



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, June 11, at 7:00 p.m. in the McConnell Center Media Center.

**A. ROLL CALL:** Present were Rocky D'Andrea, Amanda Russell, Doris Grady, Kathy Baker, Paul Butler and Ken Appel. Betsey Andrews Parker arrived at 7:25 p.m.

Also present were; Superintendent Jean Briggs Badger; DMS Co-Principal Kim Lyndes, DHS Dean of Students Mike Perez; DTU President Maybeth Anderson, 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 Teacher Fran Mroz, DALC Executive Director Deanna Strand and Fosters.

**B. PLEDGE OF ALLEGIANCE:** Doris Grady led the Pledge of Allegiance.

**C. CITIZENS' FORUM:** Maybeth Anderson, 16 Middle Rd, addressed the Board introducing herself as the new Dover Teachers' Union President. She stated her desire to work together with the Board on many occasions in a positive manner.

**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

Amanda Russell moved, Kathy Baker seconded approval of the minutes. An oral **VOTE PASSED 6/0.**

**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**



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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**

April Theth is not here this evening as she is at Senior Awards at DHS tonight. However, I want to take this opportunity to thank April for serving as Dover High School’s student representative for the past year.

The Dover Parents Music Club use an internet based service to organize the parent volunteers. They were able to tally of volunteer hours through Volunteerspot and the DPMC families worked **1859 hours** this year!! This does not count things that were not signed up for in Volunteerspot – and there were plenty of those jobs! Parent Volunteers make a difference in Dover and are such a tremendous asset to Dover and the music program.

### **SCHOOL Updates**

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

Awards Night is tonight June 11<sup>th</sup>.

Dover High Graduation Ceremony will be held on Wednesday, June 13<sup>th</sup> at 7 pm at the UNH Whittemore Center.

Underclassmen Exams 6/14, 6/15 and 6/18

#### **Dover Middle School**

DMS students, parents and community members enjoyed the band and chorus concerts and art show at DMS last Wednesday and Thursday, June 6 and 7. Congratulations to all of our musicians and artists.

The DMS eighth grades enjoyed a wonderful end of year semi-formal dance last Friday, June 8<sup>th</sup>.

The eighth grade Award’s Assembly will take place on Friday, June 15<sup>th</sup> at 7:00pm

The eighth grade class will enjoy a trip to Six Flags on Monday, June 18<sup>th</sup>.

#### **Horne St. School**

Over the past month HSS Greening of the Grounds Committee has been hard at work mulching the gardens in the front of the school, sealing the new pergolas, planting in the vegetable



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garden behind the school. A special thanks to the volunteers from the Dover Baptist Church who helped out with the pergolas and gardens.

The HSS Kindergarteners will have their end of year celebration in the gym on Tuesday, June 12. All family members are welcome to this exciting event.

On Wednesday, June 13 is HSS Olympic Day. Each grade level chooses a country to represent as they participate in a wide variety of activities throughout the day. This is a great end of year field day event during which everyone participates in fun activities.

Also on the 13<sup>th</sup> HSS's annual Volunteer Appreciation Breakfast will be held prior to Olympic Day. Many of the excellent extracurricular activities would not be possible without their hard work. Every teacher in HSS has received some type of volunteer or financial assistance throughout the year. HSS is truly a fortunate school to have such a dedicated and energetic group of volunteers.

Our fourth graders have been preparing for their transition to the middle school. Thanks to those at DMS for their efforts to make the transition easier. Also the fourth graders completed the Science NECAP assessment in May. By all accounts they did an excellent job. They went on a field trip too Strawberry Bank on June 1<sup>st</sup>. They had their fourth grade outing at The Works today and then returned to HSS where they received cake and a copy of the HSS 2012 Yearbook.

On the final day of school June 18<sup>th</sup> HSS will hold its annual 4<sup>th</sup> Grade Celebration beginning at 11:40. This is HSS's last chance to thank them for all of their hard work and to wish them well as they move on to the middle school. 4th grade families are invited to attend.

### **Woodman Park School**

Pre-School End of the Year Potluck, Wednesday, June 13th, at WPS in the cafeteria.

Parent Involvement Dinner, Thursday, June 14th from 5:30-7 at WPS in the cafeteria.

4th grade commencement, Friday, June 15th, 11:30 at WPS in the Gym.

Last Day of School is Monday the 18th. Students are dismissed at 12:45.

Thank you to the WPS community for another solid year.

Please continue to read this summer and have enriching summer experiences!

### **Garrison School**



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Lunch from the winning Garrison cook-off was served to the entire school.

The annual Spring Picnic was a great success as we welcomed in soon to be Garrison Kindergarten families as well as showcasing of the curriculum in the hallways.

We want to again thank all the volunteers, both those that were able to make our volunteer appreciation breakfast as well as those that were not able to attend. Volunteerism is one of the vital elements that keep our schools so successful.

Rising fourth grade band students treated the parents to some musical melodies at the district wide 4-5 band concert.

The 6<sup>th</sup> annual Garrison 5k performance was the venue for over 150 students and their parents to give it their best at our course. We are proud of everyone for their hard work.

Several field trips have recently been enjoyed by Garrison students: 2<sup>nd</sup> grade went to the Great Bay Discovery Center, 3<sup>rd</sup> grade went to the Woodman Institute, 4<sup>th</sup> grade went on their big NH field trip and the 1<sup>st</sup> grade will soon be enjoying a field trip to New Castle Beach.

The 4<sup>th</sup> grade graduation ceremony will be at 8:30 am on Thursday June 14<sup>th</sup>. Parents are welcomed to attend.

Annual Field Day will be this Friday June 15<sup>th</sup>. Students will participate by grade level in either the AM or PM activities. Volunteers are welcome to come and help out.

Amanda Russell moved, Ken Appel seconded acceptance of the Superintendent Report. An oral **VOTE PASSED 6/0**.

**G. STUDENT REPRESENTATIVE REPORT:** Ms Theth was unable to attend the meeting due to Awards Night at Dover High School.

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

Dr. Butler provided the following report:

#### **Wellness Committee**

The new Wellness policy was discussed. Committee member Peter Bixby made edits to the policy. The committee discussed items including various school celebrations where unhealthy food is served and the need for more exercise for students.

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

### **I. POLICY -- CHANGES – PROPOSALS: (First Reading)**

#### **a. At-Risk Student Program Coordinator Job Description**



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### 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.



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- 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.
- 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.



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### **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.

### **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.

Ms. Briggs Badger discussed the new position, stating that it would be support for at-risk students at DHS who were previously attending the Alternative School. The restructuring of the Alt School would be more Special Education based. The funding for this position would be through Enterprise Funds. Mrs. Grady asked for an explanation of Enterprise Funds. Mr. Limanni responded that the Enterprise Fund is the Alternative School Fund. The general fund subsidizes the fund and is a special revenue fund. More than \$400,000 is contributed to the fund from the general fund. He continued to say that typically an Enterprise fund should support itself. In this case, it's not happening, but the district is working to create a program that would reduce the subsidizing by the general fund.

Mrs. Grady asked if this position is in addition to the Strafford Learning Center position. Ms. Briggs Badger explained that this is an additional position and is at Dover High School.

Mrs. Grady asked what the salary for the position would be. Ms. Briggs Badger responded that it would be a teacher salary such as coordinators and not an administrator.



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Ms. Crosson and Ms. Briggs Badger gave a more in-depth explanation of the program and stated that the program options are increased and it becomes more marketable to outside districts. The tuition students would be at the Alt School and their funds would be included in the Enterprise Fund. In time, this may allow, the general fund allocation may be able to be reduced.

Mrs. Grady wanted to be sure that this new position wasn't being added to the Administrator's numbers. Ms. Briggs Badger reiterated that this is a Coordinator position, who will be on a teacher contract.

Kathy Baker moved, Doris Grady seconded tabling this policy. An oral **VOTE PASSED 6/0.**

### J. POLICY ADOPTION: None

**K. SUBMISSION AND PAYMENT OF BILLS:** Betsey Andrews Parker moved, Ken Appel seconded to direct the payment of manifest #12-L in the amount of \$2,473,836.71 for FY12. The time period for payments was from 5/15/12 to 6/11/12. A roll call **VOTE PASSED 7/0.**

### L. RESOLUTIONS:

#### 1. Retiree Recognition

Ms. Andrews Parker read the resolution into record.

## 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*



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*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 141 combined years for the Dover School District:*

- Mary Angers*
- Eleanor DiMambro*
- Faith Garnett*
- Sheila Gill*
- Holly Kimball*
- 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 Grady*

*June 11, 2012*

**2. Federal Funds 2012-2013**

Ms. Andrews Parker summarized the resolution.

**RE: Federal Funds 2012-13**



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**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.



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

**JUNE 11, 2012**

Kathy Baker moved, Amanda Russell seconded approval of the Federal Funds Resolution. An oral **VOTE PASSED 7/0.**

### **3. Career Technical Education Carl Perkins Federal Funds 2012-2013**

Ms. Andrews Parker summarized the resolution.

**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**

Amanda Russell moved, Kathy Baker seconded approval of the Career Technical Education Carl Perkins Federal Funds 2012-2013. An oral **VOTE PASSED 7/0.**

### **4. Emergency Building Use (Garrison City Early Childhood)**

Ms. Andrews Parker read the resolution into record.



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## 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

CSchool 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.



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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

Authorized representative/position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Ms. Andrews Parker asked if this would require us to be compliant for generators, etc. Mr. Limanni responded that there is no cost to this resolution.

Amanda Russell moved, Paul Butler seconded approval of the Emergency Building Use. An oral **VOTE PASSED 7/0.**

**5. Rescind Existing Appropriation (HSS Improvements)**

Ms. Andrews Parker read the resolution into record.

RE: REQUEST TO RESCIND AN EXISTING  
 APPROPRIATION

WHEREAS: On January 27, 2010 an appropriation in the amount of \$2,242,998 was approved for Home 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, Home Street Elementary School Improvements, of the FY11 CIP



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resolution number R-2009.12.09-8 for Authorization for Bonding projects.

**SUBMITTED BY:**

Dr. Appel questioned this resolution. Mr. Limanni responded that it is more of a housekeeping requirement.

Betsey Andrews Parker moved, Amanda Russell seconded approval of rescinding existing appropriation for HSS improvements. A roll call **VOTE PASSED 7/0.**

**6. Rescind Existing Appropriation (Media Center)**

Ms. Andrews Parker read into record.

RE: REQUEST TO RESCIND AN EXISTING  
 APPROPRIATION

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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:**

Amanda Russell moved, Ken Appel seconded approval of rescinding existing appropriation for Media Center improvements. A roll call **VOTE PASSED 7/0.**

**M. OLD BUSINESS:**



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## 1. 2012-2013 School Budget Discussion

Ms. Briggs Badger discussed the “Green Sheet” and the need to cut an additional \$661,000 from the school budget.

Doris Grady moved, Paul Butler seconded to accept the final recommendation of the administrators of \$670,367 in additional reductions to the already proposed cuts for 2012-2013. They should spend the allocation directed by the Council as effectively as possible and reserve the \$200,000 in impact fees until the end.

She continued to say that by doing this, the district is able to keep kindergarten, DALC, bussing, relatively small class sized, and restore teachers who had received layoff notices.

This plan will carry the district throughout the year and the impact fees should sit as escrow and used only if absolutely necessary. If they are not used, they will help with the FY14 school year budget. There could be added revenue, money from SchoolCare, possible special education funds from Barrington, and a possible savings from the Alternative Schools. They should be used prior to the Impact fees and this should be considered a rolling budget. After the budget is established the money is spent where the absolute need is to do the best job that one can do. If there are problems as the year progresses, the additional \$200,000 can be used. The Impact fees are available until 2015.

Ms. Russell asked if any remaining funds at the end of the year needed to be returned to the City.

Mr. Limanni explained what would happen with the Impact fees if they were not used. He stated the funds would be used for debt service payments in October and in June. If the debt payments can be paid for with general funds, then impact fees would remain in their “bucket” and used at a later date. He felt that it may be unusual for this to happen, but he believes this would be the case.

Mrs. Grady asked if this would bring back all “pink-slipped” employees. Ms. Briggs Badger responded that all the people would be recalled, although positions would still be lost, if this motion is passed, they will be recalled on June 18<sup>th</sup>.

Ms. Russell is happy that teachers are being recalled, but she wanted to stress that these people are being recalled due to resignations, leaves of absences, etc. The positions are still lost.

Dr. Butler read the list of proposed cuts so that the viewing public would have an idea about what the positions are that are being considered for elimination. They are listed below:

Eliminate 1 DHS Science	\$71,360
Eliminate 1 DHS Math	\$50,796



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Eliminate 2 Elem Teachers and 1 5th Grade Teacher	\$239,324
Eliminate .67 French	\$77,387
Add'l Savings from Freshman Acad.	\$28,947
Technology/Hardware	\$74,000
Facilities Coord-change in funding	\$22,500
Professional Development	\$50,000
Eliminate Aide	\$20,000
Reduced Course Reimb	\$25,000
Add'l Retiree Savings	\$11,053
<b>Total Additional Reductions</b>	<b>\$670,367</b>

Dr. Butler added that he believes that half day kindergarten is sufficient and might be a better choice for learning if the teaching positions are kept and kindergarten reduced to half day. He stressed the importance of physical activity for young students and they would be better served with half day kindergarten. Studies have shown that they are at their desk 97% of the time. This would allow another \$550,000 to be used for teaching positions.

Mr. D'Andrea asked that the motion on the table be voted on. Ms. Russell asked again what would happen to the money at the end of the school year if it wasn't spent. Ms. Briggs Badger stated that she believed it could be rolled over into next year's Impact fees.

Ms. Russell stated that she didn't want to assume this would happen and wanted to know if the process would have to happen again or if the school would automatically get it.

Mr. D'Andrea stated that he believed the School Board would need to go through the process of requesting the money again.

Mrs. Grady explained what Impact fees and believed that they would be available to the District next year if they weren't used this year since they were already allotted.

Mr. Limanni stated that they would need to go through the process every year.

Ms. Andrews Parker stated that it sounds like Mrs. Grady's motion is two separate motions. One would be to approve the recommendations for cuts by the administrators and the other would be to reserve the \$200,000 in Impact Fees.

Mrs. Grady stated that she would like to keep her original motion. Ms. Andrews Parker stated that the original Impact fees are for debt and the additional \$200,000 is for additional expenses.



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She stated she doesn't like using impact fees, but feels their use will be necessary, and realize the impact of using the money. The money is for operations.

Mr. Limanni stated that the Impact Fees must be used for debt service and can free up general funds for other uses. If there had been no projects, there would be no Impact Fees. This is just a way to free up debt from years of heavy building in the past 10 years. There are always fluctuations in the budget.

Dr. Appel asked what will happen if there is a surplus. Mr. Limanni responded that if this happens, items can be purchased that have been put off. Items are prioritized if there are additional funds.

Ms. Briggs Badger also added that if they have been conservative and if there are funds, they can be put into capital reserve funds for items such as curriculum, technology, athletics, etc. This is similar to what the city does.

Mrs. Grady reiterated that the district loses the money if there is money remaining at the end of the year.

Dr. Appel also asked if would be reasonable to move more of the impact fees in case there is enough funding for the year without them.

Mr. Limanni stated he thought it could be the entire amount if everything worked out. Capital Reserves may be a good way to use remaining funds also. Mr. Limanni also explained that the revenue figure doesn't increase the budget.

Ms. Andrews Parker asked that Fosters received a complete list of reduction of positions.

The motion passed with a roll call **VOTE PASSED 4/3 (Andrews Parker, Russell, Butler opposed)**.

Ms. Russell stated that the reduction of teacher positions in this budget is 7.67 teaching positions, 4 paraprofessional positions, and 6 additional paraprofessional positions for a total loss of 17.67 positions. Teachers have been fortunate to be recalled, but there still is a major loss in positions.

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

#### **1. Superintendent's Annual Evaluation Report**

Chairperson Rocky D'Andrea provided a brief summary of Superintendent Briggs Badger's annual evaluation. He explained that all staff members had been sent a survey asking them for their input on her job performance. They were able to rate her as exceptional, good, fair and needs improvement. This was a totally anonymous survey, but next year, a program such as Survey Monkey will be used. He stated that Ms. Briggs Badger received an overall rating of 3.31 which is a solid "good" rating. It was somewhat difficult for the School Board to evaluate Ms. Briggs Badger since 5 of the 7 members are new to the Board. Ms. Briggs Badger has



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acted as a “tour guide” for the Board and has improved communication in the past few months. A highlight for Ms. Briggs Badger was the “Community Coffee Chats” and overall, the Board felt that she is doing a “good” job.

Amanda Russell moved, Ken Appel seconded approval of the Superintendent’s Evaluation. An oral **VOTE PASSED 7/0.**

Mrs. Grady added that the last line in Ms. Briggs Badger’s evaluation stated that she is, “adequately filling the job of Superintendent of Schools.”

### **2. DHS Handbook Changes 2012-2013**

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.

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### Equal Employment Opportunities – Equal Educational Opportunities

**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



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### 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



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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.

Page 16: **Dress Code:** new text added

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:



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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.



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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



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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



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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.



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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:



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Evaluation  
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.



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Mrs. Grady requested tabling the handbook policy until next week. She would like to review graduation language so that a DALC GED and a GED from the high school can be split.

Ms. Briggs Badger stated there are alternative learning plans for students in Dover. They may withdraw from Dover and enroll at DALC, etc.

Mr. Perez stated that students may be on an Alternative Plan and monitored by guidance, but technically GED students.

Mrs. Grady continued to say that a UNH student can “walk” at graduation even if they are missing a few credits, but this can’t be done at DHS. She would like to review this for the next student handbook.

Mr. D’Andrea recommended approving it now and then reviewing and possibly amending it at a later date.

Mr. Perez noted that DALC students can attend DALC graduation. Mrs. Grady understood that, but graduation is something that only happens once and is a lifelong memory. She added that some of the DALC graduates are more successful than regular high school graduates.

Ms. Andrews Parker asked if students are notified that they will not be a member of DHS graduation community after they withdraw. Mr. Perez responded that 18 year old students are notified of this when they choose to withdraw. She is in favor of voting on the handbook, as is and not tabling it.

Mrs. Grady asked about Certificate of Completion of Studies. Ms. Crosson responded that the certificate is for Special Education students only who have achieved their IEP goals or who reach the age of 21.

Mr. D’Andrea asked that this item be added to the July 9 School Board meeting for more discussion.

Mrs. Baker asked if the changes are made on July 9, will the handbook be able to be printed. Mr. Perez stated that he wasn’t sure of the deadline, but an amendment could be made if needed at any time.

Ms. Briggs Badger commented that this item needs to be discussed thoroughly with the principal of DHS in attendance. Mr. Perez added that even at under 18 years of age, students and parents are notified of the consequences of withdrawing from DHS.

Betsey Andrews Parker moved, Amanda Russell seconded approval of the DHS Handbook changes. An oral **VOTE PASSED 6/1 (Grady opposed)**

### **3. Extend In-District Bus Contract**

Business Administrator Mike Limanni presented the following memo to the Board.



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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.

He added that it would be difficult to get a better price. Ms. Andrews Parker asked if everything would remain the same in the contract. Mr. Limanni responded that everything is the same and just an extension.

Amanda Russell moved, Doris Grady seconded approving the contract extension. A roll call **VOTE PASSED 7/0.**

#### 4. Approve Forensic Audit (Dover Food Services)

Amanda Russell moved, Kathy Baker seconded to suspend discussion on this item and remove from the minutes. An oral **VOTE PASSED 7/0.**

#### 5. Approve Purchase of SOPHOS

Mr. Limanni presented the following memo to the Board.  
 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.



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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.

This item would protect against viruses and phishing. It is a software suite and a device and warranties on those devices. By using this bidding process, it will become easier and less complicated. Local vendors can still be used if they are available, but in the long run, this will provide better pricing.

The deadline listed on the document of May 25<sup>th</sup>, 2012 has been extended.

Ms. Baker inquired about the agreements with the State of New Hampshire. Mr. Limanni stated that vendors must have agreements with the State of New Hampshire saying that pricing they are giving is acceptable.

Amanda Russell moved, Betsey Andrews Parker seconded approval of the purchase of SOPHOS. A roll call **VOTE PASSED 7/0**. Mr. D'Andrea added that the cost of this is spread out over 4 years and is interest free.

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

Chairperson Rocky D'Andrea thanked everyone for their hard work during budget season. He appreciates the work of administrators and citizens.

Mr. Andrews Parker added her thanks to the citizens for speaking publicly at citizen's forum and for the City Councilors for listening to all of them.

She apologized for arriving late to the meeting, but did so because she was presenting a scholarship to a student at DHS Awards Night in memory of her father earlier in the evening.

**P. ADJOURNMENT:** Amanda Russell moved, Kathy Baker seconded, to adjourn the meeting at 8:45 P.M. An oral **VOTE PASSED 7/0**.

Respectfully Submitted,  
Betsey Andrews Parker, Secretary  
BAP/ral