



## DOVER SCHOOL BOARD – AGENDA

|                   |                            |
|-------------------|----------------------------|
| Meeting Type:     | Regular Session #10        |
| Meeting Location: | McConnell Center, Room 306 |
| Meeting Date:     | Monday, October 4, 2021    |
| Meeting Time:     | 7:00 p.m.                  |

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **PLEDGE OF ALLEGIANCE**
- D. **AGENDA APPROVAL**
- E. **CITIZENS' FORUM**
- F. **APPROVAL OF MINUTES**
  - 1. Regular Meeting # 9, September 13, 2021
  - 2. Non-Public Meeting #6, September 13, 2021
- G. **CONSENT AGENDA**
  - 1. **Correspondence:** None
  - 2. **Resignations/Retirements:**
    - a. Richard Chamberland / Math Teacher / Dover High School / Resignation
    - b. Timothy Reynolds / Special Education Teacher / Dover High School / Resignation
  - 3. **Leaves of Absence:** None
  - 4. **Job Shares:** None
  - 5. **Nominations:**
    - a. DTU Nominations
    - b. DPA Nomination
  - 6. **Extended Travel (Student Trips):** None
  - 7. **Donations:** October Donations
- H. **STUDENT REPORT:**
- I. **POLICY – CHANGES – PROPOSALS:**
  - 1. BA – School Board By-Laws – First Reading (Revisions)
  - 2. BEC – Non-Public Sessions – First Reading (New Policy)
  - 3. BEDG – Meeting Minutes – First Reading (Revisions)
  - 4. EBCA – Crisis Prevention & Emergency Response Plans – First Reading (Revisions)
  - 5. GBCD – Background Investigation and Criminal History Records Check – First Reading (Revisions)
  - 6. IGE – Parental Objections to Specific Course Material – First Reading (Revisions)
  - 7. IGEA – Curriculum Guides and Course Outlines – First Reading (Revisions)
  - 8. IHBG – Home Education Instruction & Access to Curricular and Co-Curricular Programs – First Reading (Revisions)
  - 9. JCA – Change of Class or School Assignment Best Interests and Manifest Hardship – First Reading (New Policy)
  - 10. JEC – Change of School or Assignment-Manifest Educational Hardship – First Reading (Withdrawal)
  - 11. JLCJA – Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation – First Reading (New Policy)



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**J. POLICY ADOPTION:**

1. JICD – Student Discipline and Due Process – FIRST AND SECOND READING

**K. RESOLUTIONS:**

1. FY2021-2022 Closeout of Garrison Elementary School Construction Project

**L. OLD BUSINESS: None**

**M. NEW BUSINESS:**

1. Petition Submitted by Dover Citizens Regarding Face Coverings
2. Renaming of Horne Street School
3. Fiscal Year 2023 Budget Timeline
4. Review of COVID-19 Metric and Identify Level of Restrictions
5. Condition of Accounts

**N. SUBMISSION AND PAYMENT OF BILLS**

**O. SUPERINTENDENT'S REPORT**

**P. COMMITTEE REPORTS**

**Q. SCHOOL BOARD MATTERS OF INTEREST**

**R. ADJOURNMENT**

*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.*

September 28, 2021

Dear Linda Madden,

With heavy heart I regretfully must put in my notice of resignation. I have enjoyed my short stay at your school and hope the department has a great rest of the year. My last day will be October 8<sup>th</sup> 2021. Please let me know if there's anything I can do to help ease the transition.

Thank you,

Timothy Reynolds

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

TO: **DOVER SCHOOL BOARD**

DATE: October 4, 2021

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 2021-2022 school year.

| NAME              | POSITION    | SCHOOL              | REPLACING   | SALARY      | TRACK          |
|-------------------|-------------|---------------------|-------------|-------------|----------------|
| Salzano, Patricia | Art Teacher | Dover Middle School | Deanna Bird | \$72,315.00 | BA+30, Step 17 |

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

**TO: DOVER SCHOOL BOARD**

**DATE:** October 4, 2021

**MEMORANDUM:** Nomination and Election of Paraprofessionals

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2021-2022 school year.

| <b>NAME</b>      | <b>POSITION</b>                             | <b>SCHOOL</b>       | <b>REPLACING</b>  | <b>SALARY</b> | <b>TRACK</b> |
|------------------|---------------------------------------------|---------------------|-------------------|---------------|--------------|
| Cote, Heather    | Paraprofessional                            | Woodman Park School | Kristen Demostes  | \$14.44/hr    | C2, Step 1   |
| Grover, Penny    | Paraprofessional                            | Dover Middle School | Katherine Kennedy | \$18.99/hr    | C2, Step 7   |
| Folts, Cam       | Paraprofessional                            | Dover High School   | Kathleen Beske    | \$14.44/hr    | C2, Step 1   |
| Campbell, Rachel | Paraprofessional – Speech<br>Language Asst. | Dover High School   | New Position      | \$21.02/hr    | C4/Step 2    |

**Donation Request List for Approval  
October 4, 2021 School Board Meeting**

| <b>School</b> | <b>Group Donating</b> | <b>Value</b> | <b>Items/Service</b> | <b>Purpose</b>                                                                                                  |
|---------------|-----------------------|--------------|----------------------|-----------------------------------------------------------------------------------------------------------------|
| DHS           | Alan Crowell          | \$30,000.00  | Monetary             | Scholarship fund in memory of his daughter, Kate Crowell. For students pursuing a higher education in the Arts. |

|                                         |                        |
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**BYLAWS OF THE  
DOVER SCHOOL BOARD  
CITY OF DOVER, NEW HAMPSHIRE**

**First Reading (Revised)**

**ARTICLE I: Name**

**Section 1.** The name of the School Board shall be the Dover School Board.

**ARTICLE II: Members**

**Section 1.** The School Board shall be composed of seven members in accordance with Section C4.2 of the City Charter.

**ARTICLE III: Officers**

**Section 1.** The officers of the School Board shall be a chairperson, a vice-chairperson, and a secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this School Board.

**Section 2.** Officers shall serve a ~~one-year~~ **two-year** term. Officers shall be elected in accordance with Section C4-2 of the City Charter.

**Section 3.** These officers shall be elected as prescribed in Article IV, Section C4-3, of the City Charter.

**Section 4.** Any officer may be removed from his/her office by a majority vote of the School Board at any regularly scheduled, monthly, public meeting.

**ARTICLE IV: Meetings**

**Section 1.** All meetings of the School Board shall be held in the rooms designated by the School Board or the chairperson. The School Board shall meet for organization on the day stipulated by Section C4.3 of the Charter.

**Section 2.** The School Board shall hold its regular monthly meeting on the second Monday of each month. Changes may be made in this schedule due to conflicts with holidays. Regular meetings shall begin at 7 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

The School Board shall meet on the fourth Monday of each month in workshop session if there is business to be conducted. Workshop sessions shall begin at 6:30 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

Nonpublic sessions may be held consistent with the provisions of RSA 91-A:3. The contents of these meetings shall conform to governing state law, RSA 91-A.

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**Section 3.** Additional meetings shall be called by the chairperson at any time or upon written request of three members. Each call for an additional meeting shall distinctly specify the purpose for which the meeting is called. No other than such specific matters shall be considered at such special meetings except for emergency in accordance with RSA 91-A. At least twenty-four hours' notice shall be given for such special meetings.

**Section 4.** A majority of the members of the School Board shall constitute a quorum.

**Section 5.** The meetings of the School Board shall be called to order promptly on the hour and then should proceed as follows:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. AGENDA APPROVAL
- E. CITIZENS' FORUM
- F. APPROVAL OF MINUTES
- G. CONSENT AGENDA
- H. STUDENT REPORT
- I. POLICIES-CHANGES-PROPOSALS
- J. POLICY ADOPTION
- K. RESOLUTIONS
- L. OLD BUSINESS
- M. NEW BUSINESS
- N. SUBMISSION AND PAYMENT OF BILLS
- O. SUPERINTENDENT'S REPORT
- P. COMMITTEE REPORTS, INCLUDING LEGISLATIVE UPDATE
- Q. SCHOOL BOARD MATTERS OF INTEREST
- R. ADJOURNMENT

**Section 6.** The following shall appear on all meeting agendas, except nonpublic meetings.

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.

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**Section 7.** All items for the agenda from School Board members shall be submitted in writing to the Superintendent's office before noon on the Tuesday preceding the regular meeting. The chairperson shall determine the order of the agenda for each meeting.

**Section 8.** The School Board shall be comprised of seven members. Every member present, when a question is put, shall vote for or against the same, unless he or she abstains.

**Section 9.** The ayes and nays upon all questions of appropriations of money shall be called and entered upon the minutes and on all other questions at the request of any member.

**Section 10.** The Dover School Board shall act in accordance with the New Hampshire "Right to Know Law" (RSA 91-A) as amended.

**Section 11.** The following paragraph is to appear on all regular meeting agenda:

All meetings conducted by the School Board are open to the public except for times when the School Board enters non-public session.

**Section 12.** A notice of the time and place of each meeting shall be posted in two appropriate public places and/or shall be printed in a newspaper of general circulation in Dover, at least twenty-four hours, excluding Sundays and legal holidays, prior to such meetings.

#### **ARTICLE V: Workshop Session**

**Section 1.** The Workshop Session shall be defined as a non-policy making meeting of the entire School Board. Said Workshop Session shall assemble for purposes of discussion on topics to prepare the School Board for understanding and action at a subsequent policy-making meeting.

**Section 2.** The secretary shall see that proper minutes of the proceedings are kept on file in the office of the School Board.

#### **ARTICLE VI: Power and Duties of the School Board**

**Section 1.** The Dover School Board shall be the governing body of the Dover School District and derives its authority from State laws and Department of Education Rules.

**Section 2.** The Dover School Board recognizes its duty to provide, at district expense, elementary and secondary education to all pupils who reside in the district, consistent with the provisions of RSA 189:1-a. the Dover School Board further recognizes its additional powers and duties within the scope of this statute.

**Section 3.** The School Board is legally responsible for the establishment of school policies and programs, the determining of the budgetary requirements of the schools, the election of regular employees of the district, and the evaluation of the results obtained. The School Board shall take final action upon recommendation of the Superintendent where the election or assignment of personnel or a change of policy and/or program is involved.

**Section 4.** The secretary shall keep a full and accurate record of attendance and proceedings of all meetings of the School Board and shall have the care and custody of all records, papers, and communications relative to the School Board.

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**Section 5.** The School Board shall have the oversight of the financial condition of the School District and shall cause to have prepared and presented a financial statement each month.

**Section 6.** A payroll summary ledger and/or vendor check register will be issued for signature to the Chairperson or Vice-Chairperson on a weekly basis. The School Board shall be presented a manifest of all general fund expenditures for the preceding month, and this shall be issued to the Board for a majority signature of all members present.

**Section 7.** The School Board shall take action on all matters which pertain to the administration of the schools which calls for the investigation of violations of the regulations of the School Board, complaints made by staff, parents, or pupils, and complaints against staff, provided such complaints cannot be investigated and satisfactorily resolved by the Superintendent of Schools.

**Section 8.** The Board shall serve as the governing body of School Administrative Unit #11; a School District established under the laws of the State of New Hampshire. The Board shall provide all Superintendent services as described in RSA 194-C:4.

#### **ARTICLE VII: Subcommittees**

The School Board shall have the following standing subcommittee:

The Discipline Committee

**Section 1:** Any subcommittee shall be made up of three (3) members of the School Board, who shall be appointed by the Chairperson and approved by the School Board at the first regular meeting of each calendar year. A quorum of the subcommittee shall be a simple majority of its members. A vacancy in a subcommittee shall be filled by the Chairperson for the remainder of the term. Each subcommittee shall elect a chair from its membership. Meetings shall be scheduled by the subcommittee chair as deemed necessary.

**Section 2:** The School Board may form ad hoc subcommittees on an as needed basis by vote of the School Board.

#### **ARTICLE VIII: Liaisons**

**Section 1.** For the purpose of gathering information on matters of interest to the School Board and reporting back to the School Board, the School Board may designate a member to serve as a liaison to the Dover City Council and New Hampshire School Board Association or other committees, as needed:

**Section 2.** A liaison shall be appointed by the Chairperson and approved by the Board during any regular meeting.

**Section 3.** The School Board may designate a liaison to any Workgroup established pursuant to Article IX of these Rules.

#### **ARTICLE IX: Workgroups**

**Section 1.** The School Board may direct the Superintendent to organize Workgroups comprised of School District Staff on issues of importance to the School Board. The Superintendent shall report to the School Board on the work of such Workgroups as requested by the School Board.

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### **ARTICLE X: Parliamentary Authority**

**Section 1.** General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda.

### **ARTICLE XI: Amendment of Bylaws**

**Section 1.** These bylaws can be amended at any regular meeting of the School Board by a two-thirds vote, provided that the amendment has been submitted in writing to the entire membership at the preceding regular meeting. For sixty days following the inauguration these bylaws can be amended at any meeting of the School Board by a majority vote, provided that the amendment has been submitted in writing to the entire membership at the preceding meeting.

### **ARTICLE XII: Student Representative to Dover School Board**

**Section 1.** The student representative is responsible for presenting current student issues to the School Board. The student representative shall represent his/her constituents in the same manner as a regular School Board official.

**Section 2.** Eligible students must be entering the tenth, eleventh, or twelfth grade; they will be required to fill an application which will be reviewed by the student council advisors and administrative staff. Finalists will be selected and will be allowed to run in a general election concurrent with the class elections. The student body, as a whole, will be responsible in voting the student representative. The term of the elected student representative shall run from the meeting following the student council election.

**Section 3.** The student representative shall be a non-voting member of the School Board. RSA 189:1,C.

Amended:     March 12, 2001  
                      May 14, 2001  
                      January 7, 2002  
                      January 13, 2003  
                      February 2, 2004  
                      February 14, 2005  
                      January 3, 2006  
                      January 8, 2007  
                      January 7, 2008  
                      January 12, 2009  
                      March 8, 2010  
                      February 13, 2012  
                      February 10, 2014  
                      April 13, 2015  
                      January 11, 2016  
                      January 2, 2018  
                      April 15, 2019

|                       |                  |
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## NON-PUBLIC SESSIONS

**(New Policy)**

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Non-public sessions may only occur after a duly noticed public meeting has been called to order, and before that meeting is adjourned. Once the public meeting has been convened, the Board may enter non-public session at any time during such meeting if a majority of the Board, by roll-call vote, find that sufficient grounds under 91-A:3, II exists. A non-public session may occur during a duly notice meeting irrespective of whether a non-public session appeared on either the meeting notice or meeting agenda.

The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions, and such minutes shall be made available and or “sealed”, in accordance RSA 91-A:3. Required content and availability regarding minutes of non-public sessions are described in Board policy BEDG – Minutes.

The minutes of the non-public session constitute the record of that session. Information discussed in non-public session shall remain confidential except to the extent the same is required to be disclosed subject to applicable law or court order, or as authorized by the Board.

The Board shall require the presence of the Superintendent or his/her designee (see N.H. Dept. of Education Rule Ed 303.01(f)), except those non-public sessions that pertain to the Superintendent’s employment.

Each year the Superintendent is directed to obtain and provide to each Board member copies of any NHSBA Non-Public Session Checklist and update the same during the year as made available by NHSBA.

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*District Policy History:*

Policy Adoption:

|                                            |                          |
|--------------------------------------------|--------------------------|
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## MINUTES

### First Reading (Revised)

~~Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.~~

~~The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:~~

- ~~1) the names of members participating,~~
- ~~2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;~~
- ~~3) a brief description of each subject matter discussed;~~
- ~~4) identification of each member who made a first or second of any motion;~~
- ~~5) a record of all final decisions;~~
- ~~6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and~~
- ~~7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then — and irrespective of whether the objection/discussion occurred in public or non-public session — the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II a.).~~

~~Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time — prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.~~

~~Draft minutes of all public meetings, clearly marked as drafts or "unapproved", will be made available for public inspection upon request no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the statutory procedure described in the preceding paragraph.~~

|                                            |                          |
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~~Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.~~

~~All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Requests for access to minutes shall be processed in accordance with Board Policy EH and administrative procedures EH-R.~~

~~Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed, and copies requested. Draft minutes will be available for inspection at the District's administrative office.~~

~~Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes are sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.~~

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**(Suggested Revisions)**

**A. Minutes Required.**

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will appoint a recording clerk to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the Board, shall appoint a person to take the minutes.

In addition to "minutes" as described below, a more comprehensive "record" and/or "decision" may be required in the event of a "hearing" regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the Board and or Superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.

**B. Required Content of Minutes.**

At a minimum, all minutes, including minutes of non-public sessions, must include:

|                                     |                   |
|-------------------------------------|-------------------|
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1. the names of members participating;
2. persons appearing before or addressing the School Board (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
3. a brief description of each subject matter discussed<sup>1</sup>;
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded or roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
7. in the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion." (See RSA 91-A:2, II-a.).

See Section D below for additional content requirements for minutes of any meeting at which the Board enters a non-public session.

**C. Approval and Access to Minutes.**

Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they are sealed or not. "Approved minutes" refers to the final version of minutes approved by vote of the Board. "Draft minutes" refers to minutes that have not been formally approved by the Board. "Sealed minutes" refers to minutes from a non-public session and which the Board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C, below.

1. Location and Retention of Minutes. In accordance with Board policy EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.
2. Access to Approved & Unsealed Minutes. Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy EH. Requests for access to minutes shall be processed in accordance with District administrative procedures EH-R.

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Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's web site, or the web site shall contain a notice describing where the minutes may be reviewed, and copies requested.

3. Access to Draft Minutes and Minute Preparation Materials. "Draft" or "unapproved" minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours.<sup>2</sup> Drafts for public sessions must be available within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the Board must be available within 72 hours (3 calendar days) of the meeting.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

4. Approval of All Minutes Other Than Sealed. Draft public minutes and non-public minutes that were not sealed will be sent to the members of the Board before the meeting at which they are to be approved. Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes, (ii) including notations (e.g., "redline" edits) in the final approved minutes, or (iii) outlined in the minutes of the meeting at which the Board approved.
5. Approval of Sealed Non-Public Minutes of Non-Public Sessions. Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Drafts of non-public minutes will be provided to the Board, either (i) at the conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to Board at the meeting, if any, at which they are to be approved. If copies of draft sealed minutes are provided to Board members for the purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a list maintained for sealed non-public minutes as described in Section D, below.

#### D. Special Provisions for Minutes Relating to Non-Public Sessions.

For any public meeting that includes a non-public session (see Board policy BEC for statutorily required procedures relative to entering and exiting non-public sessions), additional information beyond that discussed in paragraphs B.1-7, is required both for the public meeting minutes, and for minutes specific to the non-public session, irrespective of whether the non-public minutes are "sealed" (see discussion in Section , below).

1. Information Regarding Non-Public Session Included in Public Minutes. The public minutes of the meeting at which the non-public session occurs must

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include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing, and record how each member voted on the motion to seal.

2. Sealing Non-Public Minutes. As used in this policy, “sealed” minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that “divulgence of the information” (i.e., information in the minutes of the non-public session):
  - i. Would affect adversely the reputation of a person other than a Board member;
  - ii. Would render ineffective the action/proposed action taken in non-public session; or
  - iii. Pertains matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).
    - a. A motion to seal, if any, should be the first item of public business after the Board exits the non-public session, and must state one of the three grounds above allowing sealing.
    - b. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.
    - c. When making or voting upon a motion to seal, the movant/Board should consider and state the duration that minutes be sealed based upon the grounds supporting the sealing. *This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes status.* For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would “render the action ineffective” should be sealed only for as long as that reason exists or is anticipated to exist. *Pursuant to RSA 91-A:3, III, non-public minutes relating to discussion about lease, purchase or sale of property (91-A:3, II(d)) must be made available “as soon as practicable after the transaction has closed or the Board has decided not to proceed with the transaction.”*
3. Minutes of the Non-Public Session Itself. In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include “all actions” and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not “seal” the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.

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4. Sealed Minutes List. In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the "Sealed Minutes List") shall include:
- a. the name of the public body (e.g., School Board, Policy Committee, etc.);
  - b. the date, time and location of the public meeting (from meeting notice);
  - c. the start and end times of the non-public session;
  - d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.);
  - e. the specific grounds upon which the minutes were sealed (e.g., "disclosure would render the action ineffective" or "disclosure would likely adversely affect the reputation of a non-board member," etc.);
  - f. the date the vote to seal the minutes occurred;
  - g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should,<sup>3</sup> when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and
  - h. the date, if any, of a subsequent decision to unseal the minutes.

The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made as soon as practicable for public disclosure.

5. Reviewing Sealed Minutes.

The Board may appoint a delegate the authority to review previously sealed minutes to one or more Board members, the Superintendent or other appropriate administrator. Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. Although discussion of whether to unseal such minutes can occur in non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session.

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## CRISIS PREVENTION AND EMERGENCY RESPONSE

### First Reading (Revised)

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

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB. The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liaison with these authorities.

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

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

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

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

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

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Policy Adopted: February 11, 2019  
Policy Updated: April 13, 2020

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| DATE OF ADOPTION: NOVEMBER 13, 2017 | PAGE 1 OF 7       |

## BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

### First Reading (Revised)

#### **BACKGROUND INVESTIGATION**

- A. **Background Investigation:** The Superintendent or his/her designee shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the district. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District. **All decisions regarding employment and the pre-employment process shall conform to the District's Anti-Discrimination and Equal Opportunity policy, AC.**

**As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired.**

**Record of background investigations (not necessarily source documentation) shall be retained pursuant to the District's Record Retention Schedule EHB-R.**

~~The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.~~

~~For the purposes of this policy the term "applicant" shall include an applicant for employment by the District, an individual with whom the District may contract to provide services directly to students, any person identified by a contractor with the District whom the contractor proposes to assign to provide services directly to students, student teachers who are proposed to be placed in a District school, and designated volunteers. All applicants will be subject to a criminal records history check meeting the minimum requirements of law, however, the Superintendent's protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position. The Superintendent's protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation and an extended period of lawful behavior. For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the presumption of innocence shall apply, however, the Superintendent shall consider all reliable information in assessing the applicant's suitability. The Superintendent shall assess whether, in light of the~~

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~~totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.~~

~~As part of the application process each applicant for a position shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.~~

~~Any applicant for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.~~

**B. False Information. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.**

**C. "Covered Person" and "Applicant" Defined. Except as otherwise provided in this Policy, the term "Covered Person" shall mean employee, coaches, trainers, designated volunteer, whether direct or through a volunteer organization, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district.**

**The term "applicant" as used in this policy shall include an applicant for employment or any person seeking to serve in any position falling with the term "covered person" as defined above.**

### ***CRIMINAL RECORDS CHECK***

~~Each person considered for employment by the School Board whose duties require regular contact with pupils and volunteers as listed in policy IJOC must submit to a fingerprinting for a state and FBI criminal records check. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.~~

~~Persons regularly in contact with students means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons who, the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.~~

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~~The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the state and FBI Criminal Records Check.~~

- D. Criminal History Records Check.** As part of the District's background check, each covered person/applicant must submit to a criminal history records check through the State of New Hampshire in full compliance with RSA 189:13-a. No covered person shall be employed, extended a conditional offer of employment (as described below), or begin service in the District, until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

The applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken according to that statute. The release form generally authorizes the State Police to conduct a criminal history records check through its state and records of the Federal Bureau of Investigation, and to release a report of any misdemeanors and/or felony convictions, as well as any charges pending disposition for any crimes listed in the then current paragraph V of RSA 189:13-a ("Section V Offenses"). Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the criminal history records check will result in immediate disqualification of the applicant and no further consideration for the position.

- E. Exceptions for, Substitute Teachers, Bus Drivers & Bus Monitors.** The following exceptions apply only to the State Police/FBI criminal history records check provisions of this policy. The Superintendent shall, nonetheless, require a full background investigation for the excepted employees, and for applicants for school bus drivers or monitors employed directly by the District, the background check shall include a full background check, including a state criminal record release from an applicant for a bus driver or monitor for district positions.

1. Substitute Teachers and Other Non-"Applicant" Educational Staff. Pursuant to RSA 189:13-a, IX(a), substitute teachers and other staff who do not meet the definition of "applicant" above, may initiate a criminal history records check with the Superintendent as described above. The State Police, however, shall issue its report directly to the potential substitute teacher/staff person. The report shall be valid for 30 days from the date of issuance and constitutes satisfactory proof of compliance with RSA 189:13-a.
2. Bus Drivers and Bus Monitors. Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education.

## ***VOLUNTEERS***

~~The volunteer, excluding interns, shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check~~

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~~for any person who is required by the Board to have a Criminal Records Check, unless otherwise determined by the Board.~~

- F. Results of Criminal History Records Check. The results of the criminal history records check shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality.

As used in this Section F, a "designee" of the Superintendent authorized to receive and inspect results of the criminal history records check, may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

If the results of the records check disclose no criminal record, the results and information shall be destroyed immediately following review by the Superintendent or designee. If the results indicate criminal conviction or indicate any charge pending disposition of a Section V Offense, then the Superintendent or designee shall review the information for a hiring decision but shall destroy the records within 60 days of receiving the information.

Section V Offense. If the results of the record check disclose that the Applicant or Covered Person has either been convicted or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment.

Non-Section V Offenses. In addition to disqualification based upon conviction or pending charges for a Section V Offense, the District may deny a final offer of employment or permit service/work in the schools based upon convictions or charges of other misdemeanors or felonies, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity and the best interests of the students and the District. Such determination will be made by the Superintendent or designee in accordance with the established protocol and on a case-by-case basis. For non-Section V Offenses, which the applicant discloses, or which come to light during the background check, the presumption of innocence shall apply, however, the Superintendent or designee shall consider all reliable information in assessing the applicant's suitability. The Superintendent or designee shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

If the Superintendent chooses to nominate an applicant who has a history of conviction or pending charges of a crime (non-Section V Offense), then the final hiring decision must be approved by the School Board, who shall be informed generally of that history in non-public session.

#### **CONDITIONAL EMPLOYMENT**

- G. Conditional Offer of Employment. Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State Police and FBI criminal

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**history records check, and a determination that there are no disqualifying pending charges or convictions.**

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her **employment or approval to work within the District as a contractor or employee of a contractor is entirely conditioned upon the results of a criminal history records check and background check being satisfactory to the District.** ~~contract and continuation of employment is entirely contingent upon the completion of a Criminal Records Check which is satisfactory to the district.~~

~~Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the state and FBI Criminal Records Check and a determination that there are no disqualifying pending charges or convictions.~~

~~No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent or his/her designee has initiated the formal state and FBI Criminal Records Check process and has completed a background investigation.~~

~~All persons employed under a conditional offer of employment may be covered under the district's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this policy.~~

***FINAL OFFER OF EMPLOYMENT***

~~A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.~~

~~No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of the following offenses, as referenced in RSA 189:13-a, V: (1) murder or (2) child pornography or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing, or distributing any controlled substance(s) on school property, or (7) sexual misconduct within an education setting in this state; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.~~

~~In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the Superintendent in accordance with the established protocol and on a case-by-case basis. If the Superintendent chooses to nominate an applicant who has a history of a conviction of a crime or with pending charges for a position that must be approved by the School Board, the School Board shall be informed of that history in non-public session.~~

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~~The Superintendent, or designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the State Police. The State Police will then conduct the criminal history records check and will provide the Superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the Superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.~~

~~When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the Superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to and immediately discharged. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract to address the individual's ongoing relationship with the District.~~

~~Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.~~

#### **~~ADDITIONAL CRIMINAL RECORDS CHECKS~~**

~~The Board may require a criminal history records check of any employee, an individual with whom the District has contracted to provide services directly to students, any person identified by a contractor with the District who has been assigned to provide services directly to students, student teachers who are placed in a District school, and designated volunteers at any time.~~

**H. Final Offer of Employment. No applicant shall be extended a final offer of employment or be allowed to serve in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.**

**An applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of criminal history records check and background check,**

**I. Fees for Criminal History Records Check. Any applicant for whom the Board requires a criminal history records check, or, in the instance of third party contractors, the applicant's employer, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.**

**J. Administrative Protocols/Procedures. The Superintendent is authorized to establish written protocols for background investigations, which protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and**

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achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional disqualifying misdemeanor or felony convictions or charges in addition to the Section V Offenses.

- K. Contractor and Vendor Provisions. The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete criminal history records checks as required under this policy.
- L. Additional Criminal Records Checks. The Superintendent may require a state criminal history records check of any covered person at any time to the extent permitted by law.
- M. Reports of Post-Employment/Service Section V Offenses. When the District receives a notification of a covered person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to and immediately discharged. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall make report to the Department of Education.

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Policy History:

Policy Adoption: November 13, 2017

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| DATE OF ADOPTION: NOVEMBER 13, 2017 | PAGE 1 OF 1                      |

## PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

### First Reading (Revised)

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

~~Parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.~~

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building principal of the specific material to which they object and request that the student receive alternative instruction curriculum, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building principal and the parent/guardian must mutually agree to the alternative curriculum instruction. The alternative curriculum instruction agreed upon must meet state minimum standards requirements for education in the particular subject area.

School district staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative curriculum instruction for the student. Alternative curriculum instruction may be provided by the school, through approved independent study, or through another method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative curriculum instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents/guardians who wish for particular curriculum instructional material be reviewed for appropriateness may submit a request for review in accordance with Board Policy KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

NOTE regarding human sexuality and human sexual education: In addition to the protections under this policy, per RSA 186:11-c and Board policy IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction of human sexuality or human sex education, including, among other things, the right to receive a minimum of 2 weeks advance notice of all materials to be used with respect to such instruction.

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| <b>DATE OF ADOPTION: OCTOBER 10, 2005</b> | <b>PAGE 1 OF 1</b>                      |

## **CURRICULUM GUIDES AND COURSE OUTLINES**

### **(First Reading – Revised Code)**

Curriculum guides shall be provided for the school district's various subject areas. These guides shall present at least a minimal outline for instruction and a basis for further development of the particular course.

In instances where state curriculum guides are mandated, they shall be followed. In all other situations, the schools will develop courses of study, as reflected by the needs of the local situation. The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, variations of approaches, and materials.

### **1. Development of Guides**

- a. Curriculum guides should be initially developed by the staff and teachers who are to use them.
- b. Where entire staff participation is not feasible, a system of representatives of staff and/or departments concerned shall form committees for study, creation, and revision of any particular guide.
- c. When work is completed on a guide, the committee responsible for its development shall present it through the superintendent to the School Board.

### **2. Use of Guides**

- a. Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction which will serve the pupils' particular need at a particular time. The guides shall be used to map the logical sequence of instruction.
- b. In subjects where sequence is important, such as mathematics, teachers shall be expected to adhere to the guide. In subjects where sequential learning is less important, teachers may be given a greater degree of freedom with respect to sequence.
- c. When feasible, sufficient latitude should be permitted to allow the teacher to include material which adds to motivation and meaningful teaching and learning.
- d. It will be the principal's responsibility to see that optimum use is made of available curriculum guides.

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| <b>DATE OF ADOPTION: JANUARY 14, 2013</b> | <b>PAGE 1 OF 7</b>       |

## HOME EDUCATION INSTRUCTION

### First Reading (Revised)

#### **Eligibility:**

~~The Board recognizes that RSA 193-A provides the legal right for parents to pursue home education within the requirements of enrollment and evaluation set by the New Hampshire State Department of Education (NHDOE).~~

~~It is the policy of the Board to work together with parents who desire to use the School District as their home education participating agency, or who desire to utilize the school district for annual evaluation purposes, with the goal of achieving maximum educational success for each home-educated child. No Superintendent, School Board, school principal, or other school district official shall propose, adopt, or enforce any policy or procedure governing home educated pupils that is inconsistent with or more restrictive than the provisions of this chapter and any rules adopted pursuant to RSA 193-A:3.~~

#### **Enrollment Procedures:**

~~Any parent commencing a home education program for a child, for a child who withdraws from a public school, or for a child who moves into a school district shall notify the Commissioner of the Department of Education, resident district superintendent, or principal of a nonpublic school of such within 5 business days of commencing the program. Such notification shall include the names, addresses, and birth dates of all children who are participating in the home education program. If such notice is provided to the Superintendent, s/he shall acknowledge receipt of notification within fourteen (14) days.~~

~~Once a parent has provided written notification of intent to home educate a child to the participating agency the notification of intent status remains unless otherwise notified by the parent. Notification of intent to home educate does not need to be provided each school year to the participating agency.~~

~~Conventional attendance policies of the District and State Law apply to all students within the District until the Commissioner of Education, the Superintendent, or a non-public school principal acknowledge the establishment of a home education program, or immediately apply upon the termination of any home education program so acknowledged.~~

#### **Evaluation Procedures**

~~I. The parent shall maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. Such portfolio shall be preserved by the parent for 2 years from the date of the ending of the instruction.~~

~~II. The parent shall provide for an annual educational evaluation in which is documented the child's demonstration of educational progress at a level commensurate with the child's age and~~

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ability. ~~The child shall be deemed to have successfully completed his annual evaluation upon meeting the requirements of any one of the following:~~

- ~~(a) A certified teacher or a teacher currently teaching in a nonpublic school who is selected by the parent shall evaluate the child's educational progress upon review of the portfolio and discussion with the parent or child;~~
- ~~(b) The child shall take any national student achievement test, administered by a person who meets the qualifications established by the provider or publisher of the test. Composite results at or above the fortieth percentile on such tests shall be deemed reasonable academic proficiency;~~
- ~~(c) The child shall take a state student assessment test used by the resident district. Composite results at or above the fortieth percentile on such state test shall be deemed reasonable academic proficiency; or~~
- ~~(d) The child shall be evaluated using any other valid measurement tool mutually agreed upon by the parent and the commissioner of education, resident district superintendent, or nonpublic school principal.~~

~~III. The parent shall maintain a copy of the evaluation. The results of the evaluation:~~

- ~~(a) May be used to demonstrate the child's academic proficiency in order to participate in public school programs, and co-curricular activities which are defined as school district-sponsored and directed athletics, fine arts, and academic activities. Home educated students shall be subject to the same participation policy and eligibility conditions as apply to public school students.~~
- ~~(b) Shall not be used as a basis for termination of a home education program.~~
- ~~(c) Provides a basis for a constructive relationship between the parent and the evaluator, both working together in the best interest of the child.~~

~~While the evaluation must be done each year, it does not have to be shared with the participating agency on an annual basis. It is now used only for the parent's information and to be kept as a record of progress of the student.~~

### **~~Re-enrollment into the District Program~~**

- ~~1. Parents deciding to re-enroll their children into the school district program following a period of home education will make arrangements with the building principal to provide for an evaluation process to determine appropriate placement in the school's program. Placements will be consistent with the School Board policy governing student placements, and are subject to the same appeal process.~~
- ~~2. Parents are responsible to remain aware of the scope and sequence of the District curriculum and for aligning their home education program in ways that may eliminate conflicts to appropriate placements.~~
- ~~3. Parents must notify the Commissioner of Education and the resident district Superintendent or non-public school principal within 15 days of the termination of the home education program and shall promptly enroll their children with the District in a State of NH approved private school.~~

### **~~Graduation/Diplomas~~**

~~No certificates or diplomas will be awarded to home-educated students by the School Board. Students must enter the regular school program and complete all necessary graduation requirements to be eligible for a diploma from any district high school.~~

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### Legal Reference:

~~RSA 193-A, Home Education~~  
~~RSA 193-A:5, I; Notification and Other Procedural Requirements~~  
~~RSA 193-A:6; Home Education; Records; Evaluation~~  
~~RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil~~  
~~RSA 193:1-a, Dual Enrollment~~  
~~RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils~~  
~~NH Code of Administrative Rules, Section Ed. 315, Procedures for the Operation of Home Education Programs~~  
~~See also School Board Policy IHBG-R~~

### **Recommended Revisions**

Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 (Ed 315). Parents or guardians may establish a home education program for any child, including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District. When and how parents/guardians determine to commence a home education program, and other choices the parents/guardians make determine whether and the extent to which the District will have responsibilities relative to the home educated child(ren). This policy is intended to help District personnel and home education families within the District understand those responsibilities based upon the family's choices. Nothing in this policy, however, should be understood to infringe upon the parent's/guardian's right under the applicable statutes or Department of Education rules.

#### A. Parent/Guardian Selection of a Participating Agency.

##### 1. Selection of a Participating Agency.

One of the most significant decisions the parents/guardians make relative to a home education program is the selection of a "participating agency" for home education program notification and support. This decision will also largely govern the District's obligations during the home education program.

The parent/guardian decides which participating agency to select, from the following:

- a. the Commissioner of the Department of Education;
- b. the resident district Superintendent ("District"); or
- c. the head of a nonpublic school.

The selected participating agency shall work with the parents/guardians upon request to meet the essential requirements of a home education program as set out in RSA 193-A:4, I.

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2. Changing Participating Agency. At any time, the parents/guardians may select a different, valid participating agency. To do so, the parents/guardians must provide notice to the new participating agency in the same manner as outlined in Section B.2, below.
3. District Obligations Relative to Selection of Participating Agency. If the selected participating agency is the resident district Superintendent, the District shall provide evaluation services as discussed in Section C, below.

If the resident district Superintendent is *not* selected as the participating agency, the District may, but is not obligated to provide evaluation services.

**B. Notices for Commencement of Home Education Program.**

1. Notice For Students Withdrawing from District. State school attendance laws apply to each student unless and until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the District.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed Rule 315.05 (b) requires that on or before the date home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone, email or other writing, at the parent/guardian's election.

2. Written Notice of Program Required. In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed 315 both require that the parent/guardian provide written notice of the commencement of a home education program to the selected participating agency. The District only receives this notice if the parents/guardians are selecting the Superintendent as the participating agency.

The only information required in this written notice of commencement is listed in RSA 193-A:5, II: the names, addresses, and birth dates of all children who are participating in the home education program. The parents/guardians shall also provide contact information and update the notification information as necessary. If selected by the parents/guardians as the participating agency, the Superintendent of the resident district shall acknowledge receipt of the notification of commencement of home education within 14 days of receiving such notification, along with a request for any information required by RSA 193-A:5, II that was not included in the original notice.

3. No Annual Notice Required. Once established, the home education program remains in effect unless terminated pursuant Ed 315.06. The parent/guardian is *not* required to provide annual notification of continuation of a home education program.

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### C. Evaluation & Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed 315.08 provide several options for parents/guardians to meet the statutory evaluation requirements, and the parents/guardians are free to select their preferred method.

1. Evaluation with Assistance from the District. If the District is selected as the participating agency, the District must provide evaluation services upon request of the parent/guardian. If the District is not selected as the participating agency, the District *may* aid in evaluation, but is not required to do so.

Parents/guardians seeking to utilize evaluation services through the District should contact the Superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.

While the parent/guardian may select any evaluation method outlined in RSA 193-A:6, II, as well as any other method agreed to by the parent/guardian and the participating agency, two methods merit further note:

- a. State or Local Assessment Provided by the District. If the evaluation method is a state or local assessment provided by the District, the parent/guardian must notify the Superintendent in writing as soon as practicable to provide the District adequate time to prepare and obtain the testing materials and prepare any necessary accommodations. Under this election, the District will not charge a fee for providing or administering the test. Reasonable academic proficiency is deemed demonstrated if the composite results place the child at or above the fortieth percentile.
  - b. Portfolio Review. If the District is the selected participating agency, the parent/guardian may request the District to perform a portfolio review, for which the District may charge a fee.
  - c. Other "Valid Measurement Tool". When the Superintendent is the participating agency, the parent/guardian and Superintendent may mutually agree upon any other valid measurement tool(s). A non-exclusive list of examples may be found in Ed 315.08(e).
2. Evaluation Independent of the District. As outlined in RSA 193-A:6, II, the parent/guardian may collaborate with the participating agency to find a mutually agreed upon method of evaluation as described in Ed 315.08(d) – (f).

### D. Reports and Records.

1. Parent/Guardian Requirements. RSA 193-A:6, I requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative

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materials used or developed by the child. Such portfolio shall be preserved by the parent for 2 years from the date of the ending of the instruction.

Parents/guardians need only provide the evaluation results/portfolio to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III, and Ed 315.07(b).

2. District Requirements.

- a. District as Participating Agency. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom the Superintendent was selected as a participating agency in a home education program since the previous year's report.

The District should maintain record of a student's enrollment and withdrawal from the school in the same manner as it would for a student transferring to another district. The District should maintain record of its status as participating agency for as long as it holds that status. While the parent/guardian keeps any portfolios and assessments conducted outside the District, the District should maintain record of any involvement it has in assessments as it would for any other student.

- b. District Not as Participating Agency.

The District should maintain record of the student's enrollment and withdrawal from the school in the same manner as it would for a student transferring to another district.

E. Re-enrollment into the School District.

Parents deciding to re-enroll their children into the school district following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with Board policy JG governing student placements, and are subject to the same appeal process.

Parents should be attentive that when re-enrolling a student, there may be discrepancies between the home-schooling level of achievement and the scope and sequence of the District's curriculum.

F. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the state to be eligible for a certificate or diploma.

G. Participation in School Curricular and Co/Extra-curricular Activities.

Regulations regarding the participation of home education students (as well as students of nonpublic or of public charter schools) in District curricular and co/extra-

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curricular programs are found in Administrative Procedures IHBG-R. Consistent with RSA 193:1-c, any regulations shall not be more restrictive for nonpublic or home educated pupils than they are for students enrolled in the District.

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## CHANGE OF CLASS OR SCHOOL ASSIGNMENT BEST INTERESTS AND MANIFEST HARDSHIP

**(New Policy)**

The Superintendent is charged with assigning students of the District to schools and classes consistent with Board policies and procedures. New Hampshire RSA 193:3 recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create a manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's class or school assignment is warranted. The Board has adopted this policy consistent with RSA 193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate.

### **A. Best Interest Re-Assignment – Determination by Superintendent.**

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to another class within the school, *{if applicable}* to another public school within the District], to another public school or public academy in another district or approved private school.

Authorization granted to the Superintendent to make reassignments under this policy applies only after application is made by the parent/guardian of the student or with the parent/guardian's consent, and upon a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

This policy, however, does not limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

#### **1. Procedure:**

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the Superintendent at the email address provided on the District's website.
- b. Upon such request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to another class/grade within the same school, *{if applicable}* to another public school, public academy, or approved private school within the district or to a public school, public academy, or approved private school in another district.
- d. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.

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- e. The Superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student's best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment Is or Is Not in Best Interest.

- a. Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).
- b. If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate:
  - i. A change of assignment within the student's current assigned school;
  - ii. The student's transfer to another public school, public academy, or approved private school within the district of residence; or
  - iii. The student's transfer to a public school, public academy, or approved private school in another district.
- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. Tuition Determination. If a student is to be reassigned to another school district or approved school as a result of a best interest determination, the Superintendent shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment consistent with the Board's ordinary manifest approval procedures.

If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent shall consult with counsel regarding tuition obligations in such an instance.

The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

4. Transportation: Transportation for a student reassigned to a school in another district under this Section A (best interest) shall be the responsibility of the parent/guardian.

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5. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy JFAB or as computed under the formula set out in RSA 193:4. The Superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).
6. Other In-District Assignments. Nothing in this policy is intended to limit authority otherwise extended to the Superintendent to make assignments or reassignments according to the policies, regulations, and ordinary practices of the District.

**B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.**

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. Procedure for Determination of Manifest Educational Hardship.
  - a. Within thirty (30) days after receipt of the Superintendent's written determination described that reassignment is not in a student's best interest as described in paragraph A.2.C, above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
  - b. The Superintendent shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days after the request has been received by the Superintendent. The Board shall provide at least two full days' notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
  - c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student *{if applicable}* attend another public school, public academy, or approved private school in the District, or attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the

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parent/guardian may include this request as part of the original hearing request.

- d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will assure the means for the Board to establish an adequate record of the hearing.
  - e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.
  - f. The Board will render its decision in writing within seven (7) days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).
3. Finding of Manifest Educational Hardship. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student {if applicable} another public school, public academy, or approved private school in the District, or to a public school, public academy, or approved private school in another district.
  4. Finding that Manifest Educational Hardship Was Not Established – Appeal to the New Hampshire State Board of Education. If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education ("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of Ed. Rule Ed. 204.01(g). If a parent/guardian believes that denial of a re-assignment under this policy upon the child's disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.
  5. Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship. If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend school in another district, or a student from another district is assigned to a school in this District, the district in which the student resides shall pay tuition to the district to which the child is reassigned.  
  
Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.
  6. Transportation: Transportation for a student reassigned to schools in another district under this section B (manifest educational hardship) shall be the responsibility of the District unless otherwise ordered by the SBOE.

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- C. Admission Requirements. Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.
- D. Statutory Reassignment Limit. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.
- E. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation. Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.
- F. Notice to the Department of Education. The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.
- G. Special Education Placements. A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

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## **CHANGE OF SCHOOL OR ASSIGNMENT - MANIFEST EDUCATIONAL HARDSHIP**

**(Withdrawn)**

The Superintendent will assign resident students to a public school within the District. The Board recognizes that in unusual and extraordinary circumstances, a parent, guardian or other person having custody ("parent/guardian") may wish to request a change in the student's school assignment to another public school within the District or a public school in another district.

### **A. Procedure for Consideration of a Manifest Educational Hardship Request.**

The following procedures will be utilized when a parent/guardian seeks a change of assignment within the District, or a waiver of assignment for his/her child from attending any school in the District based on an assertion that the current assignment constitutes a manifest educational hardship:

1. The parent/guardian will submit a written application to the Superintendent's office detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship. Through the application, the parent/guardian may request that the child:
  - a. Attend another public school or public academy in the District; or
  - b. Attend a public school or public academy in another school district.
2. The Board will hold a hearing on the matter within thirty (30) days of receipt of the written request. The Board will hear the matter in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
3. Prior to the hearing, the Superintendent shall provide the Board his/her recommendations regarding the parent/guardian's request. Such recommendations may be provided orally at the hearing, or in writing at or before the hearing, with a copy to the parent/guardian.
4. At the hearing, the parent/guardian may use whatever information he/she deems is necessary and appropriate to support the request.
5. In determining whether the current assignment of the student constitutes a manifest educational hardship, and what the corresponding appropriate action should be, the Board will consider all information presented by the parent/guardian, the recommendations of the Superintendent, and any other information which the Board deems relevant and useful.
6. The Board may find that a manifest educational hardship exists provided that parent/guardian demonstrates that attendance at the assigned school will have a detrimental effect on the child's education, and that another public school or public academy, either within the District or in another district, can reasonably meet the child's educational needs.
7. The Board shall find that a manifest educational hardship exists if it determines that there is clear and convincing evidence that:
  - a. A compelling amount of a child's academic, physical, personal, or social needs cannot be met by the assigned school or are not found within the student body of the assigned school;

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b. The attendance at the assigned school will impair the educational progress of the child; and

c. Another public school or public academy, either within the district or in another district, can reasonably meet the child's educational needs.

8. The Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case by case basis.

9. The Board will render its decision in writing within fifteen (15) days after the Board meeting in which the parent/guardian addressed the Board and will forward its written decision to the parents or guardians via means producing third party proof of delivery (e.g., Certified, FedEx, UPS, etc.).

10. If a parent or guardian is aggrieved by the decision of the Board, he/she may appeal to the State Board of Education within thirty (30) days of receipt of the local board in accordance with the provisions of Ed 200.

#### B. Children with Disabilities.

Children with disabilities as defined in RSA 186-C:2 shall be accorded a due process review pursuant to rules adopted under RSA 186-C:16.

#### C. Tuition and Transportation.

If the child is assigned to attend school in another district ("receiving district"), tuition to be paid by the Dover School District to the receiving district shall be computed as provided in RSA 193:4. Some or all of the tuition may be waived by the Superintendent/board of the receiving district.

The cost of transportation shall be the responsibility of the parent/guardian.

#### *Legal References:*

- *RSA 193:3, Change of School or Assignment; Manifest Educational Hardship*
- *NH Code of Admin. Rule, Section Ed 320, Manifest Educational Hardship*
- *NH Code of Admin. Rule, Section Ed 200, Rules of Practice and Procedure*

NOTE: See also Dover School District Policy JCA

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## EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

**(New Policy)**

- A. Creation of Plan. No later than August 1, 2022, the Superintendent or his/her designee in consultation with each building Principal, the Athletic Director/Coordinator, district athletic trainer(s) and school nurse(s), shall establish a "Sports Injury Emergency Action Plan" (at times referred to in this policy as the "Plan") for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:
1. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
  2. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
  3. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
  4. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
  5. Identify the equipment and supplies and location thereof needed to respond to the emergency;
  6. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
  7. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association.
- B. Dissemination of Sports Injury Emergency Action Plan. The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.
- C. Additional Written Protocols and Procedures Required. No later than August 1, 2022, the Superintendent or his/her designee in consultation with each building Principal, the Athletic Director/Coordinator, district athletic trainer(s) and school nurse(s), shall develop written procedures and protocols as described below:
1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;

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**2. Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:**

- a. injury or illness related to or involving any head, face, or cervical spine;
- b. cardiac injury or diagnosis;
- c. exertional heat stroke;
- d. sickle cell trait;
- e. asthma;
- f. allergies; or
- g. diabetes.

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

**3. Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.**

**D. Annual Review and Update.** The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

**E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan.** The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy EBCA).

Policy Adoption:

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## **STUDENT DISCIPLINE, AND DUE PROCESS**

### **First and Second Reading (Revised)**

#### **A. Policy Statement**

This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board Policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct.

#### **B. Standards and Procedures Relative to Disciplinary Consequences**

1. **"Removal from the classroom"** means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

Detentions are not appealable.

2. **"Restriction from school activities"** means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provisions must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

3. **"Detention"** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or

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otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed one hour. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

4. **"Temporary Reassignment"** or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified prior to the administration of a temporary reassignment.

The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

5. **"Probation"** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.
6. **"Out-of-school suspension"** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.

- a. Short-term suspension. A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short-term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, destruction or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Conduct.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary action taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

The student and at least one of the student's parents/guardians will receive a written statement explaining any disciplinary action taken against the student.

- b. Long-term suspension. A "long-term suspension" is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D;
- ii. bullying pursuant to Board Policy JICK when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

A student who is subject to a long-term suspension is entitled to the following due process:

- i. Upon recommendation of a long-term suspension and prior to any hearing, there shall be written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the charges and an explanation of the evidence against the student.
- ii. A hearing that meets the requirements of Ed 317.04(f)(3)(g).
  - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.

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- b. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.
  - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent or School Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
  - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
- iii. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
- iv. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's *[or other person designated under B.6.b, above]* hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal but will rely upon the record of the decision being appealed from.
- c. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.
- d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long-term suspensions.
- e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in excess of 20 cumulative days within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.
- f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

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g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.

7. **“Expulsion”** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. ~~An expulsion may be for either a stated duration or permanent.~~

a. Grounds for Expulsion. ~~Any pupil may only be expelled by the School Board, and only for the following grounds:~~ **An Expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:**

- i. A repetition of an act that warranted long term suspension under section B.6.b, above;
- ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
- iii. Any act of violence pursuant to RSA 651:5, XIII;
- iv. Criminal threatening pursuant to RSA 631:4, II(a); or
- v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
- (2) The pupil's disciplinary history.
- (3) Whether the pupil is a student with a disability.
- (4) The seriousness of the violation or behavior committed by the pupil.
- (5) Whether the school district has implemented positive behavioral interventions under paragraph V.
- (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) through 317.04 (m) are followed.

During an expulsion, unless otherwise stipulated in writing, a student is not permitted to attend school classes or activities, school sponsored events, or occasion school property.

A student who is subject to expulsion is entitled to the following due process:

- i. Upon recommendation of an expulsion and prior to any hearing, there shall be a written notice to the student and at least one of the student's parents/guardians, delivered in person or by mail to the student's last

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known address, which states the date, time and place for a hearing before the School Board. The notice shall be delivered to the student and at least one of the student's parents/guardians at least five calendar days prior to the hearing.

- ii. The School Board shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed 317.04(f)(3)(g).
  - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
  - b. During the hearing, the student, or the parent/guardian shall have the right to examine any witnesses presented by school officials.
  - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
  - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
- iii. The School Board shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.
- iv. The expulsion shall run until the School Board reviews it and restores the student's permission to attend school. The written decision shall state any action that the student may take to be restored by the School Board. The decision shall also state that the student has the right to appeal the decision to the New Hampshire State Board of Education at any time while the expulsion remains in effect.
- c. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

### **C. Modification or Reinstatement After Suspension or Expulsion**

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f,

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above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

1. Modification by Superintendent. Subject to all other applicable laws, regulations and Board policies, and section D, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.
2. Review and reinstatement by Board. A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.

#### **D. Possession of a Firearm**

Pursuant to RSA 193:13, IV, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) in a safe school zone, as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the Dover School District School Board for a period of not less than 12 months.

Pursuant to RSA 193:13, IV, a student who is expelled from school in another state under the provisions of the Gun Free School Zones Act of 1994 shall not be eligible to enroll in the Dover School District during such expulsion. If the out of state expulsion is for an indefinite period of time, the student may petition the School Board for enrollment upon establishing residency.

As provided in RSA 193:13, VII, both of the above expulsions may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. The expelled student must submit a written application to the Superintendent requesting modification of the expulsion, and the student will be required to submit sufficient evidence in the form of letters, work history, or other documents that it is in the school's best interest and the student's best interest to allow a modification.

Modification of Expulsion for Firearms. A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

- E. Appeals to State Board of Education.** Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may

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be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

**F. Sub-committee of Board.** For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

**G. Superintendent and Principal Designees.**

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

**H. Disciplinary Removal of Students with Disabilities.**

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

**I. Notice and Dissemination.**

This policy shall be made available to families, students and staff as provided in Board Policy JIC.

**J. Conflict in Law or State Regulation.**

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

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*District Policy History:*

*Policy Adopted January 8, 2018*

*Policy Amended June 14, 2021*

## RESOLUTION

### RE: FY2021-2022 Closeout of Garrison Elementary School Construction Project

- WHEREAS: Construction on Garrison Elementary School was completed as of September 24, 2021. The primary components of this project included renovations to the driveways and parking lots, the existing building envelope and its interior, upgrades to all mechanical, electrical, plumbing components, and other improvements to Shaw's Lane lighting; and
- WHEREAS: The final cost of the project was \$8,222,223.73; and
- WHEREAS: The project resulted in \$38,562.63 of unexpended funds; and
- WHEREAS: The Garrison Elementary School Construction Joint Building Committee approved the attached Final Financial Report for the construction of the Garrison Elementary School; and
- WHEREAS: The Garrison Elementary School Construction Joint Building Committee voted to transfer the Garrison Elementary School building to the School District; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

1. The Final Financial Report of the Garrison Elementary School Construction Joint Building Committee be received and acknowledged as attached in the Background of this resolution; and
2. The dissolution of the Garrison Elementary School Construction Joint Building Committee be acknowledged.
3. The amount of \$38,562.63 of unexpended bond proceeds be hereby reprogrammed from the Garrison Elementary School Construction project to the Dover High School Construction Project as follows:

| Project Number                 | Project Description | Available Balance | Reprogram Adjustment | Adjusted Balance |
|--------------------------------|---------------------|-------------------|----------------------|------------------|
| 4019.1.600.46900.4725.07103.19 | GES Construction    | \$ 38,562.63      | \$ (38,562.63)       | \$ -             |
| 4016.1.600.46900.4725.07101.16 | DHS Construction    | \$ 180,664.21     | \$ 38,562.63         | \$ 219,226.84    |
|                                |                     | \$ 219,226.84     | \$ -                 | \$ 219,226.84    |

**NOTE:** This resolution reprograms unexpended bond proceeds and therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after the public hearing.

SUBMITTED BY:

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Amanda L. Russell, Chairperson

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Keith Holt, Vice Chairperson

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Kathleen Morrison, Secretary

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Rachel Burdin

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Carolyn Mebert

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Zachary Koehler

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Jessica Rozzo

October 4, 2021

**CAPITAL IMPROVEMENTS SUMMARY**  
**Garrison Elementary School Project**  
Final Financial Report - September 24, 2021

|                                                                                                                     |           |                     |
|---------------------------------------------------------------------------------------------------------------------|-----------|---------------------|
| Transfer of Appropriations from Garrison School Facility Improvements, FY2006, CC approval 2/10/2016                | \$        | 14,830.98           |
| Transfer of Appropriations from Woodman Park Elementary School Facility Improvements, FY2008, CC approval 2/10/2016 | \$        | 56,455.62           |
| Transfer of Appropriations from Dover High School, FY2009, CC approval 2/10/2016                                    | \$        | 471.76              |
| Transfer of Appropriations from Garrison School Facility Improvements, FY2015, CC approval 2/10/2016                | \$        | 89,028.00           |
| Appropriation (FY16), CC approval 12/9/2015                                                                         | \$        | 6,900,000.00        |
| Appropriation (FY18), CC approval 12/13/2017                                                                        | \$        | 1,200,000.00        |
| <b>Total Appropriation:</b>                                                                                         | <b>\$</b> | <b>8,260,786.36</b> |

| <u>Date</u> | <u>CIPM#</u> | <u>Expenditures to Date:</u>                                                                                  | <u>Amount:</u> |
|-------------|--------------|---------------------------------------------------------------------------------------------------------------|----------------|
| 7/21/2016   | GES01        | Harriman - For Professional Services provided between 6/1/2016-6/30/2016 - Facilities Study                   | \$ 5,250.00    |
| 7/21/2016   | GES01        | Harriman - Reimbursable Expenses (travel) through 6/30/2016 - Facilities Study                                | \$ 83.77       |
| 9/15/2016   | GES02        | Harriman - For professional Services provided between 7/1/2016-7/31/2016 - Facilities Study                   | \$ 9,550.00    |
| 9/15/2016   | GES02        | Harriman - Reimbursable Expenses (travel) through 7/31/2016 - Facilities Study                                | \$ 12.49       |
| 10/6/2016   | GES03        | Harriman - For professional Services provided between 8/1/2016-8/31/2016 - Facilities Study                   | \$ 11,650.00   |
| 10/6/2016   | GES03        | Harriman - Reimbursable Expenses (travel) through 8/31/2016 - Facilities Study                                | \$ 221.32      |
| 11/3/2016   | GES04        | Harriman - For professional Services provided between 9/1/2016-9/30/2016 - Facilities Study                   | \$ 12,450.00   |
| 11/3/2016   | GES04        | Harriman - Reimbursable Expenses (travel) through 9/30/2016 - Facilities Study                                | \$ 114.63      |
| 1/19/2017   | GES05        | Harriman - For professional Services provided between 10/1/2016-12/31/2016 - Facilities Study                 | \$ 1,000.00    |
| 4/6/2017    | GES06        | Harriman - For professional Services provided between 1/1/2017-1/31/2017 - Facilities Study                   | \$ 10,600.00   |
| 4/6/2017    | GES07        | Harriman - For professional Services provided between 2/1/2017-2/28/2017 - Phase I Design                     | \$ 22,275.00   |
| 4/6/2017    | GES08        | Harriman - For professional Services provided between 2/1/2017-2/28/2017 - Phase I Design                     | \$ 37,125.00   |
| 4/6/2017    | GES08        | Harriman - Reimbursable Expenses (travel) through 2/28/2017 - Phase I Design                                  | \$ 27.09       |
| 5/4/2017    | GES09        | Harriman - For professional Services provided between 3/1/2017-3/31/2017 - Phase I Design                     | \$ 14,850.00   |
| 5/4/2017    | GES09        | Harriman - Reimbursable Expenses (travel) through 3/31/2017 - Phase I Design                                  | \$ 13.20       |
| 5/18/2017   | GES10        | Titcomb Associates - Topographical and Boundary Field Survey                                                  | \$ 9,100.00    |
| 6/1/2017    | GES11        | Harriman - For professional Services provided between 4/1/2017-4/30/2017 - Phase I Design                     | \$ 29,700.00   |
| 6/1/2017    | GES11        | Harriman - Reimbursable Expenses (printing & travel) through 4/30/2017 - Phase I Design                       | \$ 188.79      |
| 6/29/2017   | GES12        | Harriman - For professional Services provided between 5/1/2017-5/31/2017 - Phase I Design                     | \$ 9,900.00    |
| 6/29/2017   | GES12        | Harriman - Reimbursable Expenses (travel) through 5/31/2017 - Phase I Design                                  | \$ 64.74       |
| 6/30/2017   | GES13        | Harriman - For professional Services provided between 6/1/2017-6/30/2017 - Phase I Design (ck date 7/20/17)   | \$ 19,800.00   |
| 6/30/2017   | GES14        | Titcomb Associates - Add'l Services for Wetland Delineation (ck date 7/20/17)                                 | \$ 2,000.00    |
| 6/30/2017   | GES15        | John Turner Consulting Inc. - Geotechnical Investigation (8.1.17 manifest, FY17 expense)                      | \$ 7,000.00    |
| 8/24/2017   | GES16        | Harriman - For professional Services provided between 7/1/2017-7/31/2017 - Phase I Design                     | \$ 39,600.00   |
| 8/24/2017   | GES16        | Harriman - Reimbursable Expenses (travel) through 7/31/2017 - Phase I Design                                  | \$ 12.23       |
| 10/19/2017  | GES17        | Harriman - For professional Services provided between 8/1/2017-7/31/2017 - Phase I Design                     | \$ 99,000.00   |
| 10/19/2017  | GES17        | Harriman - Reimbursable Expenses (travel) through 8/31/2017 - Phase I Design                                  | \$ 96.75       |
| 10/19/2017  | GES18        | Harvey Construction Corp., - CM's Preconstruction Phase Services                                              | \$ 25,000.00   |
| 10/19/2017  | GES19        | John L. Carter Sprinkler Co., Inc. - Sprinkler MIC Testing                                                    | \$ 2,370.00    |
| 11/2/2017   | GES20        | Desmarais Environmental, Inc. - Industrial hygiene services to conduct haz material survey for asbestos       | \$ 1,960.00    |
| 11/2/2017   | GES21        | Harriman - For professional Services provided between 9/1/2017-9/30/2017 - Phase I Design                     | \$ 79,200.00   |
| 11/2/2017   | GES21        | Harriman - Reimbursable Expenses (travel/printing) through 9/30/2017 - Phase I Design                         | \$ 207.36      |
| 1/25/2018   | GES22        | Harriman - For professional Services provided between 10/1/2017-12/31/2017 - Phase I Design                   | \$ 59,400.00   |
| 1/25/2018   | GES22        | Harriman - Reimbursable Expenses (travel/printing) through 12/31/2017 - Phase I Design                        | \$ 547.61      |
| 2/22/2018   | GES23        | Harvey Construction Corp., - CM's Preconstruction Phase Services                                              | \$ 5,744.00    |
| 3/22/2018   | GES24        | Harvey Construction - GMP Services through 1/31/2018 (App#1)                                                  | \$ 43,280.84   |
| 4/5/2018    | GES25        | Harriman - For professional Services provided between 1/1/2018-1/31/2018 - Facilities Study                   | \$ (1,000.00)  |
| 4/5/2018    | GES25        | Harriman - For professional Services provided between 1/1/2018-1/31/2018 - Phase I Design                     | \$ 9,900.00    |
| 4/5/2018    | GES25        | Harriman - Reimbursable Expenses through 1/31/2018 - Phase I Design                                           | \$ 2,794.71    |
| 3/22/2018   | GES26        | Horizon Engineering Associates - Commissioning Services 1/1/2018-2/2/2018                                     | \$ 325.00      |
| 4/5/2018    | GES27        | Harvey Construction - GMP Services through 2/28/2018 (App#2)                                                  | \$ 262,111.03  |
| 4/19/2018   | GES28        | Harriman - For professional Services provided between 2/1/2018-2/28/2018 - Phase I Design                     | \$ 172,792.00  |
| 4/19/2018   | GES28        | Harriman - Reimbursable Expenses through 2/28/2018 - Phase I Design                                           | \$ 1.54        |
| 4/19/2018   | GES29        | Desmarais Environmental, Inc. - Project monitoring & additional charges for premium time & sampling           | \$ 8,435.00    |
| 5/3/2018    | GES30        | Harvey Construction - GMP Services through 3/31/2018 (App#3)                                                  | \$ 330,094.53  |
| 5/3/2018    | GES31        | Harriman - For professional Services provided between 3/1/2018-3/31/2018 - Phase I Design                     | \$ 61,704.00   |
| 5/3/2018    | GES31        | Harriman - Reimbursable Expenses through 3/31/2018 - Phase I Design                                           | \$ 29.38       |
| 5/3/2018    | GES31        | Harriman - FFE Design Fees - 50% of fee                                                                       | \$ 6,700.00    |
| 5/3/2018    | GES32        | Horizon Engineering Associates - Commissioning Services 2/3/2018-3/2/2018                                     | \$ 2,654.00    |
| 5/3/2018    | GES32        | Horizon Engineering Associates - Commissioning Services 3/3/2018-3/30/2018                                    | \$ 1,508.00    |
| 5/17/2018   | GES33        | S.W. Cole Engineering, Inc. - Steel inspection services rendered through 4/21/2018                            | \$ 475.00      |
| 5/17/2018   | GES34        | Desmarais Environmental, Inc. - Abatement services performed in April 2018                                    | \$ 4,308.00    |
| 5/31/2018   | GES35        | Horizon Engineering Associates - Commissioning Services 3/31/2018-4/27/2018                                   | \$ 453.00      |
| 5/31/2018   | GES36        | S.W. Cole Engineering, Inc. - Steel inspection services rendered through 5/19/2018                            | \$ 950.00      |
| 5/31/2018   | GES37        | Harvey Construction - GMP Services through 4/30/2018 (App#4)                                                  | \$ 279,065.41  |
| 5/31/2018   | GES38        | Harriman - For professional Services provided between 4/1/2018-4/30/2018 - Phase I Design                     | \$ 3,960.00    |
| 5/31/2018   | GES38        | Harriman - Reimbursable Expenses through 4/30/2018 - Phase I Design                                           | \$ 38.25       |
| 5/31/2018   | GES38        | Harriman - FFE Design Fees - 25% of fee                                                                       | \$ 3,350.00    |
| 5/31/2018   | n/a          | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 1,352.99    |
| 6/7/2018    | n/a          | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 1,352.99    |
| 6/14/2018   | n/a          | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 845.61      |
| 6/21/2018   | n/a          | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 350.02      |
| 6/28/2018   | n/a          | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 340.86      |
| 6/28/2018   | GES39        | Harriman - For professional Services provided between 5/1/2018-5/31/2018 - Phase I Design                     | \$ 3,960.00    |
| 6/28/2018   | GES39        | Harriman - Reimbursable Expenses through 5/31/2018 - Phase I Design                                           | \$ 47.53       |
| 6/28/2018   | GES39        | Harriman - FFE Design Fees - 10% of fee                                                                       | \$ 1,340.00    |
| 6/28/2018   | GES40        | Harvey Construction - GMP Services through 5/31/2018 (App#5)                                                  | \$ 464,756.48  |
| 6/30/2018   | GES41        | Horizon Engineering Associates - Commissioning Services 4/28/2018-6/1/2018 (ck date 7/19/2018)                | \$ 1,858.00    |
| 6/30/2018   | GES42        | Harriman - For professional Services provided between 6/1/2018-6/30/2018 - Phase I Design (ck date 7/19/2018) | \$ 3,960.00    |
| 6/30/2018   | GES42        | Harriman - Reimbursable Expenses through 6/30/2018 - Phase I Design (ck date 7/19/2018)                       | \$ 25.19       |
| 6/30/2018   | GES42        | Harriman - FFE Design Fees - 5% of fee (ck date 7/19/2018)                                                    | \$ 670.00      |
| 6/30/2018   | GES43        | Harvey Construction - GMP Services through 6/30/2018 (App#6) (ck date 7/19/2018)                              | \$ 911,296.16  |

**CAPITAL IMPROVEMENTS SUMMARY**

**Garrison Elementary School Project**

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|                                             |        |                                                                                                                             |    |             |
|---------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------|----|-------------|
| 7/12/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 277.38      |
| 7/19/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 138.68      |
| 7/26/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 216.66      |
| <b><u>Expenditures to Date, Cont'd:</u></b> |        |                                                                                                                             |    |             |
| 8/2/2018                                    | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 143.39      |
| 8/9/2018                                    | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 138.68      |
| 8/16/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 208.04      |
| 8/16/2018                                   | GES44  | Desmarais Environmental, Inc. - Abatement services performed in July 2018                                                   | \$ | 20,340.00   |
| 8/16/2018                                   | GES45  | Pro AV Systems - Phase I (30% of project cost, 9 Lightspeed Topcat Systems)                                                 | \$ | 15,544.00   |
| 8/16/2018                                   | GES46  | Ockers Company - Epson Projectors and installation kits                                                                     | \$ | 98,784.00   |
| 8/23/2018                                   | GES47  | Harvey Construction - GMP Services through 7/31/2018 (App#7)                                                                | \$ | 900,437.49  |
| 8/23/2018                                   | GES48  | Optiv Security, Inc. - WAPs                                                                                                 | \$ | 15,334.48   |
| 8/23/2018                                   | GES49  | Ockers Company - Installation of Epson Projectors                                                                           | \$ | 1,890.00    |
| 8/23/2018                                   | GES50  | Horizon Engineering Associates - Commissioning Services 6/2/2018-7/27/2018                                                  | \$ | 2,742.00    |
| 8/23/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 289.26      |
| 8/30/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 277.38      |
| 9/6/2018                                    | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 346.72      |
| 9/6/2018                                    | GES51  | Harriman - For professional Services provided between 7/1/2018-7/31/2018 - Phase I Design                                   | \$ | 3,960.00    |
| 9/6/2018                                    | GES51  | Harriman - Reimbursable Expenses through 7/31/2018 - Phase I Design                                                         | \$ | 154.50      |
| 9/6/2018                                    | GES51  | Harriman - FFE Design Fees - 4% of fee                                                                                      | \$ | 536.00      |
| 9/13/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 346.72      |
| 9/20/2018                                   | GES52  | Optiv Security, Inc. - POE+ switches for outdoor cameras                                                                    | \$ | 6,557.54    |
| 9/20/2018                                   | GES53  | Harvey Construction - GMP Services through 8/31/2018 (App#8)                                                                | \$ | 727,156.11  |
| 9/20/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 359.14      |
| 9/27/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 349.16      |
| 10/4/2018                                   | GES54  | Harriman - For professional Services provided between 8/1/2018-8/31/2018 - Phase I Design                                   | \$ | 3,960.00    |
| 10/4/2018                                   | GES54  | Harriman - Reimbursable Expenses through 8/31/2018 - Phase I Design                                                         | \$ | 113.50      |
| 10/4/2018                                   | GES54  | Harriman - FFE Design Fees - 4% of fee                                                                                      | \$ | 268.00      |
| 10/11/2018                                  | GES55  | Harvey Construction - GMP Services through 9/30/2018 (App#9)                                                                | \$ | 532,561.00  |
| 10/11/2018                                  | GES56  | Horizon Engineering Associates - Commissioning Services 7/28/2018-8/31/2018                                                 | \$ | 612.00      |
| 10/11/2018                                  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 138.69      |
| 10/18/2018                                  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 138.69      |
| 10/25/2018                                  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 144.65      |
| 11/1/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 138.69      |
| 11/1/2018                                   | GES57  | Harriman - For professional Services provided between 9/1/2018-9/30/2018 - Phase I Design                                   | \$ | 3,960.00    |
| 11/1/2018                                   | GES59  | School Furnishings, Inc. - FFE                                                                                              | \$ | 13,651.44   |
| 11/1/2018                                   | GES60  | Virco, Inc. - FFE                                                                                                           | \$ | 22,468.02   |
| 11/8/2018                                   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 138.69      |
| 11/15/2018                                  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                  | \$ | 138.69      |
| 11/15/2018                                  | GES58  | C&W Services - post construction clean-up                                                                                   | \$ | 1,799.28    |
| 11/15/2018                                  | GES61  | Kelley Brothers - Door cores (91) for project                                                                               | \$ | 3,494.40    |
| 11/15/2018                                  | GES62  | Horizon Engineering Associates - Commissioning Agent                                                                        | \$ | 1,901.00    |
| 11/15/2018                                  | GES63  | S.W. Cole Engineering, Inc. - Steel inspections on new bar joists.                                                          | \$ | 950.00      |
| 11/15/2018                                  | GES64  | Harvey Construction - GMP Services through 10/31/2018 (App#10)                                                              | \$ | 347,387.78  |
| 11/29/2018                                  | GES65  | Pro AV Systems - 8 Lightspeed Topcat Systems & 8 Redcat Access Systems                                                      | \$ | 23,150.00   |
| 11/29/2018                                  | GES66  | Harriman - For professional Services provided between 10/1/2018-10/31/2018 - Phase I Design                                 | \$ | 3,960.00    |
| 11/29/2018                                  | GES66  | Harriman - Reimbursable Expenses through 10/31/2018 - Phase I Design                                                        | \$ | 12.60       |
| 12/27/2018                                  | GES67  | Harvey Construction - GMP Services through 11/30/2018 (App#11)                                                              | \$ | 201,744.09  |
| 12/27/2018                                  | GES68  | Ockers Company - Installation of Epson Projectors                                                                           | \$ | 1,680.00    |
| 12/27/2018                                  | GES69  | Creative Office Pavilion - Phase I FFE purchases                                                                            | \$ | 25,165.40   |
| 1/24/2019                                   | GES70  | Virco, Inc. - FFE                                                                                                           | \$ | 13,956.20   |
| 1/24/2019                                   | GES71  | Horizon Engineering Associates, LLP - Commissioning Services, 9/29/2018-11/30/2018                                          | \$ | 3,097.02    |
| 1/24/2019                                   | GES72  | Harvey Construction - GMP Services through 12/31/2018 (App#12)                                                              | \$ | 189,849.31  |
| 1/24/2019                                   | GES73  | School Furnishings, Inc. - FFE                                                                                              | \$ | 15,009.05   |
| 1/24/2019                                   | GES74  | Harriman - For professional Services provided between 11/1/2018-12/31/2018 - Phase I Design                                 | \$ | 7,920.00    |
| 1/24/2019                                   | GES74  | Harriman - Reimbursable Expenses through 12/31/2018 - Phase I Design                                                        | \$ | 297.96      |
| 1/24/2019                                   | n/a    | S. Parsons - Clerk of Works, Wages/Benefits                                                                                 | \$ | 40.87       |
| 1/25/2019                                   | n/a    | Eversource rebate on LED lighting, Phase I                                                                                  | \$ | (16,067.00) |
| 2/7/2019                                    | GES75  | Desmarais Environmental - Abatement design and monitoring services                                                          | \$ | 3,258.00    |
| 2/21/2019                                   | GES76  | D.M. Burns Security, Inc - 50% deposit                                                                                      | \$ | 1,100.00    |
| 2/21/2019                                   | GES77  | Harvey Construction - GMP Services through 1/31/2019 (App#13)                                                               | \$ | 277,009.79  |
| 3/14/2019                                   | GES78  | Harriman - For professional Services provided between 1/1/2019-1/31/2019 - Phase I Design                                   | \$ | 3,960.00    |
| 3/14/2019                                   | GES78  | Harriman - Reimbursable Expenses through 1/31/2019 - Phase I Design                                                         | \$ | 86.77       |
| 3/14/2019                                   | GES79  | Horizon Engineering Associates, LLP - Commissioning Services, 12/1/2018-12/31/2018                                          | \$ | 710.00      |
| 3/14/2019                                   | GES80  | Optiv Security, Inc. - Custom consulting service for WAPs                                                                   | \$ | 4,200.00    |
| 3/21/2019                                   | GES81  | Horizon Engineering Associates, LLP - Commissioning Services, 1/1/2019-2/1/2019                                             | \$ | 454.00      |
| 3/21/2019                                   | GES82  | Harvey Construction - GMP Services through 2/28/2019 (App#14)                                                               | \$ | 307,808.07  |
| 4/4/2019                                    | GES83  | Harriman - For professional Services provided between 2/1/2019-2/28/2019 - Phase I Design                                   | \$ | 3,960.00    |
| 4/4/2019                                    | GES84  | D.M. Burns Security, Inc - Balance remaining to relocate rear hallway keypad to security system & relocate motion detectors | \$ | 1,100.00    |
| 4/4/2019                                    | GES85  | D.M. Burns Security, Inc - reinstalled keypad with new wire; troubleshoot motions; new wires in hallway motions             | \$ | 1,635.00    |
| 4/4/2019                                    | GES86  | S.W. Cole Engineering, Inc. - professional services through 2/23/2019 (steel inspection, 1/26/19)                           | \$ | 950.00      |
| 4/18/2019                                   | GES87  | Horizon Engineering Associates, LLP - Commissioning Services, 2/2/2019-3/1/2019                                             | \$ | 551.00      |
| 4/18/2019                                   | GES88  | Ockers Company - installtion, cabling & testing of projectors                                                               | \$ | 1,890.00    |
| 4/18/2019                                   | GES89  | School Furnishings, Inc. - FFE                                                                                              | \$ | 5,281.60    |
| 4/18/2019                                   | GES90  | Harvey Construction - GMP Services through 3/31/2019 (App#15)                                                               | \$ | 368,344.19  |
| 4/24/2019                                   | JE6757 | Reimbursement from state for CCTV system (public school infrastructure grant)                                               | \$ | (42,000.00) |
| 5/16/2019                                   | GES91  | Harriman - For professional Services provided between 3/1/2019-3/31/2019 - Phase I Design                                   | \$ | 3,960.00    |
| 5/16/2019                                   | GES92  | Horizon Engineering Associates, LLP - Commissioning Services, 3/2/2019-3/29/2019                                            | \$ | 1,112.08    |
| 5/16/2019                                   | GES93  | School Furnishings, Inc. - FFE                                                                                              | \$ | 2,388.00    |
| 5/16/2019                                   | GES94  | Optiv Security - HPE Aruba Switch                                                                                           | \$ | 2,620.34    |
| 5/16/2019                                   | GES95  | Pro AV Systems - 10 installed Lightspeed Topcats                                                                            | \$ | 13,119.32   |

**CAPITAL IMPROVEMENTS SUMMARY**

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|                                             |         |                                                                                                                                     |           |                     |
|---------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------|
| 5/16/2019                                   | GES96   | Harvey Construction - GMP Services through 4/30/2019 (App#16)                                                                       | \$        | 264,457.22          |
| 5/16/2019                                   | GES97   | Virco, Inc. - FFE                                                                                                                   | \$        | 10,647.84           |
| 5/30/2019                                   | GES98   | Creative Office Pavilion - FFE purchases                                                                                            | \$        | 18,070.30           |
| 5/30/2019                                   | GES99   | School Furnishings, Inc. - FFE                                                                                                      | \$        | 13,178.39           |
| 5/30/2019                                   | GES100  | Harriman - For professional Services provided between 4/1/2019-4/30/2019 - Phase I Design                                           | \$        | 3,960.00            |
| 5/30/2019                                   | GES100  | Harriman - For reimbursable expenses between 4/1/2019-4/30/2019 - Phase I Design                                                    | \$        | 124.08              |
| 5/30/2019                                   | GES100  | Harriman - For professional Services provided between 4/1/2019-4/30/2019 - FFE Design Fees                                          | \$        | 536.00              |
| 6/6/2019                                    | n/a     | S. Parsons - Clerk of Works, Wages/Benefits                                                                                         | \$        | 447.51              |
| <b><u>Expenditures to Date, Cont'd:</u></b> |         |                                                                                                                                     |           |                     |
| 6/13/2019                                   | n/a     | S. Parsons - Clerk of Works, Wages/Benefits                                                                                         | \$        | 447.51              |
| 6/27/2019                                   | GES101  | Creative Office Pavilion - FFE purchases                                                                                            | \$        | 16,673.60           |
| 6/27/2019                                   | GES102  | Harvey Construction - GMP Services through 5/31/2019 (App#17)                                                                       | \$        | 103,777.44          |
| 6/27/2019                                   | GES103  | Harriman - For professional Services provided between 5/1/2019-5/31/2019 - Phase I Design                                           | \$        | 3,960.00            |
| 6/27/2019                                   | GES103  | Harriman - For reimbursable expenses between 5/1/2019-5/31/2019 - Phase I Design                                                    | \$        | 99.41               |
| 6/30/2019                                   | GES104  | Harvey Construction - GMP Services through 6/30/2019 (App#18), (Check Date 7/11/2019)                                               | \$        | 71,794.73           |
| 6/30/2019                                   | GES105  | MacKinnon & Sons Excavating, LLC - Excavating & Miscellaneous Services performed on 6/20/2019 (Check Date 7/11/2019)                | \$        | 8,580.00            |
| 6/30/2019                                   | GES106  | Harriman - For professional Services provided between 6/1/2019-6/30/2019 - Phase I Design (Check Date 8/8/2019)                     | \$        | 3,960.00            |
| 6/30/2019                                   | GES107  | Ockers Co. - Installation & configuration of projectors (Check Date 8/8/2019)                                                       | \$        | 2,100.00            |
| 6/30/2019                                   | GES108  | Brox Industries - Stone & Loam carried by MacKinnon & Sons for parking lot (Check Date 8/8/2019)                                    | \$        | 1,475.76            |
| 6/30/2019                                   | GES109  | Horizon Engineering Associates - Services 3/30/2019-6/28/2019 (Check Date 8/8/2019)                                                 | \$        | 10,816.00           |
| 6/30/2019                                   | GES110  | School Furnishings, Inc. - FFE (Check Date 8/8/2019)                                                                                | \$        | 12,222.68           |
| 7/3/2019                                    | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 453.16              |
| 7/11/2019                                   | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 465.04              |
| 7/18/2019                                   | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 475.12              |
| 7/25/2019                                   | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 490.59              |
| 8/1/2019                                    | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 475.12              |
| 8/8/2019                                    | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 475.12              |
| 8/15/2019                                   | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 475.12              |
| 8/22/2019                                   | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 490.61              |
| 8/22/2019                                   | GES111R | MacKinnon & Sons Excavating, LLC - Excavating & Miscellaneous Services performed on 7/17/2019                                       | \$        | 2,025.00            |
| 8/22/2019                                   | GES113  | Harriman - For professional Services provided between 6/1/2019-6/30/2019 - Phase I Design (Check Date 8/8/2019)                     | \$        | 5,940.00            |
| 8/29/2019                                   | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 382.30              |
| 8/30/2019                                   | n/a     | Citizens Bank-Credit Card - items for ribbon cutting ceremony (part of \$3K approved by JBC 8/13/2019), tumblers, pencils, stickers | \$        | 1,204.44            |
| 9/5/2019                                    | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$        | 475.12              |
| 9/5/2019                                    | GES112  | Tri-City Masonry - site improvements                                                                                                | \$        | 294.00              |
| 9/19/2019                                   | GES114  | MacKinnon & Sons Excavating - site improvements (labor)                                                                             | \$        | 5,130.00            |
| 9/19/2019                                   | GES115  | Continental Paving, Inc. - site improvements (supply) - original PO amount \$100,000                                                | \$        | 105,936.86          |
| 9/19/2019                                   | GES116  | Everett J. Prescott, Inc - work related to playground area                                                                          | \$        | 456.64              |
| 9/19/2019                                   | GES117  | Core & Main LP - site improvements                                                                                                  | \$        | 817.60              |
| 9/19/2019                                   | GES118  | Redimix Companies - site improvements                                                                                               | \$        | 392.00              |
| 9/19/2019                                   | GES119  | Fastenal Company - site improvements                                                                                                | \$        | 39.95               |
| 9/19/2019                                   | GES120  | Tri-State Sealcoating & Paving, Inc - site improvements                                                                             | \$        | 990.00              |
| 9/19/2019                                   | GES121  | Brox Industries, Inc - site improvements                                                                                            | \$        | 675.47              |
| 9/19/2019                                   | GES122  | Brox Industries, Inc - site improvements                                                                                            | \$        | 233.68              |
| 9/19/2019                                   | GES123  | Affinity LED Light, LLC - lot light (part of \$1,500 approved by JBC 8/27/2019)                                                     | \$        | 153.00              |
| 9/30/2019                                   | GES124  | Citizens Bank, Credit Card - payment for Peavey Escort 5000 purchased through Audio Leaders                                         | \$        | 810.00              |
| 9/19/2019                                   | GES125  | Harvey Construction - GMP Services through 9/1/2019 (App#19)                                                                        | \$        | 123,583.60          |
| 9/26/2019                                   | GES126  | Hi-Way Safety Systems, Inc - white lane lines, fog lines, etc for playground area                                                   | \$        | 186.91              |
| 9/26/2019                                   | GES127  | 4Promos LLC - lanyards for ribbon cutting ceremony                                                                                  | \$        | 490.00              |
| 9/26/2019                                   | GES128  | New England Sealcoating Co., Inc. - 30% deposit for painting in playground area                                                     | \$        | 2,550.00            |
| 9/26/2019                                   | GES129  | Horizon Engineering Associates - Commissioning Services provided 8/3/2019-8/30/2019                                                 | \$        | 3,004.00            |
| 10/2/2019                                   | n/a     | Eversource rebate on LED lighting, Phase II                                                                                         | \$        | (8,000.00)          |
| 10/31/2019                                  | GES130  | R.Pepin & Sons, Inc. - site improvements                                                                                            | \$        | 886.00              |
| 10/31/2019                                  | GES131  | Dustons Market - items for ribbon cutting ceremony                                                                                  | \$        | 50.95               |
| 10/31/2019                                  | GES132  | Hannaford Bros Company - items for ribbon cutting ceremony                                                                          | \$        | 126.56              |
| 10/31/2019                                  | GES133  | Amazon.com - items for ribbon cutting ceremony                                                                                      | \$        | 632.71              |
| 10/31/2019                                  | GES135  | R.M.S. Electric - installation of Lot Light                                                                                         | \$        | 2,795.00            |
| 10/31/2019                                  | GES136  | Siemens - Control System Upgrade at GES                                                                                             | \$        | 20,648.95           |
| 11/17/2019                                  | GES134  | New England Sealcoating, Inc. - painting in playground area                                                                         | \$        | 5,950.00            |
| 12/5/2019                                   | GES137  | City of Dover - loam as a result of finish pavement and structure installation                                                      | \$        | 3,349.50            |
| 12/5/2019                                   | GES138  | Pro AV Systems - 25% payment per original proposal, video/audio/rack/equipment/services for gymnasium                               | \$        | 8,214.35            |
| 12/5/2019                                   | GES139  | Virco, Inc. - FFE                                                                                                                   | \$        | 1,774.64            |
| 1/2/2020                                    | GES140  | School Furnishings - FFE                                                                                                            | \$        | 35,301.03           |
| 1/2/2020                                    | GES141  | Horizon Engineering Associates - Commissioning Services provided 9/28/2019-11/1/2019                                                | \$        | 1,300.00            |
| 1/2/2020                                    | GES142  | Pro AV Systems - balance of proposal for video/audio/rack/equipment/services for gymnasium                                          | \$        | 24,412.99           |
| 1/2/2020                                    | GES143  | Liberty Electric, Inc. - Associated electrical expense with Pro AV system                                                           | \$        | 4,180.00            |
| 6/24/2021                                   | GES144  | Northeast Electric - Shaw's Lane Lighting - PO#202106094                                                                            | \$        | 11,730.00           |
| 8/5/2021                                    | GES145  | Northeast Electric - Shaw's Lane Lighting - PO#202108201                                                                            | \$        | 5,041.64            |
| 8/5/2021                                    | GES146  | Northeast Electric - Shaw's Lane Lighting - PO#202108201                                                                            | \$        | 389.06              |
| 8/5/2021                                    | GES147  | Shea Concrete - Shaw's Lane Lighting - PO#202107645                                                                                 | \$        | 6,150.00            |
| 8/5/2021                                    | GES148  | MacKinnon & Sons - Shaw's Lane Lighting - PO#202107580                                                                              | \$        | 21,105.00           |
| 8/5/2021                                    | GES149  | Reliable Equipment - Skyjack R/T Scissor - PO#202107639                                                                             | \$        | 1,200.00            |
| 8/5/2021                                    | GES150  | Northeast Electric - Shaw's Lane Lighting - PO#202108201                                                                            | \$        | 24.60               |
| 8/5/2021                                    | GES151  | Reliable Equipment - Skyjack R/T Scissor Pickup - PO#202107639                                                                      | \$        | 50.00               |
| 8/26/2021                                   | GES152  | Brox Industries - Asphalt - PO#202201448                                                                                            | \$        | 232.74              |
| 8/26/2021                                   | GES153  | Tri-State Sealcoating - Sawcut & Prep - PO#202201449                                                                                | \$        | 1,722.00            |
| 9/16/2021                                   | GES154  | Northeast Electric - Shaw's Lane Lighting - PO#202201928                                                                            | \$        | 10.00               |
| 9/16/2021                                   | GES155  | CED - Shaw's Lane Lighting - PO#202201927                                                                                           | \$        | 42.08               |
| <b>Total Expenditures:</b>                  |         |                                                                                                                                     | <b>\$</b> | <b>8,222,223.73</b> |

**Budget Availability: \$38,562.63**

**CAPITAL IMPROVEMENTS SUMMARY**  
**Garrison Elementary School Project**  
As of: January 31, 2020

|                                                                                                        |                                              |                      |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------|
| <b><u>Harvey Construction Corporation, Guaranteed Maximum Price (GMP)</u></b>                          |                                              |                      |
| Original Contract Sum                                                                                  |                                              | \$ 6,148,800.00      |
| Alternate 6 (HVAC and associated costs)                                                                | <b>Change Order #001, Approved 2/13/2018</b> |                      |
|                                                                                                        |                                              | \$ 393,319.00        |
|                                                                                                        | <b>Total Change Order #001:</b>              | <b>\$ 393,319.00</b> |
|                                                                                                        | <b>Change Order #002, Approved 2/13/2018</b> |                      |
| Ceramic Tile (\$6,210 applied to Harvey GMP budget item; zero dollar change to contract)               |                                              | \$ -                 |
|                                                                                                        | <b>Total Change Order #002:</b>              | <b>\$ -</b>          |
|                                                                                                        | <b>Change Order #003, Approved 2/13/2018</b> |                      |
| Asbestos Removal (\$25,846 applied to Harvey Contingency, zero dollar change to contract)              |                                              | \$ -                 |
|                                                                                                        | <b>Total Change Order #003:</b>              | <b>\$ -</b>          |
|                                                                                                        | <b>Change Order #004, Approved 2/27/2018</b> |                      |
| Miscellaneous Electrical Items (\$3,557 applied to Harvey Contingency, zero dollar change to contract) |                                              | \$ -                 |
|                                                                                                        | <b>Total Change Order #004:</b>              | <b>\$ -</b>          |
|                                                                                                        | <b>Change Order #005, Approved 4/10/2018</b> |                      |
| PR-003 Infill Skylight                                                                                 |                                              | \$ 5,684.00          |
|                                                                                                        | <b>Total Change Order #005:</b>              | <b>\$ 5,684.00</b>   |
|                                                                                                        | <b>Change Order #006, Approved 4/24/2018</b> |                      |
| ASI-007 Admin Area Reno                                                                                |                                              | \$ 56,544.82         |
|                                                                                                        | <b>Total Change Order #006:</b>              | <b>\$ 56,544.82</b>  |

|                                                                                                         |                                               |                       |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------|
| <b><u>Harvey Construction Corporation, Guaranteed Maximum Price (GMP), Cont'd.</u></b>                  |                                               |                       |
|                                                                                                         | <b>Change Order #007, Approved 5/8/2018</b>   |                       |
| Contingency_Demo Duct/Relocate Sprinkler/Baffle Install                                                 |                                               | \$ -                  |
|                                                                                                         | <b>Total Change Order #007:</b>               | <b>\$ -</b>           |
|                                                                                                         | <b>Change Order #008, Approved 5/8/2018</b>   |                       |
| Fire Alarm Modifications/Voice Amplifier Connection/Additional WAP                                      |                                               | \$ 6,209.69           |
|                                                                                                         | <b>Total Change Order #008:</b>               | <b>\$ 6,209.69</b>    |
|                                                                                                         | <b>Change Order #009, Approved 5/22/2018</b>  |                       |
| Contingency_Demo Existing Flooring at Corridor                                                          |                                               | \$ -                  |
|                                                                                                         | <b>Total Change Order #009:</b>               | <b>\$ -</b>           |
|                                                                                                         | <b>Change Order #010, Approved 5/22/2018</b>  |                       |
| Cubbies                                                                                                 |                                               | \$ 70,448.60          |
|                                                                                                         | <b>Total Change Order #010:</b>               | <b>\$ 70,448.60</b>   |
|                                                                                                         | <b>Change Order #011, Approved 6/4/2018</b>   |                       |
| Cafeteria renovation, (PCO 11, 12, 13 & materials under PR 008, 009, 010)                               |                                               | \$ 133,846.34         |
|                                                                                                         | <b>Total Change Order #011:</b>               | <b>\$ 133,846.34</b>  |
|                                                                                                         | <b>Change Order #012, Approved 6/4/2018</b>   |                       |
| Transfer of buyout savings to GMP contingency                                                           |                                               | \$ -                  |
|                                                                                                         | <b>Total Change Order #012:</b>               | <b>\$ -</b>           |
|                                                                                                         | <b>Change Order #013, Approved 7/3/2018</b>   |                       |
| Electrical Room 161 Panel Relocation                                                                    |                                               | \$ 7,134.94           |
|                                                                                                         | <b>Total Change Order #013:</b>               | <b>\$ 7,134.94</b>    |
|                                                                                                         | <b>Change Order #014, Approved 7/17/2018</b>  |                       |
| Bal. HVAC Rev to Admin Area; Admin Area VCT; Admin Office Carpet; Wainscot; Bal. of Admin Area Finishes |                                               | \$ 63,923.09          |
|                                                                                                         | <b>Total Change Order #014:</b>               | <b>\$ 63,923.09</b>   |
|                                                                                                         | <b>Change Order #015, Approved 7/31/2018</b>  |                       |
| Entrance Emergency Lighting; Backflow Preventor for new boiler                                          |                                               | \$ 1,656.46           |
|                                                                                                         | <b>Total Change Order #015:</b>               | <b>\$ 1,656.46</b>    |
|                                                                                                         | <b>Change Order #016, Approved 9/21/2018</b>  |                       |
| Additional Glazing, PCO#25                                                                              |                                               | \$ 1,154.53           |
| Prep canopy lead paint, PCO#26                                                                          |                                               | \$ -                  |
| Revised urinal screen size, PCO#27                                                                      |                                               | \$ 1,355.19           |
| Replace two doors/hardware scheduled ETR, PCO#28                                                        |                                               | \$ -                  |
| Inspectional services requests, PCO#30                                                                  |                                               | \$ 27,214.00          |
| New backflow preventor, PCO#31                                                                          |                                               | \$ 1,815.32           |
| Replace existing valves not functioning, PCO#32                                                         |                                               | \$ 3,822.88           |
| Added transformer, PCO#33                                                                               |                                               | \$ 33,219.57          |
|                                                                                                         | <b>Total Change Order #016:</b>               | <b>\$ 68,581.49</b>   |
|                                                                                                         | <b>Change Order #017, Approved 11/6/2018</b>  |                       |
| Credit PCO25 from Contingency, PCO#34                                                                   |                                               | \$ (1,154.53)         |
| Balance of PR16 - Added Transformer, PCO#35                                                             |                                               | \$ 1,389.79           |
| R&R Flooring at 178 Teachers Room, PRO#36                                                               |                                               | \$ 3,015.03           |
| PR20 added duct smokes, PCO#37                                                                          |                                               | \$ 19,222.10          |
| PR18 Boiler Pump, PCO#39                                                                                |                                               | \$ 18,575.96          |
| Replace Leaking Coil at Admin Area, PCO#40                                                              |                                               | \$ 2,549.64           |
| PR19 added Staff Restroom, PCO#41                                                                       |                                               | \$ 32,280.48          |
|                                                                                                         | <b>Total Change Order #017:</b>               | <b>\$ 75,878.47</b>   |
|                                                                                                         | <b>Change Order #018, Approved 11/20/2018</b> |                       |
| Additional KG Finishes, PCO#38                                                                          |                                               | \$ 31,983.41          |
| Little League Field in Lieu of Basketball Court, PCO#42                                                 |                                               | \$ -                  |
| Change Hardware at Staff Restroom, PCO#43                                                               |                                               | \$ 1,207.06           |
| PR19 Toilet Accessories, PCO#44                                                                         |                                               | \$ 694.40             |
| 30 Wing Heat, PCO#45                                                                                    |                                               | \$ -                  |
| Wire Boiler Controls, PCO#46                                                                            |                                               | \$ -                  |
| 11/6/2018 Allowance Reconciliation, PCO#48                                                              |                                               | \$ (61,128.80)        |
| Credit C&W Invoice, PCO#49                                                                              |                                               | \$ (1,799.28)         |
|                                                                                                         | <b>Total Change Order #018:</b>               | <b>\$ (29,043.21)</b> |
|                                                                                                         | <b>Change Order #019, Approved 1/15/2019</b>  |                       |

**CAPITAL IMPROVEMENTS SUMMARY**

**Garrison Elementary School Project**

As of: January 31, 2020

|                                                           |           |                     |
|-----------------------------------------------------------|-----------|---------------------|
| Modify Sprinkler Heads Wing 10, ISD Request, PCO#50       | \$        | 2,319.57            |
| F&I (8) Additional White Boards                           | \$        | 10,030.46           |
| <b>Total Change Order #019:</b>                           | <b>\$</b> | <b>12,350.03</b>    |
| <b>Change Order #020, Approved 1/29/2019</b>              |           |                     |
| ASI 25 - Added Wall Clocks, PCO#47                        | \$        | 491.42              |
| PR21 - Tamper Resistant Receptacles at KG, PCO#52         | \$        | 1,022.87            |
| <b>Total Change Order #020:</b>                           | <b>\$</b> | <b>1,514.29</b>     |
| <b>Change Order #021, Approved 3/12/2019</b>              |           |                     |
| PR23 - New CUHs, PCO#53                                   | \$        | 6,239.58            |
| PR27R1-New Boiler Pump & VFD, PCO#55                      | \$        | 12,026.47           |
| <b>Total Change Order #021:</b>                           | <b>\$</b> | <b>18,266.05</b>    |
| <b>Change Order #022, Approved 3/26/2019</b>              |           |                     |
| PR22 - Guardrail/Fall Protection, PCO#56                  | \$        | 7,831.92            |
| New Light Fixtures at Room 169, PCO#57 (contingency)      | \$        | -                   |
| PR26-AC Data 188, PCO#58                                  | \$        | 15,836.91           |
| PR25 - Tel/Data Room Door Opening, PCO#59                 | \$        | 4,629.69            |
| <b>Total Change Order #022:</b>                           | <b>\$</b> | <b>28,298.52</b>    |
| <b>Change Order #023, Approved 5/21/2019</b>              |           |                     |
| Added Power and Tel/Data for AV, PCO#060                  | \$        | -                   |
| Replace Corroded Heads at 30 Wing, PCO#061                | \$        | 1,796.41            |
| <b>Total Change Order #023:</b>                           | <b>\$</b> | <b>1,796.41</b>     |
| <b>Change Order #024, Approved 9/10/2019</b>              |           |                     |
| GMP Returned Savings                                      | \$        | (358,693.72)        |
| <b>Total Change Order #024:</b>                           | <b>\$</b> | <b>(358,693.72)</b> |
| <b>Total Change Orders to Date:</b>                       | <b>\$</b> | <b>557,715.27</b>   |
| <b>New Contract Sum Including Approved Change Orders:</b> | <b>\$</b> | <b>6,706,515.27</b> |

**Retainage**

|                              |        |                                                            |    |              |
|------------------------------|--------|------------------------------------------------------------|----|--------------|
| 3/22/2018                    | GES24  | Harvey Construction - Application #1                       | \$ | 380.00       |
| 4/5/2018                     | GES27  | Harvey Construction - Application #2                       | \$ | 13,555.77    |
| 5/3/2018                     | GES30  | Harvey Construction - Application #3                       | \$ | 16,812.41    |
| 5/31/2018                    | GES37  | Harvey Construction - Application #4                       | \$ | 14,642.66    |
| 6/28/2018                    | GES40  | Harvey Construction - Application #5                       | \$ | 23,446.03    |
| 6/30/2018                    | GES43  | Harvey Construction - Application #6 (ck date 7/19/2018)   | \$ | 44,885.29    |
| 8/23/2018                    | GES47  | Harvey Construction - Application #7                       | \$ | 43,499.41    |
| 9/20/2018                    | GES53  | Harvey Construction - Application #8                       | \$ | 35,128.33    |
| 10/11/2018                   | GES55  | Harvey Construction - Application #9                       | \$ | 25,727.59    |
| 11/15/2018                   | GES64  | Harvey Construction - Application #10                      | \$ | 13,296.05    |
| 12/27/2018                   | GES67  | Harvey Construction - Application #11                      | \$ | 8,809.50     |
| 1/24/2019                    | GES72  | Harvey Construction - Application #12                      | \$ | 8,328.14     |
| 2/21/2019                    | GES77  | Harvey Construction - Application #13                      | \$ | 12,972.64    |
| 3/21/2019                    | GES82  | Harvey Construction - Application #14                      | \$ | 14,588.88    |
| 4/18/2019                    | GES90  | Harvey Construction - Application #15                      | \$ | 17,479.36    |
| 5/16/2019                    | GES96  | Harvey Construction - Application #16 (released retainage) | \$ | (146,776.03) |
| 9/19/2019                    | GES125 | Harvey Construction - Application #19 (released retainage) | \$ | (146,776.03) |
| <b>Total Retainage Held:</b> |        |                                                            |    | <b>\$ -</b>  |

## RESOLUTION

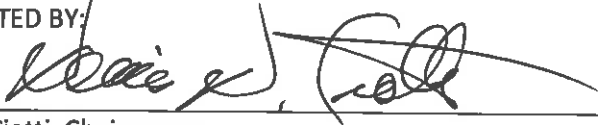
### RE: FY2021-2022 Closeout of Garrison Elementary School Construction Project

- WHEREAS: Construction on Garrison Elementary School was completed as of September 24, 2021. The primary components of this project included renovations to the driveways and parking lots, the existing building envelope and its interior, upgrades to all mechanical, electrical, plumbing components, and other improvements to Shaw's Lane lighting; and
- WHEREAS: The final cost of the project was \$8,222,223.73; and
- WHEREAS: The project resulted in \$38,562.63 of unexpended funds; and
- WHEREAS: The Garrison Elementary School Construction Joint Building Committee approved the attached Final Financial Report for the construction of the Garrison Elementary School; and
- WHEREAS: The Garrison Elementary School Construction Joint Building Committee voted to transfer the Garrison Elementary School building to the School District; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE GARRISON ELEMENTARY SCHOOL CONSTRUCTION JOINT BUILDING COMMITTEE TO THE DOVER SCHOOL BOARD THAT:

1. The Final Financial Report of the Garrison Elementary School Construction Joint Building Committee be received and acknowledged as attached in the Background of this resolution; and
2. The dissolution of the Garrison Elementary School Construction Joint Building Committee be acknowledged.

SUBMITTED BY:

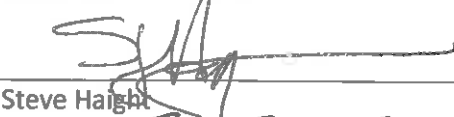


Dennis Ciotti, Chairperson

Karen Weston, Vice Chairperson



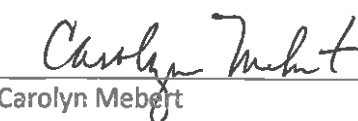
Keith Holt



Steve Haight



Jan Nedelka



Carolyn Mebert

September 28, 2021

**CAPITAL IMPROVEMENTS SUMMARY**  
**Garrison Elementary School Project**  
**Final Financial Report - September 24, 2021**

|                                                                                                                     |                        |
|---------------------------------------------------------------------------------------------------------------------|------------------------|
| Transfer of Appropriations from Garrison School Facility Improvements, FY2006, CC approval 2/10/2016                | \$ 14,830.98           |
| Transfer of Appropriations from Woodman Park Elementary School Facility Improvements, FY2008, CC approval 2/10/2016 | \$ 56,455.82           |
| Transfer of Appropriations from Dover High School, FY2009, CC approval 2/10/2016                                    | \$ 471.76              |
| Transfer of Appropriations from Garrison School Facility Improvements, FY2015, CC approval 2/10/2016                | \$ 89,028.00           |
| Appropriation (FY16), CC approval 12/9/2015                                                                         | \$ 6,900,000.00        |
| Appropriation (FY18), CC approval 12/13/2017                                                                        | \$ 1,200,000.00        |
| <b>Total Appropriation:</b>                                                                                         | <b>\$ 8,260,786.36</b> |

| <u>Date</u> | <u>CIP#</u> | <u>Expenditures to Date:</u>                                                                                  | <u>Amount:</u> |
|-------------|-------------|---------------------------------------------------------------------------------------------------------------|----------------|
| 7/21/2016   | GES01       | Harriman - For Professional Services provided between 6/1/2016-6/30/2016 - Facilities Study                   | \$ 5,250.00    |
| 7/21/2016   | GES01       | Harriman - Reimbursable Expenses (travel) through 6/30/2016 - Facilities Study                                | \$ 83.77       |
| 9/15/2016   | GES02       | Harriman - For professional Services provided between 7/1/2016-7/31/2016 - Facilities Study                   | \$ 9,550.00    |
| 9/15/2016   | GES02       | Harriman - Reimbursable Expenses (travel) through 7/31/2016 - Facilities Study                                | \$ 12.49       |
| 10/6/2016   | GES03       | Harriman - For professional Services provided between 8/1/2016-8/31/2016 - Facilities Study                   | \$ 11,650.00   |
| 10/6/2016   | GES03       | Harriman - Reimbursable Expenses (travel) through 8/31/2016 - Facilities Study                                | \$ 221.32      |
| 11/3/2016   | GES04       | Harriman - For professional Services provided between 9/1/2016-9/30/2016 - Facilities Study                   | \$ 12,450.00   |
| 11/3/2016   | GES04       | Harriman - Reimbursable Expenses (travel) through 9/30/2016 - Facilities Study                                | \$ 114.63      |
| 1/19/2017   | GES05       | Harriman - For professional Services provided between 10/1/2016-12/31/2016 - Facilities Study                 | \$ 1,000.00    |
| 4/6/2017    | GES06       | Harriman - For professional Services provided between 1/1/2017-1/31/2017 - Facilities Study                   | \$ 10,600.00   |
| 4/6/2017    | GES07       | Harriman - For professional Services provided between 2/1/2017-2/28/2017 - Phase I Design                     | \$ 22,275.00   |
| 4/6/2017    | GES08       | Harriman - For professional Services provided between 2/1/2017-2/28/2017 - Phase I Design                     | \$ 37,125.00   |
| 4/6/2017    | GES08       | Harriman - Reimbursable Expenses (travel) through 2/28/2017 - Phase I Design                                  | \$ 27.09       |
| 5/4/2017    | GES09       | Harriman - For professional Services provided between 3/1/2017-3/31/2017 - Phase I Design                     | \$ 14,850.00   |
| 5/4/2017    | GES09       | Harriman - Reimbursable Expenses (travel) through 3/31/2017 - Phase I Design                                  | \$ 13.20       |
| 5/18/2017   | GES10       | Titcomb Associates - Topographical and Boundary Field Survey                                                  | \$ 9,100.00    |
| 6/1/2017    | GES11       | Harriman - For professional Services provided between 4/1/2017-4/30/2017 - Phase I Design                     | \$ 29,700.00   |
| 6/1/2017    | GES11       | Harriman - Reimbursable Expenses (printing & travel) through 4/30/2017 - Phase I Design                       | \$ 188.79      |
| 6/29/2017   | GES12       | Harriman - For professional Services provided between 5/1/2017-5/31/2017 - Phase I Design                     | \$ 9,900.00    |
| 6/29/2017   | GES12       | Harriman - Reimbursable Expenses (travel) through 5/31/2017 - Phase I Design                                  | \$ 64.74       |
| 6/30/2017   | GES13       | Harriman - For professional Services provided between 6/1/2017-6/30/2017 - Phase I Design (ck date 7/20/17)   | \$ 19,800.00   |
| 6/30/2017   | GES14       | Titcomb Associates - Add'l Services for Wetland Delineation (ck date 7/20/17)                                 | \$ 2,000.00    |
| 6/30/2017   | GES15       | John Turner Consulting Inc. - Geotechnical Investigation (8.1.17 manifest, FY17 expense)                      | \$ 7,000.00    |
| 8/24/2017   | GES16       | Harriman - For professional Services provided between 7/1/2017-7/31/2017 - Phase I Design                     | \$ 39,600.00   |
| 8/24/2017   | GES16       | Harriman - Reimbursable Expenses (travel) through 7/31/2017 - Phase I Design                                  | \$ 12.23       |
| 10/19/2017  | GES17       | Harriman - For professional Services provided between 8/1/2017-7/31/2017 - Phase I Design                     | \$ 99,000.00   |
| 10/19/2017  | GES17       | Harriman - Reimbursable Expenses (travel) through 8/31/2017 - Phase I Design                                  | \$ 96.75       |
| 10/19/2017  | GES18       | Harvey Construction Corp., - CM's Preconstruction Phase Services                                              | \$ 25,000.00   |
| 10/19/2017  | GES19       | John L. Carter Sprinkler Co., Inc. - Sprinkler MIC Testing                                                    | \$ 2,370.00    |
| 11/2/2017   | GES20       | Desmarais Environmental, Inc. - Industrial hygiene services to conduct haz material survey for asbestos       | \$ 1,960.00    |
| 11/2/2017   | GES21       | Harriman - For professional Services provided between 9/1/2017-9/30/2017 - Phase I Design                     | \$ 79,200.00   |
| 11/2/2017   | GES21       | Harriman - Reimbursable Expenses (travel/printing) through 9/30/2017 - Phase I Design                         | \$ 207.36      |
| 1/25/2018   | GES22       | Harriman - For professional Services provided between 10/1/2017-12/31/2017 - Phase I Design                   | \$ 59,400.00   |
| 1/25/2018   | GES22       | Harriman - Reimbursable Expenses (travel/printing) through 12/31/2017 - Phase I Design                        | \$ 547.61      |
| 2/22/2018   | GES23       | Harvey Construction Corp., - CM's Preconstruction Phase Services                                              | \$ 5,744.00    |
| 3/22/2018   | GES24       | Harvey Construction - GMP Services through 1/31/2018 (App#1)                                                  | \$ 43,280.84   |
| 4/5/2018    | GES25       | Harriman - For professional Services provided between 1/1/2018-1/31/2018 - Facilities Study                   | \$ (1,000.00)  |
| 4/5/2018    | GES25       | Harriman - For professional Services provided between 1/1/2018-1/31/2018 - Phase I Design                     | \$ 9,900.00    |
| 4/5/2018    | GES25       | Harriman - Reimbursable Expenses through 1/31/2018 - Phase I Design                                           | \$ 2,794.71    |
| 3/22/2018   | GES26       | Horizon Engineering Associates - Commissioning Services 1/1/2018-2/2/2018                                     | \$ 325.00      |
| 4/5/2018    | GES27       | Harvey Construction - GMP Services through 2/28/2018 (App#2)                                                  | \$ 262,111.03  |
| 4/19/2018   | GES28       | Harriman - For professional Services provided between 2/1/2018-2/28/2018 - Phase I Design                     | \$ 172,792.00  |
| 4/19/2018   | GES28       | Harriman - Reimbursable Expenses through 2/28/2018 - Phase I Design                                           | \$ 1.54        |
| 4/19/2018   | GES29       | Desmarais Environmental, Inc. - Project monitoring & additional charges for premium time & sampling           | \$ 8,435.00    |
| 5/3/2018    | GES30       | Harvey Construction - GMP Services through 3/31/2018 (App#3)                                                  | \$ 330,094.53  |
| 5/3/2018    | GES31       | Harriman - For professional Services provided between 3/1/2018-3/31/2018 - Phase I Design                     | \$ 61,704.00   |
| 5/3/2018    | GES31       | Harriman - Reimbursable Expenses through 3/31/2018 - Phase I Design                                           | \$ 29.38       |
| 5/3/2018    | GES31       | Harriman - FFE Design Fees - 50% of fee                                                                       | \$ 6,700.00    |
| 5/3/2018    | GES32       | Horizon Engineering Associates - Commissioning Services 2/3/2018-3/2/2018                                     | \$ 2,654.00    |
| 5/3/2018    | GES32       | Horizon Engineering Associates - Commissioning Services 3/3/2018-3/30/2018                                    | \$ 1,508.00    |
| 5/17/2018   | GES33       | S.W. Cole Engineering, Inc. - Steel inspection services rendered through 4/21/2018                            | \$ 475.00      |
| 5/17/2018   | GES34       | Desmarais Environmental, Inc. - Abatement services performed in April 2018                                    | \$ 4,308.00    |
| 5/31/2018   | GES35       | Horizon Engineering Associates - Commissioning Services 3/31/2018-4/27/2018                                   | \$ 453.00      |
| 5/31/2018   | GES36       | S.W. Cole Engineering, Inc. - Steel inspection services rendered through 5/19/2018                            | \$ 950.00      |
| 5/31/2018   | GES37       | Harvey Construction - GMP Services through 4/30/2018 (App#4)                                                  | \$ 279,065.41  |
| 5/31/2018   | GES38       | Harriman - For professional Services provided between 4/1/2018-4/30/2018 - Phase I Design                     | \$ 3,960.00    |
| 5/31/2018   | GES38       | Harriman - Reimbursable Expenses through 4/30/2018 - Phase I Design                                           | \$ 38.25       |
| 5/31/2018   | GES38       | Harriman - FFE Design Fees - 25% of fee                                                                       | \$ 3,350.00    |
| 5/31/2018   | n/a         | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 1,352.99    |
| 6/7/2018    | n/a         | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 1,352.99    |
| 6/14/2018   | n/a         | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 845.61      |
| 6/21/2018   | n/a         | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 350.02      |
| 6/28/2018   | n/a         | M. Brooks - Clerk of Works, Wages/Benefits                                                                    | \$ 340.86      |
| 6/28/2018   | GES39       | Harriman - For professional Services provided between 5/1/2018-5/31/2018 - Phase I Design                     | \$ 3,960.00    |
| 6/28/2018   | GES39       | Harriman - Reimbursable Expenses through 5/31/2018 - Phase I Design                                           | \$ 47.53       |
| 6/28/2018   | GES39       | Harriman - FFE Design Fees - 10% of fee                                                                       | \$ 1,340.00    |
| 6/28/2018   | GES40       | Harvey Construction - GMP Services through 5/31/2018 (App#5)                                                  | \$ 464,756.48  |
| 6/30/2018   | GES41       | Horizon Engineering Associates - Commissioning Services 4/28/2018-6/1/2018 (ck date 7/19/2018)                | \$ 1,858.00    |
| 6/30/2018   | GES42       | Harriman - For professional Services provided between 6/1/2018-6/30/2018 - Phase I Design (ck date 7/19/2018) | \$ 3,960.00    |
| 6/30/2018   | GES42       | Harriman - Reimbursable Expenses through 6/30/2018 - Phase I Design (ck date 7/19/2018)                       | \$ 25.19       |
| 6/30/2018   | GES42       | Harriman - FFE Design Fees - 5% of fee (ck date 7/19/2018)                                                    | \$ 670.00      |
| 6/30/2018   | GES43       | Harvey Construction - GMP Services through 6/30/2018 (App#6) (ck date 7/19/2018)                              | \$ 911,296.16  |

**CAPITAL IMPROVEMENTS SUMMARY**  
Garrison Elementary School Project  
As of January 31, 2020

|           |     |                                            |    |        |
|-----------|-----|--------------------------------------------|----|--------|
| 7/12/2018 | n/a | M. Brooks - Clerk of Works, Wages/Benefits | \$ | 277.38 |
| 7/19/2018 | n/a | M. Brooks - Clerk of Works, Wages/Benefits | \$ | 138.68 |
| 7/26/2018 | n/a | M. Brooks - Clerk of Works, Wages/Benefits | \$ | 216.66 |

Expenditures to Date, Cont'd:

|            |        |                                                                                                                              |    |             |
|------------|--------|------------------------------------------------------------------------------------------------------------------------------|----|-------------|
| 8/2/2018   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 143.39      |
| 8/9/2018   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 138.68      |
| 8/16/2018  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 208.04      |
| 8/16/2018  | GES44  | Desmarais Environmental, Inc. - Abatement services performed in July 2018                                                    | \$ | 20,340.00   |
| 8/16/2018  | GES45  | Pro AV Systems - Phase I (30% of project cost, 9 Lightspeed Topcat Systems)                                                  | \$ | 15,544.00   |
| 8/16/2018  | GES46  | Ockers Company - Epson Projectors and installation kits                                                                      | \$ | 98,784.00   |
| 8/23/2018  | GES47  | Harvey Construction - GMP Services through 7/31/2018 (App#7)                                                                 | \$ | 900,437.49  |
| 8/23/2018  | GES48  | Optiv Security, Inc. - WAPs                                                                                                  | \$ | 15,334.48   |
| 8/23/2018  | GES49  | Ockers Company - Installation of Epson Projectors                                                                            | \$ | 1,890.00    |
| 8/23/2018  | GES50  | Horizon Engineering Associates - Commissioning Services 6/2/2018-7/27/2018                                                   | \$ | 2,742.00    |
| 8/23/2018  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 289.26      |
| 8/30/2018  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 277.38      |
| 9/6/2018   | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 346.72      |
| 9/6/2018   | GES51  | Harriman - For professional Services provided between 7/1/2018-7/31/2018 - Phase I Design                                    | \$ | 3,960.00    |
| 9/6/2018   | GES51  | Harriman - Reimbursable Expenses through 7/31/2018 - Phase I Design                                                          | \$ | 154.50      |
| 9/6/2018   | GES51  | Harriman - FFE Design Fees - 4% of fee                                                                                       | \$ | 536.00      |
| 9/13/2018  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 346.72      |
| 9/20/2018  | GES52  | Optiv Security, Inc. - POE+ switches for outdoor cameras                                                                     | \$ | 6,557.54    |
| 9/20/2018  | GES53  | Harvey Construction - GMP Services through 8/31/2018 (App#8)                                                                 | \$ | 727,156.11  |
| 9/20/2018  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 359.14      |
| 9/27/2018  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 349.16      |
| 10/4/2018  | GES54  | Harriman - For professional Services provided between 8/1/2018-8/31/2018 - Phase I Design                                    | \$ | 3,960.00    |
| 10/4/2018  | GES54  | Harriman - Reimbursable Expenses through 8/31/2018 - Phase I Design                                                          | \$ | 113.50      |
| 10/4/2018  | GES54  | Harriman - FFE Design Fees - 4% of fee                                                                                       | \$ | 268.00      |
| 10/11/2018 | GES55  | Harvey Construction - GMP Services through 9/30/2018 (App#9)                                                                 | \$ | 532,561.00  |
| 10/11/2018 | GES56  | Horizon Engineering Associates - Commissioning Services 7/28/2018-8/31/2018                                                  | \$ | 612.00      |
| 10/11/2018 | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 138.69      |
| 10/18/2018 | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 138.69      |
| 10/25/2018 | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 144.65      |
| 11/1/2018  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 138.69      |
| 11/1/2018  | GES57  | Harriman - For professional Services provided between 9/1/2018-9/30/2018 - Phase I Design                                    | \$ | 3,960.00    |
| 11/1/2018  | GES59  | School Furnishings, Inc. - FFE                                                                                               | \$ | 13,651.44   |
| 11/1/2018  | GES60  | Virco, Inc. - FFE                                                                                                            | \$ | 22,468.02   |
| 11/8/2018  | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 138.69      |
| 11/15/2018 | n/a    | M. Brooks - Clerk of Works, Wages/Benefits                                                                                   | \$ | 138.69      |
| 11/15/2018 | GES58  | C&W Services - post construction clean-up                                                                                    | \$ | 1,799.28    |
| 11/15/2018 | GES61  | Kelley Brothers - Door cores (91) for project                                                                                | \$ | 3,494.40    |
| 11/15/2018 | GES62  | Horizon Engineering Associates - Commissioning Agent                                                                         | \$ | 1,901.00    |
| 11/15/2018 | GES63  | S.W. Cole Engineering, Inc. - Steel inspections on new bar joists.                                                           | \$ | 950.00      |
| 11/15/2018 | GES64  | Harvey Construction - GMP Services through 10/31/2018 (App#10)                                                               | \$ | 347,387.78  |
| 11/29/2018 | GES65  | Pro AV Systems - 8 Lightspeed Topcat Systems & 8 Redcat Access Systems                                                       | \$ | 23,150.00   |
| 11/29/2018 | GES66  | Harriman - For professional Services provided between 10/1/2018-10/31/2018 - Phase I Design                                  | \$ | 3,960.00    |
| 11/29/2018 | GES66  | Harriman - Reimbursable Expenses through 10/31/2018 - Phase I Design                                                         | \$ | 12.60       |
| 12/27/2018 | GES67  | Harvey Construction - GMP Services through 11/30/2018 (App#11)                                                               | \$ | 201,744.09  |
| 12/27/2018 | GES68  | Ockers Company - Installation of Epson Projectors                                                                            | \$ | 1,880.00    |
| 12/27/2018 | GES69  | Creative Office Pavilion - Phase I FFE purchases                                                                             | \$ | 25,165.40   |
| 1/24/2019  | GES70  | Virco, Inc. - FFE                                                                                                            | \$ | 13,956.20   |
| 1/24/2019  | GES71  | Horizon Engineering Associates, LLP - Commissioning Services, 9/29/2018-11/30/2018                                           | \$ | 3,097.02    |
| 1/24/2019  | GES72  | Harvey Construction - GMP Services through 12/31/2018 (App#12)                                                               | \$ | 189,849.31  |
| 1/24/2019  | GES73  | School Furnishings, Inc. - FFE                                                                                               | \$ | 15,009.05   |
| 1/24/2019  | GES74  | Harriman - For professional Services provided between 11/1/2018-12/31/2018 - Phase I Design                                  | \$ | 7,920.00    |
| 1/24/2019  | GES74  | Harriman - Reimbursable Expenses through 12/31/2018 - Phase I Design                                                         | \$ | 297.96      |
| 1/24/2019  | n/a    | S. Parsons - Clerk of Works, Wages/Benefits                                                                                  | \$ | 40.87       |
| 1/25/2019  | n/a    | Eversource rebate on LED lighting, Phase I                                                                                   | \$ | (16,067.00) |
| 2/7/2019   | GES75  | Desmarais Environmental - Abatement design and monitoring services                                                           | \$ | 3,258.00    |
| 2/21/2019  | GES76  | D.M. Burns Security, Inc. - 50% deposit                                                                                      | \$ | 1,100.00    |
| 2/21/2019  | GES77  | Harvey Construction - GMP Services through 1/31/2019 (App#13)                                                                | \$ | 277,009.79  |
| 3/14/2019  | GES78  | Harriman - For professional Services provided between 1/1/2019-1/31/2019 - Phase I Design                                    | \$ | 3,960.00    |
| 3/14/2019  | GES78  | Harriman - Reimbursable Expenses through 1/31/2019 - Phase I Design                                                          | \$ | 86.77       |
| 3/14/2019  | GES79  | Horizon Engineering Associates, LLP - Commissioning Services, 12/1/2018-12/31/2018                                           | \$ | 710.00      |
| 3/14/2019  | GES80  | Optiv Security, Inc. - Custom consulting service for WAPs                                                                    | \$ | 4,200.00    |
| 3/21/2019  | GES81  | Horizon Engineering Associates, LLP - Commissioning Services, 1/1/2019-2/1/2019                                              | \$ | 454.00      |
| 3/21/2019  | GES82  | Harvey Construction - GMP Services through 2/28/2019 (App#14)                                                                | \$ | 307,808.07  |
| 4/4/2019   | GES83  | Harriman - For professional Services provided between 2/1/2019-2/28/2019 - Phase I Design                                    | \$ | 3,960.00    |
| 4/4/2019   | GES84  | D.M. Burns Security, Inc. - Balance remaining to relocate rear hallway keypad to security system & relocate motion detectors | \$ | 1,100.00    |
| 4/4/2019   | GES85  | D.M. Burns Security, Inc. - reinstalled keypad with new wire; troubleshoot motions; new wires in hallway motions             | \$ | 1,635.00    |
| 4/4/2019   | GES86  | S.W. Cole Engineering, Inc. - professional services through 2/23/2019 (steel inspection, 1/26/19)                            | \$ | 950.00      |
| 4/18/2019  | GES87  | Horizon Engineering Associates, LLP - Commissioning Services, 2/2/2019-3/1/2019                                              | \$ | 551.00      |
| 4/18/2019  | GES88  | Ockers Company - installtion, cabling & testing of projectors                                                                | \$ | 1,890.00    |
| 4/18/2019  | GES89  | School Furnishings, Inc. - FFE                                                                                               | \$ | 5,281.60    |
| 4/18/2019  | GES90  | Harvey Construction - GMP Services through 3/31/2019 (App#15)                                                                | \$ | 368,344.19  |
| 4/24/2019  | JE6757 | Reimbursement from state for CCTV system (public school infrastructure grant)                                                | \$ | (42,000.00) |
| 5/16/2019  | GES91  | Harriman - For professional Services provided between 3/1/2019-3/31/2019 - Phase I Design                                    | \$ | 3,960.00    |
| 5/16/2019  | GES92  | Horizon Engineering Associates, LLP - Commissioning Services, 3/2/2019-3/29/2019                                             | \$ | 1,112.08    |
| 5/16/2019  | GES93  | School Furnishings, Inc. - FFE                                                                                               | \$ | 2,388.00    |
| 5/16/2019  | GES94  | Optiv Security - HPE Aruba Switch                                                                                            | \$ | 2,620.34    |
| 5/16/2019  | GES95  | Pro AV Systems - 10 Installed Lightspeed Topcats                                                                             | \$ | 13,119.32   |

**CAPITAL IMPROVEMENTS SUMMARY**  
**Garrison Elementary School Project**  
**As of January 31, 2020**

|                                      |         |                                                                                                                                     |    |            |
|--------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------|----|------------|
| 5/16/2019                            | GES96   | Harvey Construction - GMP Services through 4/30/2019 (App#16)                                                                       | \$ | 264,457.22 |
| 5/16/2019                            | GES97   | Virco, Inc. - FFE                                                                                                                   | \$ | 10,647.84  |
| 5/30/2019                            | GES98   | Creative Office Pavilion - FFE purchases                                                                                            | \$ | 18,070.30  |
| 5/30/2019                            | GES99   | School Furnishings, Inc. - FFE                                                                                                      | \$ | 13,178.39  |
| 5/30/2019                            | GES100  | Harriman - For professional Services provided between 4/1/2019-4/30/2019 - Phase I Design                                           | \$ | 3,960.00   |
| 5/30/2019                            | GES100  | Harriman - For reimbursable expenses between 4/1/2019-4/30/2019 - Phase I Design                                                    | \$ | 124.08     |
| 5/30/2019                            | GES100  | Harriman - For professional Services provided between 4/1/2019-4/30/2019 - FFE Design Fees                                          | \$ | 536.00     |
| 6/6/2019                             | n/a     | S. Parsons - Clerk of Works, Wages/Benefits                                                                                         | \$ | 447.51     |
| <u>Expenditures to Date, Cont'd:</u> |         |                                                                                                                                     |    |            |
| 6/13/2019                            | n/a     | S. Parsons - Clerk of Works, Wages/Benefits                                                                                         | \$ | 447.51     |
| 6/27/2019                            | GES101  | Creative Office Pavilion - FFE purchases                                                                                            | \$ | 16,673.60  |
| 6/27/2019                            | GES102  | Harvey Construction - GMP Services through 5/31/2019 (App#17)                                                                       | \$ | 103,777.44 |
| 6/27/2019                            | GES103  | Harriman - For professional Services provided between 5/1/2019-5/31/2019 - Phase I Design                                           | \$ | 3,960.00   |
| 6/27/2019                            | GES103  | Harriman - For reimbursable expenses between 5/1/2019-5/31/2019 - Phase I Design                                                    | \$ | 99.41      |
| 6/30/2019                            | GES104  | Harvey Construction - GMP Services through 6/30/2019 (App#18), (Check Date 7/11/2019)                                               | \$ | 71,794.73  |
| 6/30/2019                            | GES105  | MacKinnon & Sons Excavating, LLC - Excavating & Miscellaneous Services performed on 6/20/2019 (Check Date 7/11/2019)                | \$ | 8,580.00   |
| 6/30/2019                            | GES106  | Harriman - For professional Services provided between 6/1/2019-6/30/2019 - Phase I Design (Check Date 8/8/2019)                     | \$ | 3,960.00   |
| 6/30/2019                            | GES107  | Ockers Co. - Installation & configuration of projectors (Check Date 8/8/2019)                                                       | \$ | 2,100.00   |
| 6/30/2019                            | GES108  | Brox Industries - Stone & Loam carried by MacKinnon & Sons for parking lot (Check Date 8/8/2019)                                    | \$ | 1,475.76   |
| 6/30/2019                            | GES109  | Horizon Engineering Associates - Services 3/30/2019-6/28/2019 (Check Date 8/8/2019)                                                 | \$ | 10,816.00  |
| 6/30/2019                            | GES110  | School Furnishings, Inc. - FFE (Check Date 8/8/2019)                                                                                | \$ | 12,222.68  |
| 7/3/2019                             | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 453.16     |
| 7/11/2019                            | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 465.04     |
| 7/18/2019                            | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 475.12     |
| 7/25/2019                            | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 490.59     |
| 8/1/2019                             | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 475.12     |
| 8/8/2019                             | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 475.12     |
| 8/15/2019                            | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 475.12     |
| 8/22/2019                            | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 490.61     |
| 8/22/2019                            | GES111R | MacKinnon & Sons Excavating, LLC - Excavating & Miscellaneous Services performed on 7/17/2019                                       | \$ | 2,025.00   |
| 8/22/2019                            | GES113  | Harriman - For professional Services provided between 6/1/2019-6/30/2019 - Phase I Design (Check Date 8/8/2019)                     | \$ | 5,940.00   |
| 8/29/2019                            | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 382.30     |
| 8/30/2019                            | n/a     | Citizens Bank-Credit Card - items for ribbon cutting ceremony (part of \$3K approved by JBC 8/13/2019), tumblers, pencils, stickers | \$ | 1,204.44   |
| 9/5/2019                             | n/a     | S. Cartabona - Clerk of Works, Wages/Benefits                                                                                       | \$ | 475.12     |
| 9/5/2019                             | GES112  | Tri-City Masonry - site improvements                                                                                                | \$ | 294.00     |
| 9/19/2019                            | GES114  | MacKinnon & Sons Excavating - site improvements (labor)                                                                             | \$ | 5,130.00   |
| 9/19/2019                            | GES115  | Continental Paving, Inc. - site improvements (supply) - original PO amount \$100,000                                                | \$ | 105,936.86 |
| 9/19/2019                            | GES116  | Everett J. Prescott, Inc - work related to playground area                                                                          | \$ | 456.84     |
| 9/19/2019                            | GES117  | Core & Main LP - site improvements                                                                                                  | \$ | 817.60     |
| 9/19/2019                            | GES118  | Redimix Companies - site improvements                                                                                               | \$ | 392.00     |
| 9/19/2019                            | GES119  | Fastenal Company - site improvements                                                                                                | \$ | 39.95      |
| 9/19/2019                            | GES120  | Tri-State Sealcoating & Paving, Inc - site improvements                                                                             | \$ | 990.00     |
| 9/19/2019                            | GES121  | Brox Industries, Inc - site improvements                                                                                            | \$ | 675.47     |
| 9/19/2019                            | GES122  | Brox Industries, Inc - site improvements                                                                                            | \$ | 233.68     |
| 9/19/2019                            | GES123  | Affinity LED Light, LLC - lot light (part of \$1,500 approved by JBC 8/27/2019)                                                     | \$ | 153.00     |
| 9/30/2019                            | GES124  | Citizens Bank, Credit Card - payment for Peavey Escort 5000 purchased through Audio Leaders                                         | \$ | 810.00     |
| 9/19/2019                            | GES125  | Harvey Construction - GMP Services through 9/1/2019 (App#19)                                                                        | \$ | 123,583.60 |
| 9/26/2019                            | GES126  | Hi-Way Safety Systems, Inc - white lane lines, fog lines, etc for playground area                                                   | \$ | 186.91     |
| 9/26/2019                            | GES127  | 4Promos LLC - lanyards for ribbon cutting ceremony                                                                                  | \$ | 490.00     |
| 9/26/2019                            | GES128  | New England Sealcoating Co., Inc. - 30% deposit for painting in playground area                                                     | \$ | 2,550.00   |
| 9/26/2019                            | GES129  | Horizon Engineering Associates - Commissioning Services provided 8/3/2019-8/30/2019                                                 | \$ | 3,004.00   |
| 10/2/2019                            | n/a     | Eversource rebate on LED lighting, Phase II                                                                                         | \$ | (8,000.00) |
| 10/31/2019                           | GES130  | R.Pepin & Sons, Inc. - site improvements                                                                                            | \$ | 886.00     |
| 10/31/2019                           | GES131  | Dustons Market - items for ribbon cutting ceremony                                                                                  | \$ | 50.95      |
| 10/31/2019                           | GES132  | Hannaford Bros Company - items for ribbon cutting ceremony                                                                          | \$ | 126.56     |
| 10/31/2019                           | GES133  | Amazon.com - items for ribbon cutting ceremony                                                                                      | \$ | 632.71     |
| 10/31/2019                           | GES135  | R.M.S. Electric - installation of Lot Light                                                                                         | \$ | 2,795.00   |
| 10/31/2019                           | GES136  | Siemens - Control System Upgrade at GES                                                                                             | \$ | 20,648.95  |
| 11/17/2019                           | GES134  | New England Sealcoating, Inc. - painting in playground area                                                                         | \$ | 5,950.00   |
| 12/5/2019                            | GES137  | City of Dover - loam as a result of finish pavement and structure installation                                                      | \$ | 3,349.50   |
| 12/5/2019                            | GES138  | Pro AV Systems - 25% payment per original proposal, video/audio/rack/equipment/services for gymnasium                               | \$ | 8,214.35   |
| 12/5/2019                            | GES139  | Virco, Inc. - FFE                                                                                                                   | \$ | 1,774.64   |
| 1/2/2020                             | GES140  | School Furnishings - FFE                                                                                                            | \$ | 35,301.03  |
| 1/2/2020                             | GES141  | Horizon Engineering Associates - Commissioning Services provided 9/28/2019-11/1/2019                                                | \$ | 1,300.00   |
| 1/2/2020                             | GES142  | Pro AV Systems - balance of proposal for video/audio/rack/equipment/services for gymnasium                                          | \$ | 24,412.99  |
| 1/2/2020                             | GES143  | Liberty Electric, Inc. - Associated electrical expense with Pro AV system                                                           | \$ | 4,180.00   |
| 6/24/2021                            | GES144  | Northeast Electric - Shaw's Lane Lighting - PO#202108094                                                                            | \$ | 11,730.00  |
| 8/5/2021                             | GES145  | Northeast Electric - Shaw's Lane Lighting - PO#202108201                                                                            | \$ | 5,041.84   |
| 8/5/2021                             | GES146  | Northeast Electric - Shaw's Lane Lighting - PO#202108201                                                                            | \$ | 389.06     |
| 8/5/2021                             | GES147  | Shea Concrete - Shaw's Lane Lighting - PO#202107645                                                                                 | \$ | 6,150.00   |
| 8/5/2021                             | GES148  | MacKinnon & Sons - Shaw's Lane Lighting - PO#202107580                                                                              | \$ | 21,105.00  |
| 8/5/2021                             | GES149  | Reliable Equipment - Skyjack R/T Scissor - PO#202107639                                                                             | \$ | 1,200.00   |
| 8/5/2021                             | GES150  | Northeast Electric - Shaw's Lane Lighting - PO#202108201                                                                            | \$ | 24.60      |
| 8/5/2021                             | GES151  | Reliable Equipment - Skyjack R/T Scissor Pickup - PO#202107639                                                                      | \$ | 50.00      |
| 8/26/2021                            | GES152  | Brox Industries - Asphalt - PO#202201448                                                                                            | \$ | 232.74     |
| 8/26/2021                            | GES153  | Tri-State Sealcoating - Sawcut & Prep - PO#202201449                                                                                | \$ | 1,722.00   |
| 9/16/2021                            | GES154  | Northeast Electric - Shaw's Lane Lighting - PO#202201928                                                                            | \$ | 10.00      |
| 9/16/2021                            | GES155  | CED - Shaw's Lane Lighting - PO#202201927                                                                                           | \$ | 42.08      |

**Total Expenditures:** \$ 8,222,223.73

**Budget Availability:** \$38,562.63

**CAPITAL IMPROVEMENTS SUMMARY**  
**Garrison Elementary School Project**  
As of: January 31, 2020

|                                                                                                         |                 |
|---------------------------------------------------------------------------------------------------------|-----------------|
| <u>Harvey Construction Corporation, Guaranteed Maximum Price (GMP)</u>                                  |                 |
| Original Contract Sum                                                                                   | \$ 6,148,800.00 |
| Alternate 6 (HVAC and associated costs)                                                                 |                 |
| Change Order #001, Approved 2/13/2018                                                                   | \$ 393,319.00   |
| Total Change Order #001:                                                                                | \$ 393,319.00   |
| Ceramic Tile (\$6,210 applied to Harvey GMP budget item; zero dollar change to contract)                |                 |
| Change Order #002, Approved 2/13/2018                                                                   | \$ -            |
| Total Change Order #002:                                                                                | \$ -            |
| Asbestos Removal (\$25,846 applied to Harvey Contingency, zero dollar change to contract)               |                 |
| Change Order #003, Approved 2/13/2018                                                                   | \$ -            |
| Total Change Order #003:                                                                                | \$ -            |
| Miscellaneous Electrical Items (\$3,557 applied to Harvey Contingency, zero dollar change to contract)  |                 |
| Change Order #004, Approved 2/27/2018                                                                   | \$ -            |
| Total Change Order #004:                                                                                | \$ -            |
| PR-003 Infill Skylight                                                                                  |                 |
| Change Order #005, Approved 4/10/2018                                                                   | \$ 5,684.00     |
| Total Change Order #005:                                                                                | \$ 5,684.00     |
| ASI-007 Admin Area Reno                                                                                 |                 |
| Change Order #006, Approved 4/24/2018                                                                   | \$ 56,544.82    |
| Total Change Order #006:                                                                                | \$ 56,544.82    |
| <u>Harvey Construction Corporation, Guaranteed Maximum Price (GMP), Cont'd.</u>                         |                 |
| Contingency_Demo Duct/Relocate Sprinkler/Baffle Install                                                 |                 |
| Change Order #007, Approved 5/8/2018                                                                    | \$ -            |
| Total Change Order #007:                                                                                | \$ -            |
| Fire Alarm Modifications/Voice Amplifier Connection/Additional WAP                                      |                 |
| Change Order #008, Approved 5/8/2018                                                                    | \$ 6,209.69     |
| Total Change Order #008:                                                                                | \$ 6,209.69     |
| Contingency_Demo Existing Flooring at Corridor                                                          |                 |
| Change Order #009, Approved 5/22/2018                                                                   | \$ -            |
| Total Change Order #009:                                                                                | \$ -            |
| Cubbies                                                                                                 |                 |
| Change Order #010, Approved 5/22/2018                                                                   | \$ 70,448.60    |
| Total Change Order #010:                                                                                | \$ 70,448.60    |
| Cafeteria renovation, (PCO 11, 12, 13 & materials under PR 008, 009, 010)                               |                 |
| Change Order #011, Approved 6/4/2018                                                                    | \$ 133,846.34   |
| Total Change Order #011:                                                                                | \$ 133,846.34   |
| Transfer of buyout savings to GMP contingency                                                           |                 |
| Change Order #012, Approved 6/4/2018                                                                    | \$ -            |
| Total Change Order #012:                                                                                | \$ -            |
| Electrical Room 181 Panel Relocation                                                                    |                 |
| Change Order #013, Approved 7/3/2018                                                                    | \$ 7,134.94     |
| Total Change Order #013:                                                                                | \$ 7,134.94     |
| Bal. HVAC Rev to Admin Area; Admin Area VCT; Admin Office Carpet; Wainscot; Bal. of Admin Area Finishes |                 |
| Change Order #014, Approved 7/17/2018                                                                   | \$ 63,923.09    |
| Total Change Order #014:                                                                                | \$ 63,923.09    |
| Entrance Emergency Lighting; Backflow Preventor for new boiler                                          |                 |
| Change Order #015, Approved 7/31/2018                                                                   | \$ 1,656.46     |
| Total Change Order #015:                                                                                | \$ 1,656.46     |
| Additional Glazing, PCO#25                                                                              | \$ 1,154.53     |
| Prep canopy lead paint, PCO#26                                                                          | \$ -            |
| Revised urinal screen size, PCO#27                                                                      | \$ 1,355.19     |
| Replace two doors/hardware scheduled ETR, PCO#28                                                        | \$ -            |
| Inspectional services requests, PCO#30                                                                  | \$ 27,214.00    |
| New backflow preventor, PCO#31                                                                          | \$ 1,815.32     |
| Replace existing valves not functioning, PCO#32                                                         | \$ 3,822.88     |
| Added transformer, PCO#33                                                                               | \$ 33,219.57    |
| Total Change Order #016:                                                                                | \$ 68,581.49    |
| Credit PCO25 from Contingency, PCO#34                                                                   | \$ (1,154.53)   |
| Balance of PR16 - Added Transformer, PCO#35                                                             | \$ 1,389.79     |
| R&R Flooring at 178 Teachers Room, PRO#36                                                               | \$ 3,015.03     |
| PR20 added duct smokes, PCO#37                                                                          | \$ 19,222.10    |
| PR18 Boiler Pump, PCO#39                                                                                | \$ 18,575.96    |
| Replace Leaking Coil at Admin Area, PCO#40                                                              | \$ 2,549.64     |
| PR19 added Staff Restroom, PCO#41                                                                       | \$ 32,280.48    |
| Total Change Order #017:                                                                                | \$ 75,878.47    |
| Additional KG Finishes, PCO#38                                                                          | \$ 31,983.41    |
| Little League Field in Lieu of Basketball Court, PCO#42                                                 | \$ -            |
| Change Hardware at Staff Restroom, PCO#43                                                               | \$ 1,207.08     |
| PR19 Toilet Accessories, PCO#44                                                                         | \$ 694.40       |
| 30 Wing Heat, PCO#45                                                                                    | \$ -            |
| Wire Boiler Controls, PCO#46                                                                            | \$ -            |
| 11/6/2018 Allowance Reconciliation, PCO#48                                                              | \$ (61,128.80)  |
| Credit C&W Invoice, PCO#49                                                                              | \$ (1,799.28)   |
| Total Change Order #018:                                                                                | \$ (29,043.21)  |
| Change Order #019, Approved 1/16/2019                                                                   |                 |

**CAPITAL IMPROVEMENTS SUMMARY**  
**Garrison Elementary School Project**  
As of: January 31, 2020

|                                                           |           |                     |
|-----------------------------------------------------------|-----------|---------------------|
| Modify Sprinkler Heads Wing 10, ISD Request, PCO#50       | \$        | 2,319.57            |
| F&I (8) Additional White Boards                           | \$        | 10,030.48           |
| <b>Total Change Order #019:</b>                           | <b>\$</b> | <b>12,350.03</b>    |
| <b>Change Order #020, Approved 1/29/2019</b>              |           |                     |
| ASI 25 - Added Wall Clocks, PCO#47                        | \$        | 491.42              |
| PR21 - Tamper Resistant Receptacles at KG, PCO#52         | \$        | 1,022.87            |
| <b>Total Change Order #020:</b>                           | <b>\$</b> | <b>1,514.29</b>     |
| <b>Change Order #021, Approved 3/12/2019</b>              |           |                     |
| PR23_ New CUHs, PCO#53                                    | \$        | 6,239.58            |
| PR27R1-New Boiler Pump & VFD, PCO#55                      | \$        | 12,026.47           |
| <b>Total Change Order #021:</b>                           | <b>\$</b> | <b>18,266.05</b>    |
| <b>Change Order #022, Approved 3/26/2019</b>              |           |                     |
| PR22 - Guardrail/Fall Protection, PCO#56                  | \$        | 7,831.92            |
| New Light Fixtures at Room 189, PCO#57 (contingency)      | \$        | -                   |
| PR26-AC Data 188, PCO#58                                  | \$        | 15,836.91           |
| PR25 - Tel/Data Room Door Opening, PCO#59                 | \$        | 4,629.69            |
| <b>Total Change Order #022:</b>                           | <b>\$</b> | <b>28,298.52</b>    |
| <b>Change Order #023, Approved 5/21/2019</b>              |           |                     |
| Added Power and Tel/Data for AV, PCO#060                  | \$        | -                   |
| Replace Corroded Heads at 30 Wing, PCO#061                | \$        | 1,796.41            |
| <b>Total Change Order #023:</b>                           | <b>\$</b> | <b>1,796.41</b>     |
| <b>Change Order #024, Approved 9/10/2019</b>              |           |                     |
| GMP Returned Savings                                      | \$        | (358,693.72)        |
| <b>Total Change Order #024:</b>                           | <b>\$</b> | <b>(358,693.72)</b> |
| <b>Total Change Orders to Date:</b>                       | <b>\$</b> | <b>557,715.27</b>   |
| <b>New Contract Sum Including Approved Change Orders:</b> | <b>\$</b> | <b>6,706,515.27</b> |

|                              |        |                                                            |
|------------------------------|--------|------------------------------------------------------------|
| <b><u>Retainage</u></b>      |        |                                                            |
| 3/22/2018                    | GES24  | Harvey Construction - Application #1                       |
| 4/5/2018                     | GES27  | Harvey Construction - Application #2                       |
| 5/3/2018                     | GES30  | Harvey Construction - Application #3                       |
| 5/31/2018                    | GES37  | Harvey Construction - Application #4                       |
| 6/28/2018                    | GES40  | Harvey Construction - Application #5                       |
| 6/30/2018                    | GES43  | Harvey Construction - Application #6 (ck date 7/19/2018)   |
| 8/23/2018                    | GES47  | Harvey Construction - Application #7                       |
| 9/20/2018                    | GES53  | Harvey Construction - Application #8                       |
| 10/11/2018                   | GES55  | Harvey Construction - Application #9                       |
| 11/15/2018                   | GES64  | Harvey Construction - Application #10                      |
| 12/27/2018                   | GES67  | Harvey Construction - Application #11                      |
| 1/24/2019                    | GES72  | Harvey Construction - Application #12                      |
| 2/21/2019                    | GES77  | Harvey Construction - Application #13                      |
| 3/21/2019                    | GES82  | Harvey Construction - Application #14                      |
| 4/18/2019                    | GES90  | Harvey Construction - Application #15                      |
| 5/16/2019                    | GES96  | Harvey Construction - Application #16 (released retainage) |
| 9/19/2019                    | GES125 | Harvey Construction - Application #19 (released retainage) |
|                              |        | \$ 380.00                                                  |
|                              |        | \$ 13,555.77                                               |
|                              |        | \$ 16,812.41                                               |
|                              |        | \$ 14,642.66                                               |
|                              |        | \$ 23,446.03                                               |
|                              |        | \$ 44,885.29                                               |
|                              |        | \$ 43,499.41                                               |
|                              |        | \$ 35,128.33                                               |
|                              |        | \$ 25,727.59                                               |
|                              |        | \$ 13,296.05                                               |
|                              |        | \$ 8,809.50                                                |
|                              |        | \$ 8,328.14                                                |
|                              |        | \$ 12,972.64                                               |
|                              |        | \$ 14,588.88                                               |
|                              |        | \$ 17,479.36                                               |
|                              |        | \$ (146,776.03)                                            |
|                              |        | \$ (146,776.03)                                            |
| <b>Total Retainage Held:</b> |        | <b>\$ -</b>                                                |

# TITLE XV EDUCATION

## CHAPTER 197 SCHOOL MEETINGS AND OFFICERS

### School Meetings

#### Section 197:2

**197:2 Special.** – A special meeting of a school district shall be held whenever, in the opinion of the school board, there is occasion therefor, or whenever 50 or more voters, or 1/4 of the voters of the district, whichever is less, shall have made written application to the school board therefor, setting forth the subject matter upon which action is desired. No special school district meeting shall be held in conjunction with the biennial election, except when a special school district meeting has been approved by the court and a school district has adopted the official ballot referendum form of meeting pursuant to RSA 40:14.

**Source.** RS 70:4. CS 74:2. GS 79:3. GL 87:3. PS 90:2. 1921, 85, V:2. PL 120:2. RL 139:2. RSA 197:2. 1969, 104:9. 1991, 370:6. 2005, 83:1, eff. Aug. 6, 2005.

State of New Hampshire

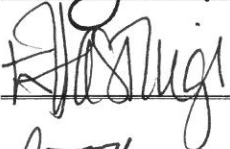
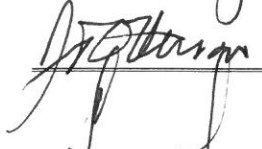
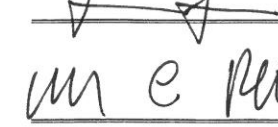
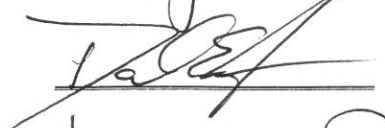
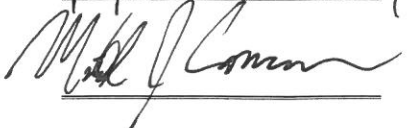
PETITION FOR SPECIAL MEETING

To the Dover, NH SAU 11 School District:

Pursuant to RSA 197:2, we, the undersigned duly registered voters within the Dover School District, in the town of Dover {Barrington & Nottingham}, New Hampshire, hereby make application to our School Board to warn a Special Meeting to act upon the following question:

“To see if the voters of the SAU 11 Dover School District will vote to adopt the following provisions pertaining to requirements to wear face coverings within the Dover School District; (a) The use of face coverings shall be optional for all students at the sole discretion of their parent or guardian, (b) the use of face coverings shall be optional for any employees and visitors on school district facilities and attending school sanctioned events.”

|   | Print Name              |                       | Signature                |
|---|-------------------------|-----------------------|--------------------------|
| 1 | <u>Laura Morreale</u>   | <u>11 Cushing St</u>  | <u>Laura Morreale</u>    |
| 2 | <u>Carolyn Carr</u>     | <u>11 Lucy Lane</u>   | <u>Carolyn Carr</u>      |
| 3 | <u>Jaime Berggren</u>   | <u>123 Durham Rd</u>  | <u>Jaime D. Berggren</u> |
| 4 | <u>JAMES ALBIES</u>     | <u>11 LUCY LANE</u>   | <u>James Albies</u>      |
| 5 | <u>Chris Lawrence</u>   | <u>117 Silver ST</u>  | <u>Chris Lawrence</u>    |
| 6 | <u>D. Zach Woodward</u> | <u>11 Cushing St</u>  | <u>Zach Woodward</u>     |
| 7 | <u>Meg Maroni</u>       | <u>81 Belknap St.</u> | <u>Meg Maroni</u>        |
| 8 | <u>William Maroni</u>   | <u>81 Belknap St</u>  | <u>William Maroni</u>    |

|    |                            |                                       |                                                                                              |
|----|----------------------------|---------------------------------------|----------------------------------------------------------------------------------------------|
| 9  | <u>BENJAMIN JOHNSON</u>    | <u>52 SANDPIPER DR DOVER, NH</u>      | <u></u>   |
| 10 | <u>April Cowper</u>        | <u>94 Watson Rd. Dover, NH</u>        | <u></u>   |
| 11 | <u>Maritza Corniveau</u>   | <u>33 Watson Rd, Dover, NH</u>        | <u>Maritza Corniveau</u>                                                                     |
| 12 | <u>Madeline O'Reilly</u>   | <u>60 Fourth St. Dover, NH</u>        | <u></u>   |
| 13 | <u>Emily Lyon</u>          | <u>38 Fieldstone Dr. Dover, NH</u>    | <u></u>   |
| 14 | <u>Scott Peterson</u>      | <u>7 Capital Dr Dover, NH</u>         | <u></u>   |
| 15 | <u>JULIE PORTER</u>        | <u>300 Island Dover NH</u>            | <u></u>   |
| 16 | <u>Don Porter</u>          | <u>30 Island Dover NH</u>             | <u>Don Porter</u>                                                                            |
| 17 | <u>Kathleen Cintavey</u>   | <u>5 Olive Meadow Lane, Dover, NH</u> | <u>Kathleen Cintavey</u>                                                                     |
| 18 | <u>Sally Staude</u>        | <u>21 Sierra Hill Dr</u>              | <u>Sally Staude</u>                                                                          |
| 19 | <u>Elaine Hastings</u>     | <u>7 Erik Drive</u>                   | <u></u> |
| 20 | <u>Jonathan Offerson</u>   | <u>11 Gladota Way</u>                 | <u></u> |
| 21 | <u>Channing Lyon</u>       | <u>38 Fieldstone Dr</u>               | <u></u> |
| 22 | <u>Brian Pettee</u>        | <u>35 prospect st.</u>                | <u>Brian Pettee</u>                                                                          |
| 23 | <u>Sheely Pettee</u>       | <u>35 prospect st</u>                 | <u>Sheely Pettee</u>                                                                         |
| 24 | <u>DAWZELLE JOHNSTON</u>   | <u>312 Long Hill Rd</u>               | <u></u> |
| 25 | <u>KENNAMARIE JOHNSTON</u> | <u>312 LONG HILL RD</u>               | <u>Kennamarie Johnston</u>                                                                   |
| 26 | <u>Mike Comeau</u>         | <u>50 Dover Point Rd</u>              | <u></u> |

- |    |                            |                           |                            |
|----|----------------------------|---------------------------|----------------------------|
| 27 | <u>Olga Comeau</u>         | <u>50 Dover Point Rd</u>  | <u>Olga Comeau</u>         |
| 28 | <u>Kip Leonard</u>         | <u>95 Henry law ave</u>   | <u>Kip</u>                 |
| 29 | <u>Andrew Gervais</u>      | <u>80 Toland Rd</u>       | <u>Carl Do</u>             |
| 30 | <u>Colby Bulls</u>         | <u>1 Newport Rd</u>       | <u>Colby</u>               |
| 31 | <u>Anthony Holmes</u>      | <u>1 Newport Rd</u>       | <u>Anthony Holmes</u>      |
| 32 | <u>Kristy Noel</u>         | <u>3 Newport Rd</u>       | <u>Kristy Noel</u>         |
| 33 | <u>Chris Hitchcock</u>     | <u>3 Hillcrest Dr</u>     | <u>Chris</u>               |
| 34 | <u>Larry Hitchcock</u>     | <u>64 Maple St.</u>       | <u>Larry</u>               |
| 35 | <u>Michelle Ronthouska</u> | <u>4 Mohawk Dr Dover</u>  | <u>Michelle Ronthouska</u> |
| 36 | <u>Jeff Ronthouska</u>     | <u>4 Mohawk Dr. Dover</u> | <u>Jeff</u>                |
| 37 | <u>Michael Callahan</u>    | <u>1456 Garrison Rd</u>   | <u>Michael</u>             |
| 38 | <u>Kathleen Callahan</u>   | <u>145 Garrison Rd.</u>   | <u>KM</u>                  |
| 39 | <u>Matthew Short</u>       | <u>160 Back Rd</u>        | <u>Matthew</u>             |
| 40 | <u>Jessica Sances</u>      | <u>408 Piscataqua Rd</u>  | <u>Jessica</u>             |
| 41 | <u>Michael Kilday</u>      | <u>16 Pearl Street</u>    | <u>Michael</u>             |
| 42 | <u>GREGG SESSLER</u>       | <u>117 SILVER ST</u>      | <u>Gregg</u>               |
| 43 | <u>Shannon Bissonnette</u> | <u>6 Stocklan Circle</u>  | <u>Shannon</u>             |
| 44 | <u>Jeff Bissonnette</u>    | <u>6 Stocklan Circle</u>  | <u>Jeff</u>                |

45

Joseph PRICE

14 SAMUEL HANSON AVE



46

MIKE LEE

174 HENRY LAW AVE



47

Wendy Lee

174 Henry Law Ave



48

melissa PRICE

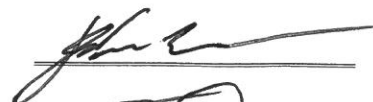
14 Samuel Hanson Ave



49

Jordan Chambers

56 Durham rd unit 20



50

Timothy SAVAGEAU

56 DURHAM RD #13



**To: Dover School Board Members**  
**From: Patty Driscoll, Horne Street School Principal**  
**Date: September 30, 2021**  
**Re: Horne Street School Renaming**

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I have been working with the Hopkins family regarding the name change for Horne Street School. I would like to propose the following name to the School Board:

**Frances G. Hopkins Elementary School at Horne Street**

The following would be used to refer to the school (when answering the phone, etc.) **“FGH Horne Street”**

As per School Board policy, the renaming will take place for the beginning of the 2022-2023 school year. Plans will be developed for a renaming ceremony.

Thank you,

Patty



## (FY23) BUDGET PREPARATION ADOPTION SCHEDULE (10/04/21)

| DATE             | DESCRIPTION                                                                                                               |
|------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>2021 –</b>    | Administration Review                                                                                                     |
| October 4        | School Board to approve the FY23 Budget Adoption Schedule, set priorities, assumptions, and process                       |
| October 29       | Deadline for administrators to submit proposed budget data in IVEE and New Staff Request forms to the Business Office     |
| November 2-4     | School/Department Review – SPED, TECH, Curriculum, Facilities, Business Administrator, Superintendent, and Building Admin |
| November 9-12    | Business Administrator formatting final budget docs for department-based tax-cap analysis.                                |
| November 16      | Cabinet receives program wage & non-wage budget detail with tax cap analysis.                                             |
| November 28      | Leadership Team Review for Board Proposal                                                                                 |
| December 2       | Deadline for all remaining budget revisions                                                                               |
| December 13      | Superintendent to present Proposed Budget to School Board                                                                 |
| <b>2022 –</b>    | School Board Review                                                                                                       |
| January 3        | School Board Budget Workshop (1/2 of presentations)                                                                       |
| January 10       | School Board Meeting-remaining presentations                                                                              |
| January 18 (Tue) | Budget Workshop                                                                                                           |
| January 24       | Budget Workshop                                                                                                           |
| January 31       | School Board Meeting to Adopt Budget                                                                                      |
| February 7       | School Board Meeting to Adopt Budget – Backup Date                                                                        |
| February 14      | School Budget due to City Manager – Tentative Date                                                                        |
| April 6          | Supt to present Proposed Budget to City Council – Tentative Date                                                          |
| April 13         | School Budget Public Hearing – Tentative Date                                                                             |
| May - TBD        | City Budget (including School Budget) Adoption                                                                            |



# DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

## DOVER SCHOOL DISTRICT COVID-19 DECISION MATRIX

**Decision Matrix:** Recommendations for use of facemasks indoors based on the level of community transmission and COVID-19 transmission within a facility.

|                       |                                                          | Level of Community Transmission |            |             |
|-----------------------|----------------------------------------------------------|---------------------------------|------------|-------------|
|                       |                                                          | Minimal                         | Moderate   | Substantial |
| Cases Within Facility | Sporadic cases without evidence of facility transmission | Optional*                       | Optional*  | Universal+  |
|                       | Single Cluster                                           | Targeted                        | Targeted   | Universal+  |
|                       | Multiple clusters or a larger outbreak                   | Universal+                      | Universal+ | Universal+  |

*\*Face masks still recommended for people who want maximal protection for themselves or others (e.g., a household member who is unvaccinated or medically vulnerable)*

*+Exceptions can be made for classrooms/schools that have achieved a high vaccination rate (e.g., high-school), or where other prevention measures can be strictly implemented (e.g., 6 feet of physical distancing)*

**DOVER SCHOOL DISTRICT**  
**Condition of Accounts - September 30, 2021**

| DISTRICT-WIDE Expenditures                                   |                                           |                      |                     |                      |                      |                     |
|--------------------------------------------------------------|-------------------------------------------|----------------------|---------------------|----------------------|----------------------|---------------------|
| Account                                                      | Description                               | Budget               | YTD Transactions    | Balance              | Encumbrance          | Budget Balance      |
| 1100                                                         | REGULAR EDUCATION PROGRAMS                | \$ 22,642,374        | \$ 1,701,051        | \$ 20,941,323        | \$ 20,568,709        | \$ 372,613          |
| 1200                                                         | SPECIAL EDUCATION PROGRAMS                | \$ 15,109,962        | \$ 1,574,911        | \$ 13,535,051        | \$ 12,760,339        | \$ 774,712          |
| 1300                                                         | VOCATIONAL EDUCATION PROGRAMS             | \$ 2,561,623         | \$ 191,997          | \$ 2,369,625         | \$ 1,738,887         | \$ 630,738          |
| 1400                                                         | OTHER EDUCATIONAL PROGRAMS                | \$ 739,826           | \$ 65,819           | \$ 674,008           | \$ 496,517           | \$ 177,491          |
| 1600                                                         | ADULT/CONTINUING EDUCATION PROGRAMS       | \$ 225,968           | \$ 50,147           | \$ 175,821           | \$ 177,464           | \$ (1,643)          |
| 2100                                                         | SUPPORT SERVICES - Students               | \$ 4,929,348         | \$ 423,986          | \$ 4,505,362         | \$ 4,017,408         | \$ 487,954          |
| 2200                                                         | SUPPORT SERVICES - Instructional Staff    | \$ 1,645,780         | \$ 187,045          | \$ 1,458,734         | \$ 962,637           | \$ 496,097          |
| 2300                                                         | SUPPORT SERVICES - General Admin.         | \$ 1,545,713         | \$ 289,472          | \$ 1,256,241         | \$ 984,676           | \$ 271,565          |
| 2400                                                         | SUPPORT SERVICES - School Admin.          | \$ 3,118,039         | \$ 594,756          | \$ 2,523,283         | \$ 2,406,455         | \$ 116,828          |
| 2600                                                         | SUPPORT SERVICES - Operation Maint/Plant  | \$ 5,125,976         | \$ 994,261          | \$ 4,131,716         | \$ 3,771,905         | \$ 359,811          |
| 2700                                                         | SUPPORT SERVICES - Student Transportation | \$ 3,374,104         | \$ 18,137           | \$ 3,355,967         | \$ 3,558,762         | \$ (202,795)        |
| 2800                                                         | SUPPORT SERVICES - Centralized Services   | \$ 1,389,702         | \$ 328,454          | \$ 1,061,248         | \$ 602,496           | \$ 458,752          |
| 2900                                                         | SUPPORT SERVICES - Other                  | \$ 24,342            | \$ 4,196            | \$ 20,146            | \$ -                 | \$ 20,146           |
| 5200                                                         | FUND TRANSFERS OUT                        | \$ 814,573           | \$ -                | \$ 814,573           | \$ -                 | \$ 814,573          |
| 47190                                                        | SCHOOL DEBT - Principal & Interest        | \$ 6,439,335         | \$ -                | \$ 6,439,335         | \$ 6,439,335         | \$ -                |
| <b>TOTAL GENERAL FUND EXPENDITURES:</b>                      |                                           | <b>\$ 69,686,665</b> | <b>\$ 6,424,233</b> | <b>\$ 63,262,432</b> | <b>\$ 58,485,589</b> | <b>\$ 4,776,842</b> |
| <b>TOTAL FOOD SERVICES EXPENDITURES:</b>                     |                                           | <b>\$ 1,650,000</b>  | <b>\$ 12,171</b>    | <b>\$ 1,637,829</b>  | <b>\$ 1,587,691</b>  | <b>\$ 50,138</b>    |
| <b>TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:</b> |                                           | <b>\$ 5,667,781</b>  | <b>\$ 1,158,773</b> | <b>\$ 4,509,008</b>  | <b>\$ 2,575,330</b>  | <b>\$ 1,933,678</b> |
| <b>Summarized Condition of District Expenditures:</b>        |                                           | <b>\$ 77,004,446</b> | <b>\$ 7,595,178</b> | <b>\$ 69,409,268</b> | <b>\$ 62,648,610</b> | <b>\$ 6,760,658</b> |

| DISTRICT-WIDE Revenue                                   |                                          |                      |                     |                      |             |                      |
|---------------------------------------------------------|------------------------------------------|----------------------|---------------------|----------------------|-------------|----------------------|
| Account                                                 | Description                              | Budget               | YTD Transactions    | Balance              | Encumbrance | Budget Balance       |
| 01314.3390                                              | TUITION - SUMMER SCHOOL, ELEME           | \$ 5,000             | \$ -                | \$ 5,000             | \$ -        | \$ 5,000             |
| 01314.3390                                              | TUITION - SUMMER SCHOOL, DHS             | \$ 1,500             | \$ -                | \$ 1,500             | \$ -        | \$ 1,500             |
| 01321.3390                                              | TUITION - OTHER NH DISTRICTS             | \$ 40,417            | \$ -                | \$ 40,417            | \$ -        | \$ 40,417            |
| 01321.3390                                              | TUITION - BARRINGTON                     | \$ 2,596,147         | \$ -                | \$ 2,596,147         | \$ -        | \$ 2,596,147         |
| 01321.3390                                              | TUITION - NOTTINGHAM                     | \$ 1,881,216         | \$ 50,000           | \$ 1,831,216         | \$ -        | \$ 1,831,216         |
| 01321.3390                                              | TUITION - PRESCHOOL PROGRAM              | \$ 10,000            | \$ 2,340            | \$ 7,660             | \$ -        | \$ 7,660             |
| 01321.3390                                              | TUITION - BELLAMY ACADEMY                | \$ 81,690            | \$ -                | \$ 81,690            | \$ -        | \$ 81,690            |
| 01322.3390                                              | TUITION - SPED AIDES                     | \$ 275,000           | \$ -                | \$ 275,000           | \$ -        | \$ 275,000           |
| 01323.3390                                              | TUITION - CTE-NH DISTRICTS               | \$ 115,000           | \$ -                | \$ 115,000           | \$ -        | \$ 115,000           |
| 01333.3390                                              | TUITION - CTE-OUT OF STATE DIST          | \$ 35,000            | \$ -                | \$ 35,000            | \$ -        | \$ 35,000            |
| 01420.3410                                              | ATHLETIC TRANSPORTATION DMS              | \$ 30,000            | \$ -                | \$ 30,000            | \$ -        | \$ 30,000            |
| 01420.3410                                              | ATHLETIC TRANSPORTATION DHS              | \$ 104,000           | \$ 150              | \$ 103,850           | \$ -        | \$ 103,850           |
| 01990.3599                                              | OTHER LOCAL REVENUE DW                   | \$ 38,000            | \$ -                | \$ 38,000            | \$ -        | \$ 38,000            |
| 03190.3700                                              | STATE ADEQUATE EDUCATION GRANT           | \$ 10,747,452        | \$ 2,150,137        | \$ 8,597,315         | \$ -        | \$ 8,597,315         |
| 03210.3700                                              | SCHOOL BUILDING AID                      | \$ 389,462           | \$ -                | \$ 389,462           | \$ -        | \$ 389,462           |
| 03230.3700                                              | SPECIAL EDUCATION AID (CATASTROPHIC AID) | \$ 1,075,000         | \$ -                | \$ 1,075,000         | \$ -        | \$ 1,075,000         |
| 03241.3700                                              | CTE TUITION AID                          | \$ 364,552           | \$ -                | \$ 364,552           | \$ -        | \$ 364,552           |
| 03242.3700                                              | CTE TRANSPORTATION AID                   | \$ 2,500             | \$ -                | \$ 2,500             | \$ -        | \$ 2,500             |
| 03290.3700                                              | OTHER RESTRICTED STATE AID               | \$ -                 | \$ -                | \$ -                 | \$ -        | \$ -                 |
| 04210.3599                                              | INDIRECT COST ALLOCATION                 | \$ 85,000            | \$ 2,440            | \$ 82,560            | \$ -        | \$ 82,560            |
| 04220.3599                                              | ABE ALLOCATION                           | \$ 45,918            | \$ -                | \$ 45,918            | \$ -        | \$ 45,918            |
| 04310.3311                                              | IMPACT AID                               | \$ 6,000             | \$ -                | \$ 6,000             | \$ -        | \$ 6,000             |
| 04580.3311                                              | MEDICAID DISTRIBUTION                    | \$ 250,000           | \$ 33,139           | \$ 216,861           | \$ -        | \$ 216,861           |
| 05251.3918                                              | FUND TRANSFERS IN                        | \$ -                 | \$ -                | \$ -                 | \$ -        | \$ -                 |
| <b>TOTAL GENERAL FUND REVENUE:</b>                      |                                          | <b>\$ 18,178,854</b> | <b>\$ 2,238,206</b> | <b>\$ 15,940,648</b> | <b>\$ -</b> | <b>\$ 15,940,648</b> |
| <b>TOTAL FOOD SERVICES FUND REVENUE:</b>                |                                          | <b>\$ 1,650,000</b>  | <b>\$ 2,744</b>     | <b>\$ 1,647,256</b>  | <b>\$ -</b> | <b>\$ 1,647,256</b>  |
| <b>TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:</b> |                                          | <b>\$ 5,591,970</b>  | <b>\$ 302,303</b>   | <b>\$ 5,289,667</b>  | <b>\$ -</b> | <b>\$ 5,289,667</b>  |
| <b>Summarized Condition of District Revenue:</b>        |                                          | <b>\$ 25,420,824</b> | <b>\$ 2,543,253</b> | <b>\$ 22,877,571</b> | <b>\$ -</b> | <b>\$ 22,877,571</b> |

|                                        | Budget             | Actual + Enc           |
|----------------------------------------|--------------------|------------------------|
| General Fund Supporting Revenue Total: | \$ 18,178,854      | \$ 2,238,206           |
| State Wide Property Tax:               | \$ 7,093,652       | \$ 7,093,652           |
| Local Property Tax:                    | \$ 44,412,854      | \$ 44,412,854          |
| TOTAL GF Revenue:                      | \$ 69,685,360      | \$ 53,744,712          |
| TOTAL GF Expenditure:                  | \$ (69,686,665)    | \$ (64,909,823)        |
| <b>Ending GF Fund Balance:</b>         | <b>\$ (1,305)</b>  | <b>\$ (11,165,110)</b> |
| TOTAL FS Revenue:                      | \$ 1,650,000       | \$ 2,744               |
| TOTAL FS Expenditures:                 | \$ (1,650,000)     | \$ (1,599,862)         |
| <b>Ending FS Fund Balance:</b>         | <b>\$ -</b>        | <b>\$ (1,597,118)</b>  |
| TOTAL Other SR Fund Revenue:           | \$ 5,591,970       | \$ 302,303             |
| TOTAL Other SR Fund Expenditures:      | \$ (5,667,781)     | \$ (3,734,103)         |
| <b>Ending Grant Fund Balance:</b>      | <b>\$ (75,810)</b> | <b>\$ (3,431,800)</b>  |



# DOVER SCHOOL DISTRICT

## EMPOWERING ALL LEARNERS!

### **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 approving the resignations/retirements as listed.

**Leaves of Absence** – None

**Job Shares** – None

**Nominations** – I recommend approving the nominations as listed for (a) DTU Nominations and (b) DPA Nominations

**Extended Trips** – None

**Donations** – I recommend approving the nomination presented.

#### **I. POLICY – CHANGES – PROPOSALS:**

The Board has received a chart indicating the revised policies and new policies recommended by the New Hampshire School Boards Association (NHSBA). Many of the revisions and new policies are based on recent laws passed by the New Hampshire State Legislature. The Board will be presented a series of Board Policies starting in October through December. The policies will require a first and second reading. The policies being presented in the October Board Agenda will receive their first reading in October and second reading in November followed by the Board acting on the recommended policies.

There is one exception to this pattern. JICD – Student Discipline and Due Process was adopted in July 2021 to align with the requirements of the state statute. The New Hampshire School Boards Association has recommended a language change that is noted in the revised policy. This policy is listed under Policy Adoption. It is recommended for the Board to waive the first reading and conduct the second reading with action by the Board. The rationale is that the policy is to be operational as of July 1, 2021.

The following policies are being proposed for the Board's first reading:

1. **BA – School Board By-Laws – First Reading Revised Policy:** Updated to reflect two-year term of Board members.
2. **BEC – Non-Public Sessions – First Reading New Policy:** Elements of sample policy BEC that were specific to non-public minutes were moved to sample policy BEDG such that all minutes provisions are in one comprehensive sample policy. Additional changes include language clarifying on the one hand that non-public sessions may only occur during a public meeting, on the other hand may occur even if there is no reference on the meeting notice or agenda that such a session might occur. Final revisions include reference to Ed 303.01 directing Boards to

require the presence of the Superintendent/designee at Board meetings, as well as a reminder that information discussed in non-public is confidential.

3. **BEDG – Meeting Minutes – First Reading Revised Policy:** Much of the content in sample policy BEDG reflects requirements of the New Hampshire’s Right to Know Law. The elements of the policy that are best practice recommendations use language that is permissive (e.g., “should”) rather than mandatory (e.g., “shall”, “must” or “will”). Additional revisions include merged minute sections regarding non-public sessions from sample policy BEC and also include references reflecting 2021 amendments to RSA 91-A:3.
4. **EBCA – Crisis Prevention & Emergency Response Plans – First Reading Revised Policy:** Paragraph 4 of sample policy has been revised to include reference to Sports Injury Emergency Plan as required by RSA 200:40-c (2021 N.H. Laws Chapter 210). See also new related policy JLCJA. Any additional changes were to related policies and legal references.
5. **GBCD – Background Investigation and Criminal Records Check – First Reading Revised Policy:** Revisions include addition of “designee” language in Section F to reflect 2021 amendments to RSA 189:13-a, and also to clarify prohibition of employing applicant who has been charged pending disposition or convicted of a Section V offense.
6. **IGE – Parental Objections to Specific Course Materials – First Reading Revised Policy:** Revisions include: (i) reference to RSA 193:40 “Prohibition on Teaching Discrimination” enacted in 2021, (ii) modifying language regarding minimum state standards to track language of 186:11, IX-c; (iii) addition of related policies; and (iv) revising provision regarding human sexual education to better track the statutory language. *Current district policy code for this subject matter is policy code IGEA. We are requesting to change the code to IGE to align with the NHSBA policy code.*
7. **IGEA – Curriculum Guides and Course Outlines – First Reading Revised Policy:** NHSBA recommended revisions to policy IGE (above). The District currently has policy IGE, titled-Curriculum Guides and Course Outlines. *To align with the NHSBA policy codes, we are requesting to change the current district policy IGE to policy IGEA.*
8. **IHBG – Home Education Instruction and Access to Curricular and Co-Curricular Programs – First Reading Revised Policy:** Revised generally in order to align with 2020 changes to Ed 315. Under the revised rules (and policy) the parent now selects a “participating agency” at the outset of the home education program. The rules also clarify that the choice of participating agency in large measure controls the District’s function and obligations relative to evaluation, record keeping and reporting. The rules and policy revisions also clarify that the District may charge a fee for most evaluation services (other than state or district assessments). Changes have been made to all applicable sections of this policy
9. **JCA – Change of Class or School Assignment Best Interests and Manifest Hardship – First Reading New Policy:** Revisions reflect 2021 amendments to RSA 193:3, I-II, & VI (HB388) which (i) expanded allowable best interest and manifest hardship re-assignments to include “approved” private schools (irrespective of whether sectarian), and (ii) added language to 193:3, IV clarifying that if denial of a manifest hardship assignment is based upon a child’s disability, a complaint may be filed with the N.H. Human Rights Commission.
10. **JEC – Change of School or Assignment-Manifest Educational Hardship – First Reading Withdrawn Policy:** Former policy JEC, which was specific to Manifest Educational Hardship reassignments, is withdrawn, and combined with related policy JCA.
11. **JLCJA – Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation – First Reading New Policy:** Created to facilitate compliance with RSA 200:40-c, as enacted by

passage of SB 148 Part III, which requires the creation of emergency plans for sports related injuries, protocols for gathering health records from student-athletes engaging in sports, and procedures overseeing return to play following injury. Newly enacted RSA 200:40-c requires an emergency plan for sports related injuries for school districts with any grades 4-12. It is optional for grades PreK – 3.

**J. POLICY ADOPTION:**

1. **JICD – Student Discipline and Due Process – First and Second Reading – Revised Policy:** In March 2021, NHSBA released an update to sample policies JIC and JICD, among others. The updates to those two policies were necessary due to 2020 amendments to RSA 193:13 relative to student discipline. In the editing process for the revisions to sample JICD, important language was deleted from JICD section 7, regarding the grounds set forth in RSA 193:13 (as amended 2020) permitting an expulsion. In early July, NHSBA replaced both the policy database rtf version of sample JICD, as well as the Word version found in the Dropbox folder for the 2021 special update, with the corrected version of sample JICD. This screenshot shows the redline revisions made in July 2021 to the March 2021 sample JICD.

**“Expulsion”** means the complete denial of a pupil’s attendance at school for any of the reasons listed in RSA 193:13, II and IV, ~~An expulsion may be for either a stated duration or permanent.~~

a. Grounds for Expulsion. ~~Any pupil may only be expelled by the School Board, and only for the following grounds.~~ **An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:**

A repetition of an act that warranted long term suspension under section B.6.b, above;

Because the grounds for expulsion are established by statute and are “jurisdictional”, it is important that the local policy include the corrected language. We recommend that districts which had updated JICD with the earlier (March 2021) version, place the corrected revision on their next Board meeting agenda, with a motion to suspend the normal two reading process, followed by a motion to adopt the version as corrected. Districts which have not yet updated their policy are advised to do so as soon as possible. The 2020 amendments to RSA 193:13 were in full effect as of July 1, 2021, and greatly modify both the acceptable reasons and the required procedures relative to suspensions and expulsions.

**K. RESOLUTIONS:**

1. Resolution – FY2021-2022 Closeout of Garrison Elementary School Construction Project: The adoption of the resolution will result in three actions:
  - The Final Financial Report of the Garrison Elementary School Construction Joint Building Committee be received and acknowledged as attached in the Background of this resolution; and
  - The dissolution of the Garrison Elementary School Construction Joint Building Committee be acknowledged.
  - The amount of \$38,562.63 of unexpected bond proceeds be hereby reprogrammed from the Garrison Elementary School Construction project to the Dover High School Construction. Details are indicated in the resolution.

Superintendent recommends the Board approve the resolution.

**L. OLD BUSINESS: None**

#### **M. NEW BUSINESS:**

1. **Petition Submitted by Dover Citizens Regarding Face Coverings:** From the District's legal counsel: The petition was brought pursuant to RSA 197, which is the law that governs school districts that have annual meetings to vote on their budget. In Dover, the city has a city charter that states that the school district is a subdivision of the city. Therefore, RSA 197 does not apply to the Dover School Board.
2. **Renaming of Horne Street School:** Horne Street School Principal Patty Driscoll has been working with the family of Frances Hopkins to discuss the renaming of Horne Street School in her honor. They would like to request that Horne Street School's name be changed to "Frances G. Hopkins Elementary School at Horne Street". The name would be referred to as "FGH Horne Street" when answering phones, etc.
3. **Fiscal Year 2023 Budget Timeline:** Michael Limanni, Business Administrator has developed the proposed budget timeline for Fiscal Year 2023. The superintendent recommends the Board provide feedback and move to approve the plan.
4. **Review of the COVID-19 Metric and Identify Level of Restrictions:** The COVID-19 Metric will be reviewed and based on the rubric data, the Board will need to set the level of COVID-19 restrictions.
5. **Condition of Accounts:** Michael Limanni, Business Administrator will review the Condition of Accounts.

#### **N. SUBMISSION AND PAYMENT OF BILLS**

#### **O. SUPERINTENDENT'S REPORT**

**The following is for the month of September 2021:**

- **Weekly Review for Monday, August 30 through Friday, September 3:** The following is the highlights of the week:

Teachers returned on Monday, August 30. The opening session was held in the DHS Auditorium starting at 8 a.m. The General Assembly went well due to the variety of participants that helped plan and implement the event. Peter Wotton served as the MC. The opening exercises were provided by the DHS Marching Band and the NJROTC. Amanda Russell, Board Chair, presented a welcoming message to faculty and staff. The District recognized the Teacher of the Year for 2019-2020, Jeffrey Leaf, as well as Teacher of the Year for 2020-2021, MJ Hipperrn. In addition, the District recognized teachers for their 25 years of service with the Dover School District – Kimberly Conrad, Peter Driscoll, Constance Myers, Lisa Simko, and Peter Wotton. Jackie Hansen and Ruth Winders were recognized for their 30 years of service. A special feature of the morning was a rap presented by Aaron Ward, Garrison School Dean.

Keynote address featured the superintendent, instructional coaches, and teachers. The focus was on the District's vision, beliefs, and the practices of high expertise teachers. The Board was provided a brief outline of what was presented. The program concluded with the reading of the Boy and the Sea by Camille Andros and Amy Bates.

Teachers had workdays on Monday, August 30 and Tuesday, August 31. On August 31, Dover High School hosted the freshmen and sophomores for half-day orientation. Transportation was provided. Dover Middle School hosted an orientation for fifth grade students, and the three elementary schools held Kindergarten Camp Explore.





On Thursday, September 23, the Equity Vision Keepers held their first meeting at the McConnell Center. There were six members in attendance. Ted Hall facilitated the meeting. The following were the agenda items:

- Why do you want to work with Equity Vision Keepers?
- Review of the purpose of the Equity Vision Keepers Committee?
- Update on the district's work on equity, including the impact of House Bill 2 that includes a prohibition on teaching divisive concepts.
- How can we expand the work of the Equity Vision Keepers to the Dover Schools and Community?

On Thursday, September 23, the Medical Advisory Council was reconvened. The following was included on the agenda:

- **Epidemiological Update from Dr. Harvey.** (1) Community spread rates are higher than before and expected to surge. (2) Vaccinations for children will be soon and likely by the end of October or early November.
- **Public Health Update from Scott Schuler.** (1) Ages 5-11 is up next for vaccinations. (2) NH State legislature might prevent federal funds being used to roll out the vaccination. This would impact staffing clinics. Dover Fire would find a way if shots are available. NH legislature wants families to go to private companies and not dependent on the state for vaccination. (3) Drive through clinics might be the delivery model. (4) ICU beds are strained in local hospitals. Beds in hospitals are more dependent on staffing than open availability. (5) Cases are increasing in Strafford County.
- **Pediatric/Providers Update.** (1) Average approx. 60 tests/day at Dover pediatrics. Staffing issue. (2) Dover pediatrics would like to see more emphasis on having students in school. (3) Dr. Small: Students are getting tested at Dover Pediatrics to go to school due to symptoms. Can school nurses do the testing? NH has a process for schools to be testing centers but there is significant red tape, forms, etc. Staffing is an issue for school nurses to take on testing. (4) From Scott S: "Testing and lack of test availability is a significant issue. The state is contracting 4 different testing sites in the state, one of which is in Seacoast PHN. I'm pushing hard for that to be in the Newington/Rt.1 Portsmouth area to make it accessible for Strafford. Contractor has to commit to put 1400 people through a day. (5) Home kits are not available due to lack of supply. More supply might be coming but will it come in time? Dover Pediatrics might run out of test kits. (6) Pool testing brought up. Other school districts are trying it. Feedback is coming in from these districts. (7) A negative test is a negative so if a provider is saying to stay out, it should only be for those still with symptoms.
- **District.** Question and answer to seek further clarification on protocols.

Christine Boston and I are still working to develop a plan to implement SASS. Two companies have been interviewed. Convenient MD appears to be the best match with their team assuming most of the responsibility for all the logistics except for student supervision. Student supervision is the stumbling block for the elementary schools. It is having enough hands-on deck with minimal disruption to the learning that is the stumbling block at the elementary schools.

- **Weekly Review for Monday, September 27 through Friday, October 1:** Students have completed 15 instructional days of the 2021-2022 school year. In addition, Dover High School has been celebrating Homecoming Week with the highlight of homecoming football game on Friday and outdoor dance on Saturday.

### **SUMMER LEARNING REPORT**

Paul Glynn, Assistant Superintendent of Teaching and Learning, has prepared a report on the *2021 Summer Learning Program*. Ms. Glynn will be available for questions from the board members.