our school, and I know I'll carry the things I've learned here with me to my next adventure. I have been offered a job through Community Partners as a Case Manager, and I have accepted their job offer. My last day with the Dover school district will be June 5th. While it excited me to have this opportunity to work with adults in the Dover community. There is also a big part of me that is sad to be saying goodbye to the students and staff.

I especially wanted to thank you for your open-door policy. There have been many times in which I needed to cry, laugh, scream, or sew my ripped jeans. You've been there for me in all of this, and I don't know how to thank you. Your guidance and leadership have taught me so much over the years, and I will remember my time at Garrison forever.

Thank you for always being there for me,
Jasmine Webber

From: Dixon Worley <d.worley@doover.k12.nh.us>
Sent: Thursday, May 21, 2020 3:07 PM
To: William Harbron <w.harbron@doover.k12.nh.us>
Subject: nomination

Dear Superintendent Harbron,

I wish to inform you that my last day will be June 30, 2020 as a tech support aide, and that I do not wish to be nominated for the 2021 school year as tech support aide.

Thank you,
Dixon Worley



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



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6726

LISA DANLEY
Director of Career Technical Education
l.danley@dover.k12.nh.us

JOAN BREAUT
Dean of Bellamy Academy
j.breault@dover.k12.nh.us

LINDA MADDEN
Dean of Student Services
l.madden@dover.k12.nh.us

EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

THOMAS WALDRON
Dean of Students
t.waldron@dover.k12.nh.us

June 2, 2020

Dr. William Harbron
SAU11
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820

Dear Dr. Harbron,

Please accept this letter as my intent to retire on August 1, 2020. It will be 29 years this August that I have been an employee of SAU 11. I've held various positions in my time and each one was unique in its own way.

And now it is on to a new adventure.

Sincerely,

Karen A. Stacy

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

TO: **DOVER SCHOOL BOARD**

DATE: June 8, 2020

MEMORANDUM: Nomination and Election of Teachers

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 2020-2021 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Bartlett-Browne, Piper	Science Teacher	Dover High School	New	\$51,980.00	MA+15, Step 7
Cantrell, Sara	OYO Teacher	Horne Street School	Kristen Dunham	\$75,976.00	MA+15, Step 17
Moore, Emily	Art Teacher	Garrison Elementary School	Deanna Bird	\$75,976.00	MA+15, Step 17
Stewart, Alexis	Teacher	Horne Street School	Ellen Brake	\$43,648.00	BA, Step 5
Wallace, Dawn	SpEd Teacher	Dover Middle School	Shannon Baxter	\$45,858.00	BA+30, Step 5

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

TO: **DOVER SCHOOL BOARD**

DATE: June 8, 2020

MEMORANDUM: Nomination and Election of Administrative Assistants (DEOP)

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 2020-2021 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Gray, Lisa	Admin Asst.	Dover Middle School	Shirley Glennon	\$19.26/hr	C3, Step 6
Briggs, Debra	Nurse Admin Asst.	Dover Middle School	Jennifer Pugielli	\$18.27/hr	C2, Step 5

2020-2021 NOMINATIONS
Administrative Assistants

TO: DOVER SCHOOL BOARD

DATE: June 8, 2020

MEMORANDUM: Re-nomination of Administrative Assistants

I hereby nominate the following persons for the designated positions for the 2020-2021 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY

WHITE, JOANNE

DOVER HIGH SCHOOL:

BOYATSI, JAN C

CORRENTI, ELIZABETH

COTE, VICKI A

DIGREGORIO, LAURIE S

FLEWELLING, SHERRY E

GRAVES, BETSY J

MASON, JANET S

NAULT, FERN D

STACY, KAREN A

WARD, RENEE N

WOODWARD, CAROLYN B

DOVER MIDDLE SCHOOL

GLENNON, SHIRLEY M

MANNING, CAROL J

MCCANN, DEBORAH A

PUGLIELLI, JENNIFER

WHITE, KAREN E

GARRISON SCHOOL

HURLEY, KAREN

HORNE STREET SCHOOL

MORTON, MARGARET

WOODMAN PARK SCHOOL

ROUILLARD, MARIA

SAU

HAMEL, KIMBERLEY

RUSSELL, ADDISON

LECLAIR, BRENDA

SHANAHAN, DARLENE

DALC

STEVES, AMY

2020-2021 NOMINATIONS Paraprofessionals

TO: **DOVER SCHOOL BOARD**

DATE: June 8, 2020

MEMORANDUM: Re-nomination of Paraprofessionals

I hereby nominate the following persons for the designated positions for the 2020-2021 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY:

ROCHE, MEGAN

DOVER HIGH SCHOOL:

ARMSTRONG, ELISSA
BESKE, KATHLEEN
DEFLUMERI, FRANCES
JOYCE
EASTER, SUZANNE
ERICKSON, LYNETTE
FOX, JENNIFER
GAGNE, REBECCA
GAGNON, KATHLEEN
GAGNON-WOLD, JOYCE
HARRIS, RICHARD
IVEY, LYNN
JACQUES, PAMELA
LEZCANO, ADRIAN
MCGRAIL, EMILY
MERRILL, KAREN
MERRILL, TARYN
MISKELL, EOLA
MOORE, BAMBISUE
OSBORNE, TAYLOR
PARADIS JENNIFER
PARADISE, ANTHONY
PERRON, JENNIE
PETERS, ASHLIE
ROBICHAUD, KAREN
ROCK, AMY
SNOWMAN, ROBERT
WILLIAMS, MICHAEL

DOVER MIDDLE SCHOOL:

BAXTER, JACOB
BENET, CATHERINE
BERRY, SHANNON
BOLES, EMILY
BONNEAU, HEAVEN
COOK, CAMERON
COOK-MELLANCAMP,
DAWN
CORSON, TRACEY
DESAUTEL, BAILEY
DIONNE, EMILY
DIONNE, KENDRA
DUARTE, JANE
ECKER, CHRISTINE
EDGEComb, LAURIE
FITZPATRICK, BRIANNA
FOWLER, SARAH
FREDERICK, DEBORAH

GORMAN, NICHOLAS
HANSON, KRYSTAL
JOINER-SIMS, LETITIA
KIDNEY, CEILI
MANCUSO, DERRAL
MARSOLAI, CHERYL
MEFFEN, JOHN
MITCHELL, TINA
MORANN, RAENYA
MYLER, ROSALIE
NELSON, KRISTIN
O'CALLAHAN,
CAROLINE
PALCZYSKI, SHEILA
PARKS, MARIA
POWERS, ALISON
QUINTANAR, DEBORAH
RIELLY, COLLEEN
SCAMMON, LARA
SNOW, LAURINDA
SWIFT, KALEIGH
VISOSKY, LAURIE
WHITTEN, PETER
WISNIEWSKI, LAURIE
WOOD, JAMES
WOTTON, MOLLY
ZUCARO, LORNA

GARRISON ELEMENTARY
SCHOOL:

BELAIR-LAROCHE,
STEPHANIE
CELLUCI, VALERIE
CHADWICK, AMY
DORAND, RUSSELL
EDGEComb, DIANA
FITZGERALD, KELLY
GARMAN, SARAH
HODGDON, KARA
LACOUTURE, MARGARET
LANGLOIS, CAROL
MCQUATE, TAMARA
MILLER, HEATHER
MILTON, JESSICA
MURPHY, LISA
MYERS, CONSTANCE
POMERLEAU, SARAH
ROBERSON, JACQUELINE
SCHWARTZ, JULIA
SNOW, DANIELLE
STILES, PATRICIA

SWARTZENDRUBER,
KRISTIN
TILTON, HAZEL
TOWLE, BRYAN
WILSON, TIMOTHY

HORNE STREET SCHOOL:

ANDERSON, LEANNE
BOUFFORD, JENNIFER
CALABRESE, VANESSA
CAROLAN, NADINE
CATLIN, MARIAH
CONROY, DEBRA
CRICENTI-PAIVA,
DOREEN
DODIER, SARAH
DOWNER, KRISTINE
DUQUETTE, AMANDA
GREIG, AMY
GUERRETTE, KATRINA
JABRE, BRYNN
JANDREAU, NICOLE
JEANPIERRE, ALISON
KEAZER, RACHEL
KLOTZ, MELISSA
LAPOINT, JANET
LEONARD, TONYA
MCCABE, SHAWN
MORIN, KERRY
MORRIS, ELIZABETH
PATEL, RAKHEE
ROCHE, JANE
SCHULTZ, ELLEN
WHITE, NIKKI

WOODMAN PARK SCHOOL:

AUBIN, ERYN
AUGER, JENNIFER
BARSHAW, BRANDY
BIGELOW, MELISSA
BILLINGS, TALI
BONNY, KRISTIN
BOURASSO, MICHELE
BURDWOOD, HEATHER
CHESNEY, MELISSA
CHU, STACIE
CLARK, JENNIFER
DAY, DIANE
DEMOTSES, KRISTINE
DIHARCE, RITA
ERNSTING, SUSAN
FOSS, BERNADETTE

2020-2021 NOMINATIONS

Paraprofessionals

GRAVES, LEDONNIA
HALEY, CRISTINA
HALL, MEGHAN
HELLIWEL, JILL
HILTON, KATHY
HOUSLEY, JESSICA
HOWARD, DIENNE
JENCOS, KATHY
KARAS, MEGAN
KOVALCIK, KAROLYN
MANDSAGER, ALISON
MARAVICH, JESSICA
MARSILLO-BRYCE, KELLY
MAXWELL, HEATHER
MCCORMACK, REBECCA
NELSON, JILL
NUZZO, MARIA
O'BRIEN, KRISTI
ONKARI, ANURADHA
PALKOVIC, AMANDA
PELLETIER, SUSAN
PIPER, SUSAN
PLAFKER BUSHWAY,
JAMIE
REYNOLDS, HEATHER
RICHETT, ABIGAIL
RIGGIO, JENNIFER
ROWE, GINGER
SIPPLE, CHRISTINA
SMITH, JULIE
SMITH, TASHA
TALON, EMILY
WILLIAMS, TAMMY
WILSON, MICAELA
WOLFE, SARAH
YOUNG, DONNA

2020-2021 NOMINATIONS
Non-Union Personnel

TO: **DOVER SCHOOL BOARD**

DATE: June 8, 2020

MEMORANDUM: Re-nomination of Non-Union Personnel

I hereby nominate the following persons for the designated positions for the 2020-2021 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

SAU

BADGER, TAMMY
DICKERMAN, GARY
FAURE, CATHY
KILL-KISH, EVONNE
KUZMITSKI, VERONICA
LAFLEUR, ROBIN
PARKER, KELLY
PELLICANO, STEVEN
RUP, KRISTEN
SHATTUCK, LUCINDA
SHEARER, SAM



PORTRAIT OF A GRADUATE

A DOVER GRADUATE DEMONSTRATES...

Global Citizenship and Character by	4TH GRADE	8TH GRADE	12TH GRADE
	persisting through difficulties so that I can learn and practice skills to face challenging situations.	persisting through difficulties so that I can develop and use my skills to face challenging situations.	persisting through difficulties so that I can further develop and use my skill set to face challenging situations.
	approaching challenges with a growth mindset so that I can learn and grow from mistakes and challenges.	approaching challenges with a growth mindset so that I can consider challenges as a way to grow.	approaching challenges with a growth mindset so that I can perceive challenges as opportunities for continual growth.
	recognizing individual responsibility for learning so that I can identify purpose and enjoyment in learning.	assuming responsibility and taking initiative for learning so that I can find purpose and enjoyment in learning.	assuming responsibility and taking initiative for continued learning so that I can obtain professional and personal fulfillment.
	self-reflecting, managing emotions, and demonstrating responsibility so that I can develop confidence to do the right thing.	self-reflecting, self-regulating and demonstrating integrity so that I can build confidence with regard to strength of character.	self-reflecting, self-regulating and demonstrating integrity so that I can demonstrate strength of character in an honest and forthright manner.

A DOVER GRADUATE DEMONSTRATES...

	4TH GRADE	8TH GRADE	12TH GRADE
	understanding how decisions made in the classroom, school, town, and family impact one another so that I can contribute positively to the school, and other larger communities.	understanding how local and global decisions have an effect on the democratic process so that I can contribute positively to the local and global community by engaging in civil participation.	understanding the local and global implications of civic decisions and participating in the democratic process so that I can seek out, speak up, and listen in order to contribute positively to local and global society.
	identify and define problems that impact people and the environment so that I can think of ways to improve the quality of life for self and others.	identifying, defining, and solving problems that impact human and environmental sustainability so that I can work to improve the quality of life for self and others.	identifying, defining, and solving problems that impact human and environmental sustainability so that I can intentionally strive to improve the quality of life for self and others.
	respecting the opinions of others so that I can share opinions respectfully and listen to the opinions of others with an open mind.	respecting diversity of opinions so that I can share opinions respectfully and listen to the opinions of others with an open mind.	respecting diversity of opinions so that I can share opinions respectfully and listen to the opinions of others with an open mind.
	developing compassion and empathy for others so that I can be	demonstrating compassion and empathy for others so that I can work towards	demonstrating compassion and empathy for others so that I can strive to understand others

A DOVER GRADUATE DEMONSTRATES...

	4TH GRADE	8TH GRADE	12TH GRADE
	kind and caring to others.	understanding others by appreciating their struggles, traditions, and contributions.	by appreciating their struggles, traditions, and contributions.
Critical Thinking and Creativity by	asking useful questions so that I can learn how to make informed decisions.	asking relevant questions so that I can learn more about a situation before making decisions.	asking pertinent inquiry questions so that I can learn more about a situation before making decisions.
	gathering and evaluating useful information so that I can make helpful connections to build understanding.	collecting, assessing, and analyzing relevant information so that I can make connections to create knowledge.	collecting, assessing, and analyzing relevant information so that I can construct meaningful knowledge.
	bringing together information from multiple sources so that I can think about different solutions and pursue new ideas.	synthesizing information from multiple areas of study so that I can consider solutions and pursue novel ideas.	synthesizing information from multiple disciplines so that I can consider solutions and pursue novel ideas.
	create a plan that makes sense so that I can turn my ideas into action.	developing a logical plan so that I can turn my ideas into action.	developing a logical plan so that I can turn my ideas into action.
	thinking creatively and taking action so that I can grow my thinking and learn how it impacts the thinking of others.	thinking creatively and taking action so that I can expand my thinking and understand its influence on others.	thinking creatively and taking action so that I can expand and influence the thinking of self and others.

A DOVER GRADUATE DEMONSTRATES...

	4TH GRADE	8TH GRADE	12TH GRADE
	reflecting on experiences so that I can develop beliefs and think about future actions.	reflecting critically on experiences so that I can evaluate beliefs and consider future actions.	reflecting critically on experiences so that I can evaluate beliefs and consider future actions.
Collaboration and Communication by	listening actively so that I can fully understand issues.	listening actively so that I can fully understand issues.	listening actively so that I can fully understand issues.
	speaking and writing thoughtfully so that I can communicate ideas and information clearly.	speaking and writing effectively so that I can communicate ideas and information clearly.	speaking and writing effectively so that I can communicate ideas and information clearly.
	knowing the audience so that I can adjust communication to share ideas clearly with others.	adapting communication to the needs of an audience so that I can avoid miscommunication and ensure ideas are accessible to others.	adapting communication to the needs of an audience so that I can avoid miscommunication and ensure ideas are accessible to others.
	giving and receiving feedback so that I can learn from the ideas of others.	giving and receiving feedback so that I can grow from the perspectives of others.	giving and receiving feedback so that I can grow from the perspectives of others.
	learning about cultures so that I can develop awareness of cultures including my own.	learning about and from other cultures so that I can respect others and engage with diverse communities.	seeking cultural understanding so that I can participate respectfully with all people as a global citizen.

A DOVER GRADUATE DEMONSTRATES...

	4TH GRADE	8TH GRADE	12TH GRADE
	sharing ideas and listening to the ideas of others so that I can recognize the value of the contributions of both yourself and others.	understanding your own strengths as well as the strengths of others and supporting the shared work of a team so that I can recognize the value of the contributions of both yourself and others as members of a team.	demonstrating shared responsibility for collaborative work with diverse teams so that I can work productively as a member of a team.
	learning about the rights, responsibilities, and risks of living in a digital world so that I can begin to safely participate in a digital world with guidance.	understanding the rights, responsibilities, and risks of living in a digital society so that I can safely and effectively navigate an evolving digital world.	understanding the rights, responsibilities, and the risks of living in a digital society so that I can successfully navigate an evolving digital world.
	using conflict resolution skills so that I can move forward with a compromise.	using conflict resolution skills so that I can move forward with a productive solution.	using conflict resolution skills so that I can move forward with a productive solution.
	thinking flexibly so that I can creatively solve problems.	thinking flexibly so that I can creatively solve problems.	thinking flexibly so that I can creatively solve problems.

DOVER SCHOOL DISTRICT	POLICY CODE: JLCF
DATE OF ADOPTION: August 13, 2013	Page 1 of 15

STUDENT WELLNESS POLICY

Wellness Policy - Nutrition and Physical Activity Components

First-Second Reading

The Board recognizes that wellness comprises physical, social, emotional, and academic health. Proper nutrition and developmentally appropriate physical activity are important ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. Furthermore, health and student success are inter-related. The Board therefore maintains the goal that the District will foster a learning environment that helps students attain knowledge and habits that promote wellness. As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after-school programs including intramurals, interscholastic athletics, and physical activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.

All foods available on school grounds and at school-sponsored activities will meet or exceed the district's nutrition standards. Under no circumstances will such standards be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging. These nutrition guidelines apply to the school lunch and breakfast program, and foods and beverages sold in vending machines, snack bars, and school stores. Food provided at parties, celebrations, and meetings during the school day, and as part of in-school District fundraising activities also falls under the purview of this policy.

The Board directs the Superintendent or his/her designee to develop procedures to implement this policy based on the recommendations of the Wellness Advisory Committee and in compliance with national and statewide nutritional guidelines.

A district-wide Wellness Advisory Committee will be maintained to assess the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, school nurses and wellness educators, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board. The Wellness Advisory Committee will meet quarterly for updates on how effective the policies we have in place are working, and to make recommendations for improvements, and changes that need to be made. The meetings will be organized and facilitated by the District Business Administrator.

Student Wellness Policy Guidelines

Promoting wellness in the Dover School District requires a cooperative effort among administrators, faculty, students, parents, and the community at large. Part of this effort will come from the voluntary actions of the school community. Community members who maintain healthy lifestyles, share their knowledge, and encourage others to

DOVER SCHOOL DISTRICT	POLICY CODE: JLCF
DATE OF ADOPTION: August 13, 2013	Page 2 of 15

~~emulate their habits can promote wellness in the whole school community. To further facilitate the goal of wellness, however, the District Schools should meet the following guidelines:~~

~~1. Nutrition Education~~

- ~~• Lessons on nutrition and healthy eating will be incorporated into the curriculum at all grade levels.~~
- ~~• The Food Service Director and the Curriculum Director will meet at least semi-annually to discuss ways that Food Services can assist with and complement nutrition education elements in the curriculum at all levels.~~

~~2. The School Meals Program will provide balanced meal choices~~

- ~~• In accordance with State and USDA Guidelines.~~
- ~~• In accordance with the food services vendor's contract.~~

~~3. Wellness and discipline~~

- ~~• Food will not be used as a reward or punishment unless specified in a student's IEP or behavior plan~~
- ~~• Students will not be denied recess as punishment.~~

~~4. Promoting healthy lifestyles~~

- ~~• Snacks offered during or after school, whether by the District Food Service or by extra-curricular programs, should meet State health and nutrition guidelines emphasize fruits and vegetables as the primary snack, and milk or water as the primary beverage.~~
- ~~• Parties and Celebrations

 - ~~○ The building principal will authorize any seasonal celebrations.~~
 - ~~○ Classrooms will have at most one celebration for all the birthdays occurring in a given month.~~
 - ~~○ Teachers and staff will encourage parents to provide healthy snacks.~~
 - ~~○ During celebrations, adults will be responsible for limiting the number of sweet items children have.~~~~
- ~~• The Dover School District will make available a list of healthful snack products to teachers, after school program coordinators, and parents. This list will be updated annually and posted on the District's website. See Attachments A and B.~~
- ~~• Foods and beverages offered in school stores and vending machines accessible to students will be consistent with the State Vending Guidelines~~

~~5. Physical activity~~

- ~~• Opportunities for physical activities in addition to PE class should be provided to students.~~
- ~~• The school will communicate with parents about opportunities to provide children with after school physical activities.~~
- ~~• The school will work with parent teacher groups to sponsor physical activities such as walk to school or bike to school days.~~

~~6. Fund-raising and food.~~

- ~~• Organizations and classes should not use the sale of food as a primary means of fund-raising~~
- ~~• All fund-raising activities must be approved by the building principal.~~

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7. Monitoring and Reporting

- ~~• The School Wellness Policy will be reviewed annually by the committee and updated as necessary~~
- ~~• Resulting reviews and updates will be reported to the School Board.~~
- ~~• The 2012-2013 Wellness committee will establish monitoring and reporting procedures to assure compliance with N.H. D.O.E Technical Advisory 21~~

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Overview

The Dover School District is committed to providing school environments that promote and protect children's health, wellbeing, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Dover School District to:

- Engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies;
- Provide all students in grades K-12 opportunities, support, and encouragement to be physically active on a regular basis;
- Ensure that foods and beverages sold or served to students by Dover School District will meet the nutrition recommendations of the *Dietary Guidelines for Americans*;
- Ensure that qualified child nutrition professionals provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. Further, Dover School District will accommodate the health, religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat;
- Participate in the available federal school meal programs, to the maximum extent possible, including the School Breakfast Program, National School Lunch Program and other related programs; and
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity; and to establish linkages between health education, school meal programs, and related community services.

The Dover School District has taken into consideration our unique circumstances, challenges, and opportunities. Among the factors considered in the policy are socioeconomic status of the student body, school size, location, and presence of dual-language or limited-English students. The District is fortunate to have a well-educated public that supports the healthy development of its children. The District has been proactive with physical education and health education components that have met or exceeded the state guidelines. The District continues with a conscious effort to support and maintain a healthy environment for our students.

Component #1: Goals for Nutrition Education

The Dover School District shall teach, encourage, support and model healthy eating habits for students.

Nutrition Education and Promotion

It is the policy of the Dover School District that the nutrition promotion and education provided to K-12 students:

- Is based on state and district health education curriculum standards. This education is interactive and teaches the skills they need to adopt healthy eating behaviors;
- Is not only part of health education classes but also included across the curriculum when possible;
- Provides information to students, staff, families and the community that will allow for students to receive a consistent nutrition message throughout the school in media, the classroom, the cafeteria, home and the community;
- Promotes fruits, vegetables, whole grain products, low-fat and fat free dairy products, healthy food preparation methods, and health enhancing nutrition practices;
- Discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other individual dietary restrictions;
- Links with school meal programs in coordination between teachers and foodservice staff and nutrition- related community services as appropriate; and
- Includes training for teachers and other staff.

Staff Wellness and Education

The Dover School District highly values the health and wellbeing of every staff member. The District's insurance carrier offers many incentives that promote staff to maintain a healthy lifestyle.

Component #2: Goals for Physical Activity

The Dover School District shall teach, encourage, support, and model age appropriate physical activity.

It is the policy of the Dover School District to provide many opportunities for physical activity and give students the opportunity to maintain physical fitness. The recommended amount of physical activity for children is at least 60 minutes per day. We support programs and individual efforts that emphasize fitness and lifelong physical activity.

Physical Education

Physical education classes will provide physical activity opportunities to develop knowledge and a variety of skills that promote physical activity and fitness. All Dover School District students in grades K-10 will regularly participate in physical education taught by a certified physical education teacher. Students in grades 11-12 have physical activity available through electives. One credit of physical education and ½ credit of Health Education is required at the high school level. These credits will be earned in a physical education class with a certified physical education teacher. A half credit of Physical Education may be earned through the completion of at least 2 NHIAA sanctioned sports between a students 10th grade year and through the first semester of their 12th grade year. Students are encouraged to spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Integrating Physical Activity into the Classroom Setting

Students will be given opportunities to regularly participate in developmentally appropriate physical activity and exercise. The District is committed to fostering an environment conducive to physical activity and exercise through recess, intramurals, clubs, and organized sports. Toward that end:

- Classroom Health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Daily Recess

All grade K-8 K-4 students will have at least 20 minutes a day of supervised recess. Recess will preferably be outdoors, during which schools should encourage moderate to vigorous physical activity. If possible, recess will be scheduled before lunch for the elementary grades to encourage adequate time for meal consumption and to create a smoother transition back to the classroom. Middle school students (grades 5-8) will be offered daily recess.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School

The Dover School District will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. The high school, and middle school as appropriate, will offer interscholastic sports programs. The Dover School District will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

Component #3: Nutrition Guidelines for Students

To facilitate the adoption of healthier eating habits, the Dover School District shall comply with the nutrition guidelines outlined in this policy.

The Dover School District Nutritional Guidelines are based upon standards established by the USDA and New Hampshire Healthy Schools Coalition. These nutrition guidelines, apply to all foods made available by the Dover School District Nutrition Services or school staff to students on school grounds during the school day as defined by each school's handbook, including but not limited to, the school breakfast and lunch program, foods and beverages sold in vending machines/school stores and as part of classroom lessons/activities, celebrations

or fundraising efforts.

School Meals

It is the policy of the Dover School District that the school meals offered to K-12 students will:

- Meet or exceed the nutrition requirements established by the USDA laws and regulations;
- Be provided by qualified school food service staff;
- Be served in a safe, appealing and clean setting with adequate adult supervision;
- Be offered with consideration of space distribution and scheduling to assure that students have adequate space and serving areas to minimize wait time;
- Offer a variety of foods and choices for students. Efforts will be made to:
 - Provide a variety of fruits and vegetables with an emphasis on local, fresh and seasonal produce;
 - Serve only low-fat (1%) and fat-free milk and nutritionally equivalent nondairy alternatives (to be defined by the Dover School District Food Service Director); and
 - Ensure that half of the served grains are whole grain.

As a district, Dover Schools feels it is also important to:

- Use local products when available and feasible;
- Use unprocessed foods and ingredients when available;
- Utilize less disposable paper and plastic and try to use reusable & recyclable items;
- Encourage teaching, modeling and valuing any efforts made by staff, students and the community toward sustainability;
- Recognize the connection between health and the environment; and
- Encourage and foster environmental sensitivity.

Breakfast

- The consumption of breakfast, either at home or at school, enhances children's ability to meet their nutritional needs, focus on learning, and perform. To ensure that all children have breakfast, the schools of Dover School District will, to the extent possible:
- Operate the School Breakfast Program;
- Arrange bus schedules and utilize methods to serve school breakfasts that encourage participation (e.g. "grab-and-go" breakfast or scheduling breakfast during morning break or recess);
- Notify parents and students of the availability of the School Breakfast Program; and
- Encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Meal Times and Scheduling

The Dover School District schools will:

- Provide students with at least 10 minutes to eat breakfast and 20 minutes for lunch and take into consideration transition time;
- Schedule meal periods at appropriate times, with lunches being offered between 10:30am and 1:30pm;
- Not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- Provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- Take reasonable steps to accommodate the personal regimens of children with special health needs.
- Develop school norms for lunchroom routines.

Sharing of Foods and Beverages

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times given concerns related to food safety and health (e.g. food allergies, diet restrictions, etc.).

Foods and Beverages Sold Individually

Foods and beverages sold individually include foods sold outside of reimbursable school meals and include, but are not limited to, foods available from vending machines, cafeteria a la carte (snack) lines, fundraisers, and school stores.

Food Sales: All food items made available through schools including vending machines should meet or exceed nutritional standards established by the NH Dept of Education School Food and Nutrition Services Standards (2011) and based upon the 2010 Dietary Guidelines for Americans (DGA).

Elementary Schools: The school food service program will approve and provide all food and beverage sales that are available to elementary students on a regular basis.

Middle and High Schools: In the middle and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte lines, vending machines, student stores, or fundraising activities) between 7am – 4pm will meet or exceed the NH Dept of Education School Food and Nutrition Services Standards (2011).

Beverages: The following beverages are allowed: water or seltzer water without added caloric sweeteners, 100% fruit and vegetable juices that do not contain additional caloric sweeteners, unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent non-dairy milk (e.g. soy milk). These beverages (diet or caloric) are not allowed: soft drinks/soda/pop/tonic, sports drinks, energy drinks, sweetened-iced tea, fruit-based drinks that contain less than 100% real fruit juice or that contain additional caloric sweeteners.

Foods: A food item sold individually will meet the NH Dept of Education School Food and Nutrition Services Standards (2011) and will:

- have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated fat;
- have no trans-fat;
- have no more than 35% of its *weight* from added sugars; and
- contain no more than 230 mg of sodium per serving for chips, cereals, crackers, french fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.

Fruits & Vegetables: A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes: Portion sizes of foods and beverages sold individually are recommended as a single serving as listed in the Dietary Guidelines for Americans (DGA) with the recognition that many foods are usually consumed in a two-serving portion (i.e., bagel, sandwich with bun or bread). Some examples are listed below for single serving packaging:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- One ounce for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt;
- Twelve fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits but must meet minimum requirements.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess, if and when, to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

The district will make available a list of healthful snack items to teachers, after-school program personnel, and parents.

If eligible, schools that provide snacks through after-school programs will pursue

receiving reimbursements through the National School Lunch Program.

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above). The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

Celebrations

All school personnel must be mindful of individuals with allergies, food intolerances, religious or health-related dietary restrictions. Any classroom activities or school-wide events occurring during the school day involving food should be discussed with the school nurse prior to the event. must be planned in a timely fashion with attention to all possible food allergies. Individual birthday celebrations involving food shall not be permitted.

Schools should limit celebrations that involve food during the school day. Each party should limit food or beverages that do not meet nutrition standards for foods and beverages sold individually (above). The district will make a list of healthy party ideas available to parents and teachers. Subject area lessons involving food preparation should consider nutritional guidelines as part of the instruction of the lesson. Each school will establish guidelines for food served at celebrations.

School staff involved in homeroom, field trips and advisory food-related events will communicate with school food service managers and/or director to assist with cafeteria planning and reducing food waste. When possible, staff will order foods through food services managers.

Classroom Activities

School staff shall discourage the use of low-nutritionally value dense food items for instructional purposes. This is especially the case for those food items that do not meet the nutritional standards for foods as outlined in this policy.

School personnel will also avoid the use of highly allergenic foods (for example: peanuts, fish, shellfish, eggs, dairy, wheat, tree-nuts) or other foods that present a health risk.

WILL NEED TO INSERT LIST OF ALTERNATIVE BIRTHDAY CELEBRATION IDEAS!

School Store

Any food and beverage items sold in the school store will meet guidelines of this policy. Food items in the school store will not be sold when the school food service program is open for sale.

School-Sponsored Events

School-sponsored events include, but are not limited to, athletic events, dances, or performances. Foods and beverages offered before, during, and after school (7am to 4pm) will meet the nutrition standards for meals or for foods and beverages sold individually (above). Other organizations (e.g. PTO, Boy Scouts, Girl Scouts) who may be supplying food at school sponsored events will do so under the advisement of a school official and be made mindful of the nutritional guidelines for competitive foods.

Meals for Extracurricular Events

The Dover School District Food Services Program offers a variety of affordable, tasty, and nutritionally balanced meals to meet the needs of field trips, athletic events, banquets, after-school activities, special events, and meetings.

The Dover School District is encouraged to make use of this service by planning through the Food Service Director.

Nutrition Guidelines for Reimbursable School Meals

Reimbursable meals will be served in the same manner as stated under *Component #2: Nutrition Guidelines for Meals*. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high-quality meals. In no circumstances will the guidelines for reimbursable school meals be less restrictive than the regulations and guidance issued by the USDA as applicable to schools.

Free-and-Reduced-Priced Meals: Eligibility and distribution of free-and-reduced-priced meals will be handled by the Food Service Provider and designated food service personnel. The availability of free and reduced lunch will be made known to all families using school newsletters, beginning of the year packets and the website. Help will be offered for completing the application should it be needed. Application materials are available on the ~~ORCSD~~ Dover School District website, at each school main office, ~~from the school nurse~~, and can be mailed upon request. Confidentiality and the sensitivity of these matters will always be taken into consideration. Forms will be processed in a timely manner and schools will assure that all students have access to food at school in accordance with the Child Nutrition and WIC Reauthorization Act of 2004 & 2010.

Qualifications of School Food Service Staff: Nutrition professionals will administer the school meal programs under the direction of a Food Service Director. This director will oversee the operation of school meals, maintain proper resources that meet state and federal regulations and maintain state health requirements for each school in the district.

As part of the school district's responsibility to operate a food service program, the food service provider will provide continuing professional development for all nutrition professionals in schools. Staff development programs will include appropriate sanitation courses and/or training programs for child nutrition directors, school nutrition managers, cafeteria workers, and volunteers according to their levels of responsibility.

Component #4: School Environment

The Dover School District shall educate students, employees to the important benefits of a healthy lifestyle. The district shall offer nutrition education to the community.

Fundraising Activities

School-sponsored fundraising activities (direct Dover School District affiliation) should avoid using food items that do not meet nutrition and portion size standards. Schools will encourage and aspire to promoting fundraising activities that promote physical activity.

Physical Activity and Discipline

Physical activity and the teaching thereof will be done to encourage and foster a healthy attitude toward exercise. Teachers and other school and community personnel will not use physical activity as punishment (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education). Safety concerns and education plans will be taken into consideration in modifying opportunities for physical activity.

Communications with Parents

The Dover School District will provide information to parents about healthy foods and snacks, as well as other school-based nutrition-related activities. The Dover School District should solicit input and feedback from students and parents when selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, Dover School District will share nutrition content information of foods sold through the school meal programs (i.e. newsletters, menus, a website, cafeteria menu boards, placards, or other point-of-purchase materials.)

The Dover School District will provide information to parents about physical education and other school based physical activity opportunities (i.e. via a website, newsletter, or other take-home materials, special events, or physical education homework).

The Dover School District Wellness Committee will develop and offer strategies for parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating both in school and at home.

Component #5: Implementation & Review of the Wellness Policy

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

The Dover School District Wellness Committee, with input from nutrition and physical education staff and the Food Service Director, will periodically assess the nutrition and physical activity environment throughout the district. They will provide input to each building principal and the superintendent regarding progress on the current targets, recommend any new targets and identify strategies in support of the goals stated in this policy. The superintendent and building principals will decide upon the targets and strategies in support of the goals stated in this Policy. Periodic progress reports will be provided to the School Board.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the Child Nutrition Director will report to the superintendent on the most recent USDA School Meals Initiative (SMI) report, review findings, and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible.

Policy Review

To keep the Dover School District Wellness Policy up to date with the changing developments in nutrition and exercise information, the district will conduct assessments of the school's existing nutrition and physical activity environments and policies. The results will be used to identify and prioritize needs.

Periodic assessments will be repeated to help review policy compliance, assess progress, and determine areas in need of improvement (e.g. The NH Department of Education's School Wellness Policy Assessment). As part of that review, the school district will review our nutrition and physical activity policies to assure an environment that supports healthy eating and physical activity and nutrition and physical education. The Dover School District Wellness Committee will revise the Wellness Policy and develop work plans to facilitate its implementation as necessary. The superintendent, or his/her designee, will make available to the public the Dover School District Wellness Policy evaluation progress and results.

As needed, the Wellness Committee will request that the Superintendent notify those involved with the nutrition and education of students, staff and the community regarding any changes that have occurred in federal and state nutrition guidelines that need to be reflected in this policy and in the district teachings.

Community Involvement

The Wellness Committee charged with the updating of this policy will be overseen and chosen by the district's superintendent or superintendent designee. The committee will consist of persons from varying disciplines. There will be staff

(general education, physical education and wellness-related), students, health professionals, nutritional staff, and community members involved in the writing and reviewing of the policy.

The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.

The chair of the Wellness Committee will review the policy annually and any necessary changes will be discussed with committee members. The committee is open to input from anyone within the school or community whose goal is to broaden or improve the health of the Dover School District students.

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Second Reading

RULES AND REGULATIONS IN THE APPLICATION OF ADMINISTRATIVE PERSONNEL POLICIES AND SALARY SCHEDULES

The following rules and regulations will govern the application of personnel policies for administrative personnel in the Dover public schools.

RECOGNITION:

The Dover School Board recognizes the administrative personnel as including the principals, deans, (this includes elementary deans, middle school deans, high school deans, dean of the alternative school, and the assistant director of student services), career technical center director, and athletics and physical education director, who will be referred to throughout this document as administrative personnel. The administrative group is professionally responsible for the operation of the school system and is considered an integral part of the system in its relationship with the Dover School Board.

EVALUATIONS:

It is agreed and understood that prior to July 1 of each year hereafter, the administrator shall have been evaluated as to his/her professional service by appropriate certified personnel, and be given a copy of said evaluation that shall contain a provision allowing written comment by the administrator. A conference shall be held with the administrator to discuss the evaluation, and the administrator shall be given a full and complete opportunity to correct and improve upon any designated deficiencies within the next year following the evaluation. Should the administrator not be evaluated as required herein, the administrator's efforts and professional services shall be deemed conclusively to be at least satisfactory in all respects and for all purposes.

ABSENCE REPORTING:

A record of leave will be submitted via Aesop (or other software as dictated by the District) for days not worked to include non-contract, sick, vacation, and professional leave for all administrative personnel recognized by this policy.

BENEFITS:

Administrative personnel will receive any and all benefits pertaining to other groups of personnel in the Dover school system. Administrators hired after July 1 will receive these benefits on a prorated basis. These benefits include, but are not limited to, the following:

1. Professional Incentive Compensation

Administrative personnel in degree-granting programs will be reimbursed up to the in-state UNH degree credit tuition costs with a limit of sixteen (16) credits per calendar year, while

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maintaining a grade of "B" or better. Administrative personnel enrolled in a course directly related to the individual's area of administrative responsibility, but who are not enrolled in a prescribed curriculum, will be reimbursed up to the UNH tuition costs up to eight (8) credits per year, while maintaining a grade of "B" or better. Course reimbursement will be paid only if taken in a New England state authorized program or other nationally accredited college or university. Foreign institutions will be evaluated based on credentials supplied to the superintendent prior to attendance. Any administrator wishing to access this reimbursement must notify appropriate SAU personnel of his/her intentions by November 1st of the preceding fiscal year so that proper budgeting can take place.

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The Dover School Board will contribute toward the cost of professional dues for administrative personnel upon presentation of membership to the superintendent and if funds have been budgeted and are available.

2. Sick Leave

All administrative personnel shall receive eighteen (18) days sick leave with pay for personal illness for each year of service in the Dover school system cumulative to two hundred seventy-five (275) days. Individuals may be asked for confirmation of an illness by a physician for seven (7) or more incidents of sick leave use in any school year.

Up to five (5) sick days per school year may be used by an administrator for the purpose of caring for a sick child, or upon approval of the Superintendent, for a different member of the employee's family who is sick.

Sick Leave Bank

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1. Each covered employee under this Agreement may donate up to two (2) days of accumulated sick leave each year by December 30th. All days donated to the sick leave bank shall be allowed to carry over from year to year. Any covered employee who contributes to the sick bank may borrow sick days from this bank based upon the following formula:

- a. Zero to one year of service in this system, 15 days additional sick leave; b. one to two years of service in this system, up to 30 days additional sick leave; c. Two or more years or more of service in this system, up to 45 days additional sick leave.

2. The basic criteria for applying for and using sick leave from this bank shall be:

- a. The covered employee's accumulated sick and personal leave shall have been exhausted; b. The covered employee shall have been involved in a major operation, or a serious and prolonged illness; c. If the covered employee's sick and personal leave have been exhausted, sick bank days may be applied for to act as a bridge between the date exhausted and June 30th of the same school year; d. The days borrowed by the covered employee shall be paid back by the borrowing employee at a rate of not less than six (6) days per year, except that days previously donated by the covered employee would be subtracted from the days borrowed.

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3. Application for use of the Sick Leave Bank shall be made to an Association-designated committee of three (3) administrative personnel for evaluation and disposition based upon reasonable rules and regulations adopted by the Association to administer this benefit. The decision of the Association committee to approve use of the Sick Leave Bank shall be communicated in writing to the Superintendent for record-keeping purposes. It shall also be the responsibility of the Association to communicate in writing to the Superintendent's Office the names of employees contributing to the Sick Leave Bank.

3. Personal/Emergency Leave

Administrative personnel may request up to a total of five (5) days personal/emergency leave in a given school year without loss of salary. Such leave shall require the prior approval of the superintendent. In cases where the reasons are of a highly personal nature, prior notification shall be given, indicating that the reasons are personal with only such justification as is necessary to provide the superintendent with adequate cause to grant the request. Non-scheduled emergency leaves shall be supported in writing as soon after the fact as possible.

4. Funeral Leave

Pay shall not be deducted for up to five (5) days of absence related to the death of a member of the administrator's immediate family, defined as spouse, child, parent, or sister or brother residing in the household. Such leave shall be granted for up to three days for the death of a sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, parent-in-law, or of a relative living in the household. Such leave shall also be granted for one day for the death of a grandparent, aunt, uncle, or close personal friend if approved by the superintendent.

5. Military Leave

Military leave shall be granted to any administrator who is inducted or called to active duty in any branch of the armed forces of the United States. For the period of said call to active duty, said administrator will be compensated by the District paying the difference between their school district salary and their annualized military salary. Upon return from such leave, an administrator will be placed on the salary schedule at the level which the administrator would have achieved had the administrator remained actively employed in the system during the period of the absence. Salary scale growth limit is equal to the period of original induction or period of call to active duty.

6. Jury Leave

Administrative personnel on jury duty shall be entitled to pay differential and continued benefits while fulfilling this duty.

7. Parental Leave

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An administrator who is pregnant shall be entitled, without pay or salary schedule growth, upon request, to a leave to begin at any time between the commencement of her pregnancy and one (1) school year after the child is born. Except in cases of emergency the administrator shall give at least thirty (30) days' notice prior to the date on which her leave is scheduled to begin. An administrator who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to perform her required administrative duties.

A male administrator may be entitled, upon request, to a parental leave to begin at any time between the birth of his child and one (1) school year thereafter.

An administrator adopting an infant (birth to first birthday) child may be granted a parental leave at any time after the date of the adoption and may continue the leave for up to one (1) school year after the adoption. Such leave may commence upon the administrator's receiving de facto custody of the infant, or up to three (3) months earlier if necessary to fulfill the requirements for adoption.

Parental leaves will not exceed one year in duration, and an administrator on parental leave must notify the superintendent in writing of his or her intent to return to work by March 1, preceding the beginning of the school year.

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8. Extended Leave

Administrators may request an unpaid extended leave of absence which shall be granted at the discretion of the superintendent and School Board for any of the following reasons:

- a. to pursue academic studies
- b. to accept a position with the Peace Corps, Vista, or a similar governmental agency
- c. for prolonged illness, needed rest, necessities of the home, professional improvement, or any other activity which would benefit the Dover school system

Upon return from an extended leave of absence administrative personnel shall be assigned to the same or a substantially equivalent position. All benefits to which the administrator was entitled at the time of the leave, including accumulated sick leave, shall be restored upon return.

9. Inclement Weather

When school is closed due to inclement weather, with the approval of the Superintendent, administrators will be allowed to work from home.

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109. Health Insurance

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The School Board shall provide health insurance for administrative personnel during the term of their employment through the SchoolCare program or another program providing substantially equivalent or improved coverages or services on the following basis:

One hundred percent (100%) of the premiums of the School Care Consumer Driven Health Plan (CDHP).

If an administrator does not subscribe to the School Department of the City of Dover, New Hampshire, New Hampshire School Health Care Coalition plan, SchoolCare health program, or to another City of Dover health insurance plan through a family member, he/she will receive a lump sum payment of three thousand dollars (\$3,000) on or before December 15th of the school year.

The School Board agrees to submit or have submitted retired administrators' payments for health insurance at the School Department group rate.

110. Life Insurance

The School Board shall provide life insurance coverage for administrative personnel during the term of their employment in the amount of \$100,000 for natural death and \$200,000 for accidental death. Coverage for new personnel will not begin until the first of the month following the completion of a thirty-(30) day waiting period.

121. Dental Insurance

The School Board shall provide and pay the premiums for dental insurance through the Delta Dental Insurance Plan or a substantially equivalent plan for administrative personnel during the term of their employment. Coverage shall be for individuals or their families, as appropriate, and coverage for new personnel will not begin until the first of the month following the completion of a thirty-(30) day waiting period.

132. Disability Insurance

The School Board shall provide for administrative personnel an income insurance program which will provide the following coverage: seventy percent (70%) of monthly salary up to \$5,000 maximum to begin after ninety (90) consecutive calendar days or expiration of accumulated sick leave, whichever is greater. Said insurance will run until age sixty-five (65) and shall be coordinated with Social Security benefits.

143. Longevity

Administrative personnel shall receive a longevity benefit for service in the Dover school system (teaching and administrative) as follows:

Upon completion of ten years ~~\$500~~ \$1000

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Upon completion of fifteen years	\$550 <u>\$12500</u>
Upon completion of twenty years	\$625 <u>\$1500</u>
Upon completion of twenty-five years	\$700 <u>\$1750</u>
Upon completion of thirty years	\$775 <u>\$2000</u>
Upon completion of thirty-five years	\$850 <u>\$2250</u>

154. Severance Pay

Upon retirement or death of an administrator, as well as those leaving who have at least ten (10) years of service in the Dover School District, the administrator or beneficiary shall receive severance pay in the amount of forty percent (40%) of their accumulated sick leave at their current per diem rate. When an employee terminates his/her employment with the Dover School District for any reason, he/she shall be compensated for accrued vacation time.

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165. Tax-deferred Annuity

The School Board shall allow administrative personnel to take advantage of the federal law regarding tax-deferred annuities. Any new group must have at least ten (10) members.

176. Layoffs/Recalls

In the event of a layoff of personnel, the unit member laid off shall be notified in writing on or before April 15th prior to the contract year in which the layoff becomes effective. The personnel file of an administrator shall indicate the reason for the layoff (budget cuts, declining enrollment, need for a different position, etc.).

Layoffs will be determined based on certifications, other relevant qualifications, performance evaluations and total experience as an administrator. In the event that two (2) or more administrators are equal in these areas, seniority will be the determining factor. Seniority is defined as the length of continuous service within the DAA. DTU service will not contribute to DAA seniority unless it is the result of a previous DAA layoff in which a DAA recall was not available. An administrator may not bump another administrator.

Administrator(s) affected by a staff reduction will be assigned to a teaching position should a vacancy for which the administrator is qualified and certified or certifiable by the New Hampshire Department of Education be available. An administrator may not bump an employee already in a teaching position in order to obtain that position. The administrator will be given credit for relevant teaching and administrative experience for purposes of placement on the teacher salary schedule unless that is in conflict with the terms of the DTU collective bargaining agreement. This provision is available to all administrators in the DAA, regardless of prior teaching experience in the Dover School District.

The administrator(s) so affected will be recalled to an administrative vacancy which may subsequently occur within a period of two (2) years following the layoff or reassignment and for which the administrator is qualified and certified or certifiable by the New Hampshire

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Department of Education. If more than one administrator was laid off, recall will occur in the opposite order of the layoffs, provided that the administrator is qualified and certified or certifiable by the New Hampshire Department of Education for the position. The administrator will have ten (10) calendar days to accept or decline a recall offer. Acceptance of the position will return the administrator to the DAA and experience will be calculated based on years of administrative experience only for purposes of placement on the salary schedule, not to include any teaching experience resulting from a layoff. Refusal to accept the position will terminate the District's obligation to recall.

187. Grievance Procedure

1. Level One (Informal)

A grievant will first discuss the grievance with the immediate superior, either directly or through the DAA President, with the objective of resolving the matter informally. Failure to reach a mutually satisfactory resolution may be cause for the administrator to refer the grievance to Level Two.

2. Level Two – Superintendent (Formal Written)

A grievant wishing to process a grievance at Level Two will do so in writing to the Superintendent within eight (8) school days from the conclusion of the discussion of Level One. The grievance shall be specific in nature and shall state the remedy requested. The Superintendent shall establish a formal conference on the matter and shall notify the DAA President. The aggrieved administrator shall be given at least two (2) school days' notice of said conference and shall have the right to representation at said conference. The Superintendent shall respond in writing eight (8) school days from the date the formal grievance is filed unless both parties agree to an extension in writing. The Superintendent's decision shall be presented in writing to both the administrator and the DAA President.

3. Level Three – School Board

If a grievance remains unsettled after having processed through Level Two, the grievant may, within eight (8) school days from the date the decision is rendered at the previous level, submit the grievance to the School Board Chair, in which case, the grievance is to be submitted in writing and shall specify the nature of the complaint and the remedy requested. Copies of the previous decision are to be included with the grievance. Within eight (8) school days from the date the grievance is filed at Level Three, the School Board will establish a mutually convenient date and time for a meeting to discuss the matter. Both parties reserve the right to include consultants in any such meeting. The School Board shall render its decision in writing together with supporting reasons to the administrator, DAA President, and Superintendent within twenty (20) school days from the date the grievance is received unless both parties agree to an extension in writing.

4. Arbitration

- a. Any grievance which remains unsettled after having been fully processed pursuant to the provision of the grievance procedure as stated herein may be submitted to arbitration by

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the DAA by filing with the School Board and the American Arbitration Association a request for arbitration within twenty (20) school days after the final decision of the School Board has been given to the administrator and DAA President unless both parties agree to an extension in writing.

- b. A request for arbitration shall state in reasonable detail the specific nature of the dispute and the remedy requested. The dispute as stated in the request for arbitration shall constitute the sole and entire subject matter to be heard by the arbitrator, unless the parties mutually agree to modify the scope of the hearing. Only one request shall be scheduled for the same arbitration hearing except by mutual agreement of the parties
- c. In the conduct of an arbitration hearing, the applicable provisions of the Voluntary Labor Arbitration Rules of the American Arbitration Association shall apply.
- d. The arbitrator shall issue a decision no later than thirty (30) business days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusion on the issue submitted. The decision of the arbitrator shall be final and binding except that any decision of the arbitrator which requires the School Board to expend more than one thousand five hundred dollars (\$1,500) shall be advisory to the School Board which shall, in such cases, make a final decision within twenty (20) school days after receiving the arbitrator's decision.
- e. Both parties agree the arbitrator shall be prohibited from modifying or adding to this Agreement.
- f. Each party will bear the total cost incurred by themselves. The cost of the arbitrator shall be shared equally by the parties to the dispute.

198. Holidays

All administrative personnel shall observe the following holidays and any other days as may be designated from time to time:

- New Year's Day
- Martin Luther King, Jr., Day
- Presidents' Day
- Monday of Spring Vacation (Fast Day)
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans' Day
- Day before Thanksgiving
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve (1/2 Day)
- Christmas Day
- The Day after Christmas
- New Year's Eve (1/2 Day)

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Work day following Christmas, should school be in session on one of the holidays listed above

Holidays will be prorated for administrators who work fewer than 200 days.

2019. Work Year Schedule/Leave Days

Administrators' contracts start on July 1st of each year and end on June 30th of the following year. Vacation days will be given on July 1st of each year.

All administrative personnel will receive vacation days based on the following schedule:

From zero (0) to five (5) years of service in the district	20 days
At the beginning of six (6) years of service or more	25 days

Administrators shall carry over no more than ten (10) days of vacation leave into the subsequent school year. ~~In addition, all carry-over leave must be taken on or before December 31 of that year or it will be forfeited.~~

It is permissible and suggested (so that all administrators will not be out at the same time during the summer months) that some of the administrators' vacation time be taken during the school year, at a time convenient for both the administrator and the school system.

The Superintendent's approval is required for the scheduling and taking of any vacation days during the school year.

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2120. Mileage Allowance

Administrators shall be paid \$150.00 on or before December 31 and \$150.00 on or before the close of the school year for in-district travel. They will continue to be able to submit requests for mileage for out-of-district travel.

221. SALARIES:

All current administrative salaries will be grandfathered into this salary matrix. Administrator salaries will remain the same or increase based on the matrix. ~~In Year 1 of this policy the following terms will apply: (1) 0% increase on base salary; and (2) Administrators will be awarded salary adjustments based on steps and changes in educational attainment.~~

SALARY MATRIX FOR ALL EMPLOYEES UNDER THIS POLICY

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Base Salary	
2017-2018	\$76,500.00
2018-2019	\$78,030.00
2019-2020	\$79,590.00
	<u>Multiplier</u>
2020-2021	\$81,580.00
2021-2022	\$83,620.00
2022-2023	\$85,710.00
Years of Administrative Experience	<u>Multiplier</u>
0	0.000
1-2	.018
3-5	.033
6-8	.048
9-11	.063
12-14	.078
15-17	0.103
18-21	0.128
Educational Attainment	
BA	0.000
MA	.018
MA + 15	.033
MA + 30	.048
MA + 45	.063
MA + 60	.078
CAGS	.103
Doctorate	.128
Responsibility Factor	
High School Principal	0.380
Middle School Principal	0.200
<u>Middle School Principal</u>	<u>0.250</u>
Elementary School Principal	0.180
High School Deans	0.045
Middle School Deans	0.025
Elementary School Deans	0.000
<u>Elementary Dean for SPED</u>	<u>0.025</u>
Alternative School Dean	0.000

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CTC Director	0.125
Athletic Director	0.085
Assistant Director of Student Services	0.080

NOTE: Nothing in this document shall preclude administrators receiving additional benefits as may be granted by the School Board.

232. Definitions:

Contract Days – Days based upon the approved school year calendar

Years of Administrative Experience – Years of supervisory/administrative experience in any school district or other field relevant to the position.

~~Year 1 – 2017-2018 school year (FY 2018)~~
~~Year 2 – 2018-2019 school year (FY 2019)~~
~~Year 3 – 2019-2020 school year (FY 2020)~~

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Exertional Heat Illness Policy & Procedures

I. Purpose of policy:

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries.¹ In the event an athlete sustains a heat illness, immediate and proper treatment is needed.

National governing bodies, such as the National Federations of High School Associations, National Collegiate Athletic Association (NCAA) and numerous state athletic/activity associations, have published guidelines for the prevention, monitoring and treatment of exertional heat illnesses. In addition, national authorities such as the National Athletic Trainers' Association and the Korey Stringer Institute have published research to support best practices in this area. The development of the organization's heat acclimatization guidelines will be based on the current best practice documents.

II. Policy statement:

This policy describes the best practice procedures for the prevention, monitoring, and when necessary, the treatment of exertional heat illnesses for students/athletes, faculty and staff of **Dover High School and Middle School**.

This policy will be a living, working document, that is continually reviewed and updated yearly as the organization and our community changes.

III. Definitions:

- *Acclimatization* – The process of gradually increasing the intensity of activity in a progressive manner that improves the body's ability to adapt to and tolerate exercise in the heat.
- *Wet Bulb Globe Temperature* – The WBGT is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a comprehensive measure that can be used to monitor environmental conditions during exercise. WBGT is different than heat index, as it is a more comprehensive measurement of environmental heat stress on the body.
- *Non-Practice Activities* – Activities that include meetings, injury treatment, and film study.
- *Practice* – the period of time that a student-athlete engages in coach-supervised, school approved sport or conditioning related-activity. Practice time includes from the time the players report to the field until they leave.
- *Walk Through* – A period of time where players are reviewing positional strategy and rehearsing plays. Players do not experience contact and thus they do not wear equipment and the intensity of the activity is minimal often involving walking. This period of time shall last no more than one hour. It is not considered part of the practice time regulation. It may not involve conditioning or weight room activities. Players may not wear protective equipment during the walk through.
- *Recovery Time* – This period of time is defined as non-activity time outside of practices or games. **NO ACTIVITY**, including non-practice activity, can occur during this time. Proper recovery should occur in an air-conditioned facility, when possible and usually is a minimum of 3 hours in duration.

- **Rest Breaks** – This period of time occurs during practice, and is a non-activity time that is in a 'cool zone' out of direct sunlight.
- **Exertional Heat Stroke (EHS)**– Defined as having a rectal temperature over 104°F-105°F (40.5°C), and central nervous system dysfunction (e.g. irrational behavior, confusion, irritability, emotional instability, altered consciousness, collapse, coma, dizzy, etc.).
- **Cooling Zone**- An area out of direct sunlight with adequate air flow to assist in cooling. A cold-water or ice tub and ice towels should be available to immerse or soak a patient with suspected heat illness. This may be outdoors or indoors depending on proximity to field.
- **Qualified Health Care Professional (QHP)** - As defined by the American Medical Association (AMA), "is an individual who is qualified by education, training, licensure/regulation (when applicable), and facility privileging (when applicable) who performs a professional service within his/her scope of practice and independently reports that professional service."
- **Hypohydration**- (reduced hydration status) is a deficit of body water that is caused by acute or chronic dehydration.
- **Central Nervous System dysfunction**- includes any sign or symptom that the central nervous system is not working properly, including: dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, etc.

IV. Scope

This policy applies to all Athletic staff members of **Dover High School and Middle School** who are associated with activities where heat illness poses a risk, including but not limited to, outdoor and indoor activities where high temperature and specifically high humidity environmental risks are present.

V. Procedures

Prevention

Pre-participation history and physical exam

1. A thorough medical history will be gathered (history of heat illness, sickle cell trait/disease, etc.)
2. Individuals with risk factors will be identified and counseled (see table below):

Risk Factors for Heat Illness	
Intrinsic	Strategies to Minimize Risk
High intensity exercise	Gradually phase in exercise and conditioning
Fever or illness	Monitor and remove at risk athletes as necessary
Dehydration	Educate coaches/athletes on proper hydration Provide adequate access to water
Overweight/obesity	Gradually phase in exercise and conditioning
Lack of heat acclimatization	Follow heat acclimatization program
Medications (antihistamines, diuretics, ADHD drugs)	Monitor and remove at risk athletes as necessary
Skin disorder (sunburn or malaria rubra)	Monitor athletes closely
Predisposing medical conditions	Monitor and remove at risk athletes as necessary
Extrinsic	Strategies to Minimize Risk
High ambient temperature, solar radiation or humidity	Avoid exercise in hotter parts of the day
Heavy gear or equipment	Gradually introduce equipment
Poor practice design	Educate coaches regarding strategies to minimize risk

3. When applicable the Athletic Trainer or persons responsible will be notified of individuals with pre-existing conditions that place the individual at risk of exertional heat illness
4. As necessary, coaches are notified of individuals at higher risk

Environmental Monitoring and Activity Modification/Cancellation

1. Environmental monitoring will occur utilizing a WBGT device **Kestrel 5400 Heat Stress Tracker Pro**
2. Environmental monitoring will occur any time it is warm outside (i.e. over 70°F)
3. Environmental monitoring and activity modifications may be necessary for certain types of indoor facilities
4. Monitoring of WBGT will occur every 30 minutes beginning at the scheduled practice time
 - a. **Certified Athletic Trainer will monitor the WBGT**
 - b. **Certified Athletic Trainer and/or Director of Athletics will make modifications and/or cancelations to athletic activities.**
 - c. **The WBGT will be measured on grassed and sunny athletic field on Dover High School property.**
 - d. **All environmental monitoring will be recorded within device (Kestrel 5400).**

Cat 3	Cat 2	Cat 1	Activity Guidelines
< 82.0	< 79.7	< 76.1	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2 - 86.9	79.9 - 84.6	76.3 - 81.0	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1 - 90.0	84.7 - 87.6	81.1 - 84.0	Maximum practice time is 2 h. <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 91.9	87.8 - 89.6	84.2 - 86.0	Maximum practice time is 1 h. <u>For Football</u> : No protective equipment may be worn during practice; and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 92.1	≥ 89.8	≥ 86.2	No outdoor workouts. Delay practice until a cooler WBGT is reached.

Acclimatization

1. Per New Hampshire Interscholastic Athletic Association (NHIAA) acclimatization guidelines.

Fluid Replacement

1. Water breaks will be provided based on the policy on environmental-condition guidelines using work to rest ratios.

- a. Water or other palatable fluids will be easily accessible before, during and after activity. Cool and flavored beverages are often preferred by athletes and will be made available when possible for optimal rehydration.
2. When possible, diet and rehydration beverages will include sufficient sodium (enough to replace losses) to prevent imbalances that may occur as a result of sweat and urine losses.

Monitoring

1. Monitoring of student-athletes safety will be continuous during any physical activity.
2. Athletic trainers, coaches, administrators and other athletics personnel will be educated on the signs and symptoms of exertional heat illness (see training/retraining in section 6).
 - a. These signs and symptoms include (but are not limited to) the table below

Headache	Dehydration, dry mouth, thirst
Confusion or just look "out of it"	Decreasing performance or weakness
Disorientation or dizziness	Profuse sweating
Altered consciousness, coma	Collapse, staggering or sluggish feeling
Nausea or vomiting	Muscle cramps, loss of muscle function/balance, inability to walk
Diarrhea	Irrational behavior, irritability, emotional instability

Treatment in the event of an exertional heat stroke (medical emergency)

Recognition

1. Any athlete with signs of central nervous system dysfunction during exercise in the heat should be suspected to be suffering from EHS until a rectal temperature confirms or refutes this diagnosis.
2. Patients with suspected EHS will have a temperature obtained via rectal thermometer by a QHP.
3. *If a QHP is not available/present, cooling will begin immediately and EMS will be called.*

Cooling

1. If rectal temperature is between 102°-104°F, initiate cooling via rotating cold wet towels.
2. If rectal temperature is at or above 104°F, initiate the exertional heat stroke treatment protocol and contact EMS services immediately.
3. The patient must be moved to a cooling zone, begin appropriate treatment and continuously monitor the patient.
4. Excess clothing shall be removed to aid cooling.
 - a. If removal of clothing and/or equipment would cause delays of 5+ minutes, do not remove and initiate cooling.
5. Place patient in a cold-water (35-59°F) tub up to the neck.
 - a. Wrap a towel across the chest and beneath both arms to prevent the athlete from sliding into the tub.
 - b. Ice shall cover the surface of the water at all times.
 - c. Water shall be continuously and vigorously stirred to maximize cooling.
 - d. An ice-cold towel will be placed over the head/neck and rewet and replaced every 2 minutes.

- e. Cooling shall cease when body temperature reaches 102°F.
- 6. Cold Water Immersion (CWI) Tub
 - a. Must be set up:
 - i. When WBGT reading approaches 76.3 - 81.0
 - ii. The CWI Tub will be set up as dictated by practice locations and space availability on the grounds of Dover High School.
- 7. Cool First, Transport Second
 - a. When a patient is diagnosed with EHS, the principle of Cool First, Transport Second will be used.
 - i. Note: EMS should not transport the patient until they reach 102°F due to the inability to continue vigorous cooling in the ambulance

Vital sign monitoring

1. The QHP will monitor vital signs including core body (rectal) temperature, heart rate, blood pressure and other vital signs. This will be monitored regularly throughout the cooling process.

EMS

1. EMS must be called immediately if a patient is suspected of EHS.
2. HOWEVER, any patient with EHS must be **cooled FIRST and then transported via EMS.**
 - a. This cool first transport second EAP protocol will be communicated/shared with EMS annually PRIOR to the first official sport practice at the school in accordance with the EAP policy and procedures.

Return to activity

Patients who have suffered an exertional heat illness must complete a rest period and obtain clearance from a physician before beginning a progression of physical activity under the supervision of a qualified medical professional. The following is the suggested protocol:

- Activity should first begin in a cool environment
- Once patient has shown success with exercise in a cool environment, patient should then complete the heat acclimatization protocol (above) for progression back into exercise in a warm environment.
- Body temperature monitoring may be recommended during the first 1-2 weeks for those returning from EHS episode.

TO BE INCLUDED IN ATHLETIC AGREEMENT

EXERTIONAL HEAT STROKE (E.H.S.)

Purpose:

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is needed.

National governing bodies, such as the National Federations of High School Associations, National Collegiate Athletic Association (NCAA) and numerous state athletic/activity associations, have published guidelines for the prevention, monitoring and treatment of exertional heat illnesses. In addition, national authorities such as the National Athletic Trainers' Association and the Korey Stringer Institute have published research to support best practices in this area. The development of the organization's heat acclimatization guidelines will be based on the current best practice documents.

Exertional Heat Stroke (EHS): Is defined as having a rectal temperature over 104°F-105°F (40.5°C), and central nervous system dysfunction (e.g. irrational behavior, confusion, irritability, emotional instability, altered consciousness, collapse, coma, dizzy, etc.).

If it is suspected that an athlete is suffering from Exertional Heat Stroke the following precautions will be taken by proper medical personnel (certified Athletic Trainer, School Nurse, EMS Personnel, etc.);

- A Rectal Temperature will be taken and monitored throughout the cooling process.

Exertional Heat Stroke Cooling Process:

- If the Rectal Temperature is 100-104 cooling can be done by rotating cold wet towels over the affected student-athlete.
- If the Rectal Temperature is 104, or above, the student-athlete will be immersed in a cold-water tub, submerged up to their neck.
- The student-athletes Temperature will be monitored during the cooling process. When the student-athletes rectal temperature has cooled to 102 or below, the student-athlete will then be transported by E.M.S., via ambulance, to the nearest hospital Emergency Department.

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TO: Superintendent Harbron and Dover School Board

FROM: Principal Lyndes, Dean Patrick, Dean Dube and Dean Vadeboncouer

DATE: June 2020

RE: DMS Student & Family Handbook Changes (Text deleted is crossed out and text added is in bold and underlined)

1. AFTERNOON DISMISSAL - pg. 10 – text deleted and added

AFTERNOON DISMISSAL

All students will be dismissed at 2:20 P.M. ~~Students should use the closest exit door to their classroom at dismissal.~~ If students are not taking the bus parents should pick their child up by 2:30 P.M.

Note: Only students who participate in supervised activities such as tutoring, athletics, music, theater, or intramurals may be in the building at the end of the school day. All others must leave campus. **Students may return to campus to spectate games or attend certain events at the time of the event.**

2. THE DISTRICT WEBSITE AND THE PARENT PORTAL - pg. 11 – text deleted

THE DISTRICT WEBSITE AND THE PARENT PORTAL

The Dover School District believes in keeping everyone aware and involved so each student better achieves his or her potential. To that end, we maintain two valuable online tools: our district and school websites and the Parent Portal.

The purpose of the website (www.dover.k12.nh.us) is to provide a means to publish public information regarding the Dover School District and its schools, as well as a conduit for teachers to use to publish any online classroom content they wish to share. On our website you find, among other things:

1. Classroom, school and district activities calendars.
2. Teacher contact information.
3. PTA Information
4. Team and club web pages

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

The Parent Portal provides secure, self-service access to parents, so they are informed about their child's daily progress in school. Parents and students will benefit from real-time access to grade averages, progress reports, homework, missing assignments, announcements, attendance, and discipline information. Parents can easily access the system from any location with internet access. The Parent Portal enables everyone to easily stay informed throughout the year. Our hope is that by keeping parents and students involved, there will be no surprises when a progress report or report card arrives. ~~There is no activation form. Parents can self register by visiting the link above.~~

3. LOSS OF PRIVILEGES – p. 17 – text deleted

LOSS OF PRIVILEGES

A student who is suspended in or out of school loses the privilege of attending special events (dances, special functions, extra-curricular trips, ~~going to the library or computer lab after school, during team time, etc.~~) for up to 30 days. Any student who abuses normal school privileges or repeatedly uses poor judgment may also lose privileges for a period of time to be determined by the administration.

4. ATHLETIC POLICIES – p. 21 – text deleted and added – lines 1 through 11

ATHLETIC POLICIES

The Dover School District believes individual students will benefit from participation in interscholastic sports activities. The experience of self-discipline required in individual or team sports and the opportunity to learn additional skills increase the value of the school experience and contributes to the emotional, social, and physical growth of all. The information that follows is meant to inform you of the policies and rules which govern athletics at Dover Middle School. Please understand that individual coaches may have rules that exceed those that are outlined here.

A student /athlete can forfeit his/her eligibility when:

- ~~1. An athlete fails to have, at least, one physician performed physical examination prior to participation on their first athletic team while at DMS. Each physical examination is valid for 2 years.~~
- ~~2. An athlete fails to return to the coach an emergency card prior to their first practice.~~
- ~~3. The athlete fails more than one core subject during any marking period. The athlete will not be eligible for participation until the next report card is issued.~~
- ~~4. The athlete fails to return or account for any school related material.~~
- ~~5. The athlete exhibits behavior that is detrimental to the concept of positive sportsmanship and, in the judgment of the coach, principal, official or athletic director discredits the school, the program and/or him/herself.~~
- ~~6. The athlete is caught on or off school grounds drinking or possessing alcoholic beverages, using or possessing unauthorized drugs, smoking or using tobacco products, committing vandalism, stealing or gambling.~~
- ~~7. They miss all or part of a school day without an excuse that is deemed valid by the coach, principal or the athletic director.~~
- ~~8. An athlete is transported to or from an away contest by someone other than that player's parent/guardian without written consent by the parent/guardian.~~
- ~~9. The athlete disobeys rules and regulations set forth by the individual coach.~~
- ~~10. Bullies, hazes or abuses another individual socially, emotionally, or physically.~~
- ~~11. The athlete is assigned in school or out of school suspension.~~

1. An athlete fails to have, at least, one physician performed *physical examination* prior to participation on their first athletic team while at DMS (e.g., 1 physical prior to participation during 5th and 7th grade year).
2. The athlete fails 2 or more courses during the previous marking period. The athlete will not be eligible for participation until the next report card is issued.
3. The athlete fails to return or account for any school-related material.
4. The athlete exhibits behavior that is detrimental to the concept of positive sportsmanship and, in the judgment of the coach, principal, official or athletic director discredits the school, the program and/or him/herself.
5. The athlete is caught *on or off* school grounds drinking or possessing alcoholic beverages, using or possessing unauthorized drugs, smoking, or using tobacco products, vaping or using vape products, committing vandalism, stealing or gambling.
6. They miss all or part of a school day without an excuse that is deemed valid by the coach, principal or the athletic director.
7. An athlete is transported to or from an away contest by someone other than that player's parent/guardian without written consent by the parent/guardian and approved by the Athletic Director or his/her designee.
8. The athlete disobeys rules and regulations set forth by the individual coach.
9. The student-athlete bullies, hazes or abuses another individual socially, emotionally or physically.
10. The student-athlete is assigned in-school or out-of-school suspension.
11. Text messages or inappropriate use of social media towards a teammate, fellow student and/or athlete, opponent, coach or others may result in immediate removal from the team.

*If there is a need for an appeal of any disciplinary actions the student/athlete and/or parents should follow the chain of command listed.

1. Coach 2. Athletic Director 3. Principal 4. Superintendent 5. School Board

5. APPROPRIATE ATTIRE – p. 22 – text deleted and added in #7, text added in #12

APPROPRIATE ATTIRE

Dover School Board adopted Policy Code JICA, (10/10/2005) that outlines the dress code policy for the Dover School District. It is to be strictly adhered to by the students at Dover Middle School. The following is a complete list of acceptable and unacceptable items outlined in the dress code policy. In general, grooming or clothing not conducive to acceptable behavior or which interferes with instruction or is a distraction factor in a class or learning situation will be not be permitted. Clothing considered immodest or revealing is not allowed. Common decency and good judgment are the expectations for student attire. Students not in compliance with this policy will be required to change. This will include a call home when necessary.

- 1 Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive is not to be worn to school. This includes any clothing, jewelry, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or alcoholic beverage references are not permitted.

2. Shirts and blouses, and wide-strap tank tops must cover the entire torso at all times, even in movement. Transparent and/or see-through materials are not allowed. Crop tops, tube tops, halter tops, spaghetti-strap tank tops, and basketball shirts are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.
3. Skirts, dresses, culottes, and shorts must be long enough so as not to be revealing.
4. Revealing clothing is not allowed. Revealing is defined as clothing that exposes too much or clothing that covers too tightly.
5. Outer clothing should cover undergarments at all times.
6. Safe and appropriate footwear must be worn at all times.
7. Except for religious and/or cultural purposes, head coverings may not be worn in school. This includes scarves, ~~and~~ bandanas **and hoods**.
8. Safety and protective clothing, as well as athletic and gym clothing, shall be worn as required by the subject teacher or club instructor only while participating in the activity involved.
9. Students attending school functions after school hours should adhere to the dress code policy. Exceptions may be made for certain activities.
10. Hats, coats, and jackets will be stored by the start of the instructional day. Fleece or other non-bulky vests may be worn.
11. When questions arise regarding the interpretation of this policy, the faculty members of the team shall make a determination as to the appropriateness of student dress.
12. Physical Education: **only** students in grades 7 and 8 are required to change for class. Acceptable clothing includes: sneakers, appropriate length shorts or sweatpants, and a crew neck t-shirt with a sleeve. Students in grades 5 and 6 should wear comfortable, non-revealing clothing and sneakers.

6. ELECTRONIC DEVICES – p. 24 - text added

ELECTRONIC DEVICES

Electronic devices may not be used inside of Dover Middle School without teacher permission. All devices must be turned off during the school day. Teachers may allow permission and supervise the use of electronic devices only in classrooms for instructional purposes. Photography, **and** video **and audio** recordings are not allowed without teacher consent.

Text messaging and cell phone calls are not allowed during school hours. Students are responsible for any loss, theft or damage of personal electronic devices. Bringing and using technology is a personal decision and privilege. It is not a requirement and Dover Middle School is not responsible.

If misused, electronic devices will be confiscated, and in some cases, require parent pick up. Abuse in any way, will result in loss of privilege and discipline based on individual circumstances. This may include in or out of school suspension. All Dover Middle School and personal property (including electronic devices) may be searched if needed.

7. DOVER MIDDLE SCHOOL NEWS VIA E-MAIL – p. 35- section deleted

DOVER MIDDLE SCHOOL NEWS VIA E MAIL

Dover Middle School's primary source for parent notifications is through e-mail. On average, e-mails are sent once or twice a week or more often if needed. Please provide your e-mail address below. If you do not receive regular e-mails from DMS, please check your spam folder and then contact DMS at 516 7200 if you do not have any.
Please print clearly and provide the e-mail address of an adult in the household.

Name: _____

E-mail Address: _____

DOVER SCHOOL DISTRICT

Condition of Accounts

June 5, 2020

Account	Description	GL Budget	YTD	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 22,438,660.68	\$ 17,230,189.89	\$ 5,208,470.79	\$ 4,851,387.32	\$ 357,083.47
1200	SPECIAL EDUCATION PROGRAMS	\$ 12,312,414.72	\$ 10,765,739.59	\$ 1,546,675.13	\$ 1,828,220.42	\$ (281,545.29)
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,072,131.08	\$ 1,554,648.95	\$ 517,482.13	\$ 422,477.69	\$ 95,004.44
1400	OTHER EDUCATIONAL PROGRAMS	\$ 714,805.97	\$ 503,853.52	\$ 210,952.45	\$ 54,737.25	\$ 156,215.20
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 203,290.62	\$ 186,581.40	\$ 16,709.22	\$ 15,648.41	\$ 1,060.81
2100	SUPPORT SERVICES - Students	\$ 4,375,326.88	\$ 3,167,382.26	\$ 1,207,944.62	\$ 898,269.31	\$ 309,675.31
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,806,015.85	\$ 1,235,782.99	\$ 570,232.86	\$ 353,974.65	\$ 216,258.21
2300	SUPPORT SERVICES - General Admin.	\$ 1,579,502.89	\$ 1,375,123.92	\$ 204,378.97	\$ 138,972.26	\$ 65,406.71
2400	SUPPORT SERVICES - School Admin.	\$ 2,838,814.46	\$ 2,495,948.73	\$ 342,865.73	\$ 247,181.50	\$ 95,684.23
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,023,161	\$ 4,477,096	\$ 546,064	\$ 249,344	\$ 296,721
2700	SUPPORT SERVICES - Student Transportation	\$ 3,094,414	\$ 2,101,189	\$ 993,225	\$ 905,772	\$ 87,453
2800	SUPPORT SERVICES - Centralized Services	\$ 1,308,233	\$ 1,162,540	\$ 145,693	\$ 99,063	\$ 46,630
2900	SUPPORT SERVICES - Other	\$ 9,900	\$ 38,744	\$ (28,844)	\$ 15,854	\$ (44,698)
5200	FUND TRANSFERS	\$ 400,544	\$ 21,447	\$ 379,097	\$ 379,097	\$ -
	General Fund Totals:	\$ 58,177,215	\$ 46,316,267	\$ 11,860,948	\$ 10,459,999	\$ 1,400,949
3100	Food Services Fund Totals:	\$ 1,722,836	\$ 1,453,949	\$ 268,887	\$ 176,411	\$ 92,475
FY: 2018						
	Proj_Grant: Title III FY18 - 80823	\$ 6,382	\$ 306	\$ 6,076	\$ -	\$ 6,076
	Proj_Grant: TITLE III ICY - 80903	\$ 2,456	\$ 1,334	\$ 1,122	\$ -	\$ 1,122
	Proj_Grant: IDEA FY18 - 82595	\$ 77,451	\$ 75,846	\$ 1,605	\$ -	\$ 1,605
	Proj_Grant: TII PROFESSIONAL DEVELOPMENT - 84819	\$ 20,340	\$ 12,340	\$ 7,999	\$ -	\$ 7,999
FY: 2019						
	Proj_Grant: TITLE I PART A FY19 - 90078	\$ 73,991	\$ 32,169	\$ 41,822	\$ -	\$ 41,822
	Proj_Grant: TITLE III ICY - 90181	\$ 22,285	\$ 10,914	\$ 11,370	\$ 220	\$ 11,150
	Proj_Grant: TITLE II PART A - 90187	\$ 45,204	\$ 32,618	\$ 12,586	\$ -	\$ 12,586
	Proj_Grant: TITLE I PART D2 - 90324	\$ 57,338	\$ 18,346	\$ 38,992	\$ 1,002	\$ 37,989
	Proj_Grant: TITLE IV A - 90496	\$ 72,492	\$ 19,390	\$ 53,102	\$ 775	\$ 52,327
	Proj_Grant: IDEA 2019 - 92626	\$ 490,229	\$ 358,818	\$ 131,410	\$ 111,125	\$ 20,286
	Proj_Grant: PERKINS IV FY19 - 93119	\$ 24,802	\$ 16,598	\$ 8,205	\$ 261	\$ 7,944
	Proj_Grant: PERKINS MATH FY19 - 93189	\$ 35,536	\$ 10,923	\$ 24,613	\$ 432	\$ 24,181
	Proj_Grant: ADULT BASIC EDUCATION 2019 - 97009	\$ 27,038	\$ 681	\$ 26,357	\$ -	\$ 26,357
	Proj_Grant: ADULT LERNER SERVICES 2019 - 97411	\$ 3,700	\$ 1,292	\$ 2,408	\$ -	\$ 2,408
	Proj_Grant: ADULT ED/POST SECONDARY 2019 - 97604	\$ 14,208	\$ 1,951	\$ 12,257	\$ -	\$ 12,257
FY: 2020						
	Proj_Grant: TITLE II PART A FY20 - 20018	\$ 154,232	\$ 105,703	\$ 48,529	\$ 21,391	\$ 27,139
	Proj_Grant: TI 2020 - 20078	\$ 749,221	\$ 531,288	\$ 217,933	\$ 84,280	\$ 133,653
	Proj_Grant: TITLE III ESOL FY20 - 20181	\$ 17,436	\$ -	\$ 17,436	\$ -	\$ 17,436
	Proj_Grant: IDEA FY20 - 20259	\$ 960,797	\$ 800,784	\$ 160,013	\$ 134,738	\$ 25,276
	Proj_Grant: FY20 PREK - 20267	\$ 17,415	\$ 13,335	\$ 4,080	\$ 3,972	\$ 108
	Proj_Grant: PERKINS FY20 - 20311	\$ 127,232	\$ 101,982	\$ 25,250	\$ 11,716	\$ 13,533
	Proj_Grant: TITLE I PART D2 FY20 - 20324	\$ 49,798	\$ 15,152	\$ 34,645	\$ 3,457	\$ 31,188
	Proj_Grant: APPRENTICESHIP FY20 - 20326	\$ 191,240	\$ 169,323	\$ 21,917	\$ 3,105	\$ 18,812
	Proj_Grant: ROBOTICS ED FY20 - 20343	\$ 7,500	\$ 3,962	\$ 3,538	\$ 3,527	\$ 12
	Proj_Grant: ADULT BASIC ED FY20 - 20400	\$ 443,275	\$ 321,256	\$ 122,019	\$ 22,821	\$ 99,198
	Proj_Grant: ESL FY20 - 20410	\$ 235,770	\$ 207,086	\$ 28,683	\$ 14,202	\$ 14,482
	Proj_Grant: ADULT DIPLOMA FY20 - 20430	\$ 62,414	\$ 41,121	\$ 21,293	\$ 6,775	\$ 14,518
	Proj_Grant: ADULT LEARNER SVCS FY20 - 20440	\$ 89,276	\$ 71,654	\$ 17,622	\$ 7,578	\$ 10,044
	Proj_Grant: INTR EL/CIVICS FY20 - 20450	\$ 17,041	\$ 7,646	\$ 9,396	\$ 1,262	\$ 8,134
	Proj_Grant: INTE ED & TRAIN FY20 - 20470	\$ 6,520	\$ 4,091	\$ 2,430	\$ 675	\$ 1,755
	Proj_Grant: TITLE IV A FY20 - 20496	\$ 80,791	\$ 49,625	\$ 31,166	\$ 9,375	\$ 21,791
	PROJECT # NOT DECLARED	\$ -	\$ 13,673	\$ (13,673)	\$ 1,146	\$ (14,820)
	Federal Project Fund Totals:	\$ 4,183,408	\$ 3,051,208	\$ 1,132,200	\$ 443,834	\$ 688,366



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report
Monday, June 8, 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

G. CONSENT AGENDA

Resignations/Retirements – I recommend the Board accept the resignations and retirements as presented.

Leaves of Absence – None

Job Shares – None

Nominations – I recommend the Board approve the following nominations:

- New Teacher Nominations
- New DEOP Nominations
- Annual DEOP Nominations
- Annual DPA Nominations
- Annual Non-Union Nominations

Extended Trips - None

Donations – -None

I. POLICY – CHANGES – PROPOSALS – ADOPTIONS

1. Portrait of a Graduate – The Portrait of a Graduate has been months in development and includes portraits for fourth grade, eighth grade, and seniors. Portraits included the following categories: Global Citizenship and Character, Critical Thinking and Creativity, and Collaboration and Communication. This was extended by the description of the quality followed by demonstrated action. Before the Board tables for the second reading and adoption, feedback is requested from the Board, so any further revisions or refinements can be made before the second reading.

J. POLICY ADOPTION

The following policies are presented for second reading by the Board:



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, June 8, 2020

1. **JLCF - Wellness Policy** – The Wellness Policy has undergone significant revisions based on the audit of the District's food service program in 2018-2019. The revisions are noted in the policy document.

2. **G CBD - DAA Policy** – The DAA Policy provides the guidance for salary, benefits, and work conditions for principals, deans, and director. This is a three-year policy. The first year of the policy is a zero-increase followed by years 2 and 4 being a 2.5% increase in salaries.

3. **Heat Exhaustion Policy** - These practices and policies are considered best practices in the industry by the National Athletic Trainers Association (NATA) and are used regularly by most professional sports leagues (National Football League, Major League Baseball) and by the National Collegiate Athletic Association (NCAA).

K. RESOLUTIONS

- None

L. OLD BUSINESS

M. NEW BUSINESS

- **Dover Middle School Handbook Changes** – I recommend the Board approve the changes requested by Dover Middle School.
- **Suicide Prevention Plan Discussion** – Christine Boston has been working with a group to develop a suicide prevention plan. Dr. Boston will provide an overview of the plan and is seeking input from the Board. Once completed, the plan will be brought to the Board for approval.
- **Condition of Accounts** - Michael Limanni, Business Administrator, will update the Board on the condition of accounts.

SUPERINTENDENT'S SUMMARY REPORT – MAY 2020

COVID-19 – The District continued to make modifications while moving forward in the world of the COVID-19 pandemic. Much has been learned during the month as the Leadership Team transitioned into planning for the 2020-2021 school year. The following design teams have started their work:

- **ASSESSMENT – INSTRUCTION & LEARNING – DELIVERY MODELS DESIGN TEAM:** The Design Team will develop a comprehensive plan for assessment, instruction and learning, and delivery models. The work of the Design Team will be sub-divided into sub-design teams consisting of two grade bands: K-8, and 9-12.



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, June 8, 2020

- **TECHNOLOGY DESIGN TEAM:** The development of a technology plan to support brick-n-mortar, blended, and a remote learning environment and aligns with the work of the Design Team for Assessment – Instruction and Learning – Delivery Models.
- **TEACHER PREPARATION DESIGN TEAM:** To develop a plan to prepare teachers for reentry to the brick-n-mortar environment and/or blended and remote learning environments.
- **LOGISTICS & FACILITIES DESIGN TEAM:** To develop and implement a plan to prepare facilities and plan logistics for the re-entry into the brick-n-mortar.
- **COMMUNICATION DESIGN TEAM:** Design a communication system to provide continual communication to parents/guardians, faculty/staff, and students.
- **FINANCE AND FUNDING DESIGN TEAM:** (1) To identify funding sources to support the short-range and long-range initiatives for the re-entry to school. (2) To provide fiscal guidance as plans are developed. (3) To provide the long-range economic and budget impact as ideas are developed for implementation.

RECOMMENDATION: As planning moves forward and more information is learned about the guidelines that will be put in place for the Fall of 2020 and feedback from the focus groups and surveys are known, I recommend the Board schedule a series of Board Workshops to work with the Leadership Team in finalizing a plan for the fall re-entry to school. I recommend the first be the end of June for the Design Teams to report out on their findings.

Committee Meetings

- **Dover Mental Health Alliance** – On April 1, I participated in the Dover Mental Health Alliance Meeting. There were 25 participants through Zoom. Following introductory work, the larger group divided into the three work groups of community, youth and family, and policy.
- **DTU Safety Task Force** – Meeting was not held in May.
- **Professional Development Committee** – Meeting was not held in May.
- **Teaching and Learning Committee** – On May 28, meeting was held to finalize the Portrait of a Graduate
- **Racial Equity Vision Keepers – May 20** – Attended and participated in the Racial Equity Vision Keeper meeting facilitated by Ted Hall. Small group work to address the following questions:
 - ✓ Tell us how this pandemic is affecting you as a parent/student in Dover Public Schools?
 - ✓ What is the hardest part?



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, June 8, 2020

- ✓ What you learned?
- ✓ How can this team best support Dover Public Schools?

Whole group work the following was addressed:

- ✓ Groups reported on the fourth question.
- ✓ What can we do to move forward?
- ✓ How should this group's work continue?

Other Meetings

- Commissioner's Meetings – Wednesdays, and Fridays throughout the month.
- Incorporating SEL into Your District Plans for Back-to-School – Attended a webinar on SEL featuring Andover School District (MA), Hillard City School District (OH), and Salem-Keizer School District (OR). – May 4
- Eduplanet 21 Platform Demonstration – Joined Paula Glynn and the instructional coaches for a demonstration of Eduplanet 21 Platform for curriculum development and professional development. – May 6
- Southeasters Regional Superintendent Meeting – Attended a portion of the Southeasters' Superintendent meeting. – May 7
- NHSAA Statewide Meeting – Attended the remote statewide meeting. Agenda items included: Federal Funding and Information, End of the Year Update, School Re-Opening, and NHSAA Update. – May 8
- CARES-ESSER Meeting – Participated in the NH DOE CARES ESSER informational meeting. – May 11
- City Council Budget Workshop – Attended the City Council budget workshop. – May 13
- City Council Meeting – Attended the City Council meeting for the voting on FY21 budget. – May 13
- Assessment Meeting – Joined Paula Glynn, instructional coaches, Kim Lyndes, Beth Dunton, Patty Driscoll, Travis Bickford and Christine Boston for a meeting with Carla Evans to discuss student assessment related to the re-entry plan. – May 14
 - ACs and PLCs Planning Meeting – Participated in a meeting with Peter Driscoll, Emily Sherman, Ted Hall, Jon Vander Eli, and Paula Glynn to discuss and plan for the DHS ACs PLC training moving forward. – May 18
- Strafford County YMCA Board Meeting – Attended the Strafford County YMCA Board meeting. – May 22
- Leading ED Solutions – I participated in the Leading ED Solution remote conference. Today's remote conference was on *Leading Anxious People in Anxious Times*. The key presenter was Tim Elmore followed by small group discussions and problem solving. – May 21
- Leading ED Solutions – Attended the second day of the Learning ED Solution Conference. The key presenter was Michael Dorn presented on leading recovery and resilience efforts for pandemics and other disasters. This was followed by small group discussions and problem solving. – May 22
- Demonstration of Freckle – Participated in a demonstration of the Freckle online program with Paula Glynn, Kim Lyndes, Patty Driscoll, Brittany Granfield, Beth Dutton and instructional coaches. – May 27
- City Council Executive Session and City Council Meeting – Participated in the Executive City Council Session and City Council meeting pertaining to DPA CBA. – May 27



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, June 8, 2020

- Reopening School Safely – Attended a webinar featuring Yael Biber Aviad, principal of Alonim School, Israel; Conrad Hughes, Campus and Secondary Principal of International School of Geneva, Switzerland; and Neelam Parmar, Director of Technology/Educational Technologist Ashford School, United Kingdom. International perspective on the reopening of schools. – May 28
- Mo Nunez and Ted Hall Weekly Monday meetings
- Tri-City Superintendents' Meeting – Meeting on Fridays May 1 and continued throughout May
- Lisa Dillingham, DTU President – Continued weekly meetings on Friday during April
- Statewide Superintendents Meeting – April 10
- Participated in the Leading Ed Solutions Remote Conference on April 23 and April 24

Events

- Remote Fifth Grade DARE Graduation – May 27