



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type: **Regular Session #6**
Meeting Location: **Media Ctr. (Rm. 306) McConnell Center**
Meeting Date: **Monday, June 11, 2012**
Meeting Time: **7:00 pm**

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. CITIZENS' FORUM**
- D. APPROVAL OF MINUTES**
 - 1. Special Session #7, May 7, 2012
 - 2. Nonpublic Session #17, May 14, 2012
 - 3. Regular Session #5, May 14, 2012
 - 4. Nonpublic Student Discipline Session #18, May 23, 2012
- E. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Dover Parents Music Club, Inc. (Waiver of Time for Rental)
 - b. Lynn Dow, DHS Boys Football Boosters (Ocean Gaming Fundraising Approval)
 - 2. Resignations/Retirements:**
 - a. Irahn Bate – DHS/CTC Building Trades Teacher
 - b. Lindy Carroll – DHS Art Teacher
 - c. Eleanor DiMambro – DMS Paraprofessional
 - d. Courtney Sessler, HSS Elementary Teacher
 - 3. Leaves of Absence:**
 - a. Christine Gsottschneider – DHS
 - b. Heather Woods – DHS
 - c. Jill Fredrickson - WPS
 - 4. Nominations:**
 - Sheet 1: Nomination and Election of Teachers (Gardella – Hambrook)
 - Sheet 2: Nomination and Election of Staff Recalled (Beauregard – White)
 - Sheet 3: Nomination and Election of Non-Union Personnel (Raiche)
 - Sheet 4: Nomination and Election of Summer Positions (Nasberg – Dillingham)
 - 5. Extended Travel (Student Trips): NONE**
- F. SUPERINTENDENT'S REPORT**
- G. STUDENT REPRESENTATIVE REPORT**
- H. COMMITTEE REPORTS**
- I. POLICY – CHANGES – PROPOSALS (First Reading)**
 - a. At-Risk Student Program Coordinator Job Description
- J. POLICY ADOPTION: NONE**
- K. SUBMISSION AND PAYMENT OF BILLS**
- L. RESOLUTIONS:**
 - 1. Retiree Recognition
 - 2. Federal Funds 2012-2013
 - 3. Career Technical Education Carl Perkins Federal Funds 2012-2013
 - 4. Emergency Building Use (Garrison City Early Childhood)
 - 5. Rescind Existing Appropriation (HSS Improvements)
 - 6. Rescind Existing Appropriation (Media Center)
- M. OLD BUSINESS:**
 - 1. 2012-2013 School Budget Discussion



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N. NEW BUSINESS:

1. Superintendent's Annual Evaluation Report
2. DHS Handbook Changes 2012-2013
3. Extend In-District Bus Contract
4. Approve Forensic Audit (Dover Food Services)
5. Approve Purchase of SOPHOS

O. SCHOOL BOARD MATTERS OF INTEREST

P. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three 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.



**DOVER SCHOOL
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DOVER SCHOOL BOARD – MINUTES

| | |
|-------------------|--|
| Meeting Type: | Special Session #7 |
| Meeting Location: | McConnell Center, Superintendent's Conference Room |
| Meeting Date: | Monday, May 7, 2012 |
| Meeting Time: | 6:30 P.M. |

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

Also present were Superintendent Jean Briggs Badger; Woodman Park School Principal Patrick Boodey; DMS Co-Principal Kim Lyndes, DHS Principal Christine Boston; Horne Street Principal Mal Forsman; Garrison School Principal Dustin Gray, Technology Manager Chris Roberge, Federal Projects Director Paula Glynn, DMS and DHS teachers.

- B. PLEDGE OF ALLEGIANCE:** Amanda Russell led the Board in the Pledge of Allegiance.
- C. CITIZEN'S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board

D. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Dorothy Quinn, DHS Reading Specialist
 - b. Jennifer McKown, DHS Reading Teacher
 - c. Liz Tong, DMS ESOL Teacher
 - d. Holly Kimball, WPS Learning Disabilities Specialist
3. **Leaves of Absence:** None
4. **Nominations:**
 - Sheet 1: Nomination and Election of Coaching Positions (Latchaw-Pope)
 - Sheet 2: Nomination and Election of Staff (Cameron-McGovern)
 - Sheet 3: Re-nomination of Administrators 2012-2013
 - Sheet 4: Re-nomination of Professionals Engaged In Teaching and Educators 2012-2013
 - Sheet 5: Nomination and Election of Non-Union Personnel (Ashman-Weeks)
5. **Extended Travel (Student Trips):**
 - a. Preliminary Approval DHS World Language Trip to Quebec (April 2013)**OLD**

Amanda Russell moved, Kathy Baker seconded to approve the consent agenda items. An oral **VOTE PASSED 6/1 (Andrews Parker opposed)**.

E. RESOLUTIONS:

1. Authorized Signatures

RE: Authorized Signature

WHEREAS federal applications demand a School Board authorized signature, and

WHEREAS yearly applications have to be submitted by various program directors;



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NOW, THEREFORE, BE IT RESOLVED by the Dover School Board that Jean Briggs Badger, Superintendent of Schools, or her successor, or Michael Limanni, Business Administrator or his successor, be authorized to sign all federal and state grant applications.

**SUBMITTED BY: Rocky D'Andrea, Chairperson
Dover School Board**

Kathy Baker moved, Amanda Russell seconded approving the Authorized Signature resolution. An oral **VOTE PASSED 7/0.**

2. Dover Adult Learning Center (DALC) of Strafford County Education Funding 2012-2013

**RE: Dover Adult Learning Center of Strafford County Education
Funding 2012-2013**

WHEREAS the Dover Adult Learning Center Director, after consultation with staff, recommends the following utilization of state & federal adult education funding for FY 13:

Adult Learner Services (Tutorial Program)
Adult Basic Education/ESOL Program
English Language/Civics Education Program
Adult High School Diploma Program
Adult Post-secondary Transitions Program
in such amounts as designated by the Bureau of Adult Education or as required for anticipated programming in 2012-2013

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board authorize the Superintendent or his designee to apply for 2012-2013 adult literacy program funding from the Bureau of Adult Education, New Hampshire Department of Education, for FY13 in support of the programs listed above.

**SUBMITTED BY: Rocky D'Andrea, Chairperson
Dover School Board
At Large**

Ms. Andrews Parker read into record. She also stated that this resolution is opposed to what the district is dealing with on the retirement issue. She continued to say that if the district accepts this resolution, the Dover Adult employees are also Dover District



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employees. Mr. Limanni added that this is not our designation and an attorney is dealing with the appeal. Ms. Briggs Badger stated that this is an annual process and adds to the district case in the determination of the status of DALC employees.

Amanda Russell moved, Paul Butler seconded approved the resolution for DALC funding for 2012-2013. An oral **VOTE PASSED 7/0**.

3. 403(b) Plan Amendment and Restatement

Ms. Andrews Parker read the resolution into record the resolution allowing the Business Administrator to execute the 403B plan agreement.

Amanda Russell moved, Ken Appel seconded to approve this resolution. An oral **VOTE PASSED 7/0**.

F. SCHOOL BOARD MATTERS OF INTEREST

Ms. Russell commented that her daughter had a great trip to France and wanted to thank all of the chaperones for their time and care on this trip. It was a great experience.

Ms. Andrews Parker wanted to remind citizens that there will be another public hearing to discuss the School budget on Wednesday, May 16th. She encouraged all citizens to attend and support the school budget.

G. ADJOURNMENT

Kathy Baker moved, Amanda Russell seconded to adjourn at 6:55. An oral **VOTE PASSED 7/0**.

Respectfully submitted,
Rocky D'Andrea, Chairperson
RD/ral



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 8th 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 30th – Release time for elementary schools is 12:45.
- Saturday, May 19th, each elementary school will be hosting a yard sale fundraiser.



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SCHOOL Updates

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 7th grade teams will enjoy the annual overnight trip to Camp MiTena this week.
- 4th to 5th grade transition activities are underway. We held a well attended parent night last Wednesday and have started our visits to the elementary schools. All 4th graders will visit DMS on the morning of Friday, May 25th
- The 8th grade Washington DC trip leaves on Tuesday night, May 29th.

Horne St. School



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On April 20th, 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 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 5th and 6th, 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 4th to the 11th, 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 11th, the 3rd 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.



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- On May 4th, we held our annual Jump Rope for Heart challenge. The school raised \$4,491 for the American Heart Association.
- On May 7th, 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.
- 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**.



DOVER SCHOOL DISTRICT

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I. POLICY -- CHANGES – PROPOSALS: None

J. POLICY ADOPTION:

a. IGEA Parental Objections to Specific Course Material

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



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SECOND READING

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

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

RECOGNITION:

The Dover School Board recognizes the administrative personnel as including the principals, deans, 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



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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:

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.



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Such leave shall also be granted for one day for the death of a grandparent, aunt, uncle, or close personal friend if approved by the superintendent.

5. **Military Leave**

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

6. **Jury Leave**

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

7. **Parental Leave**

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



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- c. for prolonged illness, needed rest, necessities of the home, professional improvement, or any other activity which would benefit the Dover school system

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

9. 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 15th of the school year.

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

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.



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13. Longevity

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

| | |
|--------------------------------------|-------|
| Upon completion of ten years | \$500 |
| 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



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17. Work Day Schedule

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

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 31st 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 31st.

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% |



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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

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



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- There is a spike in transition years (8th 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
- There was a slight increase in 12th 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 7th to 8th 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 7th grade to 8th 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



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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.

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*”

~~“Sean 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.”~~



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RSA 193:1 has been updated.

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

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.



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PAGE 29 – School Policies

Interim Director of Curriculum & Instructional Assessment Paula Glynn

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.



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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



**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**

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



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**
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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 | PHILOSOPH 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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DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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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

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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 |
| TOTAL REVENUE | \$868,063 |

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 | |
| SAVINGS | | | \$236,057 |

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 | |
| SLC Administrator | | \$87,500 | |
| SLC Consultants | | \$7,679 | |
| Facility Maintenance | \$47,882 | \$47,882 | |
| Program | \$67,257 | \$37,086 | |
| TOTAL | \$868,063 | \$769,148 | |
| SAVINGS | | | \$98,915 |

Creation of a new position AT RISK COORDINATOR

| | |
|---------------------|----------|
| Salary and Benefits | \$98,915 |
|---------------------|----------|



**DOVER SCHOOL
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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

Signature of Receiving District

Kevin J. Murphy, Executive Director

5/8/12
Date

Date



DOVER SCHOOL DISTRICT

DOVER SCHOOL BOARD – MINUTES

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MEMORANDUM OF UNDERSTANDING July 1,

| DOVER SPECIAL EDUCATION ADMINISTRATION | STRAFFORD LEARNING CENTER ADMINISTRATOR | DOVER HIGH SCHOOL ADMINISTRATION | DOVER SCHOOL | STRAFFORD LEARNING |
|---|---|--|---|--|
| 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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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 5th 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 16th 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



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Dover Parents Music Club, Inc.

Post Office Box 1545
Dover, New Hampshire 03821-1545

May 1, 2012

Mrs. Jean Briggs Badger, Superintendent
Dover School Department
288 Central Avenue
Dover, NH 03820

Dear Mrs. Briggs Badger and School Board Members:

On behalf of the Dover Parents Music Club (DPMC), I would like to request the use of Dover High School for the 28th Annual Fall Craft Fair on Saturday, November 3, 2012. Set up would be on Friday, November 2, 2012. Our Fall Craft Fair is an annual event and supports the Music Department.

Attached is a specific list of the areas we would need to use.

If you have any questions please don't hesitate to call me at 674-1628 or evenings at my home, 749-4833. Thank you for your attention to this request.

Sincerely,



Bryan A. Reed
Fall Craft Fair Chair
Dover Parents Music Club

Dover Parents Music Club, Inc.

Post Office Box 1545
Dover, New Hampshire, 03821-1545

Space Reservation Request

28th Annual DPMC Fall Craft Fair - 2012

| | |
|------------------------|--|
| Friday, Nov. 2, 2012 | Use of Cafeteria at DHS from 2:30 to 8:00 for Craft Fair SETUP |
| Friday, Nov. 2, 2012 | Use of Foyer at DHS from 2:30 to 8:00 for Craft Fair SETUP |
| Friday, Nov. 2, 2012 | Use of Mezzanine at DHS from 2:30 to 8:00 for Craft Fair SETUP |
| Friday, Nov. 2, 2012 | Use of Gymnasium at DHS from 2:30 to 8:00 for Craft Fair SETUP |
| Saturday, Nov. 3, 2012 | Use of Cafeteria at DHS from 6:30 AM to 3:30 PM for Craft Fair |
| Saturday, Nov. 3, 2012 | Use of Foyer at DHS from 6:30 AM to 3:30 PM for Craft Fair |
| Saturday, Nov. 3, 2012 | Use of Mezzanine at DHS from 6:30 AM to 3:30 PM for Craft Fair |
| Saturday, Nov. 3, 2012 | Use of Gymnasium at DHS from 6:30 AM to 3:30 PM for Craft Fair |

We would also request the use of the conference room near the APO's office, hallway outside APO's office for food booth space, lobby, outside entrance, stage hallway, upper mezzanine walkway. Bleachers will need to be closed.

The event starts at 8:30 AM on Saturday, November 3.

We expect between 1,500 and 2,000 people.

Ashman, Donna

From: Faure, Cathy
Sent: Wednesday, May 09, 2012 12:39 PM
To: Ashman, Donna
Subject: Dover Parents Music Club

Donna,

The DPMC has asked to hold their annual craft fair on November 3, with a set up date of November 2. This is a good group and we've never had a problem renting to them. It is important to let them know they may need to share the gym space with Peter Wotton's athletics since there is a football game that night.

If you have any questions please feel free to contact me.

Cathy

Cathy Faure
Dover School Department
Facilities Coordinator
c.faure@dover.k12.nh.us
603-516-6890



DHS FOOTBALL BOOSTERS CLUB

June 1, 2012

Ms. Jean Briggs Badger, Superintendent of Schools
SAU #11
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820

RE: Re-Approval of Gaming Nights for DHS Football Boosters

Dear Ms. Briggs Badger:

I want to thank you for your support of the DHS Football Boosters Club. As you are aware we are a 501 (c) (3) non-profit organization dedicated to the promoting and supporting of the Dover High School Football program. I am in my fourth year of being president of this organization, and each year we are faced with what seems to be a bigger burden of finding creative way to fundraise.

Over the past four years we have had to replace our concession stand roof and update some drainage around the foundation. We have also had electrical issues and security issues that both required updates to the stand. We have purchased a new sled and tackling dummies for the practice field. This past year we were met with the demand of replacing our video camera that is used to film the games, and the head-sets, used by the coaching staff to communicate with one another during the games. These two items cost well over \$5,000. Each year we also provide funding to send our coaches to clinics each spring, purchase replacement uniforms and provide two (2) \$500 scholarships to our graduating seniors.

Thankfully we had a very successful season last fall that gave us extra homes games. However, this fall season brings an unpleasant outlook with only four home games scheduled this year. Last year, with your approval, we teamed up Ocean Gaming, a licensed gaming facility in the State of New Hampshire located in Hampton Beach, NH. We were able to get on their schedule for 7 nights of gaming which raised just under \$4,000. This year we have been scheduled for 10 more nights; 4 in January, 2 each in the months of June, July and August.


As I stated in my letter last year, there is a lengthy application process that the DHS Football Boosters Club have to complete with the NH Racing and Charitable Gaming Commission, including Criminal Background Checks. On each of the 10 nights that are scheduled, Ocean Gaming donates 35% of the nights gross proceeds back to DHS Football Boosters Club. At no time will any DHS student be allowed into the facility for any reason. Proceeds that we receive from Ocean Gaming will go to support the DHS Football program in many ways including purchasing additional field equipment, uniforms, scholarships and much more. This is why we are seeking your approval for this fundraiser once again.

According to the Dover School District Policy Code: JJE, Item 4, our booster club needs your continued approval of this fundraiser. I have enclosed with this request supporting documentation including:

- ✓ Dover School District Policy Code: JJE
- ✓ Copy from NH Racing & Charitable Gaming Commission listing Ocean Gaming as a licensed facility.
- ✓ A list of the required documentation from the NH Racing & Charitable Gaming Commission needed for approval.
- ✓ Website information on Ocean Gaming in Hampton Beach, NH.

I hope you will once again grant us the approval we are seeking to continue the gaming nights as scheduled. If you have any questions, please feel free to contact me at either dhsfootball.nh.president@gmail.com or (603) 238-8339. Thank you in advance for your continued support. I hope to see you and the rest of the board at a home game this fall.

Sincerely,



Lynn Dow, President
DHS Football Boosters Club
(603) 238-8339
Dhsfootball.nh.president@gmail.com

Enclosures

Cc: Christine Boston, Principal - DHS
Peter Wotton, Athletic Director - DHS (via email)
Ken Osbon, Head Football Coach - DHS (via email)
Pattie Leblanc, VP, DHS Football Boosters (via email)
Glenn Wilson, Treasurer, DHS Football Boosters (via email)
Brandy Bradshaw, Secretary, DHS Football Boosters (via email)
Rich Chouinard, Director, DHS Football Boosters (via email)

| | |
|------------------------------------|------------------|
| DOVER SCHOOL DISTRICT | POLICY CODE: JJE |
| DATE OF ADOPTION: JANUARY 21, 2008 | PAGE 1 OF 1 |

FUND RAISING

Fund raising by students and others is a traditional means of providing supplemental monies for special projects and activities in schools. In addition to student organizations, adult groups such as the Parent/Teacher Organization, Parents' Music Club, Athletic Booster Groups, and others, raise funds with the help of faculty and students for projects outside the normal budget. Such fund raising for extras is to be applauded since the end result is the benefit of Dover's students. However, normal and necessary materials for the schools' programs and courses are expected to be provided by the School Department.

Most fund raising consists of activities such as dances, shows, concerts, car washes, food or merchandise sales, fun nights, or, to a limited degree, raffles. To assure that these and other fund-raising activities are conducted appropriately, the following regulations will apply:

1. All student fund raising projects are to be controlled from the office of the principal.
2. All monies raised by student organizations are to be deposited in student accounts under the supervision of the principal. Funds raised by adult groups (referenced in the first paragraph) must establish their own private banking accounts. Student Activity Accounts may not be used to deposit and expend on behalf on the adult groups.
3. An adult supervisor must be in control of and responsible for finances and a final accounting.
4. Gambling, Monte Carlo nights, and social events that have alcohol sales (no student involvement) must be brought before the School Board for approval.
5. Flaggging, tagging, candy sales, and other like activities involving student soliciting funds, are strongly discouraged.
6. Elementary students should not be used for door-to-door solicitation. Publicity concerning elementary fund raising should explicitly remind parents about this prohibition.
7. Those adult groups that qualify for not-for-profit status must be registered with the State of New Hampshire Charitable Trust Division. These adult groups will submit copies of annual financial statements to the State of New Hampshire.



skip navigation

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:: Games of Chance Licensed Facilities

Please contact the Facility for information regarding game play and time.

Licensed Facilities are listed alphabetically by town.
(Click on first letter of town you wish to view)

[B-D-H-K-L-M-P-R-S-T-W](#)

FACILITY CONTACT INFORMATION

Potts Gaming, LLC
 1265 Laconia Road
 Belmont, NH 03220
 Contact Number: (603) 267-7778

Oceanfront Gaming Inc.d/b/a Ocean Gaming at Hampton Beach
 81 Ocean Boulevard, 2nd Floor
 Hampton, NH 03842
 Contact Person: Peter Anzalone
 Contact Phone: (603) 601-6690
 E-mail: peter@oceanfrontgaming.com
www.OceanFrontGaming.com

Seacoast Fundraising, LLC
 One Lafayette Road
 Hampton Falls, NH 03844
 Contact Person: Les Nishi or Anthony Capone
 Contact Phone: (978) 853-1270

Manchester Bingo, LLC
 1279 South Willow Street
 Manchester, NH 03103
 Contact Number: (603) 669-6194

The River Card Room
 185 Elm Street
 Milford, NH 03055
 (603) 502-0214
www.riverpokerroom.com

Full Pockets, Inc. dba The Corner Pocket Pool Hall
 181 Plaistow Road, Rte. 125
 Plaistow, NH 03865
 Contact Person: David White
 Contact Telephone: (603) 382-0011

Gary's Restaurant & Sports Lounge LLC
 38 Milton Road
 Rochester, NH 03867
 (603) 335-4279 2

Rockingham Park
 1 Rockingham Park Boulevard
 Salem, NH 03079
 (603) 898-2311

Seabrook Greyhound Park



NEW HAMPSHIRE RACING AND CHARITABLE GAMING COMMISSION
57 REGIONAL DRIVE, UNIT 3 CONCORD, NH 03301
TELEPHONE: (603) 271-2158 FAX: (603) 271-3381 <http://www.racing.nh.gov>

REQUIRED DOCUMENTATION
Initial Application for Games of Chance Licensure

Please submit the following required documentation with an original Application for a Games of Chance License for a Charitable Organization, pursuant to RSA 287-D and Pari 1200.

1. **Application for a Games of Chance License for a Charitable Organization.** Please complete the application in its entirety. Upon completion of the application, copies must be sent to the attorney general and the chief of police of each city or town where games will be held. Please submit the application 60 days prior to the first game date of the year. Pursuant to RSA 287-D:2-a, I –IV & Pari 1205.01(a)
2. **IRS Letter of Determination.** A current letter from the IRS stating that your organization is exempt from federal income tax, and includes the organization's federal tax identification number. The IRS can be reached at 1-877-829-5500. Pursuant to RSA 287-D:2-a, VII (a) & Pari 1205.02 (a) (1).
3. **Certification of Registration with the Secretary of State's Office.** Submit a copy of your certificate of registration with the Secretary of State's office. This will establish your organization as being registered with the secretary of state for at least 2 years, and in existence and organized under the laws of this state for at least 2 years in a city or town in this state. The Secretary of State's Office can be reached at 271-3244. Pursuant to RSA 287-D: 1, III (a) & Pari 1205.02 (a)(2) & Pari 1205.02 (a)(3).
4. **Certification of Registration with Charitable Trusts.** Submit a copy of your certificate of registration with Charitable Trust Register, if required under RSA 7:19- 32-a, with the director of charitable trusts. Charitable Trusts can be reached at 271-3591. Pursuant to RSA 287-D:2-a, VII (c) & Pari 1205.02 (a)(4).
5. **Letter of Intent.** Please submit a list of dates of activities conducted by the charitable organization within the last two years which advanced the organization's charitable purpose. Pursuant to RSA 287-D:2-a, VII (b) & Pari 1205.02 (a) (11) & Pari 1205.02 (b).
6. **Current List of the officers and directors of the organization, Bona Fide Members, and Bona Fide Members Participating in the Games of Chance.** Please submit a complete list of officers and directors, Bona Fide members, and Bona Fide members who will participate in the operation of games of chance. This list must include each member's name, address, and title if applicable, the date of birth, social security number and date of membership for each participating member, as well as a notation next to the name of each official authorized to submit applications and supporting materials. Pursuant to RSA 287-D:2-a, II (b), RSA 287-D:2-a, II (d), Pari 1205.02 (a)(7), Pari 1205.02 (a)(8) a. & b. & Pari 1205.02 (a)(14).
7. **If applicable, a letter from the treasurer designating another member of the charitable organization as the person to handle all monetary transactions related to the games of chance.** Pursuant to RSA 287-D:2-b, VII & Pari 1205.02 (a)(17) & Pari 1205.02 (c).
8. **Criminal Record Release Authorization Form and Photos.** The applicant and all Bona Fide members who will participate in the operation of a game of chance shall each submit a notarized Criminal Record Release Authorization Form and two photos that meet passport standards to New Hampshire Racing and Charitable Gaming Commission. Pursuant to RSA 287-D:2-a, VIII (a) & RSA 287-D:8, I & Pari 1205.02 (a)(16). The applicant and all bona fide members who will participate in the operation of a game of chance will be charged a fee by NH State police of \$25.00 per Criminal Record Release Authorization Form. Payment must be made by check payable to "New Hampshire State Police". Please note all member names on your check if the check is for more than one member.
9. **Game Schedule.** The schedule must state the date, location and time of the game, as well as the name of the charitable organization sponsoring the game, the estimated number of players attending, the buy-in and re-buy amounts, all of the prizes, tokens or awards, including door prizes, offered, and whether prizes are subject to increase or decrease based on actual attendance. Pursuant to RSA 287-D:2-b, XI & RSA 287-D:2-b, XII & Pari 1205.02 (a)(12) & Pari 1211.01.
10. **Written Game Procedures.** The charitable organization shall establish written procedures for determining and tracking the amount that a player has spent for buy-ins and re-buys where the chips have no monetary value, and for keeping records of all persons who participate in the operation of games of chance. The organization shall submit the written procedures prior to the first game date of the year. Pursuant to Pari 1210.01 (e)(1) (h) (i)

Continued on next page.

11. **License Fees.** Please submit the fee of \$25 per game date. Make checks payable to “NH Racing and Charitable Gaming Commission” and forward to: GAMES OF CHANCE, NH Racing and Charitable Gaming Commission, 57 Regional Drive Unit 3, Concord, NH 03301 Pursuant to **RSA 287-D:2-d, I.**
12. **Lease Agreement.** Provide if applicable, a lease agreement between the facility and the charitable organization. The agreement must state the following: That the lessee or rentor has the owner’s permission to hold games of chance at the facility, that the proposed game dates are not finalized until the applicant receives a license to hold games of chance on those dates, and that the applicant is not subject to any fees if the applicant is unable to: Obtain a license for the proposed game dates, unable to obtain a license for any reason, or unable to hold a game date due to circumstances beyond the control of the applicant, such as inclement weather, power outage or cancellation of the game by the facility of game operator. Pursuant to **RSA287-D:2-a, VI & Pari 1203.01 (c)(d) & Pari 1205.02 (a)(9).**
13. **Property Owner Permission Form.** Provide a Property Owner Permission Form if the games of chance will be held at a facility not required to hold a facility license (a charitable organization or governmental subdivision). Pursuant to **RSA 287-D:2-a, VI & Pari 1203.01 (b) & Pari 1203.02.**
14. **Articles of Incorporation.** Please submit a copy of your organization’s current articles of incorporation. Pursuant to **Pari 1205.02 (a)(5).**
15. **By-Laws.** Please include a copy of your organization’s by-laws. Pursuant to **Pari 1205.02 (a)(6).**

Please contact Billie Jean Arseneault at 271-2158 ext. 326 with any questions.



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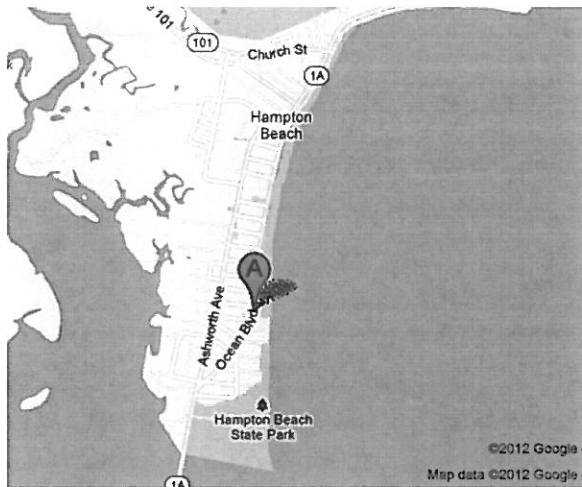
Like



<http://www.facebook.com/OceanGamingCasino>



<http://www.youtube.com/user/OceanGamingCasino>



Name

Email

Message

Submit

Ocean Gaming

81 Ocean Blvd, Floor 2
 Hampton, NH 03842
 PH: (603) 601-6690 / FAX: (603) 505-4513

Peter Anzalone, Executive Director/Member

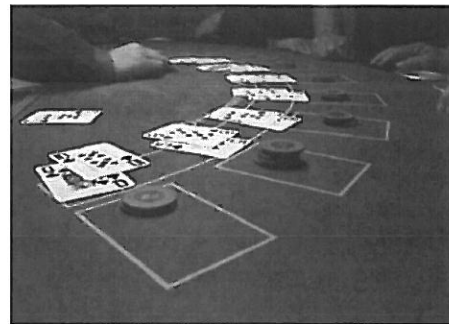
Advertising/Promotions
 peter@oceanfrontgaming.com

Nick Anzalone, Gaming Manager

Gaming/Tournament Information
 nick@oceanfrontgaming.com

Scott Cannella, Gaming Cage Manager

Charitable Sponsorship Information
 scott@oceanfrontgaming.com



Ocean Gaming Charity List



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Like

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|--|--|
| AIDS Response Seacoast | 5/2, 5/3, 5/20,7/5, 7/6,10/5,10/6, 11/23, 11/24 & 12/01/12 |
| American Legion Post 90 | 4/18,4/19,6/23,6/24,8/20,8/21,9/11,11/11,11/12 & 12/18/12 |
| Annie's Angels Memorial Fund, Inc. | 3/1,3/2,4/20,4/21,6/25,6/26,8/22,8/23,10/31 & 11/10/12 |
| BPOE #146 Manchester | 5/30,5/31,7/20,7/21,9/2,9/3,10/29,10/30,11/28 & 11/30 |
| Brookline Lions Club | 3/3,3/4,4/22,4/25,6/27,6/28,8/24,8/25,11/2 & 11/3/12 |
| CASA of NH | 1/12,1/13,,1/14,1/15,5/26,5/27 & 5/28/12 |
| Coastal Economic Development Corp | 3/7,3/8,4/26,4/27,6/29,6/30,8/26,8/27,11/4 & 11/5/12 |
| Dover HS Football Boosters Club | 1/5,1/6,1/7,1/8,6/13,6/14,7/1,7/2,8/6 & 8/7/12 |
| Dover Main Street Program | 2/23,2/24,2/25,6/9,6/10,8/31,9/1,9/21 & 9/22/12 |
| Eastern Lakes Region Housing Coalition | 3/14,6/11,6/12,9/4,9/5,9/6,11/18,11/19,11/20 & 11/21/12 |
| Exeter Area Charitable Foundation | 2/16,2/17,2/18,2/19,7/7,7/8,9/7,9/8,11/16 & 11/17/12 |
| Exeter NH Rotary Scholarship & Charitable Fund | 4/6,4/28,4/29,8/11,9/9,9/10,10/1,10/2,10/3 & 12/27/12 |
| Greater Derry Community Health Services | 2/2,2/3,2/4,2/5,7/11,7/12,9/14,9/15,11/25 & 11/26/12 |
| Gritty, Inc., d/b/a/ WXGR | 3/28,4/7,4/12,4/13,6/15,6/16,7/3,7/4,8/18 & 12/31/12 |
| Hampton Community Chorale | 5/4,5/5,6/5,6/6,8/10,10/19,10/20,10/21,12/4 & 12/26/12 |
| Hampton Historical Society | 3/17,3/18,5/6,5/9,7/18,7/19,9/19,9/20,12/5 & 12/6/12 |
| Hampton PTA | 3/23, 3/24, 11/27, 12/7 & 12/8/12 |
| Homeless Center for Strafford County | 6/17,6/18,8/12,9/12,10/4,10/17,10/18,12/03 & 12/11/12 |



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

TO: **DOVER SCHOOL BOARD**

DATE: June 11, 2012

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 2012-2013 school year.

| NAME | POSITION | SCHOOL | REPLACING | SALARY |
|------------------|------------------------|---------------------|------------------|---------------|
| Gardella, Jo-Ann | Art Teacher | Dover Middle School | Bruce Patrick | \$46,355.00 |
| Hambrook, Corey | Social Studies Teacher | Dover High School | Natalie Riddle | \$37,182.00 |

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

TO: DOVER SCHOOL BOARD

DATE: June 11, 2012

MEMORANDUM Nomination and Election of Staff Recalled

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the following funded positions for the 2012-2013 school year.

| NAME | POSITION | SCHOOL | REPLACING | SALARY |
|-------------------|--------------------|---------------|-------------------|---------------|
| Beauregard, Amy | Elementary Teacher | HSS | Courtney Sessler | \$47,838.00 |
| Labua, Kristen | Elementary Teacher | GES | Shauna Travaglini | \$37,182.00 |
| Schenkel, Katelyn | Elementary Teacher | HSS | Andrea Fermanis | \$37,182.00 |
| White, Elizabeth | Elementary Teacher | HSS | Stephanie Nemi | \$37,182.00 |

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

TO: DOVER SCHOOL BOARD

DATE: June 11, 2012

MEMORANDUM Nomination and Election of Non-Union Personnel

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 2012-2013 school year.

| NAME | POSITION | PROPOSED SALARY / HRLY RATE |
|--------------|---------------------------------------|--|
| Raiche, Mark | Building Technology Coordinator (DHS) | \$40,102.40 |

**CURRICULUM/FEDERAL PROJECTS OFFICE
MCCONNELL CENTER
MEMO**

TO: Superintendent of Schools & Dover School Committee
FROM: Paula Glynn, Director of Curriculum, Instruction and Assessment
DATE: June 2012
SUBJECT: Nomination and Election of Summer Positions

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 2012, federally funded summer programs:

| <u>Name</u> | <u>Program/Position</u> | <u>Terms</u> |
|---------------------|-------------------------------|------------------------------|
| Emily Nasberg | Project BEFORE teacher | \$23.50/hr, 17 hrs/wk, 5 wks |
| Jessica Morton | Project BEFORE teacher | \$23.50/hr, 17 hrs/wk, 5 wks |
| Jill Frederickson | Project BEFORE teacher | \$23.50/hr, 17 hrs/wk, 5 wks |
| Wendy Nasberg | Project BEFORE teacher | \$23.50/hr, 17 hrs/wk, 5 wks |
| Wendy Nasberg | Traveling Tales teacher | \$23.50/hr, 9 hrs/wk, 5 wks |
| Cris Preston | Traveling Tales teacher | \$23.50/hr, 15 hrs/wk, 5 wks |
| Rhonda Katz | Project ENCORE teacher | \$23.50/hr, 17 hrs/wk, 5 wks |
| Conall Loughlin | Project ENCORE teacher | \$23.50/hr, 17 hrs/wk, 5 wks |
| Kristin Johnson | Project ENCORE aide | \$21.25/hr, 12 hrs/wk, 5 wks |
| Tina Sipple | Project ENCORE aide | \$21.25/hr, 12 hrs/wk, 5 wks |
| Diane Day | Project ENCORE aide | \$21.25/hr, 12 hrs/wk, 5 wks |
| Michelle Simpson | Project MORE teacher | \$23.50/hr, 17 hrs/wk, 5 wks |
| Kelly Gennett | Project MORE teacher | \$23.50/hr, 17 hrs/wk, 5 wks |
| Sandra Knieram | Project MORE aide | \$15.08/hr, 12 hrs/wk, 5 wks |
| Tina Lavallee | Project MORE aide | \$15.08/hr, 12 hrs/wk, 5 wks |
| Megan Hinz | Parent Outreach Coordinator | \$23.50/hr, 20 hrs/wk, 5 wks |
| Christina Purington | Summer School Nurse | \$23.50/hr, 14 hrs/wk, 5 wks |
| Lisa Kratoville | DMS Brainwave Academy Teacher | \$23.50/hr, 16 hrs/wk, 5 wks |
| Beth Dunton | DMS Brainwave Academy Teacher | \$23.50/hr, 16 hrs/wk, 5 wks |
| Joe Tenuta | DMS Brainwave Academy Teacher | \$23.50/hr, 16 hrs/wk, 5 wks |
| Lisa Dillingham | DMS Brainwave Academy Teacher | \$23.50/hr, 16 hrs/wk, 5 wks |

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|------------------------------|------------------------|
| DOVER SCHOOL DISTRICT | JOB DESCRIPTION |
| DATE OF ADOPTION | |

FIRST READING

Job Title: DHS At-Risk Program Coordinator
Department: Dover High School
Reports To: High School Principal, Dean of Instruction
Prepared Date: 4/16/12
Approved By: Dover School Board
Approved Date: Pending

Summary:

To facilitate the development and implementation of various initiatives that support the academic, social and emotional growth of at-risk students.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- **Competency Recovery:** Assist students' credit recovery for incomplete and failing grades.
 - **Alternative Learning Plan:** Meet with students and their families seeking alternative pathways to graduation. Develop Alternative Learning Plans and supervise student participation.
 - **Project Based Learning:** Act as a resource for DHS staff for in or out of classroom support in developing and implementing project based or authentic learning opportunities.
 - **Nova Net Program:** Maintain a technical fidelity of program, report data regularly, manage content through the Dean of Instruction or designee(s) and develop lab policies.
 - **Twilight Program:** Coordinate and expand classroom and non-traditional learning opportunities at DHS after 2:30pm for blocks 5 and 6.
 - **Extended Learning Opportunity:** Develop and maintain community connections and enlist teaching staff to offer a range of possibilities for credit accrual outside of the traditional classroom.
-
- Assist intervention specialist with students in crisis and efforts to connect at-risk students with support services.
 - Maintain regular communication with guidance, special education, career counseling, career technical personnel and school administration with placement status of students.
 - Assist in interviews of prospective candidates for staff positions in the Nova Net lab and as needed to support new initiatives.
 - Assist teachers and support staff with the development of effective classroom management techniques incorporating innovative strategies and training as necessary to enhance the learning environment.
 - Promote community awareness, good public relations, and partnerships with businesses, industry and professional organizations.
 - Cooperate with external agencies concerning aid or services to students involved in extenuating situations, in coordination with the Family Services Facilitator, as required.

| | |
|------------------------------|------------------------|
| DOVER SCHOOL DISTRICT | JOB DESCRIPTION |
| DATE OF ADOPTION | |

- Work with curriculum coordinator and federal project coordinator to exchange ideas and information related to programs, innovative practices and curriculum initiatives.
- Keep up to date on changing laws and requirements regarding state and federal funds for alternative education.
- Participate in Pupil Assistance Team meetings.
- Participate in IEP meetings as needed.
- Participate in the development and implementation of response to intervention programming.
- Provide oversight to the operational maintenance of the DHS outdoor challenge course.
- Be responsible for any additional duties as assigned by the School Board, Superintendent, or immediate supervisor.

Management Responsibilities:

This position includes management responsibilities for the Nova Net lab, Twilight Program, project-based learning and extended learning opportunities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Strong leadership skills.
- Knowledge of Alternative Education and Extended Learning Opportunities (ELO) models
- Knowledge of Special Education laws.
- Knowledge of NH Juvenile laws.
- Good communication and organizational skills.
- Work effectively with parents, staff members, and community members.
- Skilled in communication or counseling.
- Flexibility to respond quickly to constantly changing dynamics.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of a Master's degree in Education, Social Work, or related concentration. At least five (5) years of successful experience teaching or in a related background.

Technology Skills:

To perform this job successfully, an individual should have knowledge of Internet software, Word Processing software and student information systems.

Certificates, Licenses, Registrations:

New Hampshire State certification as a teacher.

| | |
|------------------------------|------------------------|
| DOVER SCHOOL DISTRICT | JOB DESCRIPTION |
| DATE OF ADOPTION | |

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

RESOLUTION OF RECOGNITION

- RE:** *Dover School District Staff Retirements 2012*
- WHEREAS** *the Dover School District relies upon dedicated individuals to work with our students, and*
- WHEREAS** *those dedicated teachers, administrators, and staff members can have a life-long impact in the life of a child, and*
- WHEREAS** *this level of dedication demonstrates a sense of compassion, caring, and love for students, and*
- WHEREAS** *one measure of dedication is their many years of service to the community, and*
- WHEREAS** *those individuals worked tirelessly for many years and each day arrived at work with one goal in mind: to make the Dover School District a safe and exciting place for children, and*
- WHEREAS** *the following individuals have worked selflessly for a total of 158 combined years for the Dover School District:*

*Mary Angers
Eleanor DiMambro
Faith Garnett
Sheila Gill
Holly Kimball
Jennifer McKown
Ahn Murphy
Dorothy Quinn*

NOW THEREFORE BE IT RESOLVED *that the Dover School Board and the Dover School community acknowledge the contribution and thank these most important individuals for many years of dedicated service and devotion to the children and community of the Dover School District.*

SUBMITTED BY: _____
Rocky D'Andrea, Chairperson

Amanda L. Russell, Vice Chairperson

Betsey Andrews Parker, Secretary

Kenneth Appel

Kathy Baker

Paul Butler

Doris F. Grady

June 11, 2012

**RESOLUTION
JUNE 11, 2012**

RE: **Federal Funds 2012-13**

WHEREAS Federal funds allocations for Titles I, I, Part D, II, and III, have not yet been finalized, districts have been advised to use last year's allocation figures for planning purposes, and

WHEREAS If allocations remain stable for FY12 Dover will receive:
\$815,184 for Title I (Elementary and Secondary Education Act) –
\$126,561 for Title I, Part D (Neglected and Delinquent Funds)
\$303,657 for Title II (Highly Qualified Teachers)
\$ 16,448 for Title III (English Speakers of Other Languages)

with, per State and Federal directive, a proportional amount being allocated for the qualifying and participating private schools and

WHEREAS The Title I Project Manager and the Director of Curriculum, Instruction and Assessment after consultation with public and private school staff and administration at local and state level, recommends the following utilization of the Federal funds for FY13:

WHEREAS For Title I:
Woodman Park – Part time Enrichment Coordinator, 11 full time and 2 part time tutors, one full time Family Outreach Coordinator, one part time RTI coordinator, project administration, benefits, professional development, supplies and related materials.
Dover Middle School - 2 full time Title I/intervention tutors, supplies and related materials for at-risk students grades 5-8.
St. Mary Academy - One part time literacy tutor, benefits, related supplies and materials

WHEREAS For Title I, Part D:
Dover Group Home - 1 full time education coordinator, benefits, supplies, books.
Dover Children's Home - Independent Living Counselor, 1 part time evening tutor, 1 part time out of school suspension coordinator, benefits, supplies, books.
Dover Middle School - 1 part time social worker, benefits and supplies.
Dover High School - 1 full time classroom aide for the learning lab, part time drug and alcohol counselor, benefits, and supplies.

WHEREAS

For Title II:

For the three elementary schools - three .5 literacy facilitators for the district, project administration, benefits, professional development activities and related materials
Private schools - professional development.

WHEREAS

For Title III:

Professional development activities, supplies and related materials.

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of Federal Titles I, I, Part D, II, and III, funds for FY13 as recommended above.

**SUBMITTED BY: Rocky D'Andrea, Chairperson
Dover School Board
BY REQUEST**

JUNE 11, 2012

RESOLUTION
June 11, 2012

RE:**Career & Technical Education Carl Perkins Federal Funds**

WHEREAS Carl Perkins Program Improvement grant allocations for the coming year (FY 2013) have not been finalized, and

WHEREAS the Career and Technical Education Director, after collaboration with teachers, program advisory committees, and New Hampshire Department of Education staff, recommends the following utilization of federal career and technical education funds as designated by the New Hampshire Department of Education for FY 2013:

continued funding for the improvement of academic skills, strengthening connections with postsecondary education, preparing students for occupations in demand that pay family supporting wages, and investing in effective, high quality programs, professional development, equipment, supplies and other related supporting materials.;

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of federal program improvement funds for FY 2013 as recommended above.

SUBMITTED BY: Rocky D’Andrea, Chairperson
Dover School Board
BY REQUEST

JUNE 11, 2012

Emergency Building Use Agreement

THIS AGREEMENT is made and entered by and between The Dover Public Schools, District #SAU #11 _____, Address 61 Locust St. Suite 409 _____, of Dover, New Hampshire ("School District") and Garrison City Early Childhood, Address 105 Durham Road _____ of Dover, New Hampshire ("Shelter Provider").

RECITALS

WHEREAS, the Shelter Provider is authorized and empowered to enter into leases and buildings use agreements; and

WHEREAS, if the School District should need to evacuate students or staff from one of its school buildings or grounds due to an emergency, the School District desires to identify a site where residents or staff may be housed until they can be released. Since the Shelter Provider has a building that could act as a temporary shelter, it is reasonable to set up an agreement outlining the terms of an emergency building use agreement; and

WHEREAS, the School District desires to enter into an agreement for the emergency use of the building for staff and students on the terms and conditions hereinafter set forth; and

WHEREAS, the Shelter Provider understands and agrees that after meeting its responsibilities to its primary usage, it will permit the School District to use its physical facilities as a shelter for students or staff in case of disaster or other emergency;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

1. The School District shall replace or reimburse the Shelter Provider for goods or supplies that may be used in the School District's conduct of shelter activities.
2. The School District shall exercise reasonable care in the use of Shelter Provider's facilities and shall reimburse the Shelter Provider for any damage to the physical facilities directly caused by these shelter activities.
3. The Shelter Provider shall make reasonable efforts to make a building available for emergency shelter use by the School District with minimal notice.
4. This Agreement shall commence upon the date of execution by both parties. This Agreement will remain in full force and effect, but may be terminated by either party at any time upon 30-day written notice to the other.

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and agree to each and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

Dover **PUBLIC SCHOOLS**

Garrison City Early Childhood

By: _____
Authorized representative/position

By: _____
Authorized representative/position

Date

Date

RESOLUTION

RE: REQUEST TO RESCIND AN EXISTING APPROPRIATION

WHEREAS: On January 27, 2010 an appropriation in the amount of \$2,242,998 was approved for Horne Street Elementary School Improvements; and

WHEREAS: Since bonds need to be issued in increments of \$5,000; and

WHEREAS: \$56 of this authorization could not be bonded.

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

The City Council Rescind \$56 of the \$2, 242,998 from Item #5, Horne Street Elementary School Improvements, of the FY11 CIP resolution number R-2009.12.09-8 for Authorization for Bonding projects.

SUBMITTED BY:

Rocky D'Andrea, Chairperson

Amanda Russell, Vice Chairperson

Betsey Andrews Parker, Secretary

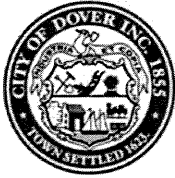
Dr. Paul Butler

Kathy Baker

Ken Appel

Doris Grady

June 11, 2012



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2009.12.09 – 8**
Resolution Re: **Appropriation For FY2011 Capital Improvements Program and Authorization for Bonding**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

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

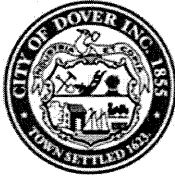
The following capital projects are appropriated with estimated useful lives in excess of the length indicated:

| Item # | Description | Proposed Appropriations | Life/Yrs | Department | Fund |
|--------|---|-------------------------|----------|----------------|-----------------|
| 1 | Street Improvements - Tolend/Watson Road | 2,000,000 | 20 | Comm Serv - PW | General |
| 2 | Street Reconstruction - Broadway | 200,000 | 20 | Comm Serv - PW | General |
| 3 | Street Reconstruction - Applevale Area | 1,000,000 | 20 | Comm Serv - PW | General |
| 4 | Street Imprv & Sidewalk - Mast Rd/Spruce Ln | 100,000 | 20 | Comm Serv - PW | General |
| 5 | Horne Street Elementary School Improvements | 2,242,998 | 20 | Education | General |
| 6 | Pay and Display Implementation | 750,000 | 20 | Parking | Special Revenue |
| 7 | Water Pressure Improvements - North End | 2,000,000 | 20 | CS - Water | Water |
| 8 | Water Main Loop - Pearson/Pineview | 150,000 | 15 | CS - Water | Water |
| 9 | General Water Main Replacement Design | 100,000 | 15 | CS - Water | Water |
| 10 | Water Main Replacement - Applevale Area | 150,000 | 15 | CS - Water | Water |
| 11 | Ireland Well Generator | 100,000 | 15 | CS - Water | Water |
| 12 | WWTP - Evaluation NPDES Permit | 200,000 | 15 | CS - Sewer | Sewer |
| 13 | Sewer Main - Applevale Area | 250,000 | 15 | CS - Sewer | Sewer |
| 14 | Sewer Main Replacement Design | 100,000 | 15 | CS - Sewer | Sewer |
| 15 | Sludge Processing Pilot Study | 160,000 | 20 | CS - Sewer | Sewer |
| | Total | <u>\$9,502,998</u> | | | |

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the Finance Director/City Treasurer, with the Finance Director/City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

NOTE: This resolution 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 days after public hearing.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2009.12.09 – 8**
Resolution Re: **Appropriation For FY2011 Capital Improvements Program and Authorization for Bonding**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By request

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

| | |
|--------------------------------|---------------------------------|
| First Reading Date: 2009.12.09 | Public Hearing Date: 2010.01.13 |
| Approved Date: 2010.01.27 | Effective Date: 2010.01.27 |

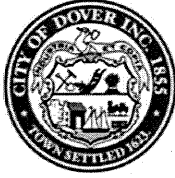
DOCUMENT ACTIONS: Deputy Mayor Trefethen moved for its adoption; seconded by Councilor Cruikshank.

Deputy Mayor Trefethen moved to remove Item #1, \$2 million for the Tolend Road/Watson Road project; seconded by Councilor Cruikshank.
Vote: 7/2; Passed. Councilors Cheney and Weston were opposed.

Deputy Mayor Trefethen moved to remove Item #2, \$200,000 for the Broadway project; seconded by Councilor Cruikshank.
Vote: 9/0.

Councilor Hooper made a motion to adopt the Resolution as amended; seconded by Councilor Garrison.
Roll Call Vote: 7/2; Passed. Councilors Cheney and Weston were opposed.

| VOTING RECORD | | |
|--|------|-----|
| Date of Vote: | YEAH | NAY |
| Mayor Scott Myers | x | |
| Deputy Mayor, Dean Trefethen, At Large | x | |
| Councilor Robert Carrier, Ward 1 | x | |
| Councilor William Garrison, Ward 2 | x | |
| Councilor Jan Nedelka, Ward 3 | x | |
| Councilor Catherine Cheney, Ward 5 | | x |
| Councilor Gina Cruikshank, Ward 6 | x | |



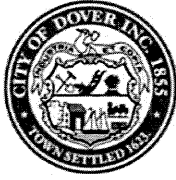
CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2009.12.09 – 8**
Resolution Re: **Appropriation For FY2011 Capital Improvements
Program and Authorization for Bonding**

| | | |
|----------------------------------|---|---|
| Councilor Hooper, Ward 4 | x | |
| Councilor Karen Weston, At Large | | x |
| Total Votes: | 7 | 2 |
| Resolution does pass. | | |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2009.12.09 – 8**
 Resolution Re: **Appropriation For FY2011 Capital Improvements Program and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2011 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

| Description | General | | | | | | Total |
|----------------------|-----------|-----------|-----------|-----------|-----------|----------|-----------|
| | City | School | Fund | Water | Net Sewer | Spec Rev | |
| FY2011 Authorization | 3,300,000 | 2,242,998 | 5,542,998 | 2,500,000 | 710,000 | 750,000 | 9,502,998 |
| FY2011 Retirement | 3,936,247 | 2,242,998 | 6,179,245 | 905,000 | 795,747 | 230,000 | 8,351,482 |
| Net Change | -636,247 | 0 | -636,247 | 1,595,000 | (85,747) | 520,000 | 1,151,516 |

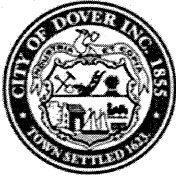
Authorization for Special Revenue Fund is for Parking Activity Fund
 Retirement for Special Revenue Fund is for McConnell Center Fund

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2009 and this authorization, against the legal debt limits.

| Description | City | School | Water | DBIDA-IP | DBIDA-IB | Exempt | Total |
|-------------------------|------------|-------------|-------------|-----------|-----------|------------|-------------|
| Debt Outstanding | 40,012,470 | 27,408,664 | 10,763,000 | 595,000 | 1,823,435 | 19,409,786 | 100,012,355 |
| Authorized - Unissued | 3,626,258 | 3,850,000 | 1,050,000 | 0 | 0 | 3,100,000 | 11,626,258 |
| Total Issued & Unissued | 43,638,728 | 31,258,664 | 11,813,000 | 595,000 | 1,823,435 | 22,509,786 | 111,638,613 |
| This Authorization | 3,300,000 | 2,242,998 | 2,500,000 | 0 | 0 | 1,460,000 | 9,502,998 |
| Grand Total | 46,938,728 | 33,501,662 | 14,313,000 | 595,000 | 1,823,435 | 23,969,786 | 121,141,611 |
| Legal Debt Limit | 91,218,523 | 212,843,221 | 304,061,744 | 4,000,000 | NA | NA | |
| Unused Capacity | 44,279,795 | 179,341,559 | 289,748,744 | 3,405,000 | | | |
| Percent Unused | 48.5% | 84.3% | 95.3% | 85.1% | | | |

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.
 DBIDA limits are set by special legislation.
 IP = Industrial Park projects
 IB = Industrial Building projects
 Exempt includes Sewer, Special Revenue Funds and Tolend Road Landfill debt.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2009.12.09 – 8**
 Resolution Re: **Appropriation For FY2011 Capital Improvements Program and Authorization for Bonding**

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to this FY11 authorization. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

CIP Only

Net Change in Property Tax Rates

| | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|---------------------|--------------|--------------|--------------|
| City | 0.06 | 0.12 | 0.12 |
| School | 0.04 | 0.08 | 0.08 |
| Total Change | 0.10 | 0.20 | 0.20 |
| Est Tax Rate | 23.43 | 23.63 | 23.83 |
| % Change City | 0.70% | 1.39% | 1.38% |
| % Change School | 0.42% | 0.84% | 0.83% |
| % Change Total | 0.43% | 0.85% | 0.85% |

Including Prior Year Authorizations

Net Change in Property Tax Rates

| | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|---------------------|--------------|--------------|--------------|
| City | 0.02 | 0.08 | 0.07 |
| School | 0.09 | 0.11 | 0.07 |
| Total Change | 0.11 | 0.19 | 0.14 |
| Est Tax Rate | 23.44 | 23.63 | 23.77 |
| % Change City | 0.23% | 0.93% | 0.81% |
| % Change School | 0.94% | 1.14% | 0.73% |
| % Change Total | 0.47% | 0.81% | 0.60% |

Rate per \$1,000 of Assessed Value

CIP Only

Net Change in Utility Rates

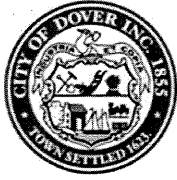
| | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|-------------------------|-------------|-------------|-------------|
| Water | 0.11 | 0.24 | 0.23 |
| Sewer | 0.03 | 0.08 | 0.08 |
| Total Change | 0.14 | 0.32 | 0.31 |
| Est Utility Rate | 8.66 | 8.98 | 9.29 |
| % Change Water | 2.91% | 6.17% | 5.72% |
| % Change Sewer | 0.63% | 1.68% | 1.66% |
| % Change Total | 1.64% | 3.70% | 3.51% |

Including Prior Year Authorizations

Net Change in Utility Rates

| | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|-------------------------|-------------|-------------|---------------|
| Water | 0.08 | 0.23 | 0.28 |
| Sewer | 0.01 | (0.03) | (0.88) |
| Total Change | 0.09 | 0.20 | (0.60) |
| Est Utility Rate | 8.61 | 8.81 | 8.21 |
| % Change Water | 2.12% | 5.96% | 6.98% |
| % Change Sewer | 0.21% | -0.63% | -18.68% |
| % Change Total | 1.06% | 2.32% | -6.88% |

Rate per 100 Cubic Feet of Water Consumption



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2009.12.09 – 8**
Resolution Re: **Appropriation For FY2011 Capital Improvements Program and Authorization for Bonding**

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY10 assessed value at \$252,454 with 75 HCF of average water usage.

Impact to Average Single Family Home

| Description | Yr1 | Yr2 | Yr3 | Change After 3 Years |
|------------------------------------|-----|-----|------|-------------------------|
| CIP Only | | | | |
| Property Tax | 25 | 50 | 51 | 126 |
| Water Fees | 8 | 18 | 17 | 43 |
| Sewer Fees | 3 | 6 | 6 | 15 |
| Total Avg SFH Impact | 36 | 74 | 74 | 184 |
| Including PY Authorizations | | | | |
| Property Tax | 28 | 48 | 35 | 111 |
| Water Fees | 6 | 18 | 21 | 45 |
| Sewer Fees | 1 | 9 | (66) | (56) |
| Total Avg SFH Impact | 35 | 75 | (10) | 100 |

RESOLUTION

RE: REQUEST TO RESCIND AN EXISTING APPROPRIATION

WHEREAS: On December 14, 2011 an appropriation in the amount of \$80,000 was approved for Media Center Equipment to be purchased out of the School Facilities Reserve; and

WHEREAS: Since the funding source for these items has changed; 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:

The City Council Rescind the \$80,000 listed as Item #9 in the FY13 CIP resolution number R-2011.11.09-159 for Non-Debt (Capital Reserve) Financed projects. This resolution contains Item #9 Media Center Equipment for \$80,000 to be funded via School Facilities (Impact Fees) Capital Reserve.

SUBMITTED BY:

Rocky D'Andrea, Chairperson

Amanda Russell, Vice Chairperson

Betsey Andrews Parker, Secretary

Dr. Paul Butler

Kathy Baker

Ken Appel

Doris Grady

June 11, 2012



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: R - 2011.11.09 - 159
Resolution Re: Appropriation For FY2013 Capital Improvements Program - Non-Debt Financed Projects

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

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

The following capital outlays are appropriated as part of the FY13 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Table with 5 columns: Item, Description, Appropriation, Funding, Fund. Lists 13 items including Police Vehicle Replacement, Hydraulic Extrication Equipment Replacement, etc., with a total appropriation of \$1,243,000.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

Sponsored by: Mayor Dean Trefethen, By request

Approved as to Legal Form: Allan B. Krans, Sr., General Legal Counsel

Recorded by: Karen Lavertu, City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: R – 2011.11.09 – 159
Resolution Re: Appropriation For FY2013 Capital Improvements Program – Non-Debt Financed Projects

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter. This resolution is to be referred to public hearing on December 7, 2011. This resolution is to be scheduled for vote on December 14, 2011.

DOCUMENT HISTORY:

| | |
|--------------------------------|---------------------------------|
| First Reading Date: 11/09/2011 | Public Hearing Date: 12/07/2011 |
| Approved Date: 12/14/2011 | Effective Date: 12/14/2011 |

DOCUMENT ACTIONS:

Deputy Mayor Weston moved for its adoption; seconded by Councilor Ciotti.
Councilor Nedelka moved to amend line item #10 Water Explorations to \$50,000; seconded by Councilor Ciotti.

Vote: 9/0.

Mayor Trefethen asked for a roll call vote on the amended resolution.

Roll Call Vote: 9/0.

| VOTING RECORD | | |
|--------------------------------------|------|-----|
| Date of Vote: 12/14/2011 | YEAH | NAY |
| Mayor Dean Trefethen | X | |
| Deputy Mayor, Karen Weston, At Large | X | |
| Councilor Robert Carrier, Ward 1 | X | |
| Councilor William Garrison, Ward 2 | X | |
| Councilor Jan Nedelka, Ward 3 | X | |
| Councilor Dorothea Hooper, Ward 4 | X | |
| Councilor Catherine Cheney, Ward 5 | X | |
| Councilor Gina Cruikshank, Ward 6 | X | |
| Councilor Dennis Ciotti, At Large | X | |
| Total Votes: | 9 | 0 |
| Resolution does pass. | | |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R - 2011.11.09 - 159**
Resolution Re: **Appropriation For FY2013 Capital Improvements Program - Non-Debt Financed Projects**

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates reserve trust funds and special revenue funds to finance a portion of the FY13 Capital Improvements Program. In addition, it authorizes the transfer of Reserve Trust Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2012:

| Description | Proposed Appropriation | Balance 6/30/2012 |
|---------------------------------|---------------------------|----------------------|
| Trust Reserve Funds CIP | | |
| General Fund Capital Reserve * | 413,000 | 160,672 |
| Cemetery Maintenance Reserve | 25,000 | 57,336 |
| Transportation Improvements | 100,000 | 409,539 |
| Parks Improvements Reserve ** | 112,500 | 282 |
| Recreation Facilities Reserve | 12,500 | 37,577 |
| School Facility Capital Reserve | 80,000 | 633,020 |
| Water Capital Reserve | 150,000 | 2,469,644 |
| Sewer Capital Reserve | 350,000 | 628,433 |
| Totals | <u>\$1,243,000</u> | |

* The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$575,000 into the reserve is proposed in the CIP FY 2013-2018 to be budgeted during FY2013.

** The Parks Improvements Capital Reserve will have sufficient funds for the appropriation as a transfer from the Recreation Field Construction (Sand & Gravel) Fund of \$112,500 into the reserve is proposed in the CIP FY 2013-2018 to be budgeted during FY2013.



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



CHRISTINE BOSTON
Principal
c.boston@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
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www.dover.k12.nh.us/DHS/Index.shtml

JIM AMARA
Director of Career Technical Education
j.amara@dover.k12.nh.us

MICHAEL PEREZ
Dean of Students
m.perez@dover.k12.nh.us

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

JON ALTBERGS
Dean of Instruction
j.altbergs@dover.k12.nh.us

TO: Superintendent Jean Briggs – Badger and the Dover School Board
FROM: Principal Boston, Dean Altbergs, Dean Stephens and Dean Perez
DATE:
RE: Dover High School Handbook Changes

The following information includes the changes to the Dover High School Student / Parent Handbook. Each change includes deleted text is crossed out, new text is underlined and text which was originally non bolded has been bolded.

Page 5: **Academics:** text deleted / text added / text bold

ACADEMIC ~~DISHONESTY~~ INTEGRITY

At Dover High School we take pride in our work. Academic integrity is expected of all students.

Tests, quizzes, projects and assignments must be representative of our own efforts.

If a student is caught cheating or plagiarizing an assignment, the student will receive an academic consequence for the assignment, which in most cases will mean a grade of zero for the assignment, and the teacher will contact the parent(s) or guardian. Additional disciplinary action may be taken depending on the severity, extent, and occurrence(s) of the cheating or plagiarizing.

Breaches of academic integrity include: ~~Academic dishonesty includes:~~

Plagiarism – The use or reproduction of the published or unpublished work of another without acknowledgement through proper citations. This may include the copying and submission of an assignment or parts of an assignment written by another student.

Cheating – The unauthorized use of notes, textbooks, oral, visual or electronic communication, online translators or other aids during an exam, quiz or related assignment. This includes the copying of the work of another student during an exam, quiz, or course assignment. Giving assistance in this manner is as much cheating as receiving the assistance.

Duplication – The use of the same or closely related paper or report for more than one class without the permission and knowledge of the instructors.

Alteration/Fabrication of Data – The submission of data not obtained by the author and presented as his/her own or the. ~~The~~ alteration of another student's data, which is ~~and~~ then presented as his/her own.

Unauthorized Collaboration – The sharing of quiz/exam questions or answers with another student without the permission of the teacher. This also includes ~~The~~ submission of a lab report authored by a lab partner or partners which was instructed to be an “individual” assignment or. ~~A~~ any group collaboration on assignments expected to be completed individually.

Participation/Facilitation of acts of academic dishonesty

- Stealing tests, quizzes, or student work
- Alteration of academic records including grades on assignments, tests, progress reports or report cards
- Sabotaging the work of another student
- Distribution of materials for the purpose of cheating
- The offer of a bribe to any student or staff in exchange for special consideration
- The misuse of school, student, or teacher resources including print or electronic library resources.
- The misuse of computer equipment used for assessment purposes

~~ACADEMIC INTEGRITY IS EXPECTED OF ALL STUDENTS~~

Page 6: **Midyear and Final Exams:** deleted text

MIDYEAR AND FINAL EXAMS

Midyear and final exams are an important part of the educational process at Dover High School. Students may not elect to take exams on days other than the days scheduled without prior permission of the Dean of Instruction. If a student has extenuating circumstances that interfere with the established testing schedule, a written request, accompanied by verification of information, must be sent to the Dean of Instruction at least two weeks in advance of the testing period. Graduating seniors are expected to be in attendance for their exams on the days scheduled for senior exams. ~~Teachers are instructed not to reschedule alternative exam dates/times without permission of the Dean of Instruction.~~ Failure to complete exams may result in loss of credit and may adversely affect the student's promotion or graduation status.

Page 6: **Graduation:** new text added and deleted text

Participation in the graduation ceremony is reserved for students who meet all requirements for a high school diploma or certificate of completion of studies.

Requirements for the diploma include all credit requirements established by the Dover School Board and the State of New Hampshire. The Dover High School administration reserves the right to revoke the student privilege of participating in graduation exercises as part of a disciplinary measure. ~~We believe that~~ Participation in graduation is a student privilege, not a right. Students owing the school money for lab fees, lost books, sports uniforms/equipment, library materials, vandalism, class dues or other incurred costs ~~may~~ will not be allowed to participate in graduation exercises.

Page 12: **Campus Search:** new text added

The Administration may conduct searches of property on the Dover High School campus, including but not limited to; lockers, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted in order to ensure the safety of staff and students. The Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

In general, grooming or clothing not conducive to acceptable behavior or which interferes with instruction or is a disturbing factor in a class or learning situation will not be permitted. T-shirts and/or other clothing advocating any illegal substance, displaying vulgar language and/or violent or sexual overtones will also not be permitted. For health and safety, all students must wear footwear.

STUDENT DRESS CODE – Policy

The Dover School Board recognizes the rights of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. On the other hand, the Dover School Board has a responsibility to assure that the atmosphere in the schools is conducive to learning.

Balancing these factors, the School Board adopts a dress policy for students that set standards for grooming and

appearance during school hours and at school functions. Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for disciplinary referrals regarding dress code violations. No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and the parent that the student adheres to the dress code. This policy is applicable from kindergarten through grade twelve. The School Board expects the policy to be enforced even-handedly at all times and reviewed regularly for reasonableness and consistency with community attitudes. The following guidelines are established to provide a clear understanding the dress policy:

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

2. Shirts, blouses, and tank tops must cover the entire torso at all times. Transparent and/or see-through materials are not allowed. Crop tops, tube tops, halter tops, spaghetti-strap tank tops, and basketball shirts are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.
3. The length of a skirt, dress, culottes, or shorts must reach to the mid-thigh. No short-shorts or spandex shorts shall be allowed.
4. Outer clothing should cover undergarments at all times.
5. Safe and appropriate footwear must be worn at all times.
6. Except for religious and/or cultural purposes, head coverings may not be worn in school.
7. Safety and protective clothing, as well as athletic and gym clothing, shall be worn as required by the subject teacher or club instructor only while participating in the activity involved.
8. Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities.
9. Hats and coats will be stored by the start of the instructional day.
10. When questions arise regarding the interpretation of this policy, the school administrative staff shall make a determination as to the appropriateness of student dress.
11. Students whose appearance detracts from the educational process shall be given the following options before returning to class:
 - Cover the inappropriate attire with appropriate attire
 - Call home to secure appropriate attire
 - Cover appropriate attire with a school t-shirt

Page 17: **Bus Conduct:** deleted text

A policy for correct conduct while riding the bus exists and is made available to students at the beginning of the school year. Poor behavior on the bus will become part of the student's behavioral record and may be cause for loss of bus privileges and disciplinary action. All school rules and expectations apply to the bus stop and bus ride. ~~Please view the Dover School District's Transportation Policy on its website or Edline.~~

Page 20: **Fire Drills and Emergency Situations:** new text added and deleted text

The signal for a fire drill is a continuous sounding of the alarm. Students and teachers will leave the building by the nearest exit in an orderly manner leaving books and backpacks behind. Directions for leaving the building during a fire drill ~~will~~ are ~~be~~ clearly posted in each room and area. Students ~~will~~ should remain with their class and immediately report to their designated area where attendance will be taken by the teacher. ~~An administrator will signify that you may return to the building.~~ Do not reenter the building until the all clear is given. ~~Students are expected~~ At at all times to follow the directions of your school and safety personnel. ~~teachers.~~

Page 20: **Lockers:** new text added and deleted text

~~Student lockers are the property of the Dover School District and are subject to search by the administration when reasonable grounds exist for a search. Students are also expected to remain in their originally assigned locker and not cause any permanent damage or markings to them. Locker problems need to be reported to the Guidance Office immediately.~~

Students are assigned one locker for convenient storage. Students are cautioned that failure to use the locker to store personal items does increase the risk of theft, especially within locker rooms. Students are responsible for their own possessions. Any valuables brought to school are subject to a number of risks; therefore it is recommended that students not bring personal property to school. While school personnel will take all reasonable steps to help students recover lost or stolen personal items, students and parents are reminded that the school district does not insure student property and that the school is not responsible for any damage, theft, or loss of personal items.

The lockers are school property and remain under control of the school at all times and proper authorities may open lockers if it is believed that the welfare, safety or health of the student body

is threatened. Students are responsible for whatever is contained in lockers assigned to them by the school. School authorities may conduct inspections of lockers at any time with or without students being present. The school retains access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks and any unauthorized locks may be removed without notice and destroyed.

A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student is responsible for the control, appearance and condition of the locker. Students should not write in or on lockers. Decals and similar materials are not to be placed inside or outside.

Page 21: **Before and After School Procedures:** new text added

The Dover High School building opens to students at 7:00 am. Once on school grounds, students must not leave during the school day without proper dismissal. Students who do leave without permission shall be considered truant and will be subject to appropriate consequences. Immediately after the close of school students are expected to leave the building and grounds. Students who are not under the direct supervision of a teacher or staff member must leave the building by 2:45 pm. Students who are receiving assistance from a teacher, involved in a co-curricular activity or serving detention may remain in the building until that activity is completed.

Page 23: **Field Trips:** new text added

Field Trips are defined as any activity not held on school grounds. Field trips may be a day activity or an extended overnight activity. Field trips are considered important components of our school curriculum. Student attendance on field trips is a privilege, not a right. All students are to understand that he/she represents Dover High School and he/she shall abide by school rules and regulations while participating on the field trip.

A field trip advisor may also impose other rules and regulations pertaining to field trips. The school district reserves the right to exclude students for questionable behavior. Students serving suspension are ineligible to participate on field trips.

Students found participating in acts of gross misconduct including, but not limited to, possession/use of drugs, tobacco, or alcohol, vandalism, theft, violence, and/or sexual misconduct will be returned home at the expense of their parents. The district reserves the right to inspect all luggage and carry-on items prior to departure. The district also reserves the right to pursue financial compensation from students/parents for damages that occur on the field trip. Students are to immediately report any misconduct mentioned above as well as acts of bullying, hazing, or harassment to the trip advisor.

Page 23: **Residency:** new text added

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12. No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board. For the purposes of this policy, the legal residence of a pupil in the case of a minor is where his/her parents reside. The Board reserves the right to request proof of residency and custody (if applicable) for students new to District and students in District suspected of not having legal residency per state law. Please see Policy JECB-R for complete policy.

It is the responsibility of parents/guardians to notify the Dover High School Main Office or Guidance Office in the event of a change of student address.

Page 25: **Guidance Services:** new text added

A full range of guidance services is available to students in grades 9-12 and their parents/guardians. Students must make an appointment to see their Guidance Counselor. Students may receive advice on selection of courses, have their academic records reviewed, receive career information and acquire information on colleges.

Page 25: **Students with Disabilities:** new text added

The Dover School District provides a free and appropriate education for all students in accordance with Section 504 of the Rehabilitation Act of 1973, the Education for All Handicapped Children Act of 1975 and the New Hampshire Standards for the Education of Handicapped Students. Any student who is suspected or known to have an educational handicap

should be referred to the Special Education Building Coordinator. A referral may be made by school personnel, parents/guardians, students themselves, medical personnel or a social service agency. Additional referral information may be obtained through the Special Education Department at Dover High School. Any student referred to Dover school personnel will be afforded all due processes as prescribed by state and federal laws. For complete policy please contact the SAU office.

Page 26: **English Speakers of Other Languages (ESOL):** new text added

The Dover School District provides support for students who have limited English proficiency in accordance with state and federal laws. The law supports students with limited English proficiency with free:

- Evaluations
- Classroom support
- Direct instruction

Parents/guardians and school personnel should refer a student to the Director of Pupil Personnel Services (603) 516-7208 for evaluation, support and services. For complete policy please contact the SAU office.

Page 26: **Homeless Students:** new text added

The Dover School District provides support for students who are homes in accordance with the 1987 McKenney-Vento Act. The law gives children and youth in homeless situations the right to:

- Stay in their school even if they move;
- Enroll in a new school without proof of residency, immunizations, school records or other papers;
- Get transportation to school;
- Go to preschool programs;
- Get all the school services they need;
- Have disagreements with school settled quickly and go to the school they choose while disagreements are settled.

Any student who is homeless should be referred to the DHS Homeless Coordinator for appropriate support. For complete policy please contact the SAU office.

Page 26: **Employment Certificates:** new text added

Students under 16 years of age must obtain an Employment Certificate from the Guidance Office before they can work. An Employment Certificate is not needed if the student plans to work on a farm, in a person's home doing housework or babysitting, at a golf course as a caddie or doing religious work at a church. To obtain a certificate, the student must go personally to the Guidance Office with a form from his/her potential employer to specify the type of work he/she will be doing.

JEAN BRIGGS BADGER
Superintendent

MICHAEL LIMANNI
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT
MEMORANDUM

TO: Members Dover School Board & Superintendent
FROM: Michael A. Limanni, Business Administrator
DATE: June 11, 2012
RE: Extended In-District Bus Contract

June 30, 2012 will mark the completion of a 5 year contract with First Student, Inc. Unfortunately this also marks the unexpected end of another multi-year, cost saving relationship with COAST due to Federal regulations limiting them as a non-private provider of transportation services. In an effort to meet or come under the FY13 proposed budget for In-District transportation costs, we have negotiated a one year contract extension with First Student that would provide for the new 177 day calendar, and incorporate the routes abandoned by COAST.

I recommend the signing of the attached contract amendment, extending the District's contract with First Student for one more year for a total cost of \$1,039,050. This represents a further savings of \$39,605 to the FY2013 Budget Proposal.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

**ADDEMDUM TO EXTEND PUPIL
TRANSPORTATION SERVICES AGREEMENT BETWEEN DOVER SCHOOL DISTRICT AND FIRST
STUDENT, INC.**

THIS AMENDMENT is made by and between DOVER SCHOOL DISTRICT with principle offices at 61 Locust Street, Dover NH hereinafter called "DISTRICT" and FIRST STUDENT, INC. with its national headquarters at 600 Vine Street, Suite 1400, Cincinnati, OH 45202 and local business offices for purposes of this Agreement located at 51 Lowell Road, Salem, NH 03079, hereinafter called "CONTRACTOR" and collectively called "Parties."

WHEREAS, the parties entered into that certain Transportation Services Agreement dated May 01, 2007, as amended (hereinafter, the "Agreement"); and all contingencies placed upon the bid specifications, and

WHEREAS, the parties desire to further extend the term of the Agreement and amend certain portions thereof;

NOW, THEREFORE, the parties mutually agree as follows:

1. **TERM** The term of the Agreement shall extend for one (1) additional year commencing with the opening of the 2012 - 13 school year.
2. **COMPENSATION** Commencing with the 2012 - 2013 school year, the rates of compensation payable hereunder during the ensuing Contract Year shall be set forth in Exhibit "A".
3. **INDEMNIFICATION** CONTRACTOR agrees to indemnify, hold harmless and defend DISTRICT, its governing board, officers, employees and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused by any act of neglect, default or omission of CONTRACTOR in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of DISTRICT, its agents or employees.
4. **PERSONNEL** All drivers used in performance of this Agreement shall be CONTRACTOR employees. CONTRACTOR shall be responsible for hiring and discharging personnel employed by CONTRACTOR to perform its obligations hereunder. However, DISTRICT shall have the right to request CONTRACTOR to remove from service to the DISTRICT any employee who, in DISTRICT's sole discretion, is deemed unsuitable for the performance of transportation services for DISTRICT; provided that DISTRICT shall make such request in writing, state the reasons therefore and include any supporting documentation, and provided further that such request does not violate applicable local, state or federal laws, rules or regulations.
5. **ASSIGNMENT** The CONTRACTOR may assign the Agreement if the assignment is made to a parent, subsidiary, related or affiliated company.
6. **FORCE MAJUERE** In the event CONTRACTOR is unable to provide the transportation services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, labor shortages, governmental action or any other condition or cause beyond CONTRACTOR's control or any other force majeure clause as defined by state law, DISTRICT shall excuse CONTRACTOR from performance under this Agreement.
7. **NOTICE TO PARTIES** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to DISTRICT shall be addressed to:

DOVER SCHOOL DISTRICT
61 Locust Street
Suite 409
Dover, NH 03820
Attention: Superintendent

Notices to CONTRACTOR shall be addressed to:

FIRST STUDENT, Inc.
51 Lowell Road
Salem, NH 03079
Attention: Area General Manager

With a copy to:

General Counsel
FirstGroup America, Inc.
600 Vine Street
Suite 1400
Cincinnati, OH 45202

Except as amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Agreement has been signed and executed in duplicate on behalf of the parties hereto by persons duly authorized on the day and year first written above.

DOVER SCHOOL DISTRICT

By: _____

Title: _____

ATTEST:

By: _____

FIRST STUDENT, INC.

By: _____

Title: _____

ATTEST:

By: _____

Dover School District

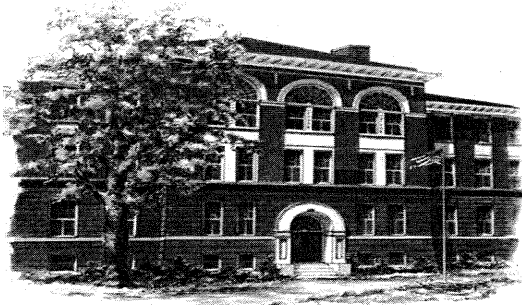
Exhibit "A"

| <u>Regular Transportation</u> | <u>2011 - 2012</u> | <u>2% 2012 - 2013</u> |
|-----------------------------------|--------------------|---------------------------|
| Bus Count | 18 | 21 |
| School Days | 180 | 177 |
| Per Day Per Bus | \$274.06 | \$279.54 |
| Annual Total | \$887,954.00 | \$1,039,050.00 |

** Based on fewer days and 3 more buses.

JEAN BRIGGS BADGER
Superintendent

MICHAEL LIMANNI
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT
MEMORANDUM

TO: Members Dover School Board & Superintendent
FROM: Michael A. Limanni, Business Administrator
DATE: June 11, 2012
RE: Forensic Audit – Engagement Letter

Upon Recommendation of our insurance carrier, Primex, I am requesting that the School Board authorize the signing of the attached engagement letter from Graham & Graham, PC for a forensic audit of the Dover Food Services program in order to quantify the extent of the alleged theft to the program by former Food Services Director Mark Covell. Our insurance policy with Primex covers employee theft of this kind, and I recommend that the School Board accept this scope of work, and further authorize the payment of the requested \$5,000 retainer, and the encumbrance of \$10,000 for the additional anticipated costs of this audit.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Graham & Graham, P.C.

Certified Public Accountants
Business Advisors and Management Consultants

May 29, 2012

Dover School District
Michael A. Limanni, Business Administrator
61 Locust Street, Suite 409
Dover, NH 03820

Dear Michael:

This letter constitutes an agreement to provide these agreed upon procedures, under which we will provide certain forensic accounting services and a presentation of our findings.

The forensic accounting services we currently expect to provide for transactions at the School Cafeteria Program and associated activities the period of July 2010 through May 2012 include the following:

1. Review all vending machine daily account deposits and reported sales utilizing internal accounting software, including LUNCHBOX software, for irregularities and review. Discuss known Dover PD and Strafford County Attorney reports on the scheme
2. Review all inventory purchase account disbursements for irregularities, extrapolate variances from known periods of integrity to periods of irregularity
3. Analyze all payroll and resulting bonus payments for timing, existence, approval or irregularities
4. Investigate all 90 % tests for DOE/meals program and any accounting adjustments and summaries presented for Program compliance
5. Investigate signature characteristics on checks and invoices for irregularities or conflicts of interest or non-disclosure of related party or vendor irregularity and analyze periods of absence for accused
6. Assess the individual account balances for compliance with laws and regulations, if applicable, within the scope of our license for the District's Title I Fruit Program and required reporting and Compliance with Laws and Regulations
7. Assess staff access to accounting and deposit transactions, document any noted irregularities and interview selected staff for evidence and scheme awareness
8. Provide a summary of our findings and procedures employed during our investigation and at the conclusion of our work
9. Review Auditor findings with appropriate member's of MacDonald Page or Melanson Heath & Company

PO Box 300, Essex Junction, VT 05453 • (802) 356-2423
 197 Loudon Road, Ste. 300, Concord, NH 03301 • (603) 225-2944 Fax: (603) 856-7635
 PO Box 886, 6 Main St., Springfield, VT 05156 • (802) 885-5340 Fax: (802) 885-4999
 PO Box 1661, Laconia, NH 03247 • (603) 527-8721 Fax: (603) 527-8187

During the course of our engagement, it may be necessary for us to prepare written reports that support our findings. These reports are to be used only in connection with the referenced agreed upon procedures and may not be published or used in any other manner without the written consent of this firm.

We will not conduct an audit as defined by the American Institute of Certified Public Accountants. Rather, we will perform the necessary tests of the accounting records for the purpose of issuing a specialized report.

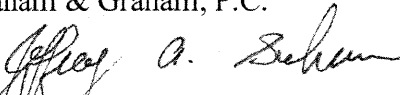
We will submit invoices to you weekly, payable upon presentation, which will be based on our discussed hourly rates. Preliminary Phase I fees may range from \$9,000 to \$30,000, excluding out of pocket expenses. Our policy, typically, is to request a retainer for a portion of the work to be provided. We reserve the right to defer rendering further services until payment is received on past due invoices. However, we expect to complete our investigation within 30-45 days.

In our report, we may include certain values derived from reports of others and designate them as such. However, we take no responsibility for those items. Nor do we take responsibility to update the report or disclose any events or circumstances occurring after the ending date of the agreed upon procedures. In the event sufficient records or documentation cannot be supplied to us, we will not issue a report.

This agreement will become effective when you sign and date the original copy of this letter and return the signed copy to us with the retainer in the amount of \$5,000. We began our forensic investigation during May 2012. If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to describe these revisions in an addendum to this letter.

Our work may be subject to attorney client privilege, and accordingly, we will attempt to observe all applicable provisions toward this end. As you might imagine, our investigative work may require services in excess of the quoted fee amount contained above. We will provide our preliminary reports during, and at the conclusion of Phase I. We may discuss the need to continue. If additional work is approved, we will follow the same procedure.

Sincerely,
Graham & Graham, P.C.


Jeffrey A. Graham, CPA, CFF, CSEP
President

Accepted by _____

Date _____

JEAN BRIGGS BADGER
Superintendent

MICHAEL LIMANNI
Business Administrator



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FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT
MEMORANDUM

TO: Members Dover School Board & Superintendent
FROM: Michael A. Limanni, Business Administrator
DATE: June 11, 2012
RE: SOPHOS Purchase Agreement – PEPPM Bid

I am requesting that the School Board authorize the signing of the attached Purchasing Agreement for the purchase of SOPHOS internet content filtering devices, associated warranties, and remote consulting services for the total cost of \$27,183. As part of the District's technology plan, replacing the outdated devices is necessary to help:

1. Protect users from malware, spyware, FakeAV, viruses and phishing.
2. Guard against hijacked trusted sites.
3. Enable productivity and enforce internet use policies.
4. Block anonymizing proxies.
5. Scan encrypted HTTPS traffic.
6. Preserve bandwidth.
7. Prevent the loss of sensitive data.

These items are being purchased off of the PEPPM contract quote #: 05022012-NV-1. PEPPM is a national technology bidding and purchasing program that is administered by the Central Susquehanna Intermediate Unit (CSIU). I have attached the bid terms and conditions for your review. Accepting quotes from purchasing programs that have agreements with the State of New Hampshire such as PEPPM can save the school district both time and money. I strongly recommend utilizing their services when appropriate as they follow the District's required bidding procedures to award contracts.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!



SOPHOS

www.trebron.com

Gold Partner

May 2, 2012

QUOTE #: 05022012-NV-1

PEPPM CONTRACT # 524104

Billed to: Dover School District: SAU #11
 61 Locus St. #409
 Dover, NH. 03820
 Attn: Christopher Roberge, 603-516-6728
 c.roberge@dover.k12.nh.us

| Account Executive | Quote Valid Until | Payment Terms |
|-------------------|-------------------|------------------------------|
| Norbert van Dam | 5-25-12 | Special Trebron Payment Plan |

Sophos 4 Year Pricing

| Qty (Users) | Included Components | Term (Months) | Total Price (\$USD) |
|---|--|---------------|---------------------|
| 1,900 | Sophos Secure School Protection Suite - K12 only | 48 | \$11,400.00 |
| | Sophos K-12 Remote Consulting – (6 Hours) (Consulting Hours Expire After 1 yr) | | \$ 798.00 |
| 4 | Sophos WS1100 Web Appliance with 3 Year Warranty | | \$11,988.00 |
| 1 | Sophos SM2000 Management Appliance with 3 Year Warranty | | \$ 2,997.00 |
| Subtotal: | | | \$27,183.00 |
| Total (Excluding tax & shipping as applicable): | | | \$27,183.00 |

Special Trebron Payment Plan

- Payment 1 Due July 1, 2012 \$6,795.75
- Payment 2 Due July 1, 2013 \$6,795.75
- Payment 3 Due July 1, 2014 \$6,795.75
- Payment 4 Due July 1, 2015 \$6,795.75

Notes:

- Licenses - granted pursuant to the terms of the Sophos End User License Agreement (EULA)

Order Confirmation: Please sign and fax to (206-527-4288) or email to your Trebron Sales Rep:

I understand that by signing this Purchase Order/Quote confirmation I agree to the following:

- I am authorized by the "billed to" party to purchase the item listed above.
- All information is accurate with regard to price, description, quantity and address.
- The "billed to" party agrees to pay the invoice in accordance with terms of net 30.
- Late Charges will be billed after 30 days at 18% rate of interest including, but not limited to legal fees to collect.
- Product licenses provide rights to utilize the subject software to a maximum of the quoted quantity.
- Nothing in this quote shall be construed as creating an obligation on the part of Sophos rather than a right to enter into an agreement with the "billed to" party described above.
- Once Seller has accepted Buyer's order Buyer cannot cancel the agreement, in whole or in part, without Seller's express written consent. Such cancellation is conditioned upon Buyer's reimbursement to seller for all costs incurred by Seller in connection with the order up to the time of cancellation including, but not limited to, Seller's cost for cancellation.
- To take advantage of the Trebron Payment Plan a "Trebron Purchase Agreement" will also need to be signed.

Authorized Signature: _____

Date: _____

Print name: _____

Title: _____

Purchase Order #: _____

Ship to address same as Billed to? Yes No

Ship to Address: _____

Date: May 2, 2012

Buyer: Dover School District: SAU #11

Trebron Account Executive: Norbert van Dam
Trebron Company, Inc. 5506 35th Ave. N.E.
 Seattle, WA. 98105

Mailing: 61 Locus St. #409

Telephone: 206-527-3477 Corporate

Address: Dover, NH 03820

Telephone: 800-499-3079 Toll Free

Email: norbert@trebron.com

Purchase Agreement PEPPI Contract # 524104

The Parties hereto, Buyer, Dover School District: SAU #11 and Seller, Trebron Company, Inc. hereby agree as follows:

- Description:** Buyer agrees to purchase from Seller, "Product" as listed in the table below for \$27,183.00 (Twenty Seven Thousand One Hundred Eighty Three United States Dollars and 00/100), plus applicable shipping costs & sales tax, unless Buyer is exempt from the payment of such tax and provides Seller with evidence of such exemption.

| Qty (Users) | Included Components | Term (Months) | Total Price (\$USD) |
|-------------|---|---------------|---------------------|
| 1,900 | Sophos Secure School Protection Suite - K12 only | 48 | \$11,400.00 |
| | Sophos K-12 Remote Consulting – (6 Hours) (Consulting Hours Expire After 1 yr.) | | \$ 798.00 |
| 4 | Sophos WS1100 Web Appliance | | \$11,988.00 |
| 1 | Sophos SM2000 Management Appliance | | \$ 2,997.00 |

- Payment:** To be made to Seller in four annual installments of \$6,795.75 each. The first payment is due on or before July 1, 2012. The second payment is due on or before July 1, 2013. The third payment is due on or before July 1, 2014. The fourth and final payment is due on or before July 1, 2015. Payment Terms are net thirty (30) days. All payments shall be by check made payable to Trebron Company, Inc. at the address listed above.
- Term:** Buyer's license for the product expires on approx. 4-30-2016 (4 years).
- Representations:** Buyer understands that Seller is a reseller of hardware and software products. Buyer acknowledges that it has not relied on any representations by Seller and has independently investigated the products and determined the suitability of the products for Buyer's intended purposes.
- Warranty:** Seller shall pass through to Buyer any original manufacturers' warranties for Product acquired by Seller for Buyer, including Licensor's warranties for Product. Except for the foregoing, Seller shall deliver the Product "as is" and Seller makes no other warranty, express or implied, including any warranty of merchantability or fitness for a particular purpose.
- Limitation of Liability:** Under no circumstances will Seller be liable for any incidental, indirect, special or consequential damages from Buyer or any third party, including damages for lost revenue, profits, data or use even if Seller has been advised of the possibility of such damages. In no event shall Seller's entire liability under this agreement exceed the price of the products under this Agreement.
- Indemnification:** Buyer shall defend, indemnify and hold harmless Seller, it's employees and agents from and against all damages, claims and liabilities of every nature whatsoever, including, but not limited to, reasonable legal expenses, arising in connection with or out of the improper or unauthorized operation use or repair of the products furnished to Buyer.
- Late Fees:** Late payments shall accrue interest beginning from the payment date at a rate of eighteen percent (18%) per annum, or at the maximum allowable legal rate whichever is lower. In the event that any payment or amount owed is more than ninety (90) days past due, in addition to accrued fees and costs, Seller may declare the entire amount due and owing. Buyer's failure to pay under this agreement may result in termination of Buyer's software license.
- Cancellation:** Once Seller has accepted Buyer's order Buyer cannot cancel the agreement, in whole or in part, without Seller's express written consent. Such cancellation is conditioned upon Buyer's

reimbursement to seller for all costs incurred by Seller in connection with the order up to the time of cancellation including, but not limited to, Seller's cost for cancellation.

10. **Attorneys' Fees:** In the event any cost or expense, including reasonable attorney's fees ("Costs") are incurred in the enforcement of this Agreement, the prevailing party shall be entitled, in addition to damages, to reimbursement for all such Costs.
11. **Governing Law:** This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. Venue for any and all actions shall be in the state of or federal courts, King County, Washington.
12. **Software:** Buyer will negotiate all software license provisions of Product directly with the Licensor.
13. **Miscellaneous:** This Agreement must be executed on or before 5-25-12 or it becomes void.
14. **Waiver:** The waiver of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach and shall be effective only if in writing.
15. **Severability:** If any provision of this Agreement is deemed invalid or unenforceable, the other provisions of this Agreement shall remain in full force and effect.
16. **Entire Agreement:** This Agreement constitutes the entire Agreement of the parties and may not be amended or superseded except in writing signed by the parties.

Date: _____

Date: _____

Trebron Company, Inc.

Dover School District: SAU #11

Signature

Signature

Norbert van Dam

Printed Name

Printed Name

President

Title

Title

Must be signed by an authorized representative of Buyer

Billing Information:

Do you accept invoices via E-mail? Y N

Accounts Payable Contact **(Please Print)**

E-mail

Phone



Technology Bidding and Purchasing Program

Why PEPPM is Legal Fact Sheet for Eligible Buyers

PEPPM is a national technology bidding and purchasing program that is administered by Central Susquehanna Intermediate Unit (CSIU). For the past 30 years, the PEPPM program has been authorized by the Pennsylvania Department of Education to take the responsibility for state bid law compliance for technology procurement relieving schools of the mandate to prepare and process local bids. To PEPPM's knowledge, there has not been an audit citation given regarding a purchase made using PEPPM contracts according to PEPPM procurement procedures.

All product line contract awards are made using a competitive sealed bid process according to Pennsylvania bid statute 24 Pa. Stat. Ann. § 8-807.1 - Purchase of Supplies. PEPPM procedures satisfy all Pennsylvania school code bid requirements.

CSIU is an educational service agency established by and existing under Article IX-A of the Pennsylvania Public School Code of 1949, as amended, 24 P.S. §§9-951 et seq., with its principal place of business at 90 Lawton Lane, Borough of Milton, Northumberland County, Pennsylvania, and having as its mailing address 90 Lawton Lane, Milton, Pennsylvania 17847.

PEPPM bids on behalf of local education agencies (LEAs), which include school districts, career and technology centers, intermediate units, state-approved private schools providing approved special education programs, nonpublic schools, community colleges, public libraries and state-approved charter schools.

PEPPM identifies in its terms and conditions the intent for its contracts to be used by four-year colleges, universities, local and state government agencies, local municipalities and related county/municipal authorities and other non-profit entities with vendor approval and where permissible by statute or regulation.

PEPPM has identified in its bid terms and conditions its intentions for the awarded contracts to be used by eligible buyers in any state of the United States as well as Washington D.C. and Puerto Rico with the permission of the awarded vendor.

Many states have cooperative procurement laws that allow school districts and other public procurement units to use purchasing contracts created by other public procurement units that have gone to bid themselves and have followed their required bidding procedures to award contracts. These contracts are called piggybackable contracts. PEPPM contracts are piggybackable contracts.

For more information about the PEPPM program, please contact:

Jim Randecker
PEPPM Director
jrandecker@csiu.org
(570) 523-1155 x2115

David Manney
PEPPM Coordinator
dmanney@peppm.org
(570) 523-1155 x2174



Technology Bidding and Purchasing Program

PEPPM Bid Compliance Reviews

Thousands of orders flow through the PEPPM Technology Bidding and Purchasing Program each year. With hundreds of vendors and resellers providing products and services, how can school districts and other buying agencies be sure their prices are at or below the bid price? The answer is by formal price reviews and daily staff oversight.

PEPPM uses a third-party accounting firm to conduct a review of prices posted and prices charged. This is in addition to the work the PEPPM staff conducts regularly to ensure consistent valid pricing. The formal review process conducted by the accounting firm involves three types of tests.

Test One is a "Posted Pricing Test." The accounting firm uses actual bid documents to compare an Awarded Vendor's bid price structure to what the vendor is submitting to PEPPM as the valid bid prices for posting on the PEPPM website. PEPPM collaborates with the accounting firm to choose a random business day. PEPPM notifies Awarded Vendors that a review process is under way. The accounting firm then works with the Awarded Vendor to verify prices that were posted on the PEPPM web site for the chosen day are at or below the prices determined by the bid discount structure.

As a condition of their contract, Awarded Vendors must submit documentation for their price basis. Depending on how the vendor submitted the bid, this documentation could be a commercially available catalog, a dated price list, or invoices from manufacturers or wholesalers. By contract, vendors must cooperate in providing information to the accounting firm or risk losing their contract.

Test Two is an "Invoiced Price Test." The accounting firm samples actual invoices paid by school districts. The prices charged on the invoice must be correct, and the accounting firm checks to see if any unauthorized charges are included on invoices, such as shipping fees for orders totaling more than \$500. This test requires the voluntary cooperation of school districts or other buying agencies, who are contacted by the accounting firm for copies of vendor's invoices and corresponding district payment records.

Test Three is a "Dynamic Catalog Pricing Test." The pricing behind web-based catalogs can change frequently. This test ensures that pricing posted on websites external to PEPPM meet the bid requirements -- similar to tests conducted in Test One. Each Awarded Vendor must provide PEPPM a monthly snapshot file containing either their bid discounted pricing or their published list price for products approved and contained in their online catalog storefront. These snapshot pricing files along with randomly selected sample orders processed through PEPPM are used by the accounting firm to verify whether PEPPM bid pricing was provided by the Awarded Vendor.

If discrepancies are ever found (actual discrepancies are rare) more testing may be conducted to determine the extent of the problem. Vendors are required to provide compensation if districts are overcharged. If the Awarded Vendor is not cooperative in providing compensation or if further violations are found, the vendor's contract may be terminated.

Vendors are required to participate in these reviews. When they are contacted to provide documentation as part of a PEPPM price review, prompt responses are necessary to ensure contract compliance.

Participation on the part of school districts is voluntary, and PEPPM appreciates school district assistance so that vendors can be held accountable. This testing process gives school districts and other buying agencies the assurance that PEPPM program prices are reliable – a benchmark standard that has earned us a positive national reputation over the last 29 years.



Technology Bidding and Purchasing Program

PEPPM Bidding Procedures

The CSIU follows strict bidding procedures to ensure fair, ethical and legal bids in Pennsylvania. Likewise, our affiliate local government agencies follow similar procedures when leading bids in other states.

In Pennsylvania, the CSIU's invitation to bid begins with terms and conditions that follow the requirements of Pennsylvania law. We advertise the invitation to bid for multiple weeks in newspapers in Pennsylvania and other states across the country. We send out notices to more than 2,000 companies inviting them all to bid.

Although we use eBid technology to solicit and receive bids, we also require bidders to submit specific bid documents on paper with original signatures so that we satisfy even the most conservative jurisdiction's bidding requirements.

Submitted bids – both electronic and paper– **are sealed until the appointed bid opening date**. Then they are opened in a public setting in front of vendors and citizens. Paper submissions are checked to ensure they match electronic submissions.

We require our bidders to give references and to cite examples of their past customers with other education agencies. Each bidder must sign and notarize a non-collusion statement, while also certifying they have not been suspended or debarred by any other government agency. We check federal and state websites to check on any debarment announcements.

We typically get hundreds of responses with literally hundreds of thousands of prices to evaluate. Following the receipt of bids, we use Epylon eBid technology to compare thousands of prices. Then we make awards only to the lowest bidders who are responsive to the bid terms and who have demonstrated they are responsible enough to serve PEPPM eligible buyers.

Following contract awards, we regularly check vendors' prices to make sure they are consistent with their bid formulas. We compare bid prices to market prices to make sure bid prices are competitive. We hire an independent third party accounting firm to review vendors' prices to ensure vendors are posting and charging the correct prices. We require POs to be sent to our office to make sure customers are getting the correct price.

In short, we challenge you to find another education cooperative that does more to ensure your agency is protected with a competitive, safe, open, legal, ethical, fair, and best-value purchasing contract.