



DOVER SCHOOL DISTRICT

# DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #5  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, May 14, 2012**  
Meeting Time: **7:00 pm**

Vice Chairperson Amanda Russell called a meeting of the Dover School Board to order on Monday, May 14, at 7:05 p.m. in the McConnell Center Media Center.

**A. ROLL CALL:** Present were Betsey Andrews Parker, Amanda Russell, Doris Grady, Kathy Baker, Paul Butler and Ken Appel. Rocky D’Andrea was absent.

Also present were; Superintendent Jean Briggs Badger; Woodman Park School Principal Patrick Boodey; DMS Co-Principal Kim Lyndes, DHS Principal Christine Boston; DTU President Deb Hackett, Special Education Director Sandie Crosson, Horne Street Principal Mal Forsman, Garrison Principal Dustin Gray, Federal Projects Director Paula Glynn, Alt School Director Mike Russo, DHS Dean of Students Kim Stephens, Vicki Hebert and Fosters.

**B. PLEDGE OF ALLEGIANCE:** Ken Appel led the Pledge of Allegiance.

Kathy Baker moved, Betsey Andrews Parker seconded moving up item L. 1 in the agenda. An oral **VOTE PASSED 6/0.**

**L. RESOLUTIONS:**

**1. Resolution of Recognition**

***Emma Ciereszynski – NH State Spelling Bee Winner***

**WHEREAS** *Emma Ciereszynski, Dover Middle School 8<sup>th</sup> grade student was the winner of the New Hampshire State Spelling Bee on March 3, 2012, and*

**WHEREAS** *Emma came in first in the Written Round and won the Oral Round out of one hundred and ninety participants, and*

**WHEREAS** *Emma will now proceed to be a participant in the June 2012 National Spelling Bee, and*

**WHEREAS** *Emma has brought great pride, recognition, enthusiasm, and honor to herself, her parents and to Dover Middle School, and to the City of Dover,*

**NOW THEREFORE BE IT RESOLVED** *that the Dover School Board applauds, honors, and recognizes the achievement of Emma Ciereszynski as the New Hampshire State Spelling Bee Winner.*

**SUBMITTED BY:**

\_\_\_\_\_  
*Rocky D’Andrea, Chairperson*

\_\_\_\_\_  
*Amanda L. Russell, Vice Chairperson*

\_\_\_\_\_  
*Betsey Andrews Parker, Secretary*



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\_\_\_\_\_  
*Kenneth Appel*

\_\_\_\_\_  
*Kathy Baker*

\_\_\_\_\_  
*Paul Butler*

\_\_\_\_\_  
*Doris Grady*

**C. CITIZENS’ FORUM:** Mike Weeden, 365 Sixth St, City Councilor, addressed the Board requesting them to not approve Policy GCBD. This policy is the agreement between the school board and the administrators. His opinion was that by funding this policy, the district would start off “behind” in the FY14 budget.

**D. APPROVAL OF MINUTES**

1. Nonpublic Session #10, April 2, 2012
2. Nonpublic Session #11, April 9, 2012
3. Regular Session #4, April 9, 2012
4. Nonpublic Session #13, April 16, 2012
5. Workshop Session #1, April 16, 2012
6. Nonpublic Student Discipline Session #14, April 19, 2012
7. Nonpublic Session #15, April 30, 2012
8. Special Session #6, April 30, 2012

Betsey Parker Andrews moved, Kathy Baker seconded approval of the minutes. An oral **VOTE PASSED 6/0.**

**E. CONSENT AGENDA**

1. **Correspondence:** NONE
2. **Resignations/Retirements:** NONE
3. **Leaves of Absence:**
  - a. Andrea Fermanis, Dover Middle School
4. **Nominations:**
  - Sheet 1: Nomination and Election of Staff (Boals)
  - Sheet 2: Nomination and Election of Coaching Positions (Wisniewski)
5. **Extended Travel (Student Trips):** NONE

Kathy Baker moved, Paul Butler seconded approval of the consent agenda. An oral **VOTE PASSED 6/0.**

**F. SUPERINTENDENT’S REPORT:** Ms. Briggs Badger gave the following report:

District

- Science NECAP for students in grades 4, 8 and 11 this week and next week.
- The last early Release Day for this school year is Wednesday, May 30<sup>th</sup> – Release time for elementary schools is 12:45.
- Saturday, May 19<sup>th</sup>, each elementary school will be hosting a yard sale fundraiser.

**SCHOOL Updates**



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### **Dover High School/Career Tech Ctr.**

Joshua Bean, and Morgan Chalue received their *4th consecutive gold award on the National Latin Exam*. This is an extremely exceptional and coveted achievement. In the last year of this examination, less than 500 students worldwide demonstrated this level of continuing excellence. As recipients of four gold exams, each taken from freshman through senior years, both Morgan and Josh will receive special copies of the Oxford Classical Dictionary from the National Latin Exam Committee. In addition, they are each eligible for \$1000 scholarships for each year they take Latin or Greek as undergraduate students.

As you may have read on the front page of Foster's today, Josh Bean was one of 141 scholars nationwide selected to be a Presidential Scholar. This award, established in 1964 is presented to students who demonstrate outstanding academic achievement, artistic excellence, leadership, citizenship, service and contribution to school and community. Since 1983, each scholar has been offered the opportunity to invite his or her most inspiring and challenging teacher to the annual ceremony where they will also be honored with the Teacher Recognition Award from the Department of Education. Josh selected Elizabeth Stone, a Social Studies teacher at DHS to attend the awards ceremony in Washington DC. Congratulations to them both!

The Junior Class held their Prom on Saturday night at the Regatta Room in Eliot Maine. The theme was "A Night in Las Vegas" and the students looked great and represented DHS in a positive way!

It's just about time for Empty Bowls again. The dinner will take place in the Gourmet's Table on Wednesday, May 16, from 5:00pm to 7:00pm. The cost will be \$10.00. For those of you who are new to this event, this is a charity event to raise money for the Dover Friendly Kitchen. Empty Bowls is a national movement run by high school art clubs to raise money for local soup kitchens. The art club spends a good portion of the year preparing for it. They create the bowls, make and serve the soup. For your \$10.00, you get a delicious meal and you take home the handmade bowl. Everything is donated so ALL proceeds go to the soup kitchen. The empty bowl you take home is meant as a reminder that there are people without food to eat.

The end of the year is quickly approaching! Graduation will be held at the Whittemore Center at UNH on June 13th. All graduating seniors will have the opportunity to obtain 8 tickets. More information regarding Senior events and end of the year events can be found on our website including Project Graduation and the End of the Year activities calendar.

### **Dover Middle School**

- DARE graduation was a huge success last Friday. Thank you to the Dover Police Department for continuing to offer the DARE program to our fifth grade students.
- All 7<sup>th</sup> grade teams will enjoy the annual overnight trip to Camp MiTena this week.
- 4<sup>th</sup> to 5<sup>th</sup> grade transition activities are underway. We held a well attended parent night last Wednesday and have started our visits to the elementary schools. All 4<sup>th</sup> graders will visit DMS on the morning of Friday, May 25th
- The 8<sup>th</sup> grade Washington DC trip leaves on Tuesday night, May 29<sup>th</sup>.

### **Horne St. School**

On April 20<sup>th</sup>, Mrs. Smart, Mrs. Cimino, and many other HSS Staff members, led the 2012 HSS Earth Day Celebration. Many local professionals involved in ecology and recycling visited HSS and shared their knowledge. Students participated in planting trees and flowers around HSS and at the Roosevelt Street Water Reserve area, cleaned up oil spills (vegetable oil), learned about the earth and it's place in the solar system, and some students



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even participated in worm races. The list of all the contributors is too long to share here. Please visit the HSS web site for a complete list. Thanks to all who contributed to this wonderful event.

HSS's Greening of the Grounds committee organized volunteers for a weekend of school grounds cleanup. On May 5<sup>th</sup> and 6<sup>th</sup>, volunteers cleaned up the front gardens, planted replacement flowers, and spread 50 yards of mulch. Thanks to the Shari Wormstead and the HSS PTG for their financial and moral support for this effort.

From May 4<sup>th</sup> to the 11<sup>th</sup>, HSS welcomed Mr. Jeff Warner as an Artist in Residency. Jeff Warner is from Portsmouth and performs traditional music from the Revolutionary War to the ballads of old NH. Throughout the week, students and staff enjoyed his presentations and learned about our history and the music that reminds us of our ancestor's struggles and triumphs. His visit culminated during the HSS Choral Concert last Thursday evening. Thanks to Mr. Warner for sharing his knowledge in such an entertaining way. Thanks, also, to the PTG for supporting Mr. Warner's visit.

On Friday, May 11<sup>th</sup>, the 3<sup>rd</sup> Grade Students participated in HSS's annual Ellis Island Day. This is an event in which students learn what it was like to immigrate to the USA through the Ellis Island facility. This event could not happen without the efforts of HSS's third grade teachers and many volunteers. This is a fantastic experience that children remember for a lifetime.

### **Woodman Park School**

Chanel 9 Weatherman Kevin Skarupa came to visit and talk 'weather' to the WPS third graders a few weeks ago. It was his 100th school visit and the WPS students were featured during his morning weather segment the following day. Thank you to Mrs. Avery for coordinating this event for the students.

The WPS Spring Concert has been rescheduled for the 16th of May at 7:00.

The WPS PTO Meeting will be Monday, May 21st at 6:30 in the WPS Library. All parents are welcome.

Math Fun Night will on Wednesday, May 23rd for all families to play math games. A special thank you goes out to Ms. Driscoll, Ms. Tremblay, and Ms. Nasberg for making this night possible.

WPS Fourth Grade Commencement will be on Friday, June 15 at 11:30.

### **Garrison School**

There has been a lot happening over the past few weeks and more to come in the near future.

- A gracious thank you to all the parents who frequented the Scholastic Book Fair.
- On May 4<sup>th</sup>, we held our annual Jump Rope for Heart challenge. The school raised \$4,491 for the American Heart Association.
- On May 7<sup>th</sup>, The UNH Theater and Dance department performed a classic tale from A.A. Milne's Winnie the Pooh. The cast also did a question and answer session after the performance. This has been a yearly performance which the children really look forward to.



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- Our Spring Choral Concert was Tuesday night. The talented fourth graders treated the audience to a historical stroll through rock and roll history paying tribute to the likes of Elvis, Little Richard, David White, The Beach Boys, and The Beatles.

Betsey Andrews Parker moved, Ken Appel seconded acceptance of the Superintendent and Student Reports. An oral **VOTE PASSED 6/0**.

**G. STUDENT REPRESENTATIVE REPORT:** Ms Theth was unable to attend the meeting.

### **H. COMMITTEE REPORTS:**

Dr Appel provided the following report:

#### **Curriculum Planning Council**

The May 2, 2012 meeting of the Curriculum Council was devoted to a report on the district's technology situation by Chris Roberge. Chris described the recent and planned additions to the district's hardware and software and the difficulty of providing the needed equipment for teachers and students within the restrictions of the budget. The parts of the system that are not immediately accessed by users -- the major servers, the wireless access within schools, and the e-mail system are currently functional but the servers in the schools and the 1800 computers in classrooms are aging and in need of replacement. The budget makes it impossible to provide these replacements in a timely manner and leaves no money for other end-user technology like interactive whiteboards and projectors. Since the schools and PTO's are need to supply some of the classroom technology, distribution of equipment is not equitable across the elementary schools. The availability of touch tablets is restricted. If more users bring their own technology the district Wi-Fi will need to be expanded to support access by that technology. The computers in the district, depending on when they were purchased have three different versions of Microsoft Office software: Office 2010, Office 2007, and Office 2003. When funds permit it is hoped that all can be outfitted with Office 2010. In short, financial constraints are making it impossible to supply much of the equipment necessary for twenty first century education to schools in the district.

Ms. Andrews Parker asked how can staff members bring their own technology to school when the infrastructure isn't able to work with them. What can be done so that polices, etc can be accessed online when we don't have the appropriate technology to do so. She stated that it's a losing battle and a no win situation. She asked Ken what the plan is for technology or if they had discussed in his curriculum planning meeting. He stated that the infrastructure isn't the problem, it's the limited IP addresses. Mr. Limanni added that storage, space and bandwidth can be added quickly, the infrastructure is the difficult part. This is the reason that the district needs long term planning. Capital reserves will help to plan so the future will be protected. The district is currently in a maintenance stage.

Paul Butler moved, Kathy Baker seconded approval of the committee report. An oral **VOTE PASSED 6/0**.

**I. POLICY -- CHANGES – PROPOSALS: None**

### **J. POLICY ADOPTION:**

**a. IGEA Parental Objections to Specific Course Material**



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### SECOND READING

#### PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

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

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 must mutually agree to the alternative ~~instruction~~ curriculum. The alternative ~~instruction~~ curriculum agreed upon must meet state minimum standards.

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

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

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

#### Legal References:

RSA 186:11, IX-c, State Board of Education; Duties.

Ms. Briggs Badger forwarded previous questions to the NHSBA attorney from clarification. If parents and teachers disagree, but both parties need to work on it until there is a resolution. The attorney stated that he didn't have much to share regarding the clarifications. He said that there is no answer in the law to the timeline, but should be done as soon as possible. Also, he stated the law has no definition of "objectionable". The law states that it is irrelevant and the districts can't disagree with the parent's objections. Ms. Briggs Badger conferred with other superintendents and they suggested changing the work "instruction" to "curriculum". She had the NHSBA review it again and they said that it was not a problem that the wording was changed.

Kathy Baker moved, Ken Appel seconded approving this policy. An oral **VOTE PASSED 6/0.**

#### **b. GCBD Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules**

### SECOND READING

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



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

### **RECOGNITION:**

The Dover School Board recognizes the administrative personnel as including the principals, deans, career technical center director, director of curriculum, assessment and instruction, special education director, and athletics and physical education director, who will be referred to throughout this document as administrative personnel. The administrative group is professionally responsible for the operation of the school system and is considered an integral part of the system in its relationship with the Dover School Board.

### **EVALUATIONS:**

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

### **WITHHOLDING OF SALARY INCREASE:**

The District may withhold the negotiated salary increase of an administrator whom the District determines is performing less than satisfactorily. This will not occur before the District identifies the administrator's weakness and makes reasonable attempts to help the administrator to overcome these weaknesses.

The phrase "reasonable attempts" shall include, but not be limited to the following:

- A. The provision of a written clarification of weakness(es).
- B. The provision of written goals, results, behavior patterns, etc., that the District deems necessary for that administrator to be satisfactory.
- C. Development of a written plan that will assist the administrator in reaching the above goals.
- D. Establishment of an evaluation schedule during the year that may include observations and discussions which may provide the administrator with guidance and direction.

### **ABSENCE REPORTING:**

A Record of Leave card will be submitted to the Payroll and Benefits Manager bi-weekly, coinciding with the existing pay periods, for all administrative personnel recognized by this policy. A card will be submitted even when there are zero absences during the pay period. Administrative personnel reporting to a building administrator will submit the Record of Leave card to the building administrator who will then forward it to the Payroll and Benefits Manager. Absence cards are to be signed by the administrator and not by a designee.

### **BENEFITS:**



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Administrative personnel will receive any and all benefits pertaining to other groups of personnel in the Dover school system, including, but not limited to, the following:

### 1. Professional Incentive Compensation

Administrative personnel in degree-granting programs will be reimbursed up to the in-state UNH degree credit tuition costs with a limit of sixteen (16) credits per calendar year, while maintaining a grade of "B" or better. Administrative personnel enrolled in a course directly related to the individual's area of administrative responsibility, but who are not enrolled in a prescribed curriculum, will be reimbursed up to the UNH tuition costs up to eight (8) credits per year, while maintaining a grade of "B" or better. Course reimbursement will be paid only if taken in a New England state authorized program or other nationally accredited college or university. Foreign institutions will be evaluated based on credentials supplied to the superintendent prior to attendance.

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

### 2. Sick Leave

200 day administrative personnel shall receive fifteen and three-quarters (15.75) days and full-year administrative personnel (220 or 225 days) shall receive eighteen (18) days sick leave with pay for personal illness for each year of service in the Dover school system cumulative to two hundred seventy five (275) days. Individuals may be asked for confirmation of an illness by a physician for seven (7) or more incidents of sick leave use in any school year.

### 3. Personal/Emergency Leave

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

### 4. Funeral Leave

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

### 5. Military Leave



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

### 6. **Jury Leave**

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

### 7. **Parental Leave**

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

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

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

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

### 8. **Extended Leave**

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

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



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

### 9. Health Insurance

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

Ninety-two percent (92%) of the premiums of the SchoolCare Point of Service Option, or the School Care HMO Option.

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

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

### 10. Life Insurance

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

### 11. Dental Insurance

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

### 12. Disability Insurance

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

### 13. Longevity

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



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Upon completion of ten years \$500  
 Upon completion of fifteen years \$550  
 Upon completion of twenty years \$625  
 Upon completion of twenty-five years \$700  
 Upon completion of thirty years \$775  
 Upon completion of thirty-five years \$850

### 14. Severance Pay

All retiring administrative personnel, as well as those leaving who have at least ten (10) years of service in the Dover School District, shall receive severance pay in the amount of thirty (30) percent of their accumulated sick leave at their current per diem rate.

### 15. Tax-deferred Annuity

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

### 16. Holidays

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

- New Year's Day
- Martin Luther King, Jr., Day
- Presidents' Day
- Monday of Spring Vacation (Fast Day)
- Memorial Day
- Fourth of July
- Labor Day
- NEA Teacher Workshop Day (Columbus Day)
- Veterans' Day
- Day before Thanksgiving
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve (1/2 Day)
- Christmas Day
- The Day after Christmas (To be scheduled with School Secretary)
- New Year's Eve (1/2 Day)
- Work day following Christmas, should school be in session on one of the holidays listed above

### 17. Work Day Schedule

200 day administrative personnel shall provide the Superintendent with a schedule for days to be worked prior to July 31<sup>st</sup> of each year.



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Full year (contracted for 220 or 225 days) administrative personnel shall provide the Superintendent with a schedule for days to be worked prior to July 31<sup>st</sup> of each year. Full year administrative personnel will be contracted for 220 or 225 days based upon their years of service in the Dover school system as follows:

From zero (0) to five (5) years: Contracted for 225 days worked

At the beginning of six (6) year or more: Contracted for 220 days worked

Any changes to your work schedule must be submitted to the Superintendent for approval. Any carry forward of non work days must be approved by the Superintendent and used by December 31<sup>st</sup>.

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

### 18. Mileage Allowance

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

### **SALARIES:**

Administrators will receive the following stipends:

**Stipends: CAGS: \$750 Doctorate: \$1,500**

### **SALARY RANGES BY CATEGORY FOR ALL NEW EMPLOYEES HIRED DURING THE DURATION OF THIS CONTRACT.**

Principal	\$85,000	to	110,000
Director	\$79,000	to	108,000
Dean	\$75,000	to	95,000

Any request to exceed the salary range scale when hiring a new employee must be approved by the Dover School Board.

### Annual Salary Adjustment

Year 1:	0%
Year 2:	0%
Year 3:	0%

Salaries in Year 2 and Year 3 will be opened for discussion if mutually agreed upon by the DAA and the Dover School District.

### **Addendum:**

**Year 2: No salary change**



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Year 3: The Dover Administrator's Association (DAA) will be granted an across the board increase of 2% for the 2012-2013 school year. However, the 2% payment increase will be distributed to all Dover Administrators beginning July 1, 2013 through June 30, 2014 over 26 equal payments. Any Administrator who retires or resigns prior to July 1, 2013 will be granted the 2% payment increase on a pro-rated basis for retirement purposes.

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

Betsey Andrews Parker moved, Ken Appel seconded tabling this policy. An oral **VOTE PASSED 5/1 (Butler opposed)**.

Mrs. Grady asked why the policy was being tabled. Ms. Andrews Parker responded that the DAA requested that it be tabled at this time.

**K. SUBMISSION AND PAYMENT OF BILLS:** Kathy Baker moved, Betsey Andrews Parker seconded to direct the payment of manifest #12-K in the amount of \$3,090,787.59 for FY12. The time period for payments was from 4/10/12 to 5/14/12. A roll call **VOTE PASSED 5/0. (Mrs. Grady was out of the room during this vote)**

### **L. RESOLUTIONS:**

**1. Resolution of Recognition Emma Ciereszynski—See above**

**M. OLD BUSINESS: None**

### **N. NEW BUSINESS:**

**1. Youth Risk Behavior Survey—V. Hebert**

Vicki Hebert presented results from the 2011 Youth Risk Behavior Survey (YRBS).

- National Youth Risk Behavior Survey consisting of 100 questions
- Conducted in March 2011
- Surveyed 1,733 students in grades 7-12
- High school data included Dover, Barrington, and Nottingham
- Conducted survey in school because that is where the students are, even though this is a community level report
- Report represents community (not limited to school) challenges and successes
  
- There is a steady increase in the percentage of students who never or rarely wear a seatbelt when riding in a car driven by someone else as students get their driver's licenses
- The percent of students who carry a gun, knife, or club on school property increases during transition years
- There is a spike in transition years (8<sup>th</sup> grade) in the percent of students who did not go to school because they felt unsafe at school or on their way to or from school on one or more days
- There is a steady decline in the percent of students who were bullied in the last 12 months as students got older



**DOVER SCHOOL  
DISTRICT**

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- There was a slight increase in 12<sup>th</sup> grade of the percent of students who felt sad or hopeless almost every day for two weeks or more in a row during the past 12 months
- There are twice as many thoughts of sad feelings or suicide as attempts
- The percent of students who have used drugs in the last 30 days tripled from 7<sup>th</sup> to 8<sup>th</sup> grade
- Drugs are consistently more available as students get older, however a good job has been done at keeping prescription availability low
- There is a high perception of risk for tobacco and prescription drug use
- There is a significant decrease in perception of risk for marijuana and alcohol
- There is a 25% decrease in marijuana use from 7<sup>th</sup> grade to 8<sup>th</sup> grade
- Condom use is above the state average
- There is a steady increase of sexual activity as students get older, which follows the state trend
- 75% of students are average in weight, with 13% overweight and 12% obese
- Dover is comparable with state averages in fruit and vegetable use, but is low in grades 8 and 9
- Approximately 70% of students saw a doctor or nurse for a physical exam when not injured. Approximately 80% of students saw a dentist for a exam, teeth cleaning or other dental work
- 49% of students agree that they matter to people in their community
- 83% of students agree their parents or other adults have clear rules and standards for their behavior

The next steps for this survey is to share the data with the community, gather and seek feedback, have a community forum in the fall of 2012 and have school building level focus groups

The goal of the committee is to share and seek questions for examination.

Ms. Andrews Parker asked where Dover ranks among other communities. Ms. Hebert responded that Dover is fairly comparable in terms of items in the survey. Alcohol use is a little lower than other communities. Ms. Andrews Parker thought that she had heard we are a little lower that the surrounding areas. She asked Ms. Hebert to get data for Spaulding, ORHS, Somersworth, and Coe Brown to see how Dover compares. She feels that it will show that Dover is lower in all of the areas and will be an apple to apple comparison.

Ms. Baker asked if there were increases in these behaviors. Ms. Hebert stating they would be looking into it, but it has been difficult to determine since the surveys have been different.

Ms. Andrews Parker asked if the Dover Youth to Youth program would be evidence based. Ms. Hebert discussed the history and said there have been many communities who use Dover as a model. Students engaged get benefits, but also teach in classrooms and impact the entire community. They will apply to be on the national registry of evidence based sciences.

Ms. Andrews Parker stated that this shows that Dover Youth to Youth is a model that really works.

## 2. Elementary and DMS Handbook Changes 2012-2013

**RE:** Elementary Schools Handbook Changes  
**KEY:** Text that has a line through it is text that is to be deleted.  
*Italicized* text is new text.



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**Cover, 5, 8, 9, 11, 12, 13, 14, 15, 18, 19, 20, 25, 26, 27, 28, 29, 41, 42**

Throughout this handbook, any reference to “parents” has been changed to either “family(ies)” or “parent(s)/guardian(s),” where appropriate.

### **COVER**

School Year has been changed from 2011-2012 to 2012-2013.

~~School Motto~~

### **PAGES 1-2**

Revised and updated Table of Contents.

### **PAGE 3**

Dover School District Calendar – 2011 – 2012 calendar removed, 2012-2013calendar added.

### **PAGE 4**

School Board Members and information revised and updated.

### **PAGE 5 – Letter to Families**

Dover School District mission statement added.

### **PAGE 6 – WPS Contact Information**

Dover School District mission statement removed (double listed).

Superintendent’s Office contact information removed (double listed).

Provider Bus Co. contact information added.

### **PAGE 7**

School year changed to 2012-2013.

School day schedule reformatted.

Information about Early Release Days removed, per newly adopted calendar.

### **PAGE 8**

Names of emergency drills have been updated.

~~“Shelter in Place”~~ → *“Stay in Place”*

~~“Scan in Place”~~ → *“Scan”*

### **PAGE 10**

The information regarding NH State Laws of attendance have been updated, as there was an out-of-date reference:

~~The State of New Hampshire RSA 193:1 requires “that every child between six and sixteen years of age shall attend public school at the time the public schools are in session.” The law RSA 193:2 further states that “every person having custody of a child shall cause the child to attend such a school during all the time the public schools are in session.”~~

RSA 193:1 has been updated.

RSA 193:2 has been removed, as it was repealed in 1990.



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*The State of New Hampshire RSA 193:1 requires that “A parent [or guardian] of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child’s resident district. Such child shall attend full time when such school is in session.”*

### **PAGE 13 – Food Services**

All prices are TBA.

### **PAGE 14 – School Health Guidelines**

*Your role as a parent or guardian also includes reporting the following contagious diseases to the nurse...*

### **PAGE 16 – Academics**

Description of Social Studies curriculum has been changed:

*Students will learn many concepts including people in our communities, citizenship, government, geography, and both Dover and State of New Hampshire history in various grades.*

### **PAGE 17 – Academics**

#### **Health**

~~All students grades K-4 will have a health lesson each week. Emphasis will be placed on living a healthy lifestyle including exercise, nutrition, and safety. The physical education teacher as well as a health instructor will teach the lessons.~~

This will be replaced with a description about the STEM (Science, Technology, Engineering, and Math) curriculum.

### **PAGE 18 – Academics**

Date of Open House has been changed from Thursday, September 8, 2011 to Thursday, September 6, 2012 or to the date assigned to the school.

### **PAGE 19 – School Support**

~~Each classroom has a Title I tutor working along with the classroom teacher for a portion of the day. This “team teaching” approach offers comprehensive educational benefits to all children in the classroom. The Title I tutor is in the classroom for several hours a day. The Title I tutor most often works with small groups of students in the lower quartile (25%) of the class.~~

*Each classroom has a Title I tutor working along with the classroom teacher for a portion of the week. This “team teaching” approach offers comprehensive educational benefits to all children in the classroom. The Title I tutor is in the classroom for a few hours a week. The Title I tutor most often works with small groups of students. (WPS only)*

### **PAGE 19 – School Support**

~~The school Family Outreach Coordinator also presents classroom programs on issues such as feelings, teasing/bullying, conflict resolution, health, etc.~~

### **PAGE 20 – School Support**

#### **Box Tops for Education and other educational reward programs**

The information under this header has been combined with the section on the Woodman Park PTO or other elementary school’s organization.

### **PAGE 29 – School Policies**

Interim Director of Curriculum & Instructional Assessment

*Paula Glynn*



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### **PAGE 37 – Bullying & Cyberbullying**

Most recent JICK-E report form replaced the out of date form.

### **PAGE 48 – Custody & Guardianship**

*If you have any questions or concerns, please contact the Guidance Counselor (516-6711).*

### **VARIOUS PAGES**

Typographical and grammatical errors were corrected throughout this handbook.

The changes above are for all of the elementary schools, although WPS has more because of Title I. Mr. Boodey stated that the paperless system has worked out well and would like to continue this practice. He added that the changes are just “tweaking” items that need to be updated. The handbook this year is more a family handbook now, which is the biggest change.

Kathy Baker moved, Doris Grady seconded approving changes in the Elementary handbook for 2012-2013. An oral **VOTE PASSED 6/0.**

### **Dover Middle School Handbook Changes for 2012-2013**

**Page 9: TARDINESS TO SCHOOL:** text deleted and added

A homeroom bell is sounded at 7:30. Any student not present in homeroom by 7:30 A.M. is tardy. Between 7:30 A.M. and 7:40 ~~7:35~~ A.M. students are admitted into homeroom and marked tardy by the homeroom teacher. After ~~7:40~~ ~~7:35~~ A.M. all students tardy to school must report to the main office before going to class. A student failing to report to the main office to sign in will be referred to the dean’s office. A student who arrives at school after 10:30 A.M. may be considered absent and the truant officer will be notified if proper documentation is not provided.

A student may be excused for being tardy only if he/she has a note with a justifiable reason signed by the office of a professional such as a doctor, dentist, therapist, lawyer, etc. Traffic problems, oversleeping, or car problems are not acceptable excuses. An after school detention is given after five tardies. Each tardy after the first five will earn the student an additional after school detention. Failure to serve a detention for unexcused tardies will result in an in-school suspension. At the beginning of each new quarter, all tardies will be erased allowing students to start each quarter with a clean slate. Students who are chronically tardy may be referred to the truant officer.

**Page 10: AFTERNOON DISMISSAL:** text deleted and added

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

**Note:** Only students who participate in supervised activities such as ~~tutoring~~ **academic support**, athletics, music, theater, or intramurals may be in the building at the end of the school day. All others must leave campus.

**Page 10: GRADING SYSTEM:** text deleted

Students are graded in each subject according to the following:



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Grade Average	Letter Grade
98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59-below	F

Report cards are issued quarterly

Incomplete Grade: A student has two weeks to change an incomplete to a standard grade once the term ends. If a student makes up an incomplete grade, a new report card will be issued.

Honor Roll: ~~A student is selected for the honor roll after grades are assigned. The honor roll is determined by the average of the individual grades.~~

Highest Honors: All grades of 93 and above  
Honors: All grades of 83 and above

No student will be eligible for either Honor Roll if they receive an “Incomplete.”

**Page 11: ACADEMIC PROBATION:** text added

Students who fail more than one core subject during any marking period will lose privileges (**band, chorus, drama,** attending dances, special functions, team sports, extra-curricular trips, etc.) until the next report card is issued.

**Page 11: STUDENT PERFORMANCE STANDARDS:** text deleted (section deleted)

## STUDENT PERFORMANCE STANDARDS

~~Purpose: The policy of the Dover School Board shall require all eighth grade students to pass four core subjects. Failing students shall enter and successfully complete a remedial program before being elevated to the ninth grade.~~

**Page 15: DISCIPLINE:** text added

In order to maintain a safe and positive school environment, expectations for student behavior at Dover Middle School are set very high. Rules and regulations provide structure and limits, so students may achieve their maximum potential. A positive school environment is the goal of everyone here at DMS. Teachers will handle minor disciplinary offenses within their classrooms/teams through their classroom management strategies. Students who display poor behavior or commit



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repeat offenses may be referred to the dean for disciplinary action. Disciplinary actions will be administered when necessary to protect students, school employees, or property, and to maintain the order and discipline essential to an environment conducive to learning. Persistent or repeated violations of the rules of conduct will result in increasingly serious consequences for the offending student. Disciplinary actions may include, but are not limited to, warnings, detentions, parent conferences, in-school or out-of-school suspensions, or other creative disciplinary measures designed to improve the behavior of the student. All students will be treated fairly, equitably and provided with an appropriate amount of due process. Discipline decisions are based on a careful assessment of the circumstances surrounding each incident.

Teachers are expected to handle situations in which students are:

1. Talking or fooling around in class
2. Wasting time in class
3. Arriving for class unprepared
4. Causing minor disruptions which impede the learning process
5. Chewing gum or eating candy
6. Consistently not getting textbooks covered
7. Littering in the classroom or corridor
8. Arriving late for class
9. Rude or discourteous behavior
10. Dressed in inappropriate attire
11. Inappropriate hallway behavior
12. Showing public display of affection

Consequences for improper classroom conduct will include reprimands, detentions, and parent contact. Teachers will maintain their own referrals by team until three accumulate in one marking period. A student's file will be referred to the administration for further action. The student may need to remain in the Dean's office until a parent can appear for a conference.

Students will be referred to the Dean's office and may be suspended 1 to 10 days depending on the offense or the circumstances surrounding the offense.

1. Profane, obscene, or other improper language or gesture directed toward faculty or staff
2. Smoking in school or on school grounds
3. Serious incidents of fighting or provoking a fight
4. Any act which imperils or threatens the safety of others
5. Possession of any dangerous weapon or implement
6. Theft or damage to property of others
7. Possession of any illegal substance or apparatus
8. Acts of vandalism
9. Starting a fire or pulling a false alarm
10. Cutting class, walking out of class, or failing to report to an assigned area
11. Inappropriate behavior in the cafeteria (second offense)
- 12. Misuse of technology**

In some cases, a student may not return to class until a parent conference has taken place.

While on field trips, students are expected to abide by all school rules. All policies are in effect.



DOVER SCHOOL DISTRICT

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**Page 16: IN-SCHOOL SUSPENSION PROGRAM:** text added

Students are placed in the In-School Suspension Program only by a member of the administration, and parents will be notified by letter. Some examples that warrant ISS are:

- Failure to serve an administrative detention
- Directing profanity toward another student
- Cutting or walking out of class without permission, or failure to report to an assigned area
- Using food or other objects as a projectile in the cafeteria (Second offense)
- Threats toward other students
- Earning two referrals in one day
- Plagiarism or cheating (Second offense)
- Insubordinations, defiance, or disrespect of staff
- Destruction of school property
- **Misuse of technology**

Daily Activities - Time in the In-School Suspension Program will be spent on academic work, community service, or counseling. Students are assigned ISS from 7:30 A.M. to 2:20 P.M.

During in-school-suspension the student:

1. Will be provided with written assignments in his/her regular classes. The student must complete his/her regular classroom assignments on a daily basis. Inability to complete assignments will result in an extension of the in-school suspension period to the following day(s).
2. Will be required to comply with the rules of the in-school suspension room.
3. Will be available for counseling.

The rules of Dover Middle School will be in effect at all times. Any infraction of these rules may result in an out-of-school suspension or time added to the student's in-school suspension program.

**Page 16: OUT-OF-SCHOOL SUSPENSION:** text deleted and text added

Certain offenses will result in immediate out-of-school suspension for a period of up to ten school days. Some examples of these offenses are:

- A student-caused injury to others.
- Harassment that can be judged to be physically or emotionally abusive.
- Use of aerosol cans for the non-intended purpose.
- Possession or use of dangerous objects (blades, lighters, etc.) or controlled substances such as drugs, inhalants, aerosols, alcohol, tobacco, etc.
- Possession of look-alike weapons.
- Student conduct that is characterized by frequent offenses.
- Any threatening act, whether in words or by actions, contempt, or profanity, ~~or failure to comply with a reasonable request from a staff member.~~
- **Failure to comply with a reasonable request from a staff member.**
- Assaulting a staff member.



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- **Gross or continued misuse of technology**

The administration reserves the right to require a parent conference before a student returns to school. When your child is suspended out-of-school he/she is not allowed on school grounds or in the building for the entire time of the suspension. Being on school grounds during a period of out-of-school suspension or expulsion may be grounds for a criminal trespass citation.

Misbehavior directed at staff that is deemed gross or serious by the administration will result in immediate suspension from school. The following are cumulative and will be kept on file throughout the student’s four years of middle school.

- 1st Offense: Three (3) days out-of-school suspension
- 2nd Offense: Five (5) days out-of-school suspension
- 3rd Offense: Suspension pending school board hearing

Page 24: **ELECTRONIC DEVICES:** text deleted and text added

~~IPods, cell phones, portable audio devices, MP3 players, laser pointers, CD players, earphones, etc. are not to be used inside Dover Middle School. Teachers will turn these items in to the Dean. Cellular phones (calls and texts) and cameras may not be used during the school day. Electronic devices can only be utilized within the school with teacher permission and supervision. This includes: palm pilots, recording devices, etc. iPods and similar devices may be used on the bus only if earphones are used. Students must take responsibility if items are lost or damaged. Confiscated items may require parent pick up.~~

**Electronic devices may not be used inside of Dover Middle School without teacher permission. All devices must be turned off and stored away upon entering the building. Teachers may allow permission and supervise the use of electronic devices only in classrooms for instructional purposes. Photography and video recordings are not allowed without teacher consent.**

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

**If misused, electronic devices will be confiscated, and in some cases, require parent pick up. Abuse in any way, will result in loss of privilege and discipline based on individual circumstances. This may include in or out of school suspension.**

**All Dover Middle School and personal property (including electronic devices) may be searched if needed.**

Page 24: **DISRUPTIVE DEVICES:** text deleted (section deleted)

### **DISRUPTIVE DEVICES**

~~Personal sound system and other electronic devices, such as text messages, and cell phones must be turned off in the school and stored away upon entering the building. Skateboards, musical instruments, and athletic equipment must be stored upon entering the building.~~

Page 25: **TECHNOLOGY:** text added to section title

### **SCHOOL OWNED TECHNOLOGY**



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Students may not bring any computer applications including games to school for any reason. District workstations may not be altered without direct teacher permission. Each school may establish additional guidelines, which will be posted in classrooms. Please refer to the AUP (Acceptable Use Policy) form at the back of this handbook. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.) intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action. Computers are Dover Middle School property. Students shall have no expectation of privacy in their use. Computers may not be used to convey messages that contain harassment or confidential information. Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies.

Any violation as related to the Internet will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

Mrs. Grady asked if the honor roll portion was changed from last year. Ms. Lyndes stated that the section was just clarified because it was confusing and there had been questions. Mrs. Grady also asked if they were averaging the same as the high school. Ms. Lyndes stated they were not the same.

Betsey Andrews Parker moved, Kathy Baker seconded approving the changes in the DMS Handbook for 2012-2013. An oral **VOTE PASSED 5/1 (Grady opposed)**.

### **3. Minimum Enrollments—Request for Waivers, Policy IIBD—J. Altbergs**

#### **COURSES REQUIRE MINIMUM ENROLLMENT**

This policy shall establish the minimum number of students required to permit a course or program\* to be conducted at Dover High School.

Remedial and academic support programs shall be exempt from this policy.

Effective September 1, 2003, no course with less than eleven (11) students and no program with less than twenty-one (21) students shall be conducted at Dover High School.

By April 1 the high school shall review current course enrollments, spring signups from Dover High School and sending schools to make recommendations for program continuation and staffing for the following school year.

Any exceptions to this policy shall require a waiver from the Dover School Board.

\*\*"Program" is defined as a group of courses that have multiple years of study. Example: Aquaculture 1 and Aquaculture 2 would be evaluated by combining the enrollment of both courses as one program requiring twenty-one (21) students or more.

DOVER HIGH SCHOOL



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### Minimum Enrollment

#### Courses requested to offer

ART	SCULPTURE II	3
ART	DRAWING IV	5
ART	SCULPTURE I	6

ENG	ENG 11A RECOVERY	8
ENG	ENG 11B RECOVERY	8
ENG	JOURNALISM I + II	11

Will be taught as an additional class on the teachers' load

#### Courses to be cut

ART	AP STUDIO ART
SCIENCE	SCIENCE RESEARCH
ART	HONORS ART
ENG	MEMOIRS & MORE
ENG	TRANSITIONS
SCIENCE	PLANT BIOLOGY
SOCIAL STUDIES	COMPARATIVE GOVTS
ART	PRINTMAKING
ENG	PHILOSOP QUEST II
MUSIC	HIST MUSIC THEATRE
SCIENCE	AP CHEMISTRY
ENG	BRITISH AUTHORS
ENG	DYSTOPIAN LIT II
SCIENCE	ENVIRON SCIENCE
SCIENCE	WRLD DECISIONS SCI
ENG	FOLK TALES &LEGEND
ENG	UNIFIED DRAMATICS
SOCIAL STUDIES	WOMENS HISTORY
SOCIAL STUDIES	NATIVE AMERICANS
ART	STUDIO PAINTING
ENG	ENG 9B RECOVERY
ENG	SHORT FICTION
CTC	HON BIOTECH I
WL	LATIN V HONORS
WL	SPANISH V HONORS
WL	FRENCH V HONORS

Ms. Boston presented information on minimum enrollments. Classes highlighted above were classes taught by teachers who would rather teach than have a duty.



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Classes that will be cut for this year will stay in the Program of Studies, but not be used this year because of low enrollment.

Ms. Grady asked if courses with lower enrollments could be added together to form one class. Ms. Boston replied that if they were complementary and could be combined, they would try to do it. She also asked if some of the same classes were cut last year. Ms. Boston stated that some of them may be. She added that the fifth year of any of the languages will not be offered any more and are not in the Program of Studies.

Ms. Russell asked if the languages are being eliminated because of the new AB schedule. Ms. Boston replied that she was correct, but in addition, she doesn't have sufficient staff.

Ms. Baker asked the number of students taking classes in Portsmouth CTC. Ms. Briggs Badger responded that she thought there were 7 students taking Portsmouth CTC course.

Record Note: Ms. Amara confirmed that there are 5 students currently accepted into the media program, with 2 still waiting to hear. There are no openings in the welding program.

Ms. Andrews Parker asked if it would be possible to get a list of students in each class. Ms. Boston replied that she could get her averages.

Kathy Baker moved, Doris Grady seconded approving the high school's recommendations for course eliminations and waivers. An oral **VOTE PASSED 6/0**.

#### **4. Policy DD State and Federal funding Update**

Mr. Limanni presented the update and stated that the district is about where they should be at this time of year.

Kathy Baker moved, Paul Butler seconded approval of the funding updates. An oral **VOTE PASSED 6/0**.

#### **5. Policy DFC Special Funds Update**

Mr. Limanni presented an update on other funds including Alternative School, Food Service and Facilities Fund. He commented that the food service line doesn't include monthly meal reimbursements from the DOE. This will bring the balance to approximately \$200,000 at the end of the school year.

Ken Appel moved, Betsey Andrews Parker seconded to approve the update. An oral **VOTE PASSED 5/0 (Baker abstained)**.

#### **6. Quarterly Scholarship and Trust Update**

Mr. Limanni presented the scholarship and trust update to the Board. Mrs. Grady questioned the balance is so low for the Hildred Berwick Scholarship. Mr. Limanni stated that he would look into it.

Record Note: The balance listed is low because this is the available balance for use based on how the scholarships are written.



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Ms. Briggs Badger discussed a new scholarship called the DHS Merit Scholarship. The balance is \$7,270.22 and this scholarship came from the sale of a bookcase that was found in the McConnell Center and was sold for \$40,000. The scholarship is from interest generated from the sale of the bookshelf.

Ms. Briggs Badger asked at what point a scholarship is closed out. Ms. Briggs Badger stated that she would look into the policy to see what the procedure would be.

### **7. Alternative School/Strafford Learning Ctr. Partnership Approval**

The Dover High School Alternative Program is an approved special education program that serves students at-risk and students with emotional and behavioral disabilities. In the past few years the program has struggled to maintain tuition revenue. The program has seen a number of students leaving the program for out of district special education private programs, GED options, or exit without a diploma. Few students earn a regular high school diploma and many struggle to earn a year's credits in a year's time.

In an effort to reduce the out of district private program placement costs, and improve outcomes for high school aged students with emotional and behavioral needs in a cost effective manner, we propose to partner with Strafford Learning Center in a program redesign. A new program administrator and consultants will be contracted from Strafford Learning Center to lead the change in philosophy, focus, and program design. The new DOVER LEARNING ACADEMY (or some other name) will be built on the following three pillars (changes in philosophy highlighted by italics):

- A variety of learning pathways will be provided to every student that will accommodate different learning styles while applying the same *high standards of academic expectations*. Students will be encouraged to take an *active role* in planning their own education, and opportunities to propose and co-design additional projects or courses of study will be provided. Extended Learning Opportunities (ELOs) will be a vehicle for *personalizing and individualizing learning experiences* whereby students can work towards mastery of specific competencies, which will lead to earning high school credit towards a diploma outside of the traditional classroom.
- *Student directed secondary vision planning* will engage staff, students/families, and community providers to develop a meaningful and coordinated set of transition activities that *motivates students* and helps them build the necessary skills to achieve their long term goals. This result-oriented transition planning is driven by *student ownership and personalization*.
- The school social culture will be redesigned using *Positive Behavior Interventions and Supports (PBIS)* to allow growth in academic gains while minimizing problem behavior. This decision making framework helps to improve academic and behavior outcomes for all students. Staff members will *teach and acknowledge appropriate behavior* before relying on negative consequences, establish a *continuum of behavioral and academic interventions* for use when students are identified as needing more intense support and use data for continuous improvement of support (adapted from PBIS.org).

The Dover Learning Academy will initially serve 12 Dover students identified with emotional and behavioral needs and will accept 12 identified students for a tuition of \$38,500 per year. At risk students will be returned to Dover High School and provided support through a new position created out of savings from the reconfiguration. Students currently at the Dover Alternative program will need particular attention to maintain appropriate behavior and success in academic learning. The new AT-RISK COORDINATOR will be available to support all DHS at-risk students with individualized pathways, including ELOs, NovaNet, VLACS, Transition and Diagnostic services (Key Train), internships, extended school day, and classes at DHS and CTC program for trade preparation.



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #5  
 Meeting Location: Media Ctr. (Room 306) McConnell Center  
 Meeting Date: **Monday, May 14, 2012**  
 Meeting Time: **7:00 pm**

### COST/SAVINGS ANALYSIS

Current revenue projections for FY13:

REVENUE	
General Fund Transfer	\$402,000
12 Tuition Students @ \$38,500	\$462,000
Other (e.g. van rental)	\$4,063
<b>TOTAL REVENUE</b>	<b>\$868,063</b>

Returning students to a district program from out of district programs will recapture some anticipated expenses. The savings actually realized depends on the parent agreement to a change of placement. The savings may be offset by future unanticipated expenses and therefore should be cautiously used in budgeting. The following savings are expected:

STUDENTS RETURN TO DISTRICT			
	Tuition	Transportation	
E.N.	\$46,051	\$10,890	
L.H.	\$46,051	\$10,890	
D.R.	\$43,988	\$24,300	
A.D.	\$43,987	\$9,900	
TOTAL	\$180,077	\$55,980	
<b>SAVINGS</b>			<b>\$236,057</b>

Reconfiguring the operating budget, including elimination of two paraprofessional positions and a teacher/director, addition of a contracted administrator and program consultants, and reduction in expenses related to programming (e.g. contracted consultants) results in additional savings.

	Current	Projected	
Staff (Dir., Coun. Sec) 6 T, 2 P)	\$752,924		
New Staff (Coun, Sec, 6 T)		\$589,001	
<b>SLC Administrator</b>		\$87,500	
<b>SLC Consultants</b>		\$7,679	
Facility Maintenance	\$47,882	\$47,882	
Program	\$67,257	\$37,086	
TOTAL	\$868,063	\$769,148	
<b>SAVINGS</b>			<b>\$98,915</b>

Creation of a new position AT RISK COORDINATOR

Salary and Benefits	\$98,915
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**DOVER SCHOOL  
DISTRICT**

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Tuition students are limited to 12 slots during the initial year of program redesign to ensure a smooth change in school culture. In following years additional revenue may be anticipated by expanding the number of tuitions students. The current program is approved for 36 students.

DRAFT



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #4  
 Meeting Location: Media Ctr. (Room 306) McConnell Center  
 Meeting Date: **Monday, April 9, 2012**  
 Meeting Time: **7:00 pm**

**STRAFFORD LEARNING CENTER  
 317 Main Street  
 Somersworth, NH 03878  
 603-692-4411**

### PURCHASED SERVICES AGREEMENT

Strafford Learning Center hereby agrees to provide **Dover Alternative School Program Director and SLC Consultants** services to **Dover School District**. This service will commence between **7/1/12** and **6/30/13**.

Compensation for this service will be at cost of service for SLC Administration \$87,500.00 and SLC Consultants \$7,678.96 for a total cost of service of \$ **95,178.96\*** based upon the responsibilities outlined in the MOU "Shared Responsibilities for Dover Alternative Program" list.

*\*based upon single health insurance coverage*

The Dover School District Special Education Department must approve all payments prior to disbursement to the provider.

Invoices will be provided on the following schedule:

**July- 50% of Cost  
 January – 50% of Cost**

Strafford Learning Center strives to maintain high standards for all staff members. School districts are requested to keep Strafford Learning Center informed of any concerns regarding the services provided.

If the District agrees to acquire these services at the above terms, please sign as indicated and return this form to Strafford Learning Center.

Signature of Provider

  
 Kevin J. Murphy, Executive Director

Signature of Receiving District

  
 Date

Date



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #4  
 Meeting Location: Media Ctr. (Room 306) McConnell Center  
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### MEMORANDUM OF UNDERSTANDING

<b>DOVER SPECIAL EDUCATION ADMINISTRATION</b>	<b>STRAFFORD LEARNING CENTER ADMINISTRATOR</b>	<b>DOVER HIGH SCHOOL ADMINISTRATION</b>	<b>DOVER SCHOOL</b>	<b>STRAFFORD LEARNING</b>
Collaborate with DHS Administration in evaluating Dover staff performance	Provide administrative oversight and management of the program including curriculum, instruction, staff professional development, and day to day supervision	Collaborate with Special Education Administration in evaluating Dover staff performance	Provide transportation to and from school and within the school day	Supervise SLC Administrator
Monitor IEP compliance	Collaborate with the Dover Special Education administrator in managing the enterprise fund budget including tuition revenue, purchases, and expenses	Collaborate with SLC administrator in disciplining students when school rules in the building or school grounds require administrative action	Provide school lunches with the district school lunch program	Provide collaboration and professional development
Collaborate with DHS Administration in ensuring curriculum is consistent with DHS expectations and competencies	Provide educational leadership in changing the culture and climate to one promoting positive behavior interventions and supports, high standards of academic expectations, personalized and individualized learning experiences, and secondary vision planning.	Collaborate with Special Education Administration and Strafford Learning Center Administrator in ensuring curriculum is consistent with DHS expectations and	Provide district curricula documents	
Partner with SLC Administrator in defining professional development needs to redesign culture and climate within the program			Provide consultation and curriculum coordination	
Provide supplemental services to students and staff including psychological and mental health consultation, social work services, speech pathology services, Occupational Therapy			Award diplomas to eligible students	
Supervise and monitor the referral, application, and placement process	Coordinate all teaching schedules and assignments			
Monitor revenue and expenses in the enterprise fund	Perform all duties and responsibilities as outlined in the revised job description for "Director of Alternative School"			
Supplement program costs as needed from federal grant				
All are responsible for maintaining open and ongoing communication regarding student progress and				



**DOVER SCHOOL  
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## DOVER SCHOOL BOARD – MINUTES

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Ms. Baker asked if the job description for the Alternative School Director was a separate item. Ms. Briggs Badger responded that this position would be hired by Strafford Learning Center.

Ms. Andrews Parker asked why conducting staff meetings would be deleted from the Alt School Director job description.

Ms. Briggs Badger stated that there would be regular staff meetings, but there could possibly be a change in direction.

Ms. Andrews Parker would like the wording added back into the job description so that this person would be providing regular staff meetings.

Ms. Andrews Parker also asked about the oversight of the budget. She assumed that this position would have some budget oversight for the program.

Ms. Crosson stated that she would have oversight of the budget, but it would be collaborative. She won't micromanage the budget, but will have final oversight. She stated she didn't feel comfortable given final say to someone who is not an employee of Dover.

Ms. Andrews Parker stated that Ms. Crosson should have a strong authority over the budget.

Ms. Russell confirmed that Ms. Crosson will be taking back the role that she previously held.

Ms. Crosson confirmed that the director will be holding regular staff meetings with

Ms. Andrews Parker would like to add back the bullet into the job description discussing meetings.

Ms. Briggs Badger stated that the job description can be finessed for the June meeting. The vote on the agenda tonight is primarily to determine if they will be outsourcing the director position.

Mrs. Grady asked how much time will go by before it is determined if the new program is successful and how will this be determined. She also requested quarterly reports to determine the progress of the program.

Ms. Crosson responded that it is an annual contract and she has some ideas on how the progress will be reported. She will take into account attendance, credits earned, competencies, etc.

At the end of the year, the School Board can determine if they want to continue the program.

Ms. Crosson stated that the final goal is to have students graduate. The plan will be put together by the new director.



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Mrs. Grady commented that she felt that the program should be determined before obtaining a director.

Ms. Crosson stated they already have an alternative program and she will collaborate with the new director for a reporting system. She will try to provide whatever the school board would like to see and can do it quarterly.

Ms. Briggs Badger stated accountability is critical and this is going to be a strictly special education program. There needs to be an accountability plan in place for September.

Ms. Russell commented that the district would not be “stuck” with it forever and that SLC has done this type of work for other districts so they will have reporting procedures in place. It will be difficult to say how the reporting to work until a director is in place.

Mrs. Grady added that she has been a board member since the program was started and is just questioning how the program will be evaluated.

Dr. Butler asked to see data points evaluated included quality—how many students have learned, and cost—what is the cost compared to what it is now.

Ms. Briggs Badger responded that she could provide that information.

Ms. Andrews Parker asked if the cost of the director will change based on health insurance costs. She would like to know if the district cost will increase, if the new director takes a different level of insurance.

Ms. Andrews Parker stated that she would not be able to approve the motion unless she knows what the maximum cost will be. She had read the proposal believing that the new director would only be offered a single person health plan.

She also asked if a person that is hired does not earn the proposed \$87,500, would SLC still receive this amount from the district. Ms. Crosson stated they would not hire someone for less than that amount since they need a specific skill set.

Ms. Briggs Badger added that wages for the director will be based on education and experience. \$87,500 was based on a single health insurance plan, FICA, disability, life insurance, and a salary for 194 days of \$64,050. The total cost would be \$87,388. If the person took a family plan, the cost would be \$102,863. Ms. Briggs Badger is hopeful that students will be able to be brought back to the district saving money for the district.

Ms. Andrews Parker stated that the maximum cost should be the cost reflected in the contract.

Ms. Crosson stated that all costs are funded by the Enterprise fund and as an administrator she will have to make it work. Money should be saved as students are returned to the district.



**DOVER SCHOOL  
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Ms. Andrews Parker stated that it makes sense on paper and it is an innovative plan, but she doesn't agree with the contract.

Ms. Crosson asked if the contract could be amended, stating that the longer they delay deciding about this program, the more difficult implementation will be.

Ms. Russell stated that the numbers can be adjusted by Ms. Crosson to cover costs, with the exception of personnel staff and benefits. Program costs and facilities maintenance costs are controlled by Ms. Crosson.

Mrs. Grady stated that she had a problem with the sentence, "it will lead to a change in philosophy, focus and program design". At this time, there is no design and she would like to know what it is before she votes. She would also like it looked at into 2 sections—one would look at joining the partnership and the second would be the partnership.

Ms. Russell stated that the only thing being voted on at this time would be the approval of the partnership. Ms. Crosson stated that she was correct and any other changes would be voted on in the handbook.

Implementation by the Strafford Learning Center will be different that the past implementation of the program.

Ms. Baker is most interested in the personalized learning aspect of the program. She is in favor of the focus of students getting credits for graduation. She sees this as the major difference in this program. This change will make it attractive to other area students. She continued to say the goal is for students to earn high school diplomas.

Ms. Baker moved, Betsey Andrews Parker seconded to accept the proposal with an addendum that the high end of the compensation by a maximum of \$102,000 with the difference be taken from other areas within the program. A roll call **VOTE PASSED 4/2 (Grady, Andrews Parker opposed)**.

### **O. SCHOOL BOARD MATTERS OF INTEREST:**

Mrs. Grady made the following statement:

"I would like to clarify to the public the financial cooperation that has been had with the past City Councils and the present Council even though it is contrary to some belief. First of all, it was the past City Council that made the change to the CPU that went to vote of the citizens to change the process to follow the Boston CPI and it was passed by a majority of citizen votes at the time. This was not the present council and as a result, it came in lower than anticipated therefore giving both bodies less money to work with.

Next year it could work in reverse and we will be allotted a larger increase of the city taxes, but we have no control over that.



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At the recent Joint Fiscal Meeting, I want to take time to thank the city councilors for considering allowing us to use the Impact Fees to cover the cost of debt rather than pay off the debt with our general fund balance allowing us to use this money as revenue. Should this happen, this will allow us to have \$600,000 over the money that would normally be allowed. This then would mean an increase of \$1.2 over last year.

We will then have a year to look closely at the system to see how we can better handle finances and budget and be prepared for the 2013-2014. They are offering us that opportunity and I thank them for that and believe that the citizens should do so also. They were handing us an olive branch. I am begging the council to stay with offering us the impact fee.

There was mention at the last council meeting of looking for ways to help that would not affect the tax increase and we would be living within the will of the people in their last election by not affecting their tax bill. This could help to save teaching positions. If they do this, then we have to say that their cooperation is considered by me to be an exemplary move.

No one can have surplus monies as of June 30. It must go back to the city fund balance. Pertaining to the teachers' contract in 2001 and 2006, there was almost \$900,000 in costs showing that they are working with us to be able to finance those two contracts. However, we have to close books before July 1 and there was an overage that had to be returned to the council. They agreed because the teacher contracts weren't settled until after that date. They allowed the money to be held until the contracts were settled. Otherwise, they could have kept the money. I am trying to say there has been strong cooperation with the past council and I am seeing some of that with the present council.

I believe that this is the time to make the city, parents, educators, and children understand that there have been a series of councils who have helped us."

Ms. Andrews Parker thanked DMS for a great Parent's Night. The transition plan for 5<sup>th</sup> grade students is wonderful and everyone is very excited about it.

Ms. Russell reminded citizens that there is a public hearing to discuss the school budget with the city council on Wednesday, May 16<sup>th</sup> at 7:30 pm at the McConnell Center media room.

She would like to strongly encourage citizens with an interest in education to support the budget. There will also be a rally before the hearing at the library lawn.

**P. ADJOURNMENT:** Kathy Baker moved, Paul Butler seconded, to recess into non public session at adjourn at 9:06 P.M. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,  
Betsey Andrews Parker, Secretary  
BAP/ral



**DOVER SCHOOL  
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