



# DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

## Board Budget Workshop Outline Monday, January 31, 2022

1. Dover City Council Resolution Explanation & Question/Answer – Josh Wyatt
2. Conformation on the budget model that is being developed
  - A. Obligation Model with modifications
  - B. Sustain current staffing levels of schools
  - C. Sustain current leadership positions
  - D. Sustain current SAU administrative positions
  - E. Cost relative to amount allowed under tax cap
3. Review of questions presented by the Board
4. Additional positions
  - A. Review of summary chart
  - B. Presentation and rational new positions by board members
  - C. Selection of additional positions
  - D. Rational for the selection of the positions
  - E. Costing of the position and impact on FY 22 budget
5. Identification of the next steps in the process
  - A. Determine if any additional budget workshop meetings are needed
  - B. Scheduling of additional meetings
  - C. Projection of final budget and approval – meeting date for final approval of the budget to be presented to the City Council
6. Summary of the meeting
  - A. Budget Workshop Decisions
  - B. Identification of next steps
7. Adjournment



**CITY OF DOVER**

**CITY OF DOVER - RESOLUTION**

**Agenda Item#: 13.B.1.**

Resolution Number: **R - 2022.01.26 – 026**  
Resolution Re: **City Council FY2023 Budget Guidance**

**WHEREAS:** The Dover School Board and City Manager are beginning to assemble the recommended budget for submission to the Dover City Council for Fiscal Year 2023; and,

**WHEREAS:** A comprehensive series of financial policies has been established for the municipality to strengthen and sustain the financial health and long-term operational needs of the community; and,

**WHEREAS:** In accordance with the City of Dover’s adopted financial policies, the City Manager has provided to the City Council a preliminary budget estimate for FY 2023; and,

**WHEREAS:** Following submission of the preliminary budget estimate, the adopted financial policies require the City Council to review and approve a preliminary budget resolution giving budgetary guidance to the City Manager and the School Department for development of the budget for the forthcoming fiscal year; and,

**WHEREAS:** The change in the Consumer Price Index for all consumers over the most recent 12-month period was 3.3% for the Boston-Portsmouth area, resulting in the tax cap analysis available for development of the FY2023 budget allowing for an increase in the overall FY 2023 City and Local School tax levies of \$2,399,575.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:**

The City Manager and School Board shall submit their recommended budgets for Fiscal Year 2023 pursuant to State law and the Dover City Charter and in accordance with the City of Dover’s adopted Financial Policies. In submitting the recommended budgets, the City Manager and School Board shall also provide their suggested adjustments to limit the respective City and Local School tax levies to a percent increase of no more than the change in the Boston-Portsmouth area Consumer Price Index - Urban reported for the most recent 12-month period. Any additional adjustments needed to sustain critical education-focused programs, e.g., maintaining teacher staffing levels at current levels or providing services required by State statute or Federal law, will only be considered if accompanied by specific data-based justification.

**AUTHORIZATION**

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier

Approved as to Legal Form and Compliance: Joshua M. Wyatt  
City Attorney

Recorded by: Susan M. Mistretta  
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: R - 2022.01.26 - 026
Resolution Re: City Council FY2023 Budget Guidance

DOCUMENT HISTORY:

Table with 4 columns: First Reading Date, Approved Date, Public Hearing Date, Effective Date.

DOCUMENT ACTIONS:

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Deputy Mayor Shanahan moved to make an amendment to add the following sentence to the Now,
Therefore: "Any additional adjustments needed to sustain critical education-focused programs, e.g.,
maintaining teacher staffing levels at current levels or providing services required by State statute or Federal
law, will only be considered if accompanied by specific justification."
Motion was seconded by Councilor Williams.
Councilor Muffett-Lipinski asked for data specific justification.
Deputy Mayor Shanahan withdrew his first amendment so he could make a second one.
Deputy Mayor Shanahan moved to make an amendment to add the following sentence to the Now,
Therefore: "Any additional adjustments needed to sustain critical education-focused programs, e.g.,
maintaining teacher staffing levels at current levels or providing services required by State statute or Federal
law, will only be considered if accompanied by specific data-based justification."
Motion was seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 9/0.
Deputy Mayor Shanahan moved for the adoption of the amended resolution; seconded by Councilor Muffett-
Lipinski.
Vote: 9/0.

VOTING RECORD table with columns: Name, YES, NO. Includes Mayor Robert Carrier, Deputy Mayor Dennis Shanahan, and Councilors Michelle Muffett-Lipinski, Robert Hinkel, Deborah Thibodeaux, Debra Hackett, Fergus Cullen, Linnea Nemeth, and Lindsey Williams.

RESOLUTION BACKGROUND MATERIAL:

This resolution requires the City Manager and School Board to submit their recommended budgets for FY2023 to the City Council in accordance with State Law, the City Charter and Dover's adopted financial policies. The City Manager and School Board shall also provide suggested adjustments to their recommended budgets that limits the increase in the City and the Local School tax levies to an amount equal or less than the prior twelve-month increase in the Boston-Portsmouth area CPI-U.

# FY23 Budget Models and Tax Impacts

January 24, 2022 - School Board Discussion

	FY22 Adopted Budget	*Department Request	Model 1: Tax Cap	Model 2: Obligations
<b>Non-Tax Revenue</b>	\$ 7,431,402	\$ 7,732,239	\$ 7,732,239	\$ 7,732,239
<b>1. Addl Non-Tax Rev: Capital Reserve Funds:</b>		\$ 550,000	\$ 550,000	\$ 550,000
<b>State Adequate Education Grant:</b>	\$ 10,747,452	\$ 11,863,524	\$ 11,863,524	\$ 11,863,524
<b>Statewide Education Tax (SWEPT):</b>	\$ 7,093,652	\$ 5,076,041	\$ 5,076,041	\$ 5,076,041
<b>Local Education Tax (Tax Cap Amt.):</b>	\$ 44,412,854	\$ 45,749,354	\$ 45,749,354	\$ 45,749,354
<b>Local Education Tax (Override Amt.):</b>	\$ -	\$ 2,673,054	\$ -	\$ 1,278,153
<b>TOTAL FY23 Proposed Budget:</b>	\$ 69,685,360	\$ 73,644,212	\$ 70,971,158	\$ 72,249,311
<b>Amount to Cut From Department Request:</b>			\$ 2,673,054	\$ 1,394,901
<b>2. Cut CIP Transfers Out:</b>			\$ (750,000)	\$ (750,000)
<b>Remaining to Cut From Dept Request:</b>			\$ 1,923,054	\$ 644,901
<b>Total Cost to Dover Taxpayers:</b>	\$51,506,506	\$53,498,449	\$50,825,395	\$52,103,548
<b>Total % INC/(DEC) in Dover Taxes:</b>		3.87%	-1.32%	1.16%
<b>Equalized Valuation (No Utilities ) 4/1/2020</b>	\$3,886,932,845	\$4,126,862,904	\$4,126,862,904	\$4,126,862,904
<b>Est. Rate Per \$1,000 of Property Value: (State &amp; Local Ed Tax)</b>	\$13.25	\$12.96	\$12.32	\$12.63

**\*NOTE:** The Department Request budget meets all District contractual obligations for current staffing levels, capital improvement programming (CIP), and district-wide curriculum development. It only provides funding for teacher step increases relating to the FY21 salary schedule used in the current FY22 fiscal year; the DTU contract expires in September, 2022.



# DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

## BOARD BUDGET WORKSHOP – JANUARY 24, 2022 BUDGET WORKBOOK

- Add additional positions by exchanging a new position for a current position.
- Add additional positions with the consideration for the ability to maintain the positions in future budget years and consideration of the tax impact.
- Consideration of how a position aligns to board’s budget priorities and District’s Strategic Plan.

SCHOOL	POSITION	FTE	COST
Dover High School	SY Admin Asst II – Library Assistant	1.0	\$21,889
Dover High School	Social Studies Teacher from .67 FTE to 1.0 FTE	0.33	\$51,339
Dover High School	2 Block part-time Art Teacher	0.33	\$32,500
CTE	Increase Building Construction from .67 FTE to 1.0 FTE	0.33	\$52,386
CTE	Increase Sports Medicine from .67 FTE to 1.0 FTE	0.33	\$37,153
CTE	Health Science Clinical Instructor Hours \$38/hour		\$48,496
CTE	Cyber Patriot Advisory Stipend to Category III 5.2%		\$2,509
CTE	FFA Assistant Advisor Category 1 Stipend 1.6%		\$772
Dover Middle School	Behavior Specialist	1.0	\$91,634
Dover Middle School	Leadership Team Member Stipend	0	\$1,684
Dover Middle School	Library Assistant	1.0	\$29,114
Dover Middle School	Fifth Grade Teacher	1.0	\$91,693
Dover Middle School	4 Noon Supervisors	1.0	\$15,470
Dover Middle School	JP Clerical School Year to Full Year	0	\$8,665
Dover Middle School	SS Clerical School Year to Full Year	0	\$37,089
Dover Middle School	KN Clerical School Year to Full Year	0	\$40,524
Dover Middle School	KW add 1.5 hours	0	\$35,019
Garrison School	Literacy Specialist	1.0	\$44,695
Garrison School	Counselor	1.0	\$87,165
Elementary Schools	15 Primary Instructional Paraeducators	15.0	\$731,069
Elementary Schools	Stipend Team Leaders (24)	0	\$38,294
Special Education	Elementary Administrative Assistant	1.0	\$61,923
Special Education	Float Nurse 1	1.0	\$96,361
Special Education	Float Nurse 2	1.0	\$96,361
Special Education	Special Education Teacher	4.0	\$366,773
Special Education	Bellamy Academy Special Education Teacher	1.0	\$96,361
SAU	Replace Account Payable with Accountant	0.33	\$21,348
SAU	Full Time PR & Benefits Administrator	.25	\$43,188
SAU	High School Instructional Coach	1.0	\$120,836



# DOVER SCHOOL DISTRICT

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**BOARD BUDGET WORKSHOP – JANUARY 24, 2022**  
**BUDGET WORKBOOK**

SAU	Instructional Coaches 100% grant funded to 100% general budget funded	5.0	\$604,181
SAU	IT Support Staff	2.0	\$176,023
<b>TOTAL</b>		<b>39.90</b>	<b>\$3,182,514</b>

**RECOMMENDED ADDITIONAL POSITIONS**

After reviewing the additional staffing positions and rationale, the SAU Cabinet recommends the following positions be given consideration for moving forward. The positions were selected based on safety, strategic plan, and logistics.

SCHOOL	POSITION	FTE	COST
Dover High School	SY Admin Asst II – Library Assistant	1.0	\$21,889
Dover High School	Social Studies Teacher from .67 FTE to 1.0 FTE	0.33	\$51,340
CTE	Increase Building Construction from .67 FTE to 1.0 FTE	0.33	\$52,386
CTE	Increase Sports Medicine from .67 FTE to 1.0 FTE	0.33	\$37,153
CTE	Health Science Clinical Instructor Hours \$38/hour		\$48,496
CTE	Cyber Patriot Advisory Stipend to Category III 5.2%		\$2,509
CTE	FFA Assistant Advisor Category 1 Stipend 1.6%		\$772
Dover Middle School	Leadership Team Member Stipend	0	\$1,684
Dover Middle School	4 Noon Supervisors	1.0	\$15,471
Special Education	Elementary Administrative Assistant	1.0	\$61,923
Special Education	Float Nurse 1	1.0	\$96,361
Special Education	Float Nurse 2	1.0	\$96,361
Special Education	Special Education Teachers	4.0	\$366,774
Special Education	Bellamy Academy Special Education Teacher	1.0	\$96,361
SAU	Replace Accounts Payable with Accountant	0.33	\$21,348
SAU	Full Time Payroll & Benefits Administrator	0.25	\$43,188
SAU	High School Instructional Coach	1.0	\$120,836
SAU	IT Support Staff	2.0	\$176,023
SAU	Instructional Coaches	2.0	\$241,672
<b>TOTAL</b>		<b>14.57</b>	<b>\$1,552,547</b>

**New Positions Recommended for FY23**

- Position
- Position
- Position



**DOVER SCHOOL BOARD**  
**NEW POSITION CHART**  
 January 28, 2022

Directions: Indicate the following for the columns:

- **Position** – Name of the position
- **FTE** – The FTE indicates the number of positions 1.0 FTE = 1 position
- **Ranking** – Rank position by your priority 1 to 5 – 1 highest priority – 5 lowest priority (1-2-3-4-5)
- **Estimated Cost** – Reference Cost from information provided. If you do not know, leave blank.
- **Strategic Plan Alignment** – Indicate Goal Number (1, 2, 3 or 4) and objective number (1a, 1b, etc.)

Maggie Fogarty  
 Robin Trefethen  
 Jessica Rozzo

Michelle Clancy  
 Micaela Demeter  
 Kathy Morrison

Carolyn Mebert

	POSITION	FTE	RANKING	EST. COST	STRATEGIC PLAN ALIGNMENT
MC	Bellamy Academy Special Education Teacher	1.0	1 = 1	\$96,361	Goals: 2, 4 Objectives: 2.2, 2.3, 4.1, 4.2
MF, JR, MD, KM CM	DMS Behavior Specialist	1.0, 1.0, 1.0, 1.0, 1.0	2, 2, 1, 1, 1 = 1.5	\$91,634	Objective 2.1
JR, MD	DMS 4 Noon Supervisors	1.0, 1.0	3, 0 = 1.5	\$15,470	
RT	CTE Positions (Building Construction, Sports Medicine, Health Science)	1 (.33 each)	2 = 2	\$138,035	Goals: 1, 2, 4 Objectives: 1.1, 1.3, 2.2, 2.5, 2.6, 4.1
JR, MC	DHS – SY Admin Asst II – Library Asst	1.0, 1.0	1, 4 = 2.5	\$21,889	
MF, RT, MC	DHS Social Studies Teacher	.33, .33, .33	3, 3, 2 = 2.7	\$51,340	Objective 4.1 / Goals: 2, 4 Objectives: 2.2, 2.3, 4.1
MF, RT, JR, MD, MC, KM	IT Support Staff*	2.0, 2.0, 2.0, 2.0, 2.0, 2.0	4, 1, 4, 2, 3, 3 = 2.8	\$176,023	Goals: 1, 2, 3 Objectives: 1.4, 2.5, 2.6, 3.2
MD	Garrison School Counselor	1.0	3 = 3	\$87,165	Goals: 1, 2 Objectives: 1.2, 2.1, 2.2, 2.3
MF, RT, MD, KM	Float Nurses***	2.0, 1.0, 2.0, 1.0	1, 5, 4, 4 = 3.5	192,722	Objective 2.1
RT	Special Education Teachers**	4	4 = 4	\$366,744	Goals: 2, 4 Objectives: 2.1, 2.2, 2.3, 4.1
MF	CTE positions & recommended expenditures	.66	5 = 5	\$141,316	Objective 1.3