



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type: **Regular Session #8**
Meeting Location: **Media Ctr. (Rm. 306) McConnell Center**
Meeting Date: **Monday, August 13, 2012**
Meeting Time: **7:00 pm**

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. CITIZENS' FORUM**
- D. APPROVAL OF MINUTES**
 - 1. Regular Session #7 July 9, 2012
 - 2. Special Session #9, July 23, 2012
 - 3. Nonpublic Session #24, July 30, 2012
 - 4. Special Session #10, July 30, 2012
- E. CONSENT AGENDA**
 - 1. **Correspondence:** NONE
 - 2. **Resignations/Retirements:**
 - a. Elliot Pope – DMS Social Studies
 - b. Tiffany D'Amour – DHS Business
 - c. Leah Weeks – WPS Gr. K
 - 3. **Leaves of Absence:** NONE
 - 4. **Nominations:**
 - Sheet 1: Nomination and Election of Teachers
 - Sheet 2: Nomination and Election of Aides
 - Sheet 3: Nomination and Election of Summer School Paras and Teachers
 - Sheet 4: Nomination and Election of Summer Positions
 - Sheet 5: Nomination and Election of Title I Staff
 - 5. **Extended Travel (Student Trips):**
 - a. Preliminary Request for DMS Washington DC Trip (May 28 – June 1, 2013)
- F. SUPERINTENDENT'S REPORT** (Video and Highlights)
- G. STUDENT REPRESENTATIVE REPORT:** NONE
- H. COMMITTEE REPORTS**
- I. POLICY – CHANGES – PROPOSALS:** NONE
- J. POLICY ADOPTION:** (Second Reading)
 - a. EHAA—School Acceptable Use Policy
 - b. EHAA-P—Personnel Acceptable Use Form
 - c. EHAA-S—Student Acceptable Use Form
 - d. JLCF – Student Wellness Policy
- K. SUBMISSION AND PAYMENT OF BILLS**
- L. RESOLUTIONS:** NONE
- M. OLD BUSINESS:**
 - 1. Alternative Program and Out of District Budget Update
- N. NEW BUSINESS:**
 - 1. Facilities Summer Operations Update – T. Knowles
 - 2. Graduation Policy Update – C. Boston
 - 3. Policy DFC – Special Funds Update – M. Limanni
 - 4. Policy DD – State and Federal Funding Update – M. Limanni
 - 5. Scholarship and Trust Fund Update – M. Limanni
- O. SCHOOL BOARD MATTERS OF INTEREST**
- P. ADJOURNMENT**



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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.



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Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, July 9, at 7:05 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 was absent.

Also present were; Superintendent Jean Briggs Badger; DMS Principal Kim Lyndes, Garrison Principal Dustin Gray, Woodman Park Principal Patrick Boodey, Horne Street Principal Mike McKenney, CTC Director Jim Amara, Technology Manager Chris Roberge, Dover Fire Chief Richard Driscoll, Strafford Learning Center Director Kevin Murphy, New Alternative School Director Jamie Carver, and a representative from Chartwells Food Service Vendor.

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

C. CITIZENS' FORUM: No one addressed the Board.

D. APPROVAL OF MINUTES

1. Nonpublic Student Discipline Session #19, June 6, 2012
2. Regular Session #6, June 11, 2012
3. Nonpublic Session #22, June 18, 2012
4. Special Session #8, June 18, 2012
5. Nonpublic Student Discipline Session #21, June 21, 2012

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

E. CONSENT AGENDA

1. **Correspondence:** NONE
2. **Resignations/Retirements:**
 - a. Mal Forsman, HSS Principal
 - b. Erica Johnson, DHS Math Teacher
3. **Leaves of Absence:** NONE
4. **Nominations:**

Sheet 1: Nomination and Election of Administrator (Isabelle)
Sheet 2: Nomination and Election of Teachers (Argiropolous-Schulten)
Sheet 3: Nomination and Election of Summer School Staff (Bennett-Zucaro)
5. **Extended Travel (Student Trips):** NONE

Amanda Russell moved, Doris Grady seconded approval of the consent agenda. An oral **VOTE PASSED 6/0.**

F. SUPERINTENDENT'S REPORT: Ms. Briggs Badger showed a brief video created by a DHS student that highlighted different areas of DHS and gave the following report:



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District SCHOOL Updates

Dover High School/Career Tech Ctr.

Report cards and draft schedules were mailed home on June 22nd. Information regarding schedules including a Frequently Asked Question section can be found on the Dover High School website.

Dover Middle School

It was a great end to the school year. We wish all of our students and families a happy and healthy summer vacation.

Dover Middle School Brainwave Academy (Title 1 Summer School) will run from Monday, August 9th to Thursday, August 9th. Selected students will work on math and language arts skills.

Student placement letters and information for the 2012-2013 school year will be mailed home in late July or early August.

Horne St. School

The school year ended with many exciting events. Classroom teachers across the school invited families in for special end-of-year events. HSS was a busy place during the month of June!!

The fourth graders enjoyed traveling to The Works for a fun day sponsored by the PTG. They returned to a celebration in the café where they received their yearbooks. On the last day of school they participated in the 4th Grade Celebration with their families looking on.

The whole school enjoyed HSS's Annual Olympic Day activities the last Thursday of the school year. Students participated in many games and activities thanks to the effort and organizational skills of Mrs. Cimino. The events could not have occurred without the help of HSS's wonderful PTG volunteers. They did a great job.

HSS's volunteers were honored in the morning before Olympic day events. Mrs. Montecalvo organized the event which honored all of the volunteers who make the HSS community a wonderful place to be for our children. Thanks to the PTG for all the work they do in and around HSS.

Mrs. Nancy Wood, a retired Dover teacher, received HSS's Volunteer of the Year award. Throughout the year, Mrs. Wood was a tireless worker who could be seen in many places around the school. She could be seen in the Library sorting and organizing books for Mrs. Smart. Her bulletin boards displays could be seen throughout the school. She also could be found in many classrooms throughout the school doing whatever the classroom teachers requested. She is an asset to our school that will be hard to replace – should she REALLY decide to retire!!



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Woodman Park School

Title I and Special Education Summer School starts on July 9th and will end on August 9th. The hours are 8:30 to 12:00 at Woodman Park School.

Garrison School

Camp Explore will run Monday through Thursday from 9-11:30 am the week of August 13th.

There will be a new student orientation on Tuesday, August 28th @ 1:30 for children and their families to come in and see the school and their classrooms.

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

G. STUDENT REPRESENTATIVE REPORT: Since school is out of session, there is currently no student representative.

H. COMMITTEE REPORTS:

There were no committee reports:

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

The following document summarizes the three policies below:

EHAA

- The section entitled “**Accessing SchoolNET**” has been updated to include policies regarding accessing the SchoolNET Secure and SchoolNET Public wireless networks.
- The section entitles “**Bring Your Own Technology (BYOT)**” was added to describe the District’s BYOT policy, which did not exist in 2008.
- The Section entitled “**The District Email System**” was updated to describe the manner in which District email can be accessed, which now includes Smartphone support.
- The section entitled “**24x7 Access to Resources**” was added to describe the District’s policy going forward of making information available to parents, students and teachers online 24x7.

EHAA-P (Personnel)

- Updated to include policies regarding accessing the SchoolNET Secure and SchoolNET Public wireless networks.
- Specific references to the blocking of Facebook.com, Youtube.com, etc... have been removed as these sites may contain educational value.
- The section describing “Behaviors that can result in restriction/revocation of access privileges” was removed as it was deemed repetitive.

EHAA-S (Students)



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- Updated to reference each school’s policy on Mobile Devices, and to include information regarding access to SchoolNET Public.
- Redundant information removed for brevity.
- The section describing “Behaviors that can result in restriction/revocation of access privileges” was removed as it was deemed repetitive.

Dr. Butler asked if students are now able to bring their own technology to school. Mr. Roberge responded that it is up to each school and principal. Dr. Butler also asked if the technology would be for educational or social. Mr. Roberge responded that it would be for whatever is needed. There are policies which limit time. He added that there are only filters on the wireless network. Dr. Butler questioned the effect on learning with the extended use of technology. Ms. Briggs Badger clarified that students are only able to use phones during lunch time and in between classes.

a. EHAA-School Acceptable Use Policy

FIRST READING

SCHOOLNET ACCEPTABLE USE POLICY

PURPOSE: The purpose of this Acceptable Use Policy is to communicate the procedures, rules and guidelines for the use of the Dover School District’s Information System, collectively known as SchoolNET, and the Internet. The District has established this policy as a means to achieve the following goals:

- To provide for compliance with the Children’s Internet Protection Act (CIPA.)
- To describe the methods used to provide for the confidentiality, integrity and availability of all SchoolNET resources.
- To communicate the District’s limitation of liability concerning information systems.
- To define roles and responsibilities with regard to SchoolNET.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

Use of SchoolNET

The Dover School District is pleased to offer its students and personnel access to Dover School District’s information system, SchoolNET. SchoolNET allows students, faculty and staff access to local network resources, as well as the Internet, and to communicate and collaborate with other individuals and groups around the world, significantly expanding their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Each user is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.



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SchoolNET, has a limited educational purpose. Activities that are acceptable on SchoolNET include classroom activities, career development, high-quality personal research and all activities that relate to the day-to-day ~~running~~ **business** of the Dover School District. All other use of SchoolNET or the Internet is prohibited. You may not use SchoolNET for entertainment purposes. SchoolNET is not a public access service, nor a public forum. You may not use SchoolNET for commercial purposes; this means you may not offer, provide, or purchase products or services through SchoolNET. You may use the system to communicate with elected representatives and to express your opinion on political issues, but not for political lobbying.

The Dover School District has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Dover School District's disciplinary code, and the law, in your use of SchoolNET.

Accessing SchoolNET

SchoolNET is physically accessible via three methods, as follows:

- **Wired Ethernet connections** are available in all schools and classrooms. ~~Wired connections are to be used~~ for District-owned devices only, or, staff or faculty personal devices with **Technical Support Services Department approval**.
- The **SchoolNET Secure Wireless Network** is available in all schools and classrooms. SchoolNET Secure is the wireless equivalent to SchoolNET and may only be connected to via District-owned devices only, or, Staff or Faculty personal devices with **Technical Support Services Department approval**.
- The **SchoolNET Public Wireless Network** is available in all schools and classrooms. This is an open network with Internet access available to students and staff, as well as the general the public while visiting our schools, with limited access to District resources.

“Users” are defined as all employees and students who have signed an Acceptable Use Form. All users (Faculty, Staff and Students) who wish to access SchoolNET **or SchoolNET Secure** must sign an Acceptable Use Form acknowledging the receipt of this AUP.

It is the responsibility of the user to become familiar with and abide by the rules of this policy and make appropriate use of the available resources. All users (or their parent or guardian) shall assume full liability – legal, financial, or otherwise – for their actions when using SchoolNET resources. All signed AUP's will be maintained in individual school building technology offices. Disciplinary issues will be dealt with by the appropriate district personnel.

Employees will be issued a user ID and password for access to SchoolNET **and SchoolNET Secure**. This password should not be shared with anyone else.

Students may access SchoolNET **and SchoolNET Secure** via a shared, generic guest account appropriate to their location (for example, a “WPSSstudent” account, or a “library” account.) This account will be provided to them by a teacher or librarian.



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~~It is the responsibility of the user to become familiar with and abide by the rules of this policy and make appropriate use of the available resources. All users (or their parent or guardian) shall assume full liability—legal, financial, or otherwise—for their actions when using SchoolNET resources. All executed user agreements will be maintained in individual school building technology offices. Disciplinary issues will be dealt with by the appropriate district personnel.~~

SchoolNET and SchoolNET Secure may only be accessed using District-purchased and/or District approved personal computers, laptops, wireless devices or other hardware. The computer systems, servers and software are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District.

Students of the Dover School District will be allowed access to SchoolNET resources during class time as well as during other periods designated as "open access," as follows:

- Grades K-4: will have limited use for specific projects by teacher request. Websites will be limited.
- Grades 5-6: use will be project-focused, adult-directed, and supervised. Websites will be limited.
- Grades 7-8: use will be adult-directed and monitored. Websites will not be limited, but student use will be monitored.
- Grades 9-12: students will have independent use, but on-line computers and website access will be monitored.

Let's just be sure teachers know this. Some may allow free ranging of search engines.

Bring Your Own Technology (BYOT)

"Bring Your Own Technology" (BYOT) is a model that allows teachers to use their personal devices such as laptops and iPads on the SchoolNET network while in their classrooms. Teachers who wish to BYOT are encouraged to do so, and should be aware of the following:

- You may connect your wireless device to the SchoolNET Public wireless network. While on this network you will have limited access to Internet-available District resources (27/7 resources) only. You will not have access to a printer.
- You may not connect your personal devices to SchoolNET via a wired Ethernet connection, nor by connecting to the SchoolNET Secure wireless network without the approval of the Technical Support Services Department.

Content Filtering And Internet Access

The Dover School District is in receipt of federal education funding and has installed Internet Content Filters on SchoolNET, in accordance with the Children's Internet Protection Act. Students and staff should self-monitor to determine appropriateness of material and activities. It is not our intent to curtail any academic freedom to use appropriate materials for educational



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purposes; all staff should ~~evaluate be confident in evaluating~~ material accessed on the Internet for use in the classroom.

No automated or electronic means are in use to track individual staff or student internet activity. Student access is shared via generic "Student" accounts; therefore, staff will also monitor students for inappropriate use of the Network.

Use of ~~external proxy servers~~ **any technology used** to bypass content filters is expressly forbidden, and will result in disciplinary action. Students should notify staff immediately if they mistakenly access **material that does not comply with CIPA**. ~~prohibited material.~~

The Dover School District cannot monitor in accord with a multitude of different family values; therefore parents are encouraged to discuss values with their children.

Special authorization may be obtained from the School Administration or Librarian to allow exceptions to prohibited material in cases of legitimate research.

The District Email System

All district employees will be given an email address and mailbox. District policy does not call for active monitoring of user email with regard to appropriateness of content. All users are expected to exercise reasonable judgment, ~~however~~, on what is sent and received via District email. Additionally, users should have no expectation of privacy in their e-mail. If a user is believed to be in violation of the guidelines stated in this policy, or in violation of the law, a system administrator or Administrator may need to gain access to private correspondence or files. E-mail messages, chat-room or Instant Message transcripts are subject to district review at any time. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.

The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

Email may be accessed via the following:

- Online from within the District and on the Internet via Outlook Web App (OWA) at <http://mail.dover.k12.nh.us>.
- From within the District via Microsoft Outlook Client.
- On teacher/staff smartphones via Exchange ActiveSync.

The District Web Site and Edline



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The District shall maintain an Internet Web Site (www.dover.k12.nh.us) for the purpose of publishing and disseminating District information to the general public. Each school shall maintain its own sub-section of this Web Site. The District shall also maintain an online tool used for communication of classroom activities, such as homework and grades (in a secured fashion,) between parents, teachers, students and principals.

Only information of a public nature will be made available online. At no time shall student information appear online on a district site, except in specific cases where parental permission to publish has been obtained. [Please contact your child's school for more information on policies regarding publishing of student information.](#)

All Web publications shall feature adequacy of research, proper spelling and grammar and appropriate material.

The District Web Site and Edline may not be used to publish opinion.

~~Edline may be used to publish information regarding extra-curricular activities or groups sponsored by the District, provided those publication adhere to the documented standards discussed above.~~

Teachers may elect to maintain a web presence on their Schools website. Such a web site is considered a SchoolNET resource and thus must comply with the restrictions set forth in this policy.

The District reserved the right to remove material, or links to material, that are not reasonably related to District activities.

Social Networking and other 3rd party-Web Sites

The School Board strongly discourages school district staff from socializing with students outside of school on social networking websites, including but not limited to MySpace and Facebook. All school district employees, faculty and staff who participate in social networking web sites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking web sites that violates the law, or school board policies. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable. Access of social networking websites during work hours on school district equipment for personal use is prohibited.

The Dover School District web site, along with individual school web sites, is hosted by SchoolCenter and constitutes the only official online source for District or School information.



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District, School or employee information located on other 3rd party web sites such as Facebook and Twitter are not guaranteed to be accurate and do not fall under this policy.

Responsible Personnel

- The District Technical Support Services Manager is responsible for overall administration, security and monitoring of SchoolNET and the email system. Any decisions involving significant changes to the system will be made by this manager, together with the Superintendent. The Technical Support Services Manager will also act as webmaster, maintaining overall management of the Web Site, and Edline.
- The District's Building Technology Coordinators are responsible for day-to-day activities relating to the maintenance and upkeep of SchoolNET.
- Technical Support Para-professionals assist Building Technology Coordinators and perform troubleshooting and maintenance of SchoolNET.
- School Building Librarians are responsible for the maintenance of school building web pages. Material on all web pages sponsored by the district must be updated on a regular basis.
- ~~School secretaries are responsible for their school's Edline "home page."~~
- ~~Teachers given responsible for maintaining their own Edline web site content, as well as monitoring student online activities.~~
- Teachers are responsible for maintaining their own their own web site content.
- Teachers also bear responsibility for monitoring student use of SchoolNET while the students are under their aegis.

24/7 Access to Resources

The District believes that 24/7 Access to SchoolNET resources such as email, documents and courseware will be vital to 21st Century learning. Therefore, it is the policy of the Dover School District to make as much information as possible available to teachers while outside of the District. External access to District resources is generically known as "24/7 Access."

Examples include our email system, which is available from home via Outlook Web App (OWA.)

24/7 Access to Resources should comply with the following criteria:

- Access to Resources should be secured with a username/password combination.
- Access to Resources should be validated with an x.509 certificate wherever possible.
- Personal devices should not be used to store the only copy of any given piece of District information. In other words, personal devices may contain a synchronized or locally cached copy of District data such as email, web pages or files, but not the **ONLY** copy of that information.

Disciplinary Actions



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When inappropriate use of the Internet is determined through due process the result may be the cancellation of those privileges. The Technical Support Services Manager, together with the Superintendent, will determine what “appropriate use” is and their decision is final. The Technical Support Services Manager may close or disable an account at any time as required. The administration, faculty, and staff may request the administrator to deny, revoke or suspend specific user accounts. Any student identified as a security risk may be denied access.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents may be held financially responsible for any harm to the system as a result of a student’s intentional misuse. Damage to a district system caused by willful misuse of the system is no different than any other damage caused by staff or students and is subject to the same discipline measures in school policies.

Legal References

RSA 194:3-d

47 USC Section 254, Childrens’ Internet Protection Act

Rules 306.08 (9) (1)

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

b. EHAA-P—Personnel Acceptable Use Form

FIRST READING

PERSONNEL ACCEPTABLE USE FORM

The Dover School District is pleased to offer its students and personnel access to Dover School District’s Network system: SchoolNET. SchoolNET allows students, faculty and staff to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using **the** network. Each faculty and staff member is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.



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Therefore, I hereby understand and agree to the following:

1. **Wired Ethernet connections** are available in all schools and classrooms for District-owned devices only, or, staff or faculty personal devices with Technical Support Services Department approval.
2. The **SchoolNET Secure Wireless Network** is available in all schools and classrooms. SchoolNET Secure is the wireless equivalent to SchoolNET and may only be connected to via District-owned devices only, or, Staff or Faculty personal devices with Technical Support Services Department approval.
3. The **SchoolNET Public Wireless Network** is available in all schools and classrooms. This is an open network with Internet access available to students and staff, as well as the general the public while visiting our schools, with limited access to District resources.
4. ~~The use of technology within the district is limited to district-owned devices and software. I may not connect any other network-ready device to the School network. This includes wireless devices such as Wireless Access Points (WAP's,) iPhones and wireless mp3 players.~~
5. I will not attempt to alter the configuration of ~~any district-owned device~~ **SchoolNET in any way**. This includes **adding, removing or modifying** hardware (such as PC's, network devices, printers, keyboards, mice, etc...) and software (such as operating system settings, desktop settings, software settings, etc...) unless I have been authorized to do so by the Technical Support Services Department.
6. ~~I will not attach an external storage device (such as a flash drive, mp3 player, external hard drive, etc...) to the SchoolNET.~~
7. I will use the technology equipment for educational or district purposes ONLY.
8. The Dover School District uses content filters to filter internet access by minors to visual depictions that are obscene, child pornography, or harmful to minors as defined in Sections 1460 and 2256 of Title 18, United States Code, and Miller v. California, 413 U.S. 15(1973).

I will not attempt to circumvent district-wide content filters.
9. I will not attempt to gain access to any information I have not been authorized to view, nor will I attempt to modify/damage/destroy any information, hardware device or application.
10. I will not install software of any kind onto district computers without the approval or assistance of the Technical Support Services Department.



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11. I will not use the network for any illegal purpose.
12. I will not change computer files that belong to others.
13. I will never create, transfer, or otherwise use any text, image, movies, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others.

Repetitive?

School Department personnel, in order to prevent any abuse of the system or to recover from disaster, reserve the authority to inspect any and all materials transferred by or stored on the Dover School Department Network. This inspection can occur at any time and without any cause.

The Dover School Department and all other organizations related to the Dover School Department Network makes no warranties of any kind, neither expressed nor implied, for the Internet access Dover is providing. The School Department will not be responsible for damages that may result from the use of the Dover School Department Network. In addition, personnel must accept full responsibility and liability for their actions with regard to using the Dover School Department Network.

For Faculty and Para-professionals: ~~Computer technology and Internet access is made available throughout the district to all students. This access can be via permanent, wired computer labs, wireless PC labs available upon request, library computers and computers in every classroom. At each grade level, technology and Internet access is often a critical part of the learning environment.~~

A number of technical measures have been put in place to prevent student misuse of this valuable resource; for example Internet access is filtered and all workstations are locked down.

However, today's tech-savvy student is becoming more and more familiar with methods for circumventing these measures. In addition, outright vandalism to systems (such as destroying keyboards) is a constant problem within the district. Upon entering the district, upon entering the Middle School and upon entering the High School, all students are required to sign an Acceptable Use Form that outlines specific activities that are to be avoided on the network, and are considered unacceptable use. However, misuse still occurs. It is the Districts belief that accountability is the most important measure in place to prevent such misuse.

To that end, *the district believes it is also the responsibility of all teachers and staff members to monitor student use of technology. Teachers who require their students have access to technology must assume a level of responsibility for that technology, and for the use of the technology while under their supervision.* Student activities should be monitored and access to filtered websites reported. Damage to systems should be reported immediately, and the students held accountable. In some cases, faculty and staff members may be held accountable for damage or misuse as well.



DOVER SCHOOL DISTRICT

DOVER SCHOOL BOARD – MINUTES

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

I hereby certify that I will abide by the conditions set forth in this document and the SchoolNET Acceptable Use Policy.

Signature: _____

Date _____

Authorized Staff Member Signature _____

Date _____

Reference: Policy EGA

Amanda Russell moved, Kathy Baker seconded tabling this policy. An oral VOTE PASSED 6/0.

c. EHAA-S-Student Acceptable Use Form
STUDENT ACCEPTABLE USE FORM

The Dover School District is pleased to offer its students and personnel access to Dover School District's Network system, SchoolNET. SchoolNET allows students, faculty and staff to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Each student is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.

Therefore, I hereby understand and agree to the following:

14. I have read the Dover School District Acceptable Use Policy.

15. I will use my mobile device, smartphone or laptop in accordance with my school's policy, as described in my student handbook. I may connect my mobile device, smartphone or laptop to the SchoolNET Public Wireless Network.

- a. Plugging my personal device such as a laptop or Mac Book directly into the School's network via an Ethernet Connection is expressly forbidden.
b. Connecting my mobile device, smart phone or laptop to the SchoolNET Secure wireless network is expressly forbidden.

16. The use of technology within the district is limited to district-owned devices and software. I may not connect a laptop or any other network-ready device to the School network. This includes wireless devices such as Wireless Access Points (WAP's,) iPhones and



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wireless mp3 players.)

17. I understand the installation, or attempted installation, of software of any kind onto school computers is expressly forbidden, and will result in disciplinary actions.
18. I will not attempt to alter the configuration of any school-owned device. ~~This includes all hardware (such as PC's, network devices, printers, keyboards, mice, etc...) and software (such as operating system settings, desktop settings, software settings, etc...)~~
19. I will treat all district technology (PC's, mice, keyboards, monitors, etc...) with care. Vandalism will result in disciplinary actions.
20. I will use the Schools technology equipment for educational purposes ONLY. ~~Games, YouTube, adult-oriented sites, and social networking sites such as Facebook.com and MySpace.com are considered non-educational sites, and are expressly blocked by district-wide content filters.~~
21. ~~The Dover School District uses content filters (SonicWall devices) to filter internet access by minors to visual depictions that are obscene, child pornography, or harmful to minors as defined in Sections 1460 and 2256 of Title 18, United States Code, and Miller v. California, 413 U.S. 15(1973).~~

I will not attempt to circumvent district-wide content filters, through the use of external proxy servers, or by any other means.
22. When using school computers I will:
 - a. Be polite
 - b. Use appropriate language
 - c. Not look at or use anyone else's work without permission
23. I will not ~~use the network in such a way as to~~ disrupt the network, or any other users.
24. I will not attempt to gain access to any information I have not been authorized to view, ~~nor will I attempt to modify/damage/destroy any information, hardware device or application.~~
25. I will not install any software of any kind onto school computers.
26. I will not view/download/listen to music or video files that are not approved by a staff or faculty member.
27. I will not plagiarize; I will cite my sources.
28. The unauthorized copying of software is illegal and will not be tolerated.



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29. I will not bully, harass or otherwise threaten another student through the use of school computers.

Behaviors that can result in restriction/revocation of access privileges include, but are not limited to:

1. ~~Involvement in any activity prohibited by law.~~
2. ~~Using I will not use~~ profanity, vulgarities, or other language which tends to be inappropriate, offensive, or tends to degrade others
3. ~~Intentional use of invasive software such as “viruses” or “worms.”~~
4. ~~Viewing, storing, or transferring inappropriate or sexually explicit materials.~~
5. ~~Transferring, utilizing, or storing materials in violation of copyright laws or license agreements.~~
6. ~~Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction.~~
7. ~~Trespassing in another’s folders, work, or files.~~

Students: Additionally, I understand that the Dover School District monitors use of the SchoolNET, and access to it is a privilege, not a right. I understand the rules stated above and agree to abide by them. I understand that failure to follow the rules stated above will result in disciplinary actions and the possible suspension of my technology privileges.

Parents: I have discussed these rules with my children, and he/she agrees to follow them. This form will be held on file at the school.

Teachers: I have discussed these rules with my students because he/she will use school technology for individual work or in the context of another class.

Name of Student _____

Home Phone _____

School _____ Grade _____

I hereby certify that I will abide by the conditions set forth in this document, the Acceptable Use Procedures and the Code of Conduct.

Signature of Student _____

Signature of Parent/Guardian _____



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Date _____

Reference: Policy EGA

Amanda Russell moved, Kathy Baker seconded tabling this policy. An oral VOTE PASSED 6/0.

J. POLICY ADOPTION: None

K. SUBMISSION AND PAYMENT OF BILLS: Amanda Russell moved, Kathy Baker seconded to direct the payment of manifest #13-A in the amount of \$2,700,891.71 for FY12 and \$365,149.96 for FY13 for a total of \$3,066,041.67. The time period for payments was from 6/12/12 to 7/09/12. A roll call VOTE PASSED 5/1 (Butler opposed).

L. RESOLUTIONS:

1. Special Education Federal Funds

Ms. Russell read the resolution into record.

RESOLUTION #1

RE: Special Education Federal Funds

WHEREAS the IDEA Part B and IDEA Preschool allocations for next year have not been finalized, and

WHEREAS Dover expects to receive similar federal funds of \$807,937 for IDEA Part B, and \$13,721 for IDEA Preschool funds, and

WHEREAS the Pupil Personnel Services Director, after consultation with staff of both public and private schools, and with parent input at team meetings, recommends the following utilization of federal special education funds for FY 13:

Continued funding of previously established positions to include a part time reading specialist for Dover High School; a family services facilitator; a part time preschool teacher; three special education teachers providing special education coordination services; an elementary special educator; a high school special educator; tutors funded from the proportional share to provide special education and related services for students attending private schools;

WHEREAS it is recommended that funds continue to be utilized for contracted services from an Audiologist to assist teachers and related service providers on meeting the



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needs of students with hearing loss or hearing impairments; contracted services from an ABA instructor and BCBA consultant to provide applied behavioral analysis and other methodology specific to student with autism disorders; consultation and evaluation of Assistive Technology needs of students with disabilities; contracted evaluations from specialists as part of initial eligibility determination and re-evaluation of eligibility for special education; contracted staff development and workshop fees for both public and private school staff in legal requirements in special education, programming for students with disabilities, transition, drop-out prevention; and the purchase of materials, computers, software, on-line data storage, and equipment related to the instruction of special needs students in both public and private schools; and

WHEREAS it is recommended that Preschool funds be used to fund a part time preschool teacher

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of federal IDEIA Part B and Preschool funds for FY13 as recommended above.

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

Mrs. Grady stated that she can’t vote since she has questions for Ms. Crosson for clarification. The amount of money is large and the funding hasn’t been finalized. She would like a breakdown of the paragraph that talks about many of versions of special education department. She also has questions on preschool funding. Dr. Butler agreed that he wouldn’t vote for it either since the funds have not been given yet by the federal government.

Ms. Briggs Badger stated that the funds may not be released until mid-August. The allocation for last year is used for an estimate. The funding should be similar for each year.

Ms. Baker added that in the past, estimates are given so that grants can be applied for. There needs to be a resolution approved by the School Board for this process to begin.

Ms. Russell asked if positions are dependent on actual funding being given to Dover. Ms. Briggs Badger stated that if the federal funds are not given, then local funds would need to be used since the services are mandated in IEP’s.

Mrs. Grady stated that Preschool has been growing (including “typical” students) and there are students in the system who are not in this program that have been neglected. She would rather have the money shared with other students.

Ms. Russell commented that it is difficult for a “typical” student to be accepted into the preschool program.



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Ms. Briggs Badger stated that this funding is only able to be used for special education programs and can't be used for other students or programs.

Mrs. Grady disagreed with Ms. Russell on the difficulty of being accepted into the preschool program. She has spoken with people who have had children accepted into the program who are "typical".

Ms. Briggs Badger stated that this resolution needs to be approved so that funds can be allocated in a timely basis. She hoped to have a final amount for the August meeting.

Amanda Russell moved, Ken Appel seconded approval of the Special Education Federal Funds. An oral **VOTE PASSED 4/2 (Grady, Butler opposed)**.

2. Next Era Seabrook

Ms. Russell summarized the resolution.

License Agreement

Between

NextEra Energy Seabrook, City of Dover, NH, and Dover School Administrative Unit 11

This License Agreement (Agreement) is between the City of Dover, New Hampshire (City of Dover), Dover School Administrative Unit 11 (SAU 11) and NextEra Energy Seabrook, LLC, 626 Lafayette Road, Seabrook, New Hampshire 03874, acting as an agent for the Seabrook Joint Owners (Seabrook Station). The Seabrook Joint Owners are NextEra Energy Resources, LLC, the Massachusetts Municipal Wholesale Electric Company, Hudson Light & Power Department, and Taunton Municipal Lighting Plant. Each of Seabrook Station, City of Dover and SAU 11 is referred to jointly as "Parties" and individually as the "Party."

I. Purpose of Agreement: City of Dover and Seabrook Station shall establish and maintain a cooperative relationship among and between their representatives in the location and maintenance of two trailers – one containing shower facilities for decontamination and the other containing vehicle monitoring equipment - and associated equipment for monitoring and decontamination of Seabrook Station personnel during emergency conditions (the Trailers). If an Alert, Site Area Emergency or General Emergency is declared at Seabrook Station, non-essential Seabrook Station personnel (personnel not assigned to an emergency response role) will be instructed to leave the Seabrook Station site. In the event of specified radiological and meteorological conditions that create the potential for radiological contamination of personnel and/or personal vehicles, these personnel would be instructed to report to the Trailers in a designated location to be monitored for potential radiological contamination and to be decontaminated if necessary.

II. Agreement:



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1. The City of Dover and SAU 11 agree to license Seabrook Station personnel at the location designated in this Agreement for monitoring and decontamination if warranted by emergency conditions.
2. The City of Dover will allow NextEra Energy Seabrook to locate and maintain at the South End Fire Station at 25 Durham Road two trailers – one containing shower facilities for decontamination and the other containing vehicle monitoring equipment - and associated equipment for monitoring and decontamination of Seabrook Station personnel during emergency conditions.
3. The City of Dover and SAU 11 will allow NextEra Energy Seabrook to set up the trailers upon execution of this Agreement, and to operate a monitoring and decontamination station during emergency conditions on the paved parking area located immediately behind the South End Fire Station on Dover Middle School property.
4. The City of Dover will allow NextEra Energy Seabrook personnel access to the South End Fire Station property periodically (but no less than quarterly) to maintain the trailers and associated equipment stored there.
5. The City of Dover and SAU 11 will allow NextEra Energy Seabrook personnel to access the Dover Middle School property periodically, upon notification to designated City of Dover and SAU 11 officials, to train and drill NextEra Seabrook personnel on the operation of the monitoring and decontamination station.
6. Dover Fire Department personnel will assist NextEra Energy Seabrook personnel in moving equipment as needed from the rear of the South End Fire Station to the Dover Middle School parking lot using Dover Fire Department vehicles upon notification of an emergency by NextEra Energy Seabrook or for training purposes, as requested by NextEra Energy Seabrook.
7. NextEra Energy Seabrook personnel will be solely responsible for operation of the monitoring and decontamination station during an emergency at the location specified in this Agreement.
8. NextEra Energy Seabrook will be responsible for the inventory and maintenance of the trailer and associated equipment stored at the South End Fire Station for the purpose of operating the monitoring and decontamination station.
9. In the event of an actual emergency that requires operation of the monitoring and decontamination station, NextEra Energy Seabrook will be responsible for restoring the site of the monitoring and decontamination station to its pre-emergency condition following its use as a monitoring and decontamination station.
10. In the event of an actual emergency that requires operation of the monitoring and decontamination station, NextEra Energy Seabrook will take custody of and be



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responsible for any contaminated materials resulting from the operation of the monitoring and decontamination station.

11. In consideration of the above, NextEra Energy Seabrook will allow the Dover Fire Department to use the shower trailer and associated equipment stored at the Dover South End Fire Station during a response to hazardous materials incidents in the City of Dover and for training and drills associated with response to hazardous materials incidents. Dover Fire Department will provide notification to NextEra Energy Seabrook prior to any use of the trailers and/or associated equipment for training and drills, and as soon as possible after use in response to hazardous materials incidents.

III. Liability

Neither Party shall be considered the agent of the other under this Agreement. Each Party shall be responsible for the negligent acts or omissions of its own officers, employees, and agents to the extent required by law.

IV. Terms of Agreement

1. This License Agreement shall commence as of the last date affixed below and shall remain in effect for a period of ten (10) years from that date, unless terminated earlier.
2. At least 60 days prior to the termination of the Agreement period, the Parties may agree to renew this Agreement for an additional mutually agreed upon term.
3. Any modifications to this Agreement shall be in writing and signed by each Party.

Agreed to this date by the undersigned representing NextEra Energy Seabrook, LLC, the City of Dover, New Hampshire, and School Administrative Unit (SAU)11.

 Kevin Walsh
 Site Vice President
 Seabrook Station

Date

 Michael Joyal
 City Manager
 City of Dover, New Hampshire

Date

 Representative
 SAU 11

Date

Ms. Briggs Badger summarized the resolution. Ms. Russell asked if parking spots would be taken. Chief Driscoll stated that the parking lot would only be used during an emergency so there would not be cars there anyway. The two portable units would be stored at the South Fire Station unless they were needed for an emergency. This resolution only allows the use of the parking lot. The schools are already used for an emergency.

Amanda Russell moved, Kathy Baker seconded approval of the Next Era Seabrook resolution. . An oral **VOTE PASSED 6/0.**



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3. Request for the Creation of Capital Reserve Funds

Ms. Russell summarized the resolution.

RESOLUTION

RE: REQUEST FOR THE CREATION OF CAPITAL RESERVE FUNDS

WHEREAS: The Dover School Department requires large capital investments for the maintenance and development of its Career Technical Center (CTC) educational program; and

WHEREAS: The Dover School Department has a well-established administrative team to advise the School Board and business office regarding the planned capital purchases for the CTC program; and

WHEREAS: The City Council has requested that Dover School Department utilize capital reserve funds to provide savings opportunities and budget related security associated with long term planning of capital improvements.

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 approves the creation of a CTC capital reserve fund to be used by the Dover School Department for the program’s capital purchases.

SUBMITTED BY:

Rocky D’Andrea, Chairperson

Amanda Russell, Vice Chairperson

Betsey Andrews Parker, Secretary

Dr. Paul Butler

Kathy Baker

Ken Appel



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Doris Grady

July 9, 2012

BACKGROUND FOR RESOLUTION

What is a Capital Reserve Fund?

A fund reserved for long-term capital investment projects and/or other large anticipated capital expenses that will be incurred in the future. Contributions to this fund can be made from general fund related government subsidies, donated funds, and/or from all, or a portion of, funds collected from the municipality's regular revenue-generating operations. Once assigned, these funds can only be spent on the capital expenditures projects for which they were initially intended, excluding any unforeseen circumstances.

<http://www.investopedia.com/terms/c/capitalreserve> & see the attached RSA)

How and why are these funds used?

EXAMPLE: Let's setup a capital reserve fund for use with our capital related technology purchases. For the current fiscal year we may budget \$108K for the replacement of tech equipment. In the following year we might budget this same \$108K (if we are on a consistent program for replacing old equipment), but we may also need \$10K to replace a server (new and additional tech equipment), and \$25K to replace laser printers at the High School. If this were the case, we would see a 30% jump in the budget from Year 1 to Year 2. More importantly, we would have no cushion to handle an emergency equipment failure. The following shows a hypothetical example of how a capital reserve would work:

Fiscal Year	Budgeted Transfers To Reserve	Actual Capital Expenditures out of Reserve	Ending Reserve Balance
2013	\$135,000	\$110,500	\$24,500
2014	\$135,000	\$105,500	\$54,000
2015	\$135,000	\$120,500	\$68,500
2016	\$135,000	\$180,500	\$23,000
2017	\$135,000	\$90,500	\$67,500
2018	\$135,000	\$124,500	\$78,000
2019	\$135,000	\$130,500	\$82,500
2020	\$135,000	\$210,500	\$7,000
2021	\$135,000	\$75,500	\$66,500
2022	\$135,000	\$162,500	\$39,000
2023	\$135,000	\$172,500	\$1,500

By creating a capital reserve for these costs, we are accomplishing several things:

1. Show the community that we have a planned multi-year strategy for program related capital improvements.



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2. Spread the cost over multiple years as a fixed payment into a planned program that won't have a surprising effect on the budget in any individual year.
3. Create a small savings so that the district is prepared for an emergency.
4. The current tax cap language allows an exemption for the transfer of funds into a capital reserve. Once approved, subsidies from the general fund used to support the capital reserves may exceed the tax levy proposed by the tax cap language, protecting the multi-year capital plan from extreme changes in the consumer price index.

Mrs. Grady commented that she is in favor of Capital Reserve Funds, but she believes the City is currently working on a change on how these funds are being used. They are proposing a waiting period of possibly 3 years.

Mr. Limanni stated that he spoke with City Manager Mike Joyal and he heard there was a possibility for a one-year waiting period, but this resolution is just for creating the funds, not for funding or appropriating. He wanted this resolution to be with the other 3 funds, but it may never be used.

Mrs. Grady stated that the background information makes it confusing. She would rather look at just the simple resolution and see what happens with the City Council.

Mr. Limanni responded that he wanted to have some flexibility for long term planning and create some consistency in the budget.

Mrs. Grady reiterated that she would like to see the creation of the capital funds. It is a cushion for the school department that she is in favor of. Mr. Limanni stated that this money is seen in the general fund budget. The City Council could cut the capital fund transfer since it is part of the general fund budget.

Dr. Butler stated that he believes that this is a way to get around the tax cap. Mr. Limanni responded that it is not going around the language, but it offers flexibility in the budget. It utilizes the current language.

Ms. Briggs Badger added that the school district would be following the city's model. Mr. D'Andrea asked that at the January budget workshop, there is a run-through on how the capital reserves work. He would like to see this before the budget season begins and on a more in-depth basis.

Mr. Limanni added that capital purchases are made each year and should be made publically. Appropriations to these funds are another issue and can be discussed after these funds are established.



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Mrs. Grady wanted to clarify that she doesn't want it seem like it's the School Board versus the City Council. Mr. D'Andrea agreed that they just want to be doing the same thing.

Dr. Butler asked for clarification on the resolution and what the vote was specifically on. He then asked if a resolution could be made which would state that there is not a run around the tax cap. Mr. D'Andrea responded that they first needed to vote on the current motion.

Mr. Limanni stated that the language in the background information is the law and not his own language. He added that the money for the funds is transferred from the general fund. The tax cap is exceeded by that amount of money being transferred because the law allows it, although they are not obligated to do so.

Amanda Russell moved, Kathy Baker seconded approval of the creation of Capital Reserve Funds. An oral call **VOTE PASSED 5/1 (Butler opposed)**.

M. NEW BUSINESS:

1. Alternative School Update

Kevin Murphy, Executive Director of Strafford Learning Center, introduced Jamie Carver who will be the Alternative School Director. There were 15 applicants and 4 interviews. Included in the interview committee was Sandie Crosson, 3 teachers of the Alt School, and Richard Boardman of SLP. Finalists went to the Alt School and met all staff members. The last step was a meeting with Kevin, who took all input into consideration. The decision to select Mr. Carver was unanimous. He has a Master's Degree in Educational Leadership and has previously worked for Easter Seals in the Youth Transition Services Program. He has a varied background and also has a strong background in outdoor education. He is also an accomplished musician. Mr. Murphy commended the Alt School staff saying they have been very helpful and everyone is eager to get started. He also added that they were able to stay within the budget that was estimated early in the process.

Mr. Carver will be getting to know the staff and resources in the next few weeks and would be happy to also meet with any Board members also. He hopes that after a year, the Board will have heard positive news from the Alternative School.

Mrs. Grady asked how the approach of SLC differ from what has been done already. Mr. Murphy stated the three pillars: Alternative, personalized learning strategies for students, showing results and creating positive school culture. There are 18 days set aside, when consultants from different areas will meet to help revamp the program.

Mr. Carver will begin work on August 13.

N. NEW BUSINESS:

1. Dover Middle School Schedule Update



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2012-2013 DMS Master Schedule

Grade 5	Grade 6	Grade 7	Grade 8
Homeroom 7:30-7:38	Homeroom 7:30-7:38	Homeroom 7:30-7:38	Homeroom 7:30-7:38
Class 1 7:40-8:40	Class 1 7:40-8:40	Class 1 7:40-8:40	Related Arts Class 1 7:40-8:40
Class 2 8:42-9:42	Class 2 8:42-9:42	Related Arts Class 2 8:42-9:42	Class 2 8:42-9:42
9:42-9:55	9:42-9:55	9:42-9:55	9:42-9:55
Related Arts Class 3 9:57-10:57	Class 3 9:57-10:57	Class 3 9:57-10:57	Class 3 9:57-10:57
Lunch 4A 11:00-11:30	ENCORE 4A 11:00-11:30	Class 4 11:00-12:00	Class 4 11:00-12:00
ENCORE 4B 11:35-12:05	Lunch 4B 11:35-12:05		
Class 5 12:10-1:10	Class 5 12:10-1:10	Lunch 5A 12:05-12:35	ENCORE 5A 12:05-12:35
		ENCORE 5B 12:40-1:10	Lunch 5B 12:40-1:10
Class 6 1:15-2:20	Related Arts Class 6 1:15-2:20	Class 6 1:15-2:20	Class 6 1:15-2:20

Highlights:

- Longer instructional time
- All grades aligned
- Easy to read and follow
- Intervention block for each grade



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Opportunity to share limited resources (multi age groupings)

Grade level planning

Teaming model is flexible

6 day rotation, no dropped classes

All students receive all related arts offerings

No split classes

Same schedule can be used for multiple years

Instructional Minutes:

Ed 306.18 School

Year

"(2) the school district shall maintain in each middle school and high school, a school year of at

least 990 hours of instructional time..."

5.78 hours of instruction per day x177 days= 1,023 hours of instruction

305 class minutes

30 ENCORE

minutes

12 Rev It Up

minutes

Total=347 minutes or 5.78 hours

Related Arts Offerings:

Grade 5	Grade 6	Grade 7	Grade 8
Wellness	Wellness	Wellness	Wellness
(health+PE)	(health+PE)	(health+PE)	(health+PE)
Music (gen/chor/inst)	Music (gen/chor/inst)	Music (gen/chor/inst)	Music (gen/chor/inst)
Art	Art	Art	Art
Tech Ed	Tech Ed	Tech Ed	Tech Ed
Library	Library	Library	Library
Guidance	Guidance	Guidance	Guidance
Study Skills	Study Skills	Computer Skills	Computer Skills
Creative Writing	Public Speaking	World Language	World Language



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ENCORE:

Title 1 Reading
Math Intervention
NSL Lessons
Band
Chorus
Additional Instruction

DMS Principal Kim Lyndes presented the new schedule to the Board. Schedules over the past few years have been difficult and confusing and the administration is excited to have a new schedule. There is a 6 period day with an increase of instructional time. All grade levels will have related arts/planning time at the same time.

Mrs. Grady asked how Rev It Up (Robust Vocabulary) would work. Ms. Lyndes responded that it is the same period of time each day when everyone will teach vocabulary. Teachers are all invested in it and enjoy it. Ms. Briggs Badger added that tests have shown that this program works.

Mrs. Grady questioned the time needed for Encore. There are too many items for the limited time period. Ms. Lyndes clarified that the students make a choice about what items they would like to do. Band rehearsals are during encore and music instruction will be in related arts. Related arts would meet 1 time every 6 days.

Wellness-59 sessions/year
Music-29.5 sessions/year
Art-29.5 sessions/year
Everything else is rotational by quarter
Tech Ed and others- 14.5 sessions/year
Library and guidance are split quarters 7.38/year

Ms. Russell stated this is more appealing than a previous schedule that had been discussed. She understands that one of the biggest barriers is the under staffing of related arts.

Ms. Russell asked about possible professional development and about the effect on 10 year old students. Ms. Lyndes responded that the teachers have more of an elementary background and they are on 2-person teams.

Mrs. Grady would prefer the original five subject areas which have separate English and Reading instead of a combined language arts. She would prefer shorter classes, but with English returned to the schedule. She believes that students are lacking in these skills when they go to college.



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Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, July 9, 2012**
Meeting Time: **7:00 pm**

Ms. Briggs Badger commended Principals Lyndes and McKenney for their hard work and efforts on this schedule. Ms. Lyndes added that many others were involved in the schedule as well.

2. NJROTC Update

Mr. Amara stated that he has not heard anything additional from the Navy regarding a decision for the program to remain open or close for FY14. Combined enrollment from Dover and Portsmouth should be over 100. Ms. Briggs Badger stated a letter has been sent to the congressional delegation asking for the program to remain open. Mrs. Grady added that she has contacted many people also asking for support of the Dover program. She has heard that the defense budget may be cut by the federal government and non-essential programs may be cut or eliminated in the future. Mrs. Grady also contacted parents, VFW, Legion, etc.

Ms. Baker asked about enrollment of Dover students in Portsmouth programs. Mr. Amara responded that there are no openings in welding, TV production was dropped by Portsmouth, and there are no Dover students who would like to take architecture, although it is still open.

Mr. Amara added that if Dover students would like to take programs such as culinary arts and Dover is full, they may be able to take in Portsmouth.

3. Food Service Bid Update

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

The District received 3 responses including The Abbey Food Service Group, Chartwell's Dining Services (Compass Group PLC), and Fresh Picks Café (Café Services). These proposals will be available for your review in the Superintendent's conference room, and business office through the remainder of the month of July. A recommendation from the business office will be made for School Board approval for the meeting scheduled for August 13th, 2012. If the School Board would like these vendors to present before the August 13th meeting, the business office will make the necessary arrangements.

Ms. Russell thought it would be best if the companies made presentations at a School Board workshop. It was agreed that the workshop or special session would be Monday, July 23 at 6:30. Each company will have 30 minutes to make their presentation and then discussion after the meeting. The vote will take place on August 13.

Mr. Limanni recommended that School Board members review all three proposals at the Superintendent's office before the next meeting.

O. SCHOOL BOARD MATTERS OF INTEREST:

As a Horne Street parent, Ms. Russell thanked Malcolm Forsman for all of his hard work and accomplishments as principal of Horne Street School. She appreciated his "Seal of Approval" program and all of the things that he did to encourage respectful behavior from the students.

She also welcomed Mike McKenney as the new principal of Horne Street School.



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Dr. Appel asked to get a better reading on the new private school transfer of money that was just passed by the state. He thought it would be important to review before the budget process.

Ms. Briggs Badger stated they would be watching closely over time.

P. ADJOURNMENT: Amanda Russell moved, Kathy Baker seconded, to adjourn the meeting at 8:55 P.M. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,
Amanda L. Russell, Vice Chairperson
ALR/ral

DRAFT



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

Also present were CTC Director Jim Amara, Garrison School Principal Dustin Gray, Woodman Park School Patrick Boodey, Representatives for Chartwells, Abbey Group, Café Services Food Service Companies.

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

Betsey Andrews Parker moved, Kathy Baker seconded to move discussions of the Wellness policy (D. a) until after the Food Service presentations in the agenda. An oral **VOTE PASSED 6/0**.

- D. POLICY – CHANGES – PROPOSALS—See below**
a. JLCF Student Wellness Policy

E. OLD BUSINESS:

- 1. Food Service Presentations/Continue Discussions: All companies provided Powerpoint presentations which are online.**

6:30 pm --Fresh Picks Café

Fresh Picks Café/Café Services introduced administrative team and provided the following statement:

“Thank you for the opportunity to provide our services to the students and staff of the Dover, NH School District. Cafe Services, Inc. is a locally owned and managed Food Service Management Company with corporate offices in nearby Londonderry, New Hampshire. Incorporated in 1993, we are the leading New England Food Service Management Company providing K-12 food service programs under our Fresh Picks Cafe Division in New Hampshire and Vermont as well as Corporate Dining and seasonal camps food service throughout New England. Currently Café Services manages 47 school districts, 38 in New Hampshire and 9 in Vermont, 38 Corporate Dining locations and 25 summer seasonal children's camps and conference centers, over 200 producing kitchens with annual sales in excess of 25 million. Our New England volume gives us tremendous purchasing strength insuring national contracts ensuring the best pricing. Our national contracts are provided through local distributors ensuring the best possible service. Cafe Services is known as a great company to work for. We were recently recognized as the largest New Hampshire employer for our sector. Our people are local people who take genuine pride in your food service program. We provide our employees with the most comprehensive



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benefit program in the industry including professional training, vacations, food holidays, sick and personal days, health, life and dental insurance and a 401K plan with an annual Cafe Services Employee percentage match.

Our Fresh Picks Cafe program is designed to promote a nutritious and healthy lifestyle. Cafe Services is committed to providing nutritious meals as well as providing nutrition education and promoting healthy lifestyle choices. This fall we will be launching our newest program "Strive for Five" which works closely with the new USDA regulations and My Plate program as well as continued nutrition education for the Cafe's and classrooms.

We are proud to be the pioneers of Farm to School in New England starting programs in Brattleboro, Vermont over 15 years ago. Today we have developed direct relationships with local farms, cooperative agencies such as UNH Department of Sustainability, Seacoast Harvest and NHIAF as well as local food distributors to bring local products wherever possible to our schools. We provide farm to school education and incorporate Farm to School promotions as well as "Taste Testing's" in the Cafe's. As part of our farm to school commitment we donate grow carts to all our schools as a learning tool and promote the usage of fresh school grown herbs in the Cafe's.

Cafe Services offers extensive Menu Marketing and promotions at our schools and provide the information to schools for posting as well as uploading on school web sites. Our menus are nutritionally balanced and student friendly to produce optimal participation in the food service program. Our middle and high school concepts include our Signature Cafe Program freshly cooked Entrees, Downtown Deli, featuring made to order deli sandwiches with fresh ingredients, Formaggios Pizza, freshly baked with whole wheat dough and low fat cheese, Market Fresh Salads, and Cafe Express for Grab and Go convenience.

The Elementary schools menus include an Entree, Sandwich Choice, Market Fresh Choice, Salad or Fruit and Yogurt Parfait Daily.

Cafe Services plans for the Dover School District include up to \$100,000 investment into the school kitchens. We plan to replace the two service lines at the High School enabling us to provide our full programs, upgrade the service lines and add a double sided service line in the Green Wave Cafe area of the Middle School and introduce the Downtown Deli and Market Fresh Salad program, along with the Signature Cafe and Cafe Express Program. Install new 4 bay steam table in Woodman Park, install new double door freezer in Horne Street and install new double convection oven, two burner stove and single door freezer in Garrison School.



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Revenues, we have projected an overall 3% increase in revenues. 3 to 5% is due for increase in reimbursement rates the balance 8 to 10% is due to participation increases due to overall quality and nutrition marketing.

Cost of food, we have projected food costs at 39% of revenues. We have factored our local purchasing, national contracts and commodity usage.

Labor costs, are projected utilizing the information provided in the RFP for rates, hours per day and total paid days. Cafe Services has included the required additional paid days for each hourly associate. We are proposing a full time Food Service Director as well as an Assistant Director for the program.

Based on the request for Proposal, Cafe Services has projected and will guarantee a return for the School District of \$120,168.00 for the 2012/2013 school year.

In summary Cafe Service Fresh Picks Cafe Division has built an excellent reputation servicing our school clients in New Hampshire and Vermont. We deliver responsive and efficient service and genuinely appreciate the opportunity to service the students and the staff at your school district in the years ahead.”

Human Resources discussed personnel and human capital.

Ms. Andrews Parker questioned background checks. There is a complete background check done prior to employment which included references. There is no drug and alcohol screening unless the company requests it. There is also no policy for random checks, but the test for reasonable suspicion.

Ms. Andrews Parker also asked what the employee retention is. The Human Resources Director responded that typically 98-99% remains with the company. The also added that they would be honoring all years of service of current Dover food service employees. They followed all of the specifications outlined in the RFP.

Ms. Andrews Parker asked for the employee cost of health benefits. The response is that there are three different Anthem plans which allow them to try and stay competitive.

They also discussed menu marketing which would try to be “kid friendly” and increase revenue. An important part of the menu marketing is making sure that it is attractive to elementary, middle and high school students.

The menu will be able to be customized by on-site employees based on what Dover students like. The menu is the most important sales tool. The menu is more controlled for younger students.

They offered samples of different types of foods to the School Board and to others in the audience.



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Mr. Limmani commented that the online services will be updated also, so that parents will be able to have more access to their student's food choices.

Café Services also added that they provide a great deal of nutrition education for students of all ages. Food Service Managers will be able to provide nutritional reports.

Mr. Limmani asked why their sales projections are much higher than the other bids. The response stated that growth was anticipated and based on past experience with similar school districts, this was an accurate estimate. The quality of the program will show much higher revenues. They commented that there is a lot of room for growth. The return is guaranteed.

Mrs. Grady asked if the food is purchased locally. Representatives responded that all of the food is purchased within a 100 mile radius. Produce is grown as much as 90% locally.

Mrs. Grady also asked if there would be a high amount of waste. Waste is as minimal as possible, but there is always some waste. The quality of food is high, so it isn't as much as it could be.

7:10 pm –The Abbey Food Service

Dave Underwood represented the Abbey Food Service Group and stated they are a family owned and run organization out of Vermont with over 25 years of experience. Their employees have had lengthy careers with the company. They have dependable vendor relationships and employ 3 nutritional specialists out of only 1400 nationwide.

Ms. Andrews Parker asked the difference in menus among different groups. The response was that the difference in portion size and cost.

Ms. Andrews Parker asked how their employee retention is. The Abbey Food Group responded that many employees are long term, up to 20 years or more. They always want to work with existing employees and they will maintain their status as long term employees. They believe in strong customer service toward students.

Below is the summary provided by the Abbey Food Service Group.

“Dover- you have a tough choice to make, all three submitted proposals for Food Service are certainly filled with hundreds of pages of information on why they all will offer a great program. No doubt, whoever you will choose will provide improvements to your current services and will provide the stress relief of using contracted services but we are certain that our company, The Abbey Group, has the most heart, will offer the most collaborative relationship, and will be the best fit for your community. Here is a rundown on why we're the best option and how your program in the Dover School District will specifically benefit from what we have to offer.



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A certainly not complete list of immediate benefits to your program if you choose our services:

- Free breakfast daily to preschoolers and kindergarten
- A variety of whole wheat pizzas every day at high school and middle schools
- A salad bar at every location including satellite schools
- Deli stations at every location with high quality deli meats
- Upgraded uniforms and signage for every location
- A new delivery van built into proposed budget
- A large increase in the use of foods from local growers
- An increase in employee productivity
- Maintaining and training the current staff
- A wealth of upper level management resources and expertise
- An increase in monthly cafeteria promotions and an increase in student nutrition education with focus on local ingredients
- A family and user friendly website that is both informative and informational
- Menus in compliance of the new USDA meal patterns allowing the extra \$.06 per meal reimbursement
- Free nutrition education classes to 5th graders in our "You Are What You Eat" program and others upon request AND, WE GUARANTEE THE \$95,000 to the program annually

Experience-The Abbey Group started at one account 25 years ago in a small town that almost touches the Canadian border and has since grown to around 80 accounts spanning three states. Every single account to date was contracted organically by word-of-mouth of our high quality program coupled with unparalleled customer service. It is our reputation of our, "can overcome any challenge and meet any need" attitude that has lead us to have such a high satisfaction rate and almost impeccable retention record.

Our corporate structure is well designed to insure the highest possible satisfaction in food quality, customer service and site compliance with all federal and state regulations. Senior Abbey Group personnel assess weekly and monthly performance benchmarks that help guide our accounts.

Finance/Insurance/Accounting-we are very professional and transparent in all of our paperwork. Our professional staff will provide immediate assistance and answer any questions regarding monthly reports and back up documentation submitted for your approval. We provide the fastest and most



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meticulous details for total transparency and agreement. It is very important to us to have a very strong trust based relationship with all of our business managers and assistant managers.

The Abbey Group is very disciplined in its reporting both to the school districts we serve, and to the state for the monthly reimbursements reporting, monthly activity reports for participation, monthly reports to the school district for billing purpose. Our centralization of all accounting enables a more streamlined and professional approach to meeting the needs of the business management of the school districts we serve. Our records and reporting can meet any specific criteria and expectations of the districts' business offices we serve.

Personnel & Training- Our company culture is very team oriented; we work as a team to bring our clients the best service available- that means we find solutions together and these solutions are then distributed among the organization to help others.

We also pride ourselves on being very accessible as an organization. This means there is always someone who can help you out. And if you call the head office, a real person will always pick up the phone and an Abbey Group professional is always eager and available to answer your questions and work together quickly to find solutions.

Our vertical organizational structure provides the most comprehensive coverage in the field found anywhere in the food service management business. The Abbey Group places teams in every geographic area. They provide training, account development, nutrition education, farm-to-school initiatives, community liaisons, marketing and promotional events and so much more. Our directors are specialized in culinary arts, business, hospitality management, accounting and marketing. We also have 3 of only 1,000 certified School Nutrition Specialists, one of which will be working directly with Dover. What is also unique to The Abbey is that we employ several floating assistants that provide additional support for coverage in staffing or to help with marketing and promotional events, nutrition training, taste tests or any school function in need of an extra set of hands.

Innovation-The Abbey Group understands that innovations are the key to keeping the meal programs fresh and excited for our existing customers and draw in new ones. Here is a brief list of Abbey innovations that will directly impact Dover:

- Free of charge breakfast program to preschoolers and kindergarten students
- "Grab 'n Go" sandwich and salad stations
- Abbey Group application



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- Collaborative menus—meet needs of kids and adults
- Information website and blog
- Free on-line access to student meal account
- Locally sourced products
- Menu nutrition analysis
- Employee wellness
- Knowledgeable employees
- Merchandising techniques
-

Involvement- Community involvement is very important to The Abbey and sets us apart from the competition. We step in and take plant into the communities we serve by encouraging and being active in food service advisory meetings. In working with the school, we want everyone to be on the same team in establishing goals that are conducive to the overall objectives of the school that we are providing service to. Some of the goals would encompass areas of nutrition, sustainability, marking nutrition educations, service, menu planning idea generation and infrastructural needs of the cafeteria. The Abbey Group works with any school I that is willing to take on the Healthier US school challenge, a voluntary initiative that creates healthier school environments through promotion of nutrition, education and physically activity.

We also invite community members to special meals in the cafeteria. We purchase local products and have these producers into the school for testings and food education. We involve ourselves with community composting groups and gardens and walk in county fairs. We see our company as a family and we like to extend that feeling to all the communities we're involved in.

Menu-Our meal programs have some of the highest rates of student participation in the nation. Company-wide, our average participation rate is 69% for lunch and 31% for breakfast, well above the national average. Under our management, school districts in New Hampshire have demonstrated a participation increase of approximately 30%. This is due to our "slow food" approach of preparing meals from scratch using whole grains and local products whenever possible. Our menus are designed to satisfy the wide range of tastes of the students we serve, and meet all special needs of the students.

Healthy & Sustainable- our nutrition policy encourages students to establish and maintain lifelong, healthy eating habits. The school cafeteria is a learning environment that will deeply affect the way children understand food and its connection to our environment.



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No doubt that all food service management companies will affirm their use of local products by listing purchasing from the likes of Black River produce, however The Abbey Chef's and Managers themselves make direct farm purchases by meeting and interviewing local producers and often times planning crop harvest around our purchases.”

Ms. Andrews Parker asked about benefits for employees. Mr. Underwood stated that their benefits would remain the same or better.

Mr. Limanni asked about the \$35,000 difference. Mr. Underwood responded that the difference is the difference in number of days that some employees worked. Mr. Limanni also asked about the relatively low sales projections. Mr. Underwood responded that it takes at least 1-2 years to develop from the base to higher numbers. Their company average is 69% participation overall, but with Dover, they used what is currently the participation rate. It will increase after the first 2 years and a relationship is built.

A highlight of the Abbey Group is that there is free breakfast for all kindergarten students. This gets the students used to the food services program.

They also use local farmers and promote sustainability.

Abbey Group also presented samples of their food to the School Board and to the audience.

Ms. Russell asked if plastic is used for all foods distributed at the schools. They responded that they only use plastic wrap.

7:50 pm –Chartwell's Dining Service

Chartwell's Dining introduced members of their team and made an opening statement. They commented that they are a publically traded company and are held accountable for everything. They are also a local company and want to contribute as much as they can. They looked at comparables before making a presentation. They invest in systems, processes, and people. They found that employees, nutrition, participation, green initiatives, providing local foods, and strong financials are important to Dover. They provided the summary below.

“Chartwells thanks you and your leadership team for the opportunity to propose the dining and nutrition program for the Dover Public Schools. Chartwells is a locally based division of Compass Group, the largest contract management company in the world. Our only business is providing customized dining service management solutions to communities like yours. Due to that commitment, coupled with the global resources and management expertise of our parent company, we specialize in providing exceptional quality, variety, balanced nutritional meals, nutritional education, innovative menus and dining solutions and superior financial



DOVER SCHOOL DISTRICT

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performance for our clients. Blending our resources with the experience and depth of our management team, we have prepared a comprehensive plan to technically address your specific RFP.

The following highlights Chartwells' key commitments to Dover Public Schools:

Foodservice Team

- Propose maintaining all current hourly Dover Food Service workers at their present wages and hours and provide them with the tools, training and resources they need to succeed
- Offer an on-site culinary team consisting of a director of dining services and an assistant director/chef to provide the leadership and training to elevate the culinary program and provide for a smooth transition from district to management company payroll

Leadership and Support Resources

- Provide a local support team of dining service professionals including: regional vice president, district manager, regional director, dietitian, executive chef, and marketing director

Financial Commitment

- Guarantee a fund balance of \$28,907
- Invest up to \$200,000 in investment for serving line improvements, new equipment, decor and signage district wide. This investment will directly impact the proposed participation increases.
- Provide local scholarships (\$5,000 over the life of the contract) for Dover students
- Offer \$2,500 nutrition grant to support and help foster the district's wellness and nutrition initiatives (i.e. school garden, field day, farmers markets or nutritional kiosk)

Health and Wellness Program

- Implement our proprietary Webtrition menu management software system delivers more than nutritionally analyzed menus. It is a comprehensive system that helps to manage an efficient and cost-effective foodservice program from start to finish. This advanced tool enables us to:
 - Maintain high nutrition and quality standards within the foodservice budget
 - Develop menus that are nutritious and appealing to students.
 - Adapt menus to cultural differences.
 - Identify the nutrients in daily menu items, including carb counts.
 - Screen for allergens, such as peanuts and shellfish.
 - Analyze costs to get the best quality for the lowest price.
 - Manage production to reduce waste and overproduction.
 - Easily incorporate standards of the Healthy Hungry Free Kids Act.
 - Generate cost and nutrition reports.

Menu Innovation

- Implement exciting new age-specific menus highlighting:



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- Locally-grown fresh fruits and vegetables
- Cage free shell eggs
- Whole grains
- Proprietary whole wheat pizza crust with flaxseed and olive oil
- Products with "zero grams of artificial trans fats" are utilized wherever possible
- Increased availability of "all natural" and organic foods. (The degree of incorporation into our menus based on client desire)
- More vegetarian options are featured (keeping with community preference)
- Added sugar, including "high fructose corn syrup" is limited (based upon availability of alternatives)
- Artificial sweeteners are eliminated
- Availability of socially responsible foods
- Milk without artificial growth hormones
- Poultry raised without the routine use of antibiotics
- Sustainable seafood, such as pollock and tilapia
- Adult menu for faculty and staff in the elementary schools
- Choosing vendors with high standards regarding the humane treatment of animals

Sustainability

- Implement Project Green Thumb- to support local recycling efforts
- Audit energy efficiency of kitchen equipment
- Reduce food waste through our "Trim Trax" program

Communication Plan

- Support a website to enhance overall communication
- Facilitate New Student/ Teacher Orientation; Chartwells will provide \$5,000 over the life of the contract to supply food for new student/teacher orientation.

Transition Plan

- Provide local resources (such as Rochester Public Schools) to support the on-site team during the transition process and the opening of school in August/September
- Offer \$2,500 over the life of the contract for associate recognition activities to build up the current team and to promote a smooth transition
- Invest in training for the food service associates to teach them how to cook from scratch, incorporate more local foods into the menu, set up demonstrations and prepare healthier foods more efficiently.

We are committed to supporting Mrs. Brigg's guiding principles and mission to "move from good to great." At Chartwells our philosophy exemplifies some of the same principals as we believe that having the right people in the right seats is essential in obtaining overall excellence. Chartwells has the right people to take the dining program at Dover to the next level and wants nothing more than to join the Dover "bus" on their journey to obtain the best in class dining service. All of these factors "sandwiched"



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together make Chartwells the best choice for your district. We look forward to discussing the details of our proposal with you and your evaluation team next week.”

Any student who gets a full meal, will receive unlimited fruits and vegetables.

Their employees are eligible for unemployment benefits during the summers.

Ms. Andrews Parker asked if students have time to go to the different stations and eat lunch. The response was that the students would have sufficient time and at some schools, they can do it in less time.

Chartwells is the only company in the area who uses flash frozen vegetables. This allows local produce to be used year round.

Ms. Andrews Parker asked how Chartwells gained information from Dover parents and student. Ms. Laisha responded that she spoke to them while on the tour and in public.

Ms. Andrews Parker asked if they serve traditional foods such as chicken nuggets and hamburgers. It was confirmed that they do provide those types of foods.

Mrs. Grady asked why revenue was so much lower than others. A Chartwells’ representative stated that they were very specific about each item in the RFP. They also do not include prepayments from students. The investment that they are adding to Dover also is taken into account. It is much higher than the other companies.

D. POLICY – CHANGES – PROPOSALS (from above) **a. JLCF Student Wellness Policy**

Mr. Limanni thanked committee member Peter Bixby for his efforts on the Wellness Committee and on the policy. The revised policy below is much simplified from the previous version.

~~The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter related. It is the therefore the goal of the Board that the entire learning environment be aligned to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.~~

~~A district wide Wellness Advisory Committee will be established with the purpose of assessing the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board.~~

~~As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after school programs including intramurals, interscholastic athletics, and physical~~



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~~activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.~~

~~All foods available on school grounds and at school sponsored activities will meet or exceed the district's nutrition standards. Under no circumstances will such offerings be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense per calorie, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high quality meals. These nutrition guidelines apply to the school lunch and breakfast program, foods and beverages sold in vending machines, snack bars, school stores, at parties/celebrations/meetings during the school day, and as part of in school/District fundraising activities.~~

~~The Board directs the Superintendent or his/her designee to develop procedures to implement this policy based on the recommendations of the wellness advisory committee and in compliance with national and statewide nutritional guidelines for healthy living. The Wellness Advisory Committee: Food Service Director, School Nurses, Health, Physical Education Instructors, Administrators and Parent Representation will continue to serve. The meetings will be organized and facilitated by the District Business Administrator.~~

~~The Wellness Advisory Committee will meet bi-monthly for updates on how effective the policies we have in place are working, and to make recommendations for improvements, and changes that need to be made.~~

The Board recognizes that wellness comprises physical, social, emotional, and academic health. Proper nutrition and developmentally appropriate physical activity are important ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. Furthermore, health and student success are inter-related. The Board therefore maintains the goal that the District will foster a learning environment that helps students attain knowledge and habits that promote wellness. As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after-school programs including intramurals, interscholastic athletics, and physical activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.

All foods available on school grounds and at school-sponsored activities will meet or exceed the district's nutrition standards. Under no circumstances will such offerings be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging. These nutrition guidelines apply to the school lunch and breakfast program, and foods and beverages sold in vending machines, snack



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bars, and school stores. Food provided at parties, celebrations, and meetings during the school day, and as part of in-school District fundraising activities also falls under the purview of this policy.

The Board directs the Superintendent or his/her designee to develop procedures to implement this policy based on the recommendations of the Wellness Advisory Committee and in compliance with national and statewide nutritional guidelines.

A district-wide Wellness Advisory Committee will be maintained to assess the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, school nurses and wellness educators, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board. The Wellness Advisory Committee will meet quarterly for updates on how effective the policies we have in place are working, and to make recommendations for improvements, and changes that need to be made. The meetings will be organized and facilitated by the District Business Administrator.

Student Wellness Policy Guidelines

~~It is the intent of the Dover School District to promote wellness in all aspects of curriculum and school activities. Wellness is recognized as physical, social, emotional and academic health. To accomplish this goal, it is necessary that an integrated effort be organized between administrators, faculty, students and the community. All of our campuses will be a focal point to serve as a learning tool allowing our students, parents, and faculty to apply and develop the critical thinking skills necessary for wellness.~~

~~It is our intent to fully utilize our knowledge and resources to develop the highest possible standards. We recognize that this is a process that will evolve. We promise to remain vigilant for the well being and success of all our staff, students, and community.~~

~~To accomplish this vision:~~

Promoting wellness in the Dover School District requires a cooperative effort among administrators, faculty, students, parents, and the community at large. Part of this effort will come from the voluntary actions of the school community. Community members who maintain healthy lifestyles, share their knowledge, and encourage others to emulate their habits can promote wellness in the whole school community. To further facilitate the goal of wellness, however, the District Schools should meet the following guidelines:

~~1. Nutrition Education is integrated in as many areas of the curriculum as possible.~~



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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- ~~▪ Integrate education classes and the School Meals Program so that students will learn about various food groups and their health benefits. It is essential that students have the opportunity to bring their classroom knowledge into the cafeteria setting so they may make wise food choices. State Nutrition Standards will be posted on the appropriate District website.~~
 - ~~○ Nutrition will be included in the 10th grade health class.~~
 - ~~○ All other grades within the District will receive Health and Fitness Education as appropriate.~~
 - ~~○ It is recommended that teachers, staff and the Food Service Director collaborate with school and community, and foster relationships with qualified persons in the community.~~
 - ~~○ When possible, the curriculum will offer opportunities for students to receive nutrition education at all grade levels that will teach them to adopt healthy eating behaviors. The Food Service Director and Health and Wellness Teaching staff will meet semi-annually to discuss the progress of curriculum activities related to this policy.~~
- ~~▪ The Food Service Director or designee will positively foster and support the classroom curriculum in order to promote nutritional education throughout all of the schools.~~
 - ~~○ Encourage a theme-based learning environment in the cafeterias. i.e.: “Veggie Tales” at the elementary level, and “My Pyramid” at all school levels.~~
 - ~~○ Positive promotional materials will be displayed throughout cafeteria areas that foster well-balanced diets and encourage increased physical activity. The purchase and coordination of placement in the cafeterias and updating educational materials will be the responsibility of the School Meals Program.~~

1. Nutrition Education

- Lessons on nutrition and healthy eating will be incorporated into the curriculum at all grade levels.***
- The Food Service Director and the Curriculum Director will meet at least semi-annually to discuss ways that Food Services can assist with and complement nutrition education elements in the curriculum at all levels.***

- ~~2. The School Meals Program will work to offer at least three balanced meal choices to students at the elementary level, at least four at the middle school level and at least six at the high school level on a daily basis in accordance with State Guidelines.~~



**DOVER SCHOOL
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- ~~Students will be encouraged by staff and parents to start each day with a healthy breakfast at school or at home.~~
- ~~Breakfast will be available to all students at all schools.~~
- ~~The Food Service Programs at each school will ensure that all students who do not qualify for F & R program will have affordable access to healthy breakfast and lunch choices, and that the foods offered are the best quality, varied, and nutritious.~~
- ~~To encourage all students on a daily basis, in accordance with My Pyramid, to eat a balance of fruits, vegetables, and low fat milk.~~
- ~~Dover School District will continue to maintain its affiliation as a Team Nutrition School and will utilize the Team Nutrition resources whenever applicable.~~
- ~~It is recommended that the Food Service Director consult with qualified nutritional specialists who will assist with lunch and menu planning.~~
- ~~Meals will be served in a clean and pleasant dining area. Each building administrator will determine a reasonable amount of time students will have to consume breakfast and lunch.~~
 - ~~The building administrator will determine the appropriate lunch schedules and coordinate with the Food Service Director prior to the start of each new school year.~~
 - ~~Students, when possible, will be provided time with at least 10 minutes for breakfast and 20 minutes for lunch and in accordance with State Guidelines.~~
- ~~Information concerning the nutritional level and content of foods will be posted on the Dover School District's parent communication website, school newsletters, and on cafeteria bulletin displays. This may include calorie, fat, fiber, carbohydrate and sodium content of products sold to students. Information and articles may be added to existing newsletters; ex. healthy food choices and creative ways to increase physical activity.~~
- ~~The Food Service Director or designee will be provided a copy of a current doctor's diet orders for all students with severe allergies or health issues with food that the student may come in contact with at school.~~
- ~~Serving areas should be arranged to minimize student waiting time.~~

2. The School Meals Program will provide balanced meal choices

- *in accordance with State and USDA Guidelines.*
- *in accordance with the food services vendor's contract.*



**DOVER SCHOOL
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3. ~~Faculty, staff and the school community will work together to promote and reinforce healthy lifestyle habits during school and after school hours in school sponsored activities.~~
 - ~~Snacks offered through educational and enrichment programs should promote a positive contribution towards a child's diet and health. Snacks offered will not contain more than 35% calories from fats and 10% saturated fats or trans fats. Foods with the primary ingredients of cheese, nuts, seeds, peanut butter, or other nuts or butters are exempt. No more than approximately one-third of the calories per serving can be sugars. No artificial sweeteners such as sucrose (Splenda), saccharine, and aspartame will be served.~~
 - ~~The Dover School District will make available a list of healthful snack products to teachers, after school program coordinators, and to parents. This list will also be posted on the District's website. Prior to the start of every school year, the Food Service Director will distribute an updated list to teachers, parent groups, after-school program coordinators, and it will be posted on the District websites.~~
 - ~~All parent organizations and after-school programs, affiliated with the schools are to promote nutrition education, wellness, and increased physical activity.~~
 - ~~School parties and celebrations will only include healthy food and/or non-food items.~~
 - ~~Snacks during or after school should make a positive contribution to students' diet and health, with an emphasis on serving fruits and vegetables as the primary snack, and milk and water as the primary beverage.~~
4. ~~Food will not be used as a reward or punishment unless specified in a student's IEP or behavior plan. Any snacks offered during the school day must follow the guidelines incorporated in the District's Healthy Snack List.~~
5. ~~Foods and beverages offered in school stores and vending machines, accessible to students, will be consistent with the State Vending Guidelines.~~
 - ~~Food or drinks in school vending machines that is accessible to students, must first be approved by the Food Service Director or nutritional consultant(s) to be certain they meet the current nutrition standards that have been put in place.~~

3. Wellness and discipline

- ***Food will not be used as a reward or punishment unless specified in a student ' s IEP or behavior plan***



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- *Students will not be denied recess as punishment.*

4. Promoting healthy lifestyles

- *Snacks offered during or after school, whether by the District Food Service or by extra-curricular programs, should meet State health and nutrition guidelines emphasize fruits and vegetables as the primary snack, and milk or water as the primary beverage.*
- *Parties and Celebrations*
 - *The building principal will authorize any seasonal celebrations.*
 - *Classrooms will have at most one celebration for all the birthdays occurring in a given month.*
 - *Teachers and staff will encourage parents to provide healthy snacks.*
 - *During celebrations, adults will be responsible for limiting the number of sweet items children have.*
- *The Dover School District will make available a list of healthful snack products to teachers, after-school program coordinators, and parents. This list will be updated annually and posted on the District's website. See Attachments A and B.*
- *Foods and beverages offered in school stores and vending machines accessible to students will be consistent with the State Vending Guidelines*

~~6. In addition to PE class, opportunities for other physical activities will be encouraged on a regular basis to achieve current state recommendations/standards.~~

- ~~▪ District will encourage all staff to promote, be creative, and engage students in increased physical activity.~~
- ~~▪ Encourage students to participate in physical after school activities. Instructional staff to encourage several physical activities throughout the day.~~
 - ~~○ The District will explore partnerships with local fitness facilities and the Dover Parks and Recreation ways to promote physical fitness awareness.~~
- ~~▪ Students will not be denied recess as punishment.~~

5. Physical activity

- *Opportunities for physical activities in addition to PE class should be provided to students.*
- *The school will communicate with parents about opportunities to provide children with after school physical activities.*
- *The school will work with parent-teacher groups to sponsor physical activities such as walk-to-school or bike-to-school days.*

~~7. Organizations and classes will look for alternate ways to fundraise other than the sale of food.~~



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- ~~▪ Organizations and various parent-teacher groups, booster clubs, and student organizations, are encouraged to adhere to the practices and guidelines outlined in this policy by the Dover School District. Groups will not be prohibited from selling food or beverage products but will be strongly encouraged to find other healthy alternatives for fundraising.~~
- ~~○ Food sales will be restricted to the cafeteria. No food sales will be allowed in the classroom or hallway without administrator's prior approval.~~
- ~~○ Principals will work with the Food Service Director or designee for any rare exceptions to this rule.~~
- ~~○ It is recommended that a maximum of one food sale be allowed per month per school. A group may have only one food sale per year with the exception that the sale would be 'healthy foods or products' ex. fruits, flowers, gift wrap, candles, etc.~~
- ~~○ All fundraising sales must be approved in advance by the building administrator.~~
- ~~○ The School District encourages the Marketing Program Director and students to explore and promote non-food fund raising alternatives~~
- ~~▪ Academic incentives will not be allowed for fund raising participation.~~

6. Fund-raising and food.

- Organizations and classes should not use the sale of food as a primary means of fund-raising*
- All fund-raising activities must be approved by the building principal.*

~~8. Monitoring of the School Wellness Policy will be reported to the School Board on an annual basis.~~

- ~~▪ The Wellness Advisory Committee will collate, review, and report the implementation of the policy.~~

7. Monitoring and Reporting

- The School Wellness Policy will be reviewed annually by the committee and updated as necessary*
- Resulting reviews and updates will be reported to the School Board.*
- The 2012-2013 Wellness committee will establish monitoring and reporting procedures to assure compliance with N.H. D.O.E Technical Advisory 21*

Ms. Andrews Parker asked if IEP plans were taken into account when revising this policy. Mr. Gray replied that the policy was not devised with IEP's into account. He added that it was designed to work cooperatively with IEP's.



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Ms. Andrews Parker also asked if popcorn sales at elementary schools would be limited because of this. Mr. Gray replied that it would be at the discretion at the principals.

Ms. Andrews Parker added that if popcorn sales are eliminated, there will be no extras for teachers.

Mr. Gray replied there would be no elimination, but more coordination.

Ms. Andrews Parker also added that why are monthly birthday parties required as opposed to individual birthdays. Ms. Russell responded that more teaching time is added to the day without all of the birthdays. It also reduces the number of sweets in the schools. A parent can come to school and read a book, which takes the focus off of sweets.

Mr. Gray stated that this is a change from the previous policy which said there would be no sweets in school for birthdays, etc.

Mr. Gray added that one of the hardest parts of the job is when he has to tell a parent that they cannot bring sweets into their child's classroom on their birthday. He likes the idea of all birthdays for the month being celebrated on one day.

Mrs. Grady commented that she would rather not restrict birthdays. It is part of social growth for the child.

Mr. Gray added that birthdays will still be celebrated. The student will still be able to wear the birthday crown. They are just asking parents to work together on birthdays.

Ms. Briggs Badger commented that this revised policy is not as stringent as the previous policy. It's more of a compromise.

Mrs. Baker asked how much time is spent on birthdays. Mr. Gray stated that it is probably about 30 minutes per celebration which is a significant amount of time away from instruction.

Ms. Russell commented that this is not a punitive action. Children will still be recognized, only the sugar will be eliminated.

Dr. Appel recommended changing the word "offerings" to "standards" on page 2, paragraph 2.

Kathy Baker moved, Betsey Andrews Parker seconded tabling the policy until the next School Board meeting for a second reading. An oral **VOTE PASSED 6/0**.

F. NEW BUSINESS

1. Award Food Services Bid



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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Ms. Briggs Badger provided the option of delaying the vote for the food service bid until the next School Board meeting or voting at this meeting.

Mr. Limanni recommended waiting to vote, but provided information on financial information. He would like an educated vote, as opposed to a rushed decision.

He continued to say that the three companies are all very different, but would all improve the program.

Mrs. Grady stated that she could not make a decision at this meeting, but would like to schedule a meeting before the August 13 School Board meeting.

Mrs. Baker asked to see Mr. Limanni's recommendation and the financial differences. She agreed with Mrs. Grady that an additional meeting should be scheduled.

Ms. Andrews Parker stated that she didn't want to lose the momentum from this meeting. She feels that people will be energized by the new program and there will be an instant return on investment.

Mrs. Grady asked for a document that shows exactly where each company stands financially.

Ms. Briggs Badger suggested that Mr. Limanni provide a rubric with different areas of importance for evaluation of each company so that there can be a clear comparison.

It was determined that there would be a School Board Special Session meeting on Monday, July 30 at 6:30 to award the bid.

Ms. Andrews Parker asked for confirmation that all of these companies would bring their own food service director, but would retain the current food service associates.

Ms Andrews Parker asked Mr. Boodey and Mr. Gray how they think the reaction will be from the students toward any of the new food service companies.

Mr. Gray thought there would be positive responses toward any of the companies. Mr. Boodey reiterated his high rate of reduced and free meals and the need for quick "to go" meals. He commented on the success of the free fruit program at WPS that will be continuing next year due to a grant.



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Ms. Andrews Parker asked who would make a modification if a school needed to be changed. Mr. Limanni replied that there would be funds available in a capital improvement fund.

Mr. Limanni also noted that the first year for any of the vendors is probationary, with the possibility of a 4 year extension.

Betsey Andrews Parker moved, Ken Appel seconded tabling the awarding of this bid until July 30, 2012 Special Session. A roll call **VOTE PASSED 6/0.**

G. SCHOOL BOARD MATTERS OF INTEREST

CTC Director Jim Amara presented an update on the NJROTC program. He stated that the program would be discontinued as of June, 2013. Mr. Amara has created an alternative that will allow the program to continue.

He proposed continuing funding of the program with general funds. Enough tuition could be received so that the program could fund itself or even make a profit.

He would like to make it a Public Administration and Public Service Program. It could also be affiliated with the Navy as a National Defense Cadet Corps in the 2013-2014 year. This program would be similar to other CTE programs, but would allow for the use of Navy curriculum, students would keep the same benefits including college credits, scholarships, etc. The only change would be that the Navy would no longer pay for 50% of the instructor salaries. The District could continue to use the same uniforms.

Mr. Amara would also like to add NJROTC as an exploratory program in the 2013-2014 year. This may open up new opportunities.

The key changes would take place in 2013-2014. Portsmouth would pay for their own transportation. Perkins Grant could cover 10% of costs and a fee of \$100/student could be charged to NJROTC students.

If Dover enrolls more than 100 students each year for the next two years, we could re-apply for the Naval NJROTC program and receive the salary reimbursement.

He would like to consider this a joint program where all parties could benefit. The curriculum would need to be revised to provide more public administration information.

Portsmouth is a very important part of this strategy and since they have a high interest, the program could grow.



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Mr. Amara stated that there is no decision to be made; this is just for informational purposes. There was a bump in the road, but the bump helped the district to think about the future of the program. It should now be considered a CTE program with a strong tuition base.

Ms. Briggs Badger stated that the decision would need to be made during the next budget season.

Mrs. Grady added there was a major cut in the National Defense Budget and both senators have asked the Navy to reconsider the decision, so there is a chance that things won't have to change.

Ms. Briggs Badger thanked Mrs. Grady for her tireless effort in trying to save this program. She also thanked Mr. Amara for his creative thinking and efforts to keep the program.

Ms. Russell asked for clarification that the district couldn't charge a fee previously since it was a naval program, but now will be able to since it is a CTE program. Mr. Amara confirmed her thoughts.

H. ADJOURNMENT

Doris Grady moved, Kathy Baker seconded to adjourn at 9:45. An oral **VOTE PASSED 6/0**.

Respectfully submitted,
Amanda Russell, Vice Chairperson
AR/ral



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #10
Meeting Location:	McConnell Center, Media Center Room Rm. 306
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- A. ROLL CALL:** Present were Kathy Baker, Paul Butler, Doris Grady, Ken Appel, Betsey Andrews Parker, Amanda Russell, and Rocky D’Andrea.

Also present were representatives for Café Services and Chartwells. Also, employees of Dover Food Services.

- B. PLEDGE OF ALLEGIANCE:** Betsey Andrews Parker led the Board in the Pledge of Allegiance.

- C. CITIZEN’S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board.

D. NEW BUSINESS:

1. Award Food Service Bid

Mrs. Grady stated that she has researched all materials and will be supporting Mr. Limanni’s recommendation.

Dr. Appel also was satisfied with the recommendation.

Ms. Russell thanked Mr. Limanni for his efforts on this bid, but would not be supporting the recommendation. She has heard from sources and through experience that the food quality is not as good as it could be. For some students, the meals provided at school are the only ones they will receive and she wants to be sure that the students will receive the best food possible. She would be in support of Abbey Group. She appreciated their honest style and spoke with parents and teachers during the week who agreed with her that the best food should be the goal.

Dr. Appel requested more discussion on the subject since his second choice was Abbey Group.

Ms. Russell commented that the information that she has received is based on comments from staff at the school for which she works. She has heard on various occasions that she shouldn’t eat the food and it seems that students are throwing away a great deal of food.

Mr. D’Andrea wanted to be sure that staff would not be losing their jobs. Mr. Limanni assured him that they would not be.

Mrs. Grady added that she also did some research and heard the opposite of Ms. Russell’s comments. A school district that she contacted stated that they should stay away from Abbey Group. She felt that all of the groups were good, but thought that the company was located too far away in Vermont and she would always prefer to do



**DOVER SCHOOL
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business within the community. Her choice, Café Services, would be using local vendors.

Mr. D'Andrea responded that he thought that all of the companies would be doing that. His opinion was that Abbey Group may try to do better since they are trying to build more business in New Hampshire.

Ms. Andrews Parker stated that she liked the ala carte items of Café Services, but was concerned with packaging and waste and that it isn't consistent with the district's "green" initiative. She doesn't believe the district should focus on Human Resources, but on the quality of food. She has heard poor things about the food from neighboring schools. She agrees that Abbey Group had an honest approach and liked the universal free breakfast. They have a good menu that is more in line with her thoughts for the middle and elementary schools. She also liked getting parent's involved.

Regarding Chartwells, Ms. Andrews Parker stated that she had concerns about such a large company, although she liked the unlimited fruits and vegetables. Presentation was great and high schools would do well, but unsure about elementary schools with this company.

Mr. Limanni made a point of clarification stating that Chris Farro, of Café Services, has served on the District wellness committee. He recused himself from meetings and Mr. Limanni feels that it is unfair to eliminate his company from contention because of his involvement as a parent. He separated himself from the process and was professional regarding the bid process.

Ms. Andrews Parker commented that this information came up after the fact and was full disclosure, not a personal attack.

Ms. Baker asked Mr. Limanni why the Abbey Group had a "slight" edge on food quality. Mr. Limanni responded that after looking at references, he heard more about food quality from references for Café Services and Chartwells. He didn't receive comments on food quality from Abbey Group. He felt that all companies had strengths and weaknesses. They are three different companies.

Mr. D'Andrea asked if Mr. Limanni's final recommendation was based on the bottom line only. Mr. Limanni state that references played a part, but much of it was bottom line. He felt that much of the vendor's success would be related to the District.

He continued to say that it was a close decision and all three are good choices.

Mrs. Grady commented that his award is just for one year and the remaining four years would be contingent on the success of the first year.

Ms. Russell asked how a director would be hired. Mr. Limanni responded that there is more flexibility with the larger companies. He stated that working with all three companies on the RFP was a great experience. There may be more of a local presence from Café Services for management.



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Ms. Russell stated her concern is for the consistency of food quality. She only has one frame of reference. She commented that there would be reduced waste if the quality of the food is better and students prefer it.

Mrs. Grady added that students typically create waste anyway. The best situation is to minimize the waste, but students will always throw food away.

Ms. Russell is concerned with the students who don't have a choice. School breakfast and lunch may be their only option and their food for the day.

Paul Butler moved, Doris Grady seconded to approve the Business Administrator's recommendation adopting Café Services as our food vendor for next year. A roll call **VOTE PASSED 3/3 (Russell, Andrews Parker, Appel opposed, D'Andrea abstained)**

Mr. D'Andrea abstained from the vote because he was unable to attend the meeting where each company presented to the School Board.

Record Note: After the meeting, it was determined that in Robert's Rules, a motion where the result is a tie, fails. Therefore, this vote is invalid and another vote will take place on Monday, August 6, 2012 at 6:30 pm.

E. SCHOOL BOARD MATTERS OF INTEREST: none

F. ADJOURNMENT

Amanda Russell moved, Paul Butler seconded to adjourn at 7:17. An oral **VOTE PASSED 7/0.**

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

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

TO: **DOVER SCHOOL BOARD**

DATE: August 13, 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
Andross, Hillary	Language Arts Teacher	Dover Middle School	Meghan Odell	\$36,029.00
Golding, Patrick	Building Trades Teacher	Dover High School	Irahn Bate	\$50,313.00
Niland, Rebecca	60% Speech Pathologist	Horne Street School	Rebecca Ready	\$24,520.20
Stegman, Susan	Math Teacher	Dover High School	Ryanne Dennis	\$39,106.00
Wade, Kyle	Grade 6 Teacher	Dover Middle School	Amanda Isabelle	\$33,407.00
Waller, Anna	Elementary Teacher	Horne Street School	Leah Weeks	\$36,029.00

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

TO: DOVER SCHOOL BOARD

DATE: August 13, 2012

MEMORANDUM: Nomination and Election of Aides

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	HOURS	SALARY
Cote, Jillian	Sped Aide	HSS	Katie Vinceguerra	6.5 hrs/day	15.08/hr
Fudala, Jen	Sped Tutor	WPS	Open Position	6.5 hrs/day	18.50/hr
Hayes, Melissa	Sped Aide	HSS	Open Position	6.5 hrs/day	15.38/hr
Hobson, Chris	Sped Aide	WPS	Brad Bezanker	5.7 hrs/day	15.38/hr
Long, Linda	Behavior Aide	HSS	Megan Dionne	6.5 hrs/day	15.38/hr
Macmillan, Sarah	Sped Aide	HSS	Boufford/Long	6.5 hrs/day	12.69/hr
Murphy, Emily	Speech Assistant	GES	Krista Delcourt	6.5 hrs/day	17.03/hr
Pettis, Diana	Kindergarten Aide	GES	Shannon Yerardi	6.5 hrs/day	15.38/hr
Schneider, Brittany	Sped Aide	WPS	Emily Murphy	6.5 hrs/day	12.26/hr
Verran, Julie	ESOL Tutor	DMS	Liz Tong	6.5 hrs/day	21.25/hr
Vinceguerra, Katie	Kindergarten Aide	HSS	Sarah Macmillan	6.5 hrs/day	15.08/hr
Wolfe, Sarah	Sped Aide	WPS	Brad Bezanker	.8 hrs/day	11.70/hr

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

TO: DOVER SCHOOL BOARD

DATE: August 13, 2012

MEMORANDUM Nomination and Election of Summer School Paraprofessionals and Teachers

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 2012 summer school programs.

NAME	POSITION	HOURS	SALARY
Guarino, Christine	Speech Pathologist	10 hours	23.50/hr
Keazer, Rachel	Paraprofessional	8 hours	15.38/hr
Nelson, Lynda	Special Educator	13 hours	23.50/hr

**FEDERAL PROJECTS OFFICE
DOVER HIGH SCHOOL
MEMO**

TO: Superintendent of Schools & Dover School Committee
 FROM: Paula Glynn, Curriculum, Instruction and Assessment Director *pg*
 DATE: August 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>
Lisa Simko	Camp EXPLORE teacher – WPS	\$23.50/hr, 13 hrs/wk, 1 wk
Michelle Simpson	Camp EXPLORE teacher – WPS	\$23.50/hr, 13 hrs/wk, 1 wk
Liz Dubois	Camp EXPLORE teacher – WPS	\$23.50/hr, 13 hrs/wk, 1 wk
Sarah Creighton	Camp EXPLORE teacher – WPS	\$23.50/hr, 13 hrs/wk, 1 wk
Amanda DeCew	Camp EXPLORE teacher – HSS	\$23.50/hr, 13 hrs/wk, 1 wk
Mary Buese	Camp EXPLORE teacher – HSS	\$23.50/hr, 13 hrs/wk, 1 wk
Sheryl Horton	Camp EXPLORE teacher – HSS	\$23.50/hr, 13 hrs/wk, 1 wk
Danielle Wood	Camp EXPLORE teacher – HSS	\$23.50/hr, 13 hrs/wk, 1 wk
Alana Cushing	Camp EXPLORE teacher – GES	\$23.50/hr, 13 hrs/wk, 1 wk
Marcia Minerowicz	Camp EXPLORE teacher – GES	\$23.50/hr, 13 hrs/wk, 1 wk
Jocelyn Liset	Camp EXPLORE teacher – GES	\$23.50/hr, 13 hrs/wk, 1 wk
Becca Cotter	Camp EXPLORE teacher – GES	\$23.50/hr, 13 hrs/wk, 1 wk
Bernadette Cormier	Camp EXPLORE aide – WPS	\$12.69/hr, 8 hrs/wk, 1 wk
Samantha Ratta	Camp EXPLORE aide – WPS	\$12.50/hr, 8 hrs/wk, 1 wk
Tegan Goodridge	Camp EXPLORE aide – WPS	\$15.08/hr, 8 hrs/wk, 1 wk
Katja Peltzer- Beckstead	Camp EXPLORE aide – WPS	\$15.38/hr, 8 hrs/wk, 1 wk
Amy Grieg	Camp EXPLORE aide – HSS	\$15.38/hr, 8 hrs/wk, 1 wk
Janet Lapoint	Camp EXPLORE aide – HSS	\$15.38/hr, 8 hrs/wk, 1 wk
Jennifer Bouffard	Camp EXPLORE aide – HSS	\$12.50/hr, 8 hrs/wk, 1 wk
Katie Vinciguerra	Camp EXPLORE aide – HSS	\$14.11/hr, 8 hrs/wk, 1 wk
Wendy Mello	Camp EXPLORE aide – GES	\$15.38/hr, 8 hrs/wk, 1 wk
Dale Roemer	Camp EXPLORE aide – GES	\$15.08/hr, 8 hrs/wk, 1 wk
Meghan Kelly	Camp EXPLORE aide – GES	\$15.38/hr, 8 hrs/wk, 1 wk
Dianna Pettis	Camp EXPLORE aide – WPS	\$15.38/hr, 8 hrs/wk, 1 wk

Nomination Letter 2012-13

Last Name	First Name	Schedule	Title	Hourly Rate	Total Salary	Schoo	Project Name	Project Num	Hrs./Week
Breneman	Dianna	6 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$24,735.00	WPS	Title I	30031	25.00
Day	Diane	6 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$24,735.00	WPS	Title I	30031	25.00
Dube	Kim	1 hr/day, 194 days/yr	Title I tutor	\$21.25	\$4,122.50	WPS	Title I	30031	5.00
Dupont	Carolyn	6 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$24,735.00	WPS	Title I	30031	25.00
Gebhardt	Nancy	5.45 hrs/day, 194 days	Title I tutor	\$21.25	\$22,467.63	WPS	Title I	30031	22.25
Gianino	Lauren	6 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$24,735.00	WPS	Title I	30031	25.00
Hale	Carol	1.5 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$6,183.75	WPS	Title I	1290-30031	7.50
Hale	Carol	2 hrs/day, 194 days/yr	RTI Coordinat	\$23.50	\$9,118.00	WPS	Title I	2100-30031	5.00
Hinz	Ann-Marie	4.40 hrs/day, 260 days	Admin Assista	\$17.45	\$21,777.60	Distri	Local	Local	22.00
Hinz	Ann-Marie	3.60 hrs/day, 260 days	Admin Assista	\$17.45	\$16,333.20	Distri	Title I	30031	18.00
Jencso	Kathy	6 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$24,735.00	WPS	Title I	30031	25.00
Johnson	Kristin	3 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$12,367.50	DMS	Title I	30031	15.00
Johnson	Kristin	3 hrs/day, 194 days/yr	Title I tutor	\$21.15	\$12,367.50	DMS	Title I	30031	15.00
Knox	Marie	2.5 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$10,306.25	WPS	Title I	30031	12.50
Mancuso	Derral	6 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$24,735.00	DMS	Title I	30031	30.00
McDonoug	Stacey	12 hrs/wk, 36 wks/yr	Social Worker	\$23.50	\$10,152.00	DMS	TI, Part D - DCH	pending	12.00
McDonoug	Stacey	12 hrs/wk, 39 wks/yr	Social Worker	\$23.50	\$5,358.00	DMS	Title I	30031	6.00
McKenney	Lucinda	4.40hrs/day, 260 days	Homeless Liai	\$18.89	\$21,610.16	Distri	Title I	2100-30031	22.00
McKenney	Lucinda	3.60 hrs/day, 260 days	Prog. Coordin	\$18.89	\$17,681.04	Distri	Title I	2490-30031	18.00
Nasberg	Wendy	6 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$20,612.50	WPS	Title I	1290-30031	30.00
Nasberg	Wendy	5 hrs/wk, 38 wks/yr	Extended Lea	\$23.50	\$4,465.00	WPS	Title I	2100-30031	5.00

Last Name	First Name	Schedule	Title	Hourly Rate	Total Salary	Schoo	Project Name	Project Num	Hrs/Week
Sipple	Christina	6 hrs/day, 194 days/yr	Title I tutor	\$21.25	\$24,735.00	WPS	Title I	30031	25.00
Smith	Valerie	34 hrs wk,40 wks/yr	Independent	\$18.13	\$26,506.06	DCH	TI, Part D - DCH	pending	34.00
Southgate	Lindsay	34 hrs/wk, 43 wks/ye	Academic and	\$14.85	\$21,710.70	DCH	TI, Part D - DCH	pending	34.00
Torres	Anne	1.5 hrs/day, 194 days/	Title I tutor	\$21.25	\$6,183.75	SMA	Title I	30031	7.50
Torres	Anne	4.5 hrs/day, 194 days/	Title I tutor	\$21.25	\$18,551.25	WPS	Title I	30031	17.50

Dover Middle School Washington DC Trip

Preliminary request inclusions

1. Statement of educational value (included)
2. Travel agency certificate (included)
3. Dates of trip. May 28th – June 1st, 2013
4. Itinerary (sample included)
5. Cost per student. \$499. (some scholarship money is available)
6. Academic eligibility (included)
7. Permission forms. (included)
8. Insurance certificate. (included)
9. Principal opinion.
10. Release from duty. Will be requested when we have preliminary approval.
11. Financial benefit for leader and chaperones. 4 Chaperones per bus are complimentary there are no other benefits. No additional money is added to the students cost for chaperones.
12. Substitutes for staff that are attending, there is no other cost for the district.

Thank you for your consideration

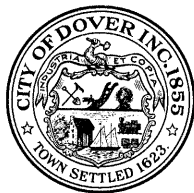
IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



Kimberly R. Lyndes
Principal
k.lyndes@dover.k12.nh.us

Bruce Patrick
Dean of Students-7/8
b.patrick@dover.k12.nh.us

Amanda Isabelle
Dean of Students - 5/6
a.isabelle@dover.k12.nh.us

Dover Middle School
16 Daley Drive, Dover, New Hampshire 03820

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www.dover.k12.nh.us

Fran Meffen
School Counselor Grade 5

Bev O'Brien
School Counselor Grade 6

Beckie Pazdon
School Counselor Grade 7

Justin Pagnotta
School Counselor Grade 8

TO: Superintendent Jean Briggs Badger

FROM: Kimberly Lyndes

DATE: July 30, 2012

RE: Washington D.C. 8th Grade Trip

The purpose of this letter is to give my endorsement regarding the Washington D.C. 8th grade class trip on May 28, 2013 through June 1, 2013.

This traditional eighth grade trip is designed as a culmination of the hard work and outstanding behavior many of our students earn. This trip, the 31st annual, has been a motivating factor for many students over the years at Dover Middle School.

As part of this fun yet educational trip, students learn about the inner workings of the United States Government. One New Hampshire Congressman takes time from their busy schedule to meet with the students and discusses his/her role within the US Government. The students also have the opportunity to meet with many of the support staff of the Congressman. These meetings relate directly to the social studies curriculum. As a follow up activity students write a reflection paper about what they learned and their perception of how our government is run. What better place to learn about "US History" then in our Nation's Capital.

If you require any more information regarding this worthwhile trip, do not hesitate to call.

Sincerely,

Kimberly Lyndes
Principal
Dover Middle School

The Dover Middle School Student Council has sponsored an eighth grade trip to Washington DC for the past twenty nine years.

This has become a tradition for our students, and the students in the younger grades have something to look forward to for their future.

While in the nation's Capital we view and participate in many educational and social activities, such as meeting our US Senator or Congressman, touring the Capital Building, White House, Washington Monument, Lincoln Memorial, Vietnam Memorial, and the World War Two Memorial. We also witness the changing of the guard at Arlington National Cemetery; visit the Smithsonian Museum complex and National Archives to view the Declaration of Independence. On many of the trips we have met a United States Congressman and they graciously take the time to talk to our students.

This is a life lesson. Some of the students have never experienced travel. Students learn cooperation and understanding each other and themselves.

We also establish goals for the students to achieve. Students are not allowed to receive more than one in school suspension or one out of school suspension throughout the year and they may not receive more than one F on their report cards cumulative for the first three eighth grade terms. This is a tremendous carrot for the students and it helps with the building climate. Some students that had discipline problems in the seventh grade change their behavior in the eighth grade in order to be able to attend this trip.

Last year all students that needed scholarship money were accommodated and no extra money is added onto the student price to pay for chaperones.

The real world experience, student energy and focus, take the classroom and expand it outside the walls of the school.

Thank you

Dover Middle School

To: Parents of Eighth Graders
From: Dean Patrick and the Student Council
Re: *Washington DC Permission Slip*

The Dover Middle School Student Council is again sponsoring a trip to Washington, DC. This year the dates are Tuesday, May 28 (leaving at 8 pm) through Saturday, June 1, 2013 (arriving home at 11pm).

This trip will be open to all 8th graders who do not receive two IN school suspensions or ONE out of school suspension (which are outlined in the student handbook section of your child's agenda) from the First Day of School until we leave on the trip. Also students are not allowed to receive more than one "F" cumulative on their report card during the first 3 terms.

The amount of students that go is determined by the amount of signups we have. We need at least 48 students per bus. Last year, we took four buses. If we have an additional 48 student's signup, we will take 5 buses. If we don't have a full 48, we will have a waiting list. The last few years we have taken everyone who has been on the waiting list. Signups are on a first-come-first-serve basis dependant upon when students return this official permission slip along with the deposit.

The cost of this year's trip is \$499. The same price as the last three years. The payment schedule is as follows:

\$100 due at sign up
\$100 due January 24th
\$299 due March 12th

Please make checks payable to Dover Middle School and please put your child's name on the bottom of the check. Cancellations within the last 30 days before the trip will result in loss of total payment.

While in DC, we will visit the Capital Building, the White House, the Lincoln, Vietnam, Jefferson, and Washington Memorials. We will stop at the Smithsonian Air & Space and Natural History Museum, Tomb of the Unknown Solider, The Holocaust Museum, National Zoo and other historical sites in the nation's capital. We will also be going to Williamsburg, Virginia, stopping at Bush Gardens Amusement Park.

The price includes bus transportation, hotel accommodation, and most meals (3 breakfast, 3 dinners, and 2 lunches in DC).

We run a fun and educational trip and adhere to several trip rules. Students and parents will be given notice of these rules and sign a contract prior to the trip. A parent of each participating student must attend a mandatory parent meeting in April.

Students will stay four to a room and will be choosing roommates in March. Each student must have one of their roommates as their “buddy” and must be with them during the entire trip. Friends are encouraged to sign up.

If you wish for your child to participate, they must return the official permission slip (no handwritten notes will be accepted) with \$100 deposit. Remember, this is first-come-first-serve.

Also we have received many requests so far this year for parents to be chaperones for this trip.

Our list is already filled but if you are interested you can have your name added to an already chaperone waiting list. The cost is the same for the chaperones. Parents that are either with law enforcement or in the medical profession such as doctors, nurses or EMT’s will have a higher priority to go as a trip chaperone.

If there are any questions, please call Dean Patrick at school: 516-7215

Thank You

Official DC Trip Permission Slip

I, the parent/guardian of _____, by signing below, give my permission for him/her to participate in the Dover Middle School 8th grade Washington, DC trip from Tuesday, May 28, to Saturday, June 1, 2013.

I understand that I will not hold Dover Middle School or its chaperones liable for any accidental injury that may occur to my child anytime during the trip. Further, I give Dover Middle School chaperones my permission to seek medical care in the event of illness or medical emergency.

I further understand that if my child receives two in school suspensions or one out of school suspension at any time or if my child receives more than one F cumulative on any of the first 3 term report cards, that my child will not be allowed on the trip and will receive a refund.

I also understand that if my child breaks any of the trip rules such as alcohol, tobacco, or being out after curfew that I as a parent will come and remove them from the trip or have them sent home at my expense.

- No refunds will be given after April 1st 2013

I further understand that if the trip is full when this slip is received that my child may be placed on a waiting list.

By signing below, I agree with the above statements.

Parent's Signature Date

Student's Name _____

Team and Homeroom teacher _____

Address _____

Telephone # _____

Cell Phone # _____

Washington, D.C. Trip MEDICAL FORM

BUS # _____

Student's Name _____

DOB _____

Student's Social Security # _____

Parent's Name _____ Home # _____ Work _____ Cell _____

Address _____

Emergency Contact Person Other than Parent:

Name _____ Home# _____ Work # _____ Cell # _____

Student's Medical Information:

Physician Name _____ Phone # _____

Allergies _____

Current Medication and Dosage _____

Other Medical Conditions that we should know about _____

Health Insurance Company Name _____ Policy # _____

Please initial YES or NO if your child is allowed to take TYLENOL for headaches, cramps, etc. **YES** ___ **NO** ___

If you initial NO, we will not IN ANY CASE give your child a Tylenol.

Does your child wear Contact Lenses **YES** ___ **NO** ___

Please sign and date the agreement below:

I, as the parent or guardian of _____, grant my permission to the Dover Middle School chaperones and assigns to seek emergency medical treatment in the event of an accident or medical problem. I understand that an attempt to contact a parent or guardian will be made before seeking medical attention if there is time to do so. I further understand that if my child breaks any school rules (examples: smoking, alcohol, breaking curfew, etc.) that I will receive a call from the DMS chaperones and agree to send my child home by any means available, at the expense of the parent or guardian.

Parent's Signature _____ Date _____

Phone # where parent can be reached when we are on the way home to tell you what time we will arrive at DMS. _____

Dover Middle School
Washington, DC Trip Itinerary 2012

SAMPLE

Tuesday, May 29

7:00 pm Students arrive at the school. Teachers will check all baggage.
8:00 pm After loading the busses, we will depart.
12:00 am Lights out. Quiet time on the bus.

Wednesday, May 30

Breakfast To be determined
6:00-7:00 am Students may talk in low tones.
10:00 am Arrive at Busch Gardens
6:00 pm Leave Busch Gardens
6:30 pm Arrive at the Williamsburg Embassy Suites
7:00 pm Pizza Party at the pool
8:00-9:00 pm Swim at the hotel
9:30 pm Curfew, everyone in their room - earlier, if group is heard in halls.

Thursday, May 31

5:30 am Wake up call
6:30 am Breakfast at the hotel
8:00 am Drive to Washington, D.C.
11:00 am Union Station to have lunch at the food court
12:30-3:00 pm Tour of U.S. Capitol Building and new Visitor Center
4:00 pm Dinner and shopping at the Pentagon City Mall
6:00 pm Visit Lincoln, Vietnam, Jefferson Memorial, World War II Memorial
and maybe the Washington Monument
9:00-10:00 pm Swim at the hotel
11:00 pm Curfew at the hotel. Earlier, if group is loud in the hallways

Friday, June 1

6:30 am Wake up call
7:30 am Breakfast at the hotel
10:00 am Visit Ford's Theatre if available
11:00 am Tour of the White House
12:00 pm Lunch at the Smithsonian
12:30 pm Visit National Zoo
4:30 pm Dinner at Dave and Busters
7:00 pm Trip to see the Atlanta Braves vs. the
Washington Nationals
Curfew when we arrive back at the hotel

Saturday, June 2

7:00 am Wake up call
8:00 am Breakfast at the hotel
9:00 am Check out of hotel
10:00am Tour Arlington National Cemetery and changing of the guards
11:00 am Head home

63DOVER SCHOOL DISTRICT	POLICY CODE: EHAA
DATE OF ADOPTION:	PAGE 1 OF 5

SECOND READING

SCHOOLNET ACCEPTABLE USE POLICY

PURPOSE: The purpose of this Acceptable Use Policy is to communicate the procedures, rules and guidelines for the use of the Dover School District's Information System, collectively known as SchoolNET. ~~and the Internet.~~ The District has established this policy as a means to achieve the following goals:

- To provide for compliance with the Children's Internet Protection Act (CIPA.)
- To describe the methods used to provide for the confidentiality, integrity and availability of all SchoolNET resources.
- To communicate the District's limitation of liability concerning information systems.
- To define roles and responsibilities with regard to SchoolNET.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

Use of SchoolNET

The Dover School District is pleased to offer its students and personnel access to Dover School District's information system, SchoolNET. SchoolNET allows students, faculty and staff access to local network resources, as well as the Internet, and to communicate and collaborate with other individuals and groups around the world, significantly expanding their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Each user is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.

SchoolNET, has a limited educational purpose. Activities that are acceptable on SchoolNET include classroom activities, career development, high-quality personal research and all activities that relate to the day-to-day ~~running~~ business of the Dover School District. All other use of SchoolNET or the Internet is prohibited. You may not use SchoolNET for entertainment purposes. SchoolNET is not a public access service, nor a public forum. You may not use SchoolNET for commercial purposes; this means you may not offer, provide, or purchase products or services through SchoolNET. You may use the system to communicate with elected representatives and to express your opinion on political issues, but not for political lobbying.

The Dover School District has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Dover School District's disciplinary code, and the law, in your use of SchoolNET.

Accessing SchoolNET

SchoolNET is physically accessible via three methods, as follows:

- **Wired Ethernet connections** are available in all schools and classrooms. ~~Wired connections are to be used~~ for District-owned devices or staff or faculty personal devices with **Technical Support Services Department approval**.
- The **SchoolNET Secure Wireless Network** is available in all schools and classrooms. SchoolNET Secure is the wireless equivalent to SchoolNET and may only be connected to via District-owned devices only, or, Staff or Faculty personal devices with **Technical Support Services Department approval**.
- The **SchoolNET Public Wireless Network** is available in all schools and classrooms. This is an open network with Internet access available to students and staff, as well as the general the public while visiting our schools, with limited access to District resources.

“Users” are defined as all employees and students who have signed an Acceptable Use Form. All users (Faculty, Staff and Students) who wish to access SchoolNET or **SchoolNET Secure** must sign an Acceptable Use Form acknowledging the receipt of this AUP.

It is the responsibility of the user to become familiar with and abide by the rules of this policy and make appropriate use of the available resources. All users (or their parent or guardian) shall assume full liability – legal, financial, or otherwise – for their actions when using SchoolNET resources. All signed AUP’s will be maintained in individual school building technology offices. Disciplinary issues will be dealt with by the appropriate district personnel.

Employees will be issued a user ID and password for access to SchoolNET and **SchoolNET Secure**. This password should not be shared with anyone else.

Students may access SchoolNET and **SchoolNET Secure** via a shared, generic guest account appropriate to their location (for example, a “WPSSstudent” account, or a “library” account.) This account will be provided to them by a teacher or librarian.

~~It is the responsibility of the user to become familiar with and abide by the rules of this policy and make appropriate use of the available resources. All users (or their parent or guardian) shall assume full liability – legal, financial, or otherwise – for their actions when using SchoolNET resources. All executed user agreements will be maintained in individual school building technology offices. Disciplinary issues will be dealt with by the appropriate district personnel.~~

SchoolNET and **SchoolNET Secure** may only be accessed using District-purchased and/or District approved personal computers, laptops, wireless devices or other hardware. The computer systems, servers and software are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District.

Students of the Dover School District will be allowed access to SchoolNET **resources** during class time as well as during other periods designated as "open access," as follows:

- Grades K-4: will have limited use for specific projects by teacher request. Websites will be limited.
- Grades 5-6: use will be project-focused, adult-directed, and supervised. Websites will be limited.
- Grades 7-8: use will be adult-directed and monitored. Websites will not be limited, but student use will be monitored.
- Grades 9-12: students will have independent use, but on-line computers and website access will be monitored.

Let's just be sure teachers know this. Some may allow free ranging of search engines.

Bring Your Own Technology (BYOT)

“Bring Your Own Technology” (BYOT) is a model that allows teachers to use their personal devices such as laptops and iPads on the SchoolNET network while in their classrooms.

Teachers who wish to BYOT are encouraged to do so, and should be aware of the following:

- You may connect your wireless device to the SchoolNET Public wireless network. While on this network you will have limited access to Internet-available District resources (27/7 resources) only. You will not have access to a printer.
- You may not connect your personal devices to SchoolNET via a wired Ethernet connection, nor by connecting to the SchoolNET Secure wireless network without the approval of the Technical Support Services Department.

Content Filtering And Internet Access

The Dover School District is in receipt of federal education funding and has installed Internet **Content Filters** ~~on SchoolNET~~, in accordance with the Children’s Internet Protection Act. Students and staff should self-monitor to determine appropriateness of material and activities. It is not our intent to curtail any academic freedom to use appropriate materials for educational purposes; all staff should **evaluate** ~~be confident in evaluating~~ material accessed on the Internet for use in the classroom.

No automated or electronic means are in use to track individual staff or student internet activity. Student access is shared via generic “Student” accounts; therefore, staff will also monitor students for inappropriate use of the Network.

Use of ~~external proxy servers~~ **any technology used** to bypass content filters is expressly forbidden, and will result in disciplinary action. Students should notify staff immediately if they mistakenly access **material that does not comply with the Children’s Internet Protection Act (CIPA.)** ~~prohibited material.~~

The Dover School District cannot monitor in accord with a multitude of different family values; therefore parents are encouraged to discuss values with their children.

Special authorization may be obtained from the School Administration or Librarian to allow exceptions to prohibited material in cases of legitimate research.

The District Email System

All district employees will be given an email address and mailbox. District policy does not call for active monitoring of user email with regard to appropriateness of content. All users are expected to exercise reasonable judgment, ~~however,~~ on what is sent and received via District email. Additionally, users should have no expectation of privacy in their e-mail. If a user is believed to be in violation of the guidelines stated in this policy, or in violation of the law, a system administrator or Administrator may need to gain access to private correspondence or files. E-mail messages, chat-room or Instant Message transcripts are subject to district review at any time. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.

The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

Email may be accessed via the following:

- Online from within the District and on the Internet via Outlook Web App (OWA) at <http://mail.dover.k12.nh.us>.
- From within the District via Microsoft Outlook Client.
- On teacher/staff smartphones via Exchange ActiveSync.

The District Web Site and Edline

The District shall maintain an Internet Web Site (www.dover.k12.nh.us) for the purpose of publishing and disseminating District information to the general public. Each school shall maintain its own sub-section of this Web Site. The District shall also maintain an online tool used for communication of classroom activities, such as homework and grades (in a secured fashion,) between parents, teachers, students and principals.

Only information of a public nature will be made available online. At no time shall student information appear online on a district site, except in specific cases where parental permission to publish has been obtained. Please contact your child's school for more information on policies regarding publishing of student information.

All Web publications shall feature adequacy of research, proper spelling and grammar and appropriate material.

The District Web Site and Edline may not be used to publish opinion.

~~Edline may be used to publish information regarding extra-curricular activities or groups sponsored by the District, provided those publication adhere to the documented standards discussed above.~~

Teachers may elect to maintain a web presence on their Schools website. Such a web site is considered a SchoolNET resource and thus must comply with the restrictions set forth in this policy.

The District reserved the right to remove material, or links to material, that are not reasonably related to District activities.

Social Networking and other 3rd party-Web Sites

The School Board strongly discourages school district staff from socializing with students outside of school on social networking websites, including but not limited to MySpace and Facebook. All school district employees, faculty and staff who participate in social networking web sites, shall not post any school district data, documents, photographs or other district owned or created information on any such website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking web sites that violates the law, or school board policies. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable. Access of social networking websites during work hours on school district equipment for personal use is prohibited.

The Dover School District web site, along with individual school web sites, is hosted by SchoolCenter and constitutes the only official online source for District or School information. District, School or employee information located on other 3rd party web sites such as Facebook and Twitter are not guaranteed to be accurate and do not fall under this policy.

Responsible Personnel

- The District Technical Support Services Manager is responsible for overall administration, security and monitoring of SchoolNET and the email system. Any decisions involving significant changes to the system will be made by this manager, together with the Superintendent. The Technical Support Services Manager will also act as webmaster, maintaining overall management of the Web Site, and Edline.
- The District's Building Technology Coordinators are responsible for day-to-day activities relating to the maintenance and upkeep of SchoolNET.

- Technical Support Para-professionals assist Building Technology Coordinators and perform troubleshooting and maintenance of SchoolNET.
- School Building Librarians are responsible for the maintenance of school building web pages. Material on all web pages sponsored by the district must be updated on a regular basis.
- ~~School secretaries are responsible for their school's Edline "home page."~~
- ~~Teachers given responsible for maintaining their own Edline web site content, as well as monitoring student online activities.~~
- Teachers are responsible for maintaining their own their own web site content.
- Teachers also bear responsibility for monitoring student use of SchoolNET while the students are under their aegis.

24/7 Access to Resources

The District believes that 24/7 Access to SchoolNET resources such as email, documents and courseware will be vital to 21st Century learning. Therefore, it is the policy of the Dover School District to make as much information as possible available to teachers while outside of the District. External access to District resources is generically known as "24/7 Access."

Examples include our email system, which is available from home via Outlook Web App (OWA.)

24/7 Access to Resources should comply with the following criteria:

- Access to Resources should be secured with a username/password combination.
- Access to Resources should be validated with an x.509 certificate wherever possible.
- Personal devices should not be used to store the only copy of any given piece of District information. In other words, personal devices may contain a synchronized or locally cached copy of District data such as email, web pages or files, but not the ONLY copy of that information.

Disciplinary Actions

When inappropriate use of the Internet is determined through due process the result may be the cancellation of those privileges. The Technical Support Services Manager, together with the Superintendent, will determine what "appropriate use" is and their decision is final. The Technical Support Services Manager may close or disable an account at any time as required. The administration, faculty, and staff may request the administrator to deny, revoke or suspend specific user accounts. Any student identified as a security risk may be denied access.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or

stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents may be held financially responsible for any harm to the system as a result of a student's intentional misuse. Damage to a district system caused by willful misuse of the system is no different than any other damage caused by staff or students and is subject to the same discipline measures in school policies.

Legal References

RSA 194:3-d

47 USC Section 254, Childrens' Internet Protection Act

Rules 306.08 (9) (1)

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SECOND READING

PERSONNEL ACCEPTABLE USE FORM

The Dover School District is pleased to offer its students and personnel access to Dover School District's Network system: SchoolNET. SchoolNET allows students, faculty and staff to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using **the** network. Each faculty and staff member is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.

Therefore, I hereby understand and agree to the following:

1. **Wired Ethernet connections** are available in all schools and classrooms. ~~Wired connections are to be used for District-owned devices only, or, staff or faculty personal devices with~~ Technical Support Services Department approval.
2. The **SchoolNET Secure Wireless Network** is available in all schools and classrooms. SchoolNET Secure is the wireless equivalent to SchoolNET and may only be connected to via District-owned devices only, or, Staff or Faculty personal devices with Technical Support Services Department approval.
3. The **SchoolNET Public Wireless Network** is available in all schools and classrooms. This is an open network with Internet access available to students and staff, as well as the general the public while visiting our schools, with limited access to District resources.
4. ~~The use of technology within the district is limited to district-owned devices and software. I may not connect any other network ready device to the School network. This includes wireless devices such as Wireless Access Points (WAP's,) iPhones and wireless mp3 players.~~
5. I will not attempt to alter the configuration of ~~any district-owned device~~ **SchoolNET in any way**. This includes **adding, removing or modifying** hardware (such as PC's, network devices, printers, keyboards, mice, etc...) and software (such as operating system settings, desktop settings, software settings, etc...) unless I have been authorized to do so by the Technical Support Services Department.

- ~~6. I will not attach an external storage device (such as a flash drive, mp3 player, external hard drive, etc...) to the SchoolNET.~~
7. I will use the technology equipment for educational or district purposes ONLY. ~~Games, YouTube, adult oriented sites, and social networking sites such as Facebook.com and MySpace.com are considered non-educational sites, and are expressly blocked by district-wide content filters.~~
8. The Dover School District uses content filters to filter internet access by minors to visual depictions that are obscene, child pornography, or harmful to minors as defined in Sections 1460 and 2256 of Title 18, United States Code, and Miller v. California, 413 U.S. 15(1973).

I will not attempt to circumvent district-wide content filters.
9. I will not attempt to gain access to any information I have not been authorized to view, nor will I attempt to modify/damage/destroy any information, hardware device or application.
10. I will not install software of any kind onto district computers without the approval or assistance of the Technical Support Services Department.
11. I will not use the network for any illegal purpose.
12. I will not change computer files that belong to others.
13. I will never create, transfer, or otherwise use any text, image, movies, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others.

~~**Behaviors that can result in restriction/revocation of access privileges include, but are not limited to:**~~

- ~~1. Involvement in any activity prohibited by law.~~
- ~~2. Using profanity, vulgarities, or other language which tends to be inappropriate, offensive, or tends to degrade others~~
- ~~3. Intentional use of invasive software such as “viruses” or “worms.”~~
- ~~4. Viewing, storing, or transferring inappropriate or sexually explicit materials.~~
- ~~5. Transferring, utilizing, or storing materials in violation of copyright laws or license agreements.~~

~~6. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction.~~

~~7.1. Trespassing in another's folders, work, or files.~~

Repetitive?

School Department personnel, in order to prevent any abuse of the system or to recover from disaster, reserve the authority to inspect any and all materials transferred by or stored on the Dover School Department Network. This inspection can occur at any time and without any cause.

The Dover School Department and all other organizations related to the Dover School Department Network makes no warranties of any kind, neither expressed nor implied, for the Internet access Dover is providing. The School Department will not be responsible for damages that may result from the use of the Dover School Department Network. In addition, personnel must accept full responsibility and liability for their actions with regard to using the Dover School Department Network.

For Faculty and Para-professionals: ~~Computer technology and Internet access is made available throughout the district to all students. This access can be via permanent, wired computer labs, wireless PC labs available upon request, library computers and computers in every classroom. At each grade level, technology and Internet access is often a critical part of the learning environment.~~

A number of technical measures have been put in place to prevent student misuse of this valuable resource; for example Internet access is filtered and all workstations are locked down.

However, today's tech-savvy student is becoming more and more familiar with methods for circumventing these measures. In addition, outright vandalism to systems (such as destroying keyboards) is a constant problem within the district. Upon entering the district, upon entering the Middle School and upon entering the High School, all students are required to sign an Acceptable Use Form that outlines specific activities that are to be avoided on the network, and are considered unacceptable use. However, misuse still occurs. It is the Districts belief that accountability is the most important measure in place to prevent such misuse.

To that end, *the district believes it is also the responsibility of all teachers and staff members to monitor student use of technology. Teachers who require their students have access to technology must assume a level of responsibility for that technology, and for the use of the technology while under their supervision.* Student activities should be monitored and access to filtered websites reported. Damage to systems should be reported immediately, and the students held accountable. In some cases, faculty and staff members may be held accountable for damage or misuse as well.

I hereby certify that I will abide by the conditions set forth in this document and the SchoolNET Acceptable Use Policy.

Signature: _____

Date _____

Authorized Staff Member Signature _____

Date _____

Reference: Policy EGA

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SECOND READING

STUDENT ACCEPTABLE USE FORM

The Dover School District is pleased to offer its students and personnel access to Dover School District's Network system, SchoolNET. SchoolNET allows students, faculty and staff to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Each student is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.

Therefore, I hereby understand and agree to the following:

- ~~1. I have read the Dover School District Acceptable Use Policy.~~
2. I will use my mobile device, smartphone or laptop in accordance with my school's policy, as described in my student handbook. I may connect my mobile device, smartphone or laptop to the **SchoolNET Public** Wireless Network.
 - a. **Plugging my personal device such as a laptop or Mac Book directly into the School's network via an Ethernet Connection is expressly forbidden.**
 - b. **Connecting my mobile device, smart phone or laptop to the SchoolNET Secure wireless network is expressly forbidden.**
- ~~3. The use of technology within the district is limited to district-owned devices and software. I may not connect a laptop or any other network-ready device to the School network. This includes wireless devices such as Wireless Access Points (WAP's,) iPhones and wireless mp3 players.)~~
4. I understand the installation, or attempted installation, of software of any kind onto school computers is expressly forbidden, and will result in disciplinary actions.
5. I will not attempt to alter the configuration of any school-owned device. ~~This includes all hardware (such as PC's, network devices, printers, keyboards, mice, etc...) and software (such as operating system settings, desktop settings, software settings, etc...)~~

6. I will treat all district technology (PC's, mice, keyboards, monitors, etc...) with care. Vandalism will result in disciplinary actions.
7. I will use the [School's](#) technology equipment for educational purposes ONLY. ~~Games, YouTube, adult-oriented sites, and social networking sites such as Facebook.com and MySpace.com are considered non-educational sites, and are expressly blocked by district-wide content filters.~~
8. ~~The Dover School District uses content filters (SonicWall devices) to filter internet access by minors to visual depictions that are obscene, child pornography, or harmful to minors as defined in Sections 1460 and 2256 of Title 18, United States Code, and Miller v. California, 413 U.S. 15(1973).~~

I will not attempt to circumvent district-wide content filters, through the use of external proxy servers, or by any other means.

9. When using school computers I will:
 - a. Be polite
 - b. Use appropriate language
 - c. Not look at or use anyone else's work without permission
10. I will not ~~use the network in such a way as to~~ disrupt the network, or any other users.
11. I will not attempt to gain access to any information I have not been authorized to view, ~~nor will I attempt to modify/damage/destroy any information, hardware device or application.~~
12. I will not install any software of any kind onto school computers.
13. I will not view/download/listen to music or video files that are not approved by a staff or faculty member.
14. I will not plagiarize; I will cite my sources.
15. The unauthorized copying of software is illegal and will not be tolerated.
16. I will not bully, harass or otherwise threaten another student through the use of school computers.

~~Behaviors that can result in restriction/revocation of access privileges include, but are not limited to:~~

1. ~~Involvement in any activity prohibited by law.~~

2. Using **I will not use** profanity, vulgarities, or other language which tends to be inappropriate, offensive, or tends to degrade others
3. ~~Intentional use of invasive software such as “viruses” or “worms.”~~
4. ~~Viewing, storing, or transferring inappropriate or sexually explicit materials.~~
5. ~~Transferring, utilizing, or storing materials in violation of copyright laws or license agreements.~~
6. ~~Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction.~~
7. ~~Trespassing in another’s folders, work, or files.~~

Students: Additionally, I understand that the Dover School District monitors use of the SchoolNET, and access to it is a privilege, not a right. I understand the rules stated above and agree to abide by them. I understand that failure to follow the rules stated above will result in disciplinary actions and the possible suspension of my technology privileges.

Parents: I have discussed these rules with my children, and he/she agrees to follow them. This form will be held on file at the school.

Teachers: I have discussed these rules with my students because he/she will use school technology for individual work or in the context of another class.

Name of Student _____

Home Phone _____

School _____ Grade _____

I hereby certify that I will abide by the conditions set forth in this document, the Acceptable Use Procedures and the Code of Conduct.

Signature of Student _____

Signature of Parent/Guardian _____

Date _____

Authorized Staff Member Signature _____

Date _____

Reference: Policy EGA

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SECOND READING

STUDENT WELLNESS POLICY

~~The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is therefore the goal of the Board that the entire learning environment be aligned to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.~~

~~A district-wide Wellness Advisory Committee will be established with the purpose of assessing the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board.~~

~~As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after-school programs including intramurals, interscholastic athletics, and physical activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.~~

~~All foods available on school grounds and at school-sponsored activities will meet or exceed the district's nutrition standards. Under no circumstances will such offerings be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense per calorie, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high quality meals. These nutrition guidelines apply to the school lunch and breakfast program, foods and beverages sold in vending machines, snack bars, school stores, at parties/celebrations/meetings during the school day, and as part of in-school/District fundraising activities.~~

~~The Board directs the Superintendent or his/her designee to develop procedures to implement this policy based on the recommendations of the wellness advisory committee and in compliance with national and statewide nutritional guidelines for healthy living. The Wellness Advisory Committee: Food Service Director, School Nurses, Health, Physical Education Instructors, Administrators and Parent Representation will continue to serve. The meetings will be organized and facilitated by the District Business Administrator.~~

~~The Wellness Advisory Committee will meet bi-monthly for updates on how effective the policies we have in place are working, and to make recommendations for improvements, and changes that need to be made.~~

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The Board recognizes that wellness comprises physical, social, emotional, and academic health. Proper nutrition and developmentally appropriate physical activity are important ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. Furthermore, health and student success are inter-related. The Board therefore maintains the goal that the District will foster a learning environment that helps students attain knowledge and habits that promote wellness. As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after-school programs including intramurals, interscholastic athletics, and physical activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.

All foods available on school grounds and at school-sponsored activities will meet or exceed the district's nutrition standards. Under no circumstances will such standards be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging. These nutrition guidelines apply to the school lunch and breakfast program, and foods and beverages sold in vending machines, snack bars, and school stores. Food provided at parties, celebrations, and meetings during the school day, and as part of in-school District fundraising activities also falls under the purview of this policy.

The Board directs the Superintendent or his/her designee to develop procedures to implement this policy based on the recommendations of the Wellness Advisory Committee and in compliance with national and statewide nutritional guidelines.

A district-wide Wellness Advisory Committee will be maintained to assess the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, school nurses and wellness educators, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board. The Wellness Advisory Committee will meet quarterly for updates on how effective the policies we have in place are working, and to make recommendations for improvements, and changes that need to be made. The meetings will be organized and facilitated by the District Business Administrator.

Student Wellness Policy Guidelines

~~It is the intent of the Dover School District to promote wellness in all aspects of curriculum and school activities. Wellness is recognized as physical, social, emotional and academic health. To accomplish this goal, it is necessary that an integrated effort be organized between administrators, faculty, students and the community. All of our campuses will be a~~

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~~focal point to serve as a learning tool allowing our students, parents, and faculty to apply and develop the critical thinking skills necessary for wellness.~~

~~It is our intent to fully utilize our knowledge and resources to develop the highest possible standards. We recognize that this is a process that will evolve. We promise to remain vigilant for the well being and success of all our staff, students, and community.~~

~~To accomplish this vision:~~

Promoting wellness in the Dover School District requires a cooperative effort among administrators, faculty, students, parents, and the community at large. Part of this effort will come from the voluntary actions of the school community. Community members who maintain healthy lifestyles, share their knowledge, and encourage others to emulate their habits can promote wellness in the whole school community. To further facilitate the goal of wellness, however, the District Schools should meet the following guidelines:

- ~~1. Nutrition Education is integrated in as many areas of the curriculum as possible.

 - ~~▪ Integrate education classes and the School Meals Program so that students will learn about various food groups and their health benefits. It is essential that students have the opportunity to bring their classroom knowledge into the cafeteria setting so they may make wise food choices. State Nutrition Standards will be posted on the appropriate District website.

 - ~~○ Nutrition will be included in the 10th grade health class.~~
 - ~~○ All other grades within the District will receive Health and Fitness Education as appropriate.~~
 - ~~○ It is recommended that teachers, staff and the Food Service Director collaborate with school and community, and foster relationships with qualified persons in the community.~~
 - ~~○ When possible, the curriculum will offer opportunities for students to receive nutrition education at all grade levels that will teach them to adopt healthy eating behaviors. The Food Service Director and Health and Wellness Teaching staff will meet semi-annually to discuss the progress of curriculum activities related to this policy.~~~~
 - ~~▪ The Food Service Director or designee will positively foster and support the classroom curriculum in order to promote nutritional education throughout all of the schools.

 - ~~○ Encourage a theme-based learning environment in the cafeterias. i.e.: “Veggie Tales” at the elementary level, and “My Pyramid” at all school levels.~~~~~~

- ~~Positive promotional materials will be displayed throughout cafeteria areas that foster well-balanced diets and encourage increased physical activity. The purchase and coordination of placement in the cafeterias and updating educational materials will be the responsibility of the School Meals Program.~~

1. Nutrition Education

- ***Lessons on nutrition and healthy eating will be incorporated into the curriculum at all grade levels.***
- ***The Food Service Director and the Curriculum Director will meet at least semi-annually to discuss ways that Food Services can assist with and complement nutrition education elements in the curriculum at all levels.***

2. ~~The School Meals Program will work to offer at least three balanced meal choices to students at the elementary level, at least four at the middle school level and at least six at the high school level on a daily basis in accordance with State Guidelines.~~

- ~~Students will be encouraged by staff and parents to start each day with a healthy breakfast at school or at home.~~
- ~~Breakfast will be available to all students at all schools.~~
- ~~The Food Service Programs at each school will ensure that all students who do not qualify for F & R program will have affordable access to healthy breakfast and lunch choices, and that the foods offered are the best quality, varied, and nutritious.~~
- ~~To encourage all students on a daily basis, in accordance with My Pyramid, to eat a balance of fruits, vegetables, and low fat milk.~~
- ~~Dover School District will continue to maintain its affiliation as a Team Nutrition School and will utilize the Team Nutrition resources whenever applicable.~~
- ~~It is recommended that the Food Service Director consult with qualified nutritional specialists who will assist with lunch and menu planning.~~
- ~~Meals will be served in a clean and pleasant dining area. Each building administrator will determine a reasonable amount of time students will have to consume breakfast and lunch.~~
 - ~~The building administrator will determine the appropriate lunch schedules and coordinate with the Food Service Director prior to the start of each new school year.~~
 - ~~Students, when possible, will be provided time with at least 10 minutes for breakfast and 20 minutes for lunch and in accordance with State Guidelines.~~

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- ~~Information concerning the nutritional level and content of foods will be posted on the Dover School District's parent communication website, school newsletters, and on cafeteria bulletin displays. This may include calorie, fat, fiber, carbohydrate and sodium content of products sold to students. Information and articles may be added to existing newsletters; ex. healthy food choices and creative ways to increase physical activity.~~

- ~~The Food Service Director or designee will be provided a copy of a current doctor's diet orders for all students with severe allergies or health issues with food that the student may come in contact with at school.~~

- ~~Serving areas should be arranged to minimize student waiting time.~~

2. *The School Meals Program will provide balanced meal choices*

- *in accordance with State and USDA Guidelines.*
- *in accordance with the food services vendor's contract.*

~~3. Faculty, staff and the school community will work together to promote and reinforce healthy lifestyle habits during school and after school hours in school sponsored activities.~~

- ~~Snacks offered through educational and enrichment programs should promote a positive contribution towards a child's diet and health. Snacks offered will not contain more than 35% calories from fats and 10% saturated fats or trans fats. Foods with the primary ingredients of cheese, nuts, seeds, peanut butter, or other nuts or butters are exempt. No more than approximately one-third of the calories per serving can be sugars. No artificial sweeteners such as sucrose (Splenda), saccharine, and aspartame will be served.~~

- ~~The Dover School District will make available a list of healthful snack products to teachers, after-school program coordinators, and to parents. This list will also be posted on the District's website. Prior to the start of every school year, the Food Service Director will distribute an updated list to teachers, parent groups, after-school program coordinators, and it will be posted on the District websites.~~

- ~~All parent organizations and after-school programs, affiliated with the schools are to promote nutrition education, wellness, and increased physical activity.~~

- ~~School parties and celebrations will only include healthy food and/or non-food items.~~

- ~~Snacks during or after school should make a positive contribution to students' diet and health, with an emphasis on serving fruits and vegetables as the primary snack, and milk and water as the primary beverage.~~

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4. ~~Food will not be used as a reward or punishment unless specified in a student's IEP or behavior plan. Any snacks offered during the school day must follow the guidelines incorporated in the District's Healthy Snack List.~~

5. ~~Foods and beverages offered in school stores and vending machines, accessible to students, will be consistent with the State Vending Guidelines.~~

- ~~▪ Food or drinks in school vending machines that is accessible to students, must first be approved by the Food Service Director or nutritional consultant(s) to be certain they meet the current nutrition standards that have been put in place.~~

3. Wellness and discipline

- Food will not be used as a reward or punishment unless specified in a student's IEP or behavior plan**
- Students will not be denied recess as punishment.**

4. Promoting healthy lifestyles

- Snacks offered during or after school, whether by the District Food Service or by extra-curricular programs, should meet State health and nutrition guidelines emphasize fruits and vegetables as the primary snack, and milk or water as the primary beverage.**
- Parties and Celebrations**
 - The building principal will authorize any seasonal celebrations.**
 - Classrooms will have at most one celebration for all the birthdays occurring in a given month.**
 - Teachers and staff will encourage parents to provide healthy snacks.**
 - During celebrations, adults will be responsible for limiting the number of sweet items children have.**
- The Dover School District will make available a list of healthful snack products to teachers, after-school program coordinators, and parents. This list will be updated annually and posted on the District's website. See Attachments A and B.**
- Foods and beverages offered in school stores and vending machines accessible to students will be consistent with the State Vending Guidelines**

6. ~~In addition to PE class, opportunities for other physical activities will be encouraged on a regular basis to achieve current state recommendations/standards.~~

- ~~▪ District will encourage all staff to promote, be creative, and engage students in increased physical activity.~~
- ~~▪ Encourage students to participate in physical after school activities. Instructional staff to encourage several physical activities throughout the day.~~
 - ~~○ The District will explore partnerships with local fitness facilities and the Dover Parks and Recreation ways to promote physical fitness awareness.~~

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- ~~Students will not be denied recess as punishment.~~

5. *Physical activity*

- *Opportunities for physical activities in addition to PE class should be provided to students.*
- *The school will communicate with parents about opportunities to provide children with after school physical activities.*
- *The school will work with parent-teacher groups to sponsor physical activities such as walk-to-school or bike-to-school days.*

7. ~~Organizations and classes will look for alternate ways to fundraise other than the sale of food.~~

- ~~Organizations and various parent-teacher groups, booster clubs, and student organizations, are encouraged to adhere to the practices and guidelines outlined in this policy by the Dover School District. Groups will not be prohibited from selling food or beverage products but will be strongly encouraged to find other healthy alternatives for fundraising.~~

- ~~Food sales will be restricted to the cafeteria. No food sales will be allowed in the classroom or hallway without administrator's prior approval.~~

- ~~Principals will work with the Food Service Director or designee for any rare exceptions to this rule.~~

- ~~It is recommended that a maximum of one food sale be allowed per month per school. A group may have only one food sale per year with the exception that the sale would be 'healthy foods or products' ex. fruits, flowers, gift wrap, candles, etc.~~

- ~~All fundraising sales must be approved in advance by the building administrator.~~

- ~~The School District encourages the Marketing Program Director and students to explore and promote non-food fund raising alternatives~~

- ~~Academic incentives will not be allowed for fund raising participation.~~

6. *Fund-raising and food.*

- *Organizations and classes should not use the sale of food as a primary means of fund-raising*
- *All fund-raising activities must be approved by the building principal.*

8. ~~Monitoring of the School Wellness Policy will be reported to the School Board on an annual basis.~~

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- ~~The Wellness Advisory Committee will collate, review, and report the implementation of the policy.~~

7. Monitoring and Reporting

- ***The School Wellness Policy will be reviewed annually by the committee and updated as necessary***
- ***Resulting reviews and updates will be reported to the School Board.***
- ***The 2012-2013 Wellness committee will establish monitoring and reporting procedures to assure compliance with N.H. D.O.E Technical Advisory 21***

Memo

To: School Board
CC: Jean Briggs-Badger, Mike Limanni
From: Sandra Crosson
Date: August 8, 2012
Re: Alternative Program and Out of District budgets

The attached chart shows the current Alternative Program budget, revenue and expenses but does not tell the "whole story".

Revenue: We had difficulty confirming the list of returning students provided to us in June. We contacted the sending districts for confirmation but were not able to confirm two students, so we did not include their tuition in this report. The tuition amount reported is what the district will bill the sending districts for the school year if the student remains in the program. We see students come and go, so over time the reporting of revenue by student will be unequal. The business office bills quarterly and adjusts for admissions and discharges on a per diem rate. Jamie Carver and Kevin Murphy have reassured me about admissions and revenue. In their experience, confirmed placements are low this time of year. Please see Jamie's note included in this packet.

Expenses: The social studies teacher has accepted another teaching position within the district. We are currently reviewing applications and anticipate interviewing for a part time teacher. We anticipate the part time teacher working collaboratively with other content teachers to address course competencies through shared projects and activities. The cost of a part time teaching position was based on applicants with beginning teaching experience. The facility maintenance and program costs are projected expenses based on last year's expenditures.

Another chart of the status of out of district expenses is also attached. This report changes weekly as IEP meetings are ongoing. For example, there are two meetings scheduled before school begins which may result in students returning to the district. I have also given you a list of the students who were out of district last year with notes on their current status. We returned 3 students to Dover public schools, placed 4 students out of district, assumed out of district tuition costs for 4 students moving into the city of Dover, and experienced multiple students moving out of liability due to family relocation or adoption.

August 8, 2012

Re: Dover Alternative Program Admissions

Dear Board Members,

I wanted to take a moment to both update you on my new position, as well share with you some of my thoughts on the topic of admissions, taking into consideration my previous work experiences and regional relationships.

In regards to my new position, although I have not yet officially started, I have had the opportunity to send out an introductory email to all of the seacoast area Out of District Coordinators as well as Special Education Directors. Through these emails, I have shared my new role, contact information, thanks for their previous patronage, and my hopes for continued support. Additionally, I have fielded several phone calls for potential site visits and admissions meetings and have even scheduled two tours for later this week (one in district and one out of district referral.) I will officially begin next Monday as an employee of the Strafford Learning Center and would be happy to keep you posted regarding the program's progress and successes.

On the topic of admissions, I wanted to share with you some of my past experience. In my last position as the Regional Coordinator for Youth Transitional Services, my primary goal was to drive admissions. Based out of the Stratham office, the Youth Transitional Services Program had approximately five students when I started, however, within a year and a half, the program had almost fifty students statewide. I was able to do this by developing strong relationships with all of the school districts in the seacoast region and already, I have had several conversations regarding their interest in continuing to work with me. With that being said, I can honestly say, admissions are the one item that I am not terribly concerned about.

I hope that this gives you some additional perspective and food for thought. I thank you for your time, and I look forward to your continued support and engagement.

Best,



James P. Carver, M.Ed.
Program Director
Dover Alternative Program
Strafford Learning Center

DOVER ALTERNATIVE PROGRAM BUDGET DETAIL 8/8/12

REVENUE

GENERAL FUND TRANSFER				\$402,000
<i>Student</i>	<i>Tuition</i>			
#1	\$38,500			
#2	\$38,500			
#3	\$38,500			
#4	\$38,500			
#5	\$38,500			
#6	\$38,500			
#7	\$38,500			
SUBTOTAL TUITION				\$269,500
TOTAL REVENUE				\$671,500

EXPENSES

<i>Personnel</i>	<i>Total Compensation</i>	<i>Total Compensation</i>	<i>Subtotals</i>	
Mary Calhoun	\$87,373			
Jason Vallee	\$51,876			
Jay Creteau	\$94,227			
Rebecca Pike	\$75,039			
Scott Evans	\$84,586			
Benjamin Schwartz	\$88,550			
TBA (part time Social Studies)	\$35,000			
Jan Boyatsis	\$19,978			
SUBTOTAL ALT STAFF			\$536,628	
Mike Russo		\$98,915	\$98,915	
SLC Contract (Administrator + Consultants)			\$95,179	
Facility Maintenance			\$47,882	
Program Costs (supplies, instructional materials, etc.)			\$36,863	
TOTAL EXPENSES			\$815,467	

OUT OF DISTRICT PLACEMENT DETAIL 8/8/12

Student	Placement/Agency	PO/Req. #	Tuition Cost 2012-13	Trans. Cost 12-13
1	The Birchtree Center	1300827	\$ 81,276.47	\$ -
2	The Birchtree Center	1300826	\$ 81,276.47	\$ 9,945.00
3	John Powers School	1300981	\$ 39,000.60	\$ 7,875.00
4	Sea. L.C. +ESY	1300829(ESY) +1300994 (sch yr)	\$ 46,747.92	\$ 10,200.00
TOTAL Private Elementary			\$ 248,301.46	\$ 28,020.00
5	Spaulding ESY only 8/17/12	1301209	\$ 9,285.90	\$ -
6	John Powers School + ESY	1300986	\$ 46,419.16	\$ 8,575.00
7	JPS	1301241	\$ 39,000.60	\$ 9,000.00
8	Merrimack Special Ed. Collab. (SY + ESY)	1301147	\$ 50,370.60	\$ 25,800.00
TOTAL Private Middle School			\$ 145,076.26	\$ 43,375.00
9	Seacoast Learning Collaborative, +ESY	1300996	\$ 41,963.40	\$ 10,800.00
10	Bennington School +ESY	1301236	\$ 37,878.54	\$ -
11	Monarch +ESY +services	1300956	\$ 99,889.28	\$ 17,000.00
12	The Monarch School	1300958	\$ 105,294.66	\$ -
13	Easter Seals for ESY only	1301258	\$ 6,726.80	\$ 6,150.00
14	Easter Seals	1301257	\$ 32,400.00	\$ -
15	Easter Seals	1301256	\$ 32,400.00	\$ -
16	Lighthouse School, no ESY, +transp	1301157	\$ 65,916.00	\$ 19,350.00
TOTAL Private High School			\$ 422,468.68	\$ 53,300.00
Student	Placement/Agency	PO /Req. #	Tuition Cost 11-12	Trans. Cost 12-13
1	Gov. Wentworth-Osippee (tuition, aide, rel.serv, transp)	1301263	\$ 58,236.20	\$ -
2	Rochester	1301127	\$ 20,919.60	\$ -

OUT OF DISTRICT PLACEMENT DETAIL 8/8/12

3	Rochester	1301126	\$	20,919.60	\$	-
	TOTAL Public Elementary		\$	100,075.40	\$	-
<hr/>						
4	TOTAL Public Middle School		\$	-	\$	-
4	Manchester, High School	1301204		\$21,258.67	\$	-
5	Robert J. Lister Academy	1301114	\$	41,864.40	\$	8,100.00
6	Robert J. Lister Academy	1301100	\$	41,864.40	\$	8,100.00
	TOTAL Public High School			\$104,987.47	\$	16,200.00

OUT OF DISTRICT STUDENT LIST WITH DETAILS OF CURRENT STATUS

	Last Name	First Name	EntryDate	ExitDate					
1			8/31/2011						
2			8/31/2011	6/13/2012	*moved to Rochester				
3			8/31/2011						
4			8/31/2011						
5			8/31/2011						
6			8/31/2011	4/13/2012	*out of district placement to WPS				
7			8/31/2011						
8			8/31/2011	9/26/2011	*moved to Somersworth				
9			8/31/2011	12/2/2011	*moved to Somersworth				
10			8/31/2011	4/6/2012	*out of district placement to Dover Middle School				
11			8/31/2011						
12			8/31/2011						
13			8/31/2011						
14			8/31/2011						
15			8/31/2011						
16			8/31/2011	11/15/2011	*moved out of dover				
17			9/15/2011						
18			8/31/2011						
19			8/31/2011	10/19/2011	*to Dover Alt. School				
20			5/2/2012	7/6/2012	*was at DMS, placed at Monarch School				
21			5/24/2012		*moved to Dover, continue placement at Monarch				
22			12/1/2011		*was at HSS, placed at John Powers				
23			2/27/2012		*was at HSS, placed at Merrimack Ed. Collab in Mass.				
24			4/14/2012		*moved from Somersworth				
25			11/1/2011		*moved from Rochester, was at John Powers then Rivers				
26			9/1/2011	6/13/2012	*graduated				
27			9/1/2011		*moved from Somersworth				
28			9/6/2011						
29			8/31/2011	6/6/2012	*adopted				
30			8/31/2011	6/29/2012	*adopted				
31			8/31/2011	6/29/2012	*adopted				
32			8/31/2011	6/1/2012	*graduated				
33			1/26/2012		*was at alt school, went to out of district placement in Ja				
34			8/31/2011						
35			5/21/2012		*was in district, court placed out of district in May				
36			5/2/2012		*was in district court placed out of district in May				
37			8/31/2011						
38			8/31/2012	4/1/2012	*adopted				

School	Walk at Grad owing Credits	How Many Credits can they owe	Adult Ed at Grad	GED at Grad	Notes
Bow	No	NA	No	No	
Concord	Yes	2	No	No	
Inter-Lakes	No	NA	No	No	Has specific language in their policies regarding graduation requirements and participation
Kearsarge	No	NA	No	No	
Manchester	No	NA	No	No	
Nashua	No	NA	Yes	No	
Nute	No	NA	No	No	20 credit basic diploma cannot participate in commencement (unless SPED)
Pembroke	No	NA	Yes	No	
Pinkerton	No	NA	Yes	No	
Pittsfield	No	NA	No	No	20 credit basic diploma cannot participate in commencement (unless SPED)
Raymond	No	NA	No	No	
Rochester	No	NA	No	No	20 credit basic diploma cannot participate in commencement (unless SPED)
Somersworth	No	NA	Yes	No	Holds separate GED ceremony
Sunapee	No	NA	No	No	Allows exchange students to walk at graduation
White Mountain Region	No	NA	No	No	
Windham	No	NA	No	No	
Winnisquam	No	NA	No	No	

FUND BALANCE ACTIVITY

FY: 11-12

FACILITIES FUND #3830

Description	Field User Fees	Facilities	Athletics	Parking Lots	Ending Fund Balance:
Fund Balances:					
<i>06/30/11 Reserved for Encumbrances:</i>	0.00	2,481.00	0.00	0.00	2,481.00
<i>06/30/11 Unreserved Fund Balance:</i>	4,980.00	123,667.66	2,105.24	32,966.62	163,719.52
06/30/11 Total Fund Balance:	4,980.00	126,148.66	2,105.24	32,966.62	166,200.52
Revenue through 6/30/12:	3,549.31	97,450.56	22,135.00	29,385.00	152,519.87
<i>(Expenditures through 6/30/12):</i>	0.00	(35,658.14)	(22,468.35)	(19,191.90)	(77,318.39)
Balance:	8,529.31	187,941.08	1,771.89	43,159.72	241,402.00
<i>(Reserved for Encumbrances through 6/30/12):</i>	0.00	(949.99)	(400.00)	(461.00)	(1,810.99)
*Estimated Fund Balance 6/30/12:	8,529.31	186,991.09	1,371.89	42,698.72	239,591.01

**Subject to completion of annual FY12 audit.*

FUND BALANCE ACTIVITY

FY: 11-12

ALTERNATIVE SCHOOL FUND #3825

Description	Alt Education Fund	Ending Fund Balance:
Fund Balances:		
<i>06/30/11 Reserved for Encumbrances:</i>	1,105.09	1,105.09
<i>06/30/11 Unreserved Fund Balance:</i>	38,390.02	38,390.02
06/30/11 Total Fund Balance:	39,495.11	39,495.11
<i>Revenue through 6/30/12:</i>	755,281.94	755,281.94
<i>(Expenditures through 6/30/12):</i>	(774,216.82)	(774,216.82)
Balance:	20,560.23	20,560.23
<i>(Reserve for Encumbrances through 6/30/12):</i>	(1,121.45)	(1,121.45)
*Estimated Fund Balance 6/30/12:	19,438.78	19,438.78

**Subject to completion of annual FY12 audit.*

FUND BALANCE ACTIVITY-Special Revenue Funds

FY: 11-12

FOOD SERVICE FUND #2800

Description	Food Service	Ending Fund Balance:
Fund Balances:		
<i>06/30/11 Reserved for Encumbrances:</i>	0.00	0.00
<i>06/30/11 Reserved for Inventory (Nonspendable):</i>	32,159.00	32,159.00
<i>06/30/11 Unreserved Fund Balance:</i>	203,473.80	203,473.80
6/30/11 Total Fund Balance:	235,632.80	235,632.80
<i>Revenue through 6/30/12:</i>	1,438,781.79	1,438,781.79
<i>(Expenditures through 6/30/12):</i>	(1,376,542.87)	(1,376,542.87)
Balance:	297,871.72	297,871.72
<i>(Reserved for Encumbrances through 6/30/12):</i>	(4,266.00)	(4,266.00)
*Estimated Fund Balance 6/30/12:	293,605.72	293,605.72

**Subject to completion of annual FY12 audit.*

PROJECT ACTIVITY REPORT FOR 2011-2012 FEDERAL & STATE PROJECTS AS OF JUNE 30, 2012

	Project Manager	Project Number	Project Title	Project Period	Total Allocation Amounts	Budgeted Amounts to Date	Purchase Orders/ Obligations	Disbursements	Cash Received	Cash Balance Remaining	Total Obligations & Disbursements	% of Funds Obligated & Disbursed	% of Funds Remaining
			Title I										
2821	Paula Glynn	20031	TITLE I	7/1/11-8/31/12	\$ 889,270.00	\$ 889,270.00	\$ 2,907.03	\$ 753,777.27	\$ 753,777.27	\$ 135,492.73	\$ 756,684.30	85%	15%
2821	Paula Glynn	20161	TITLE I, PART D CHILDRENS HOME	8/29/11-8/31/12	\$ 75,653.95	\$ 75,653.83	\$ -	\$ 74,595.77	\$ 74,595.77	\$ 1,058.18	\$ 74,595.77	99%	1%
2821	Paula Glynn	20162	TITLE I, PART OUR HOUSE FOR GIRLS	8/29/11-8/31/12	\$ 52,907.17	\$ 52,907.17	\$ -	\$ 48,525.43	\$ 48,525.43	\$ 4,381.74	\$ 48,525.43	92%	8%
2821	Paula Glynn	20196	TITLE I, SINI-WPS	8/29/11-8/31/12	\$ 25,000.00	\$ 20,789.12	\$ -	\$ 20,741.74	\$ 20,741.74	\$ 4,258.26	\$ 20,741.74	83%	17%
2821	Paula Glynn	20197	TITLE I, SINI-DMS	8/29/11-8/31/12	\$ 25,000.00	\$ 24,394.29	\$ -	\$ 24,319.34	\$ 24,319.34	\$ 680.66	\$ 24,319.34	97%	3%
			Total		\$ 1,067,831.12	\$ 1,063,014.41	\$ 2,907.03	\$ 921,959.55	\$ 921,959.55	\$ 145,871.57	\$ 924,866.58	87%	13%
			Titles II - III										
2822	Paula Glynn	24819	TITLE II, PART A	8/1/11-9/30/13	\$ 303,657.33	\$ 301,062.69	\$ 1,769.64	\$ 235,697.42	\$ 235,697.42	\$ 67,959.91	\$ 237,467.06	78%	22%
2822	Paula Glynn	24787	TITLE II, PART A REDISTRIBUTION	8/26/11-9/30/11	\$ 9,660.00	\$ 9,660.00	\$ -	\$ 9,660.00	\$ 9,660.00	\$ -	\$ 9,660.00	100%	0%
2822	Paula Glynn	25385	SUMMER SUMMIT	3/29/12-9/30/12	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 2,781.50	\$ 2,781.50	\$ 1,218.50	\$ 2,781.50	70%	30%
2822	Sandra Crosson	20820	TITLE III, ESOL IMMIGRANT CHILDREN & YOUTH	1/24/12-9/30/13	\$ 5,215.62	\$ 5,214.98	\$ -	\$ -	\$ -	\$ 5,215.62	\$ -	0%	100%
2822	Sandra Crosson	20802	TITLE III, ESOL	9/8/11-9/30/13	\$ 18,925.08	\$ 18,925.08	\$ -	\$ 14,348.57	\$ 14,348.57	\$ 4,576.51	\$ 14,348.57	76%	24%
			Total		\$ 341,458.03	\$ 338,862.75	\$ 1,769.64	\$ 262,487.49	\$ 262,487.49	\$ 78,970.54	\$ 264,257.13	77%	23%
			Vocational										
2823	James Amara	25016	VOC. ED. TITLE B PROGRAM (CARL PERKINS)	8/22/11-8/21/12	\$ 147,520.54	\$ 147,520.54	\$ 4,760.35	\$ 136,511.66	\$ 136,371.69	\$ 11,148.85	\$ 141,272.01	96%	4%
2823	James Amara	25150	APPRENTICESHIP PROGRAM (ELECT/PLUMB)	7/1/11-6/30/12	\$ 101,424.24	\$ 101,424.24	\$ 467.53	\$ 92,319.46	\$ 92,319.46	\$ 9,104.78	\$ 92,786.99	91%	9%
			Total		\$ 248,944.78	\$ 248,944.78	\$ 5,227.88	\$ 228,831.12	\$ 228,691.15	\$ 20,253.63	\$ 234,059.00	94%	6%
			Adult Basic Education										
2824	Deanna Strand	27005	ADULT BASIC EDUCATION	7/1/11-6/30/12	\$ 505,285.16	\$ 505,285.16	\$ 1,038.63	\$ 484,223.30	\$ 484,223.30	\$ 21,061.86	\$ 485,261.93	96%	4%
2824	Deanna Strand	27303	ADULT HIGH SCHOOL AT DOVER	7/1/11-6/30/12	\$ 73,212.05	\$ 73,212.05	\$ -	\$ 55,101.77	\$ 55,101.77	\$ 18,110.28	\$ 55,101.77	75%	25%
2824	Deanna Strand	27400	ABE/ADULT LEARNER SERVICES	7/1/11-6/30/12	\$ 66,830.12	\$ 66,830.12	\$ 682.10	\$ 64,734.47	\$ 64,734.47	\$ 2,095.65	\$ 65,416.57	98%	2%
2824	Deanna Strand	27506	ENGLISH LANGUAGE/CIVICS EDUCATION	7/1/11-6/30/12	\$ 6,544.00	\$ 6,543.99	\$ -	\$ 5,842.98	\$ 5,842.98	\$ 701.02	\$ 5,842.98	89%	11%
2824	Deanna Strand	27613	ADULT EDUCATION/COLLEGE TRANSITIONS	7/1/11-6/30/12	\$ 9,854.98	\$ 9,854.98	\$ -	\$ 9,130.46	\$ 9,130.46	\$ 724.52	\$ 9,130.46	93%	7%
			Total		\$ 661,726.31	\$ 661,726.30	\$ 1,720.73	\$ 619,032.98	\$ 619,032.98	\$ 42,693.33	\$ 620,753.71	94%	6%
			Special Education										
2826	Sandra Crosson	22515	IDEA-B AND PRESCHOOL	8/30/11-6/30/12	\$ 1,040,487.49	\$ 1,040,487.49	\$ 136,155.83	\$ 811,779.96	\$ 811,779.96	\$ 228,707.53	\$ 947,935.79	91%	9%
			Total		\$ 1,040,487.49	\$ 1,040,487.49	\$ 136,155.83	\$ 811,779.96	\$ 811,779.96	\$ 228,707.53	\$ 947,935.79	91%	9%
			Total Federal Grants - Project Year 2011-2012:		\$ 3,360,447.73	\$ 3,353,035.73	\$ 147,781.11	\$ 2,844,091.10	\$ 2,843,951.13	\$ 516,496.60	\$ 2,991,872.21	89%	11%

PROJECT ACTIVITY REPORT FOR 2011-2012 MISCELLANEOUS SCHOOL GRANTS AS OF JUNE 30, 2012

Fund	Project Manager	Project Number	Project Title	Project Period	Total Allocation Amounts	Budgeted Amounts to Date	Purchase Orders/ Obligations	Disbursements	Cash Received	Cash Balance Remaining	Total Obligations & Disbursements	% of Funds Obligated & Disbursed	% of Funds Remaining
			Titles II - V										
2940	Paula Glynn	18156	EDUCATION JOBS FUND	8/10/10-6/30/12	\$ 272,222.88	\$ 272,222.88	\$ -	\$ 272,222.88	\$ 272,222.88	\$ -	\$ 272,222.88	100%	0%
2940	Paula Glynn	21809	ARRA TITLE I REALLOCATION GRANT	5/1/12-8/31/12	\$ 78,000.00	\$ 77,999.76	\$ 955.00	\$ 11,827.98	\$ 11,827.98	\$ -	\$ 12,782.98	16%	84%
2950	Christopher Strickland	12000	YOUTH ARTS PROJECT GRANT FOR 2012	7/1/11-6/30/12	\$ 3,040.00	\$ 3,040.00	\$ -	\$ 387.14	\$ 3,040.00	\$ -	\$ 387.14	13%	87%
			Total		\$ 353,262.88	\$ 353,262.64	\$ 955.00	\$ 284,438.00	\$ 287,090.86	\$ -	\$ 285,393.00	81%	19%
			Total Miscellaneous School Grants - Project Year 2011-2012:		\$ 353,262.88	\$ 353,262.64	\$ 955.00	\$ 284,438.00	\$ 287,090.86	\$ -	\$ 285,393.00	81%	19%

Dover School District - SAU #11				
Expendable and Nonexpendable Scholarship and Trust Fund Balances				
As of June 30, 2012				
Fund #	Name	Purpose	Total Fund Balances as of 6/30/12 (includes Principal & Income)	Balances Available for Use as of 6/30/12
8809	Guy Bergeron Memorial Scholarship	DHS Scholarship - for graduates with financial need who are continuing their education	\$ 7,925.41	\$ 28.17
8810	Jason P. Gabarro Memorial Scholarship	DHS annual scholarship	\$ 1,320.67	\$ 1,320.67
8811	Hildred Berwick Scholarship	DHS teaching scholarship - (5) annual scholarships in the amount of \$1,000 for graduates continuing their education, majoring in teaching	\$ 205,966.26	\$ 17,880.22
8812	George Kay Memorial Scholarship	Vocational scholarship - for graduates attending any vocational or technical school	\$ 14,027.47	\$ 332.21
8813	DHS Merit Scholarship	DHS Scholarship - for tuition only merit scholarships for graduates attending any college or university	\$ 45,234.14	\$ 6,712.01
8814	Mary McCooey Memorial Scholarship	DHS Scholarship - for graduates continuing their education, with intentions of concentration in mathematics	\$ 11,541.68	\$ 259.67
8815	Anna K. Buckley Memorial Scholarship	DHS Scholarship - for graduates continuing their education in the subject of foreign language	\$ 10,579.29	\$ 306.45
8816	Raymond Martineau Memorial Scholarship	DHS Scholarship - two annual scholarships to one male and one female athlete	\$ 1,081.96	\$ 1,081.96
8817	Ike Isaacson Memorial Scholarship	DHS annual scholarship	\$ 512.88	\$ 512.88
8818	Mary Ellen Driscoll Memorial Scholarship	DHS Scholarship - annual scholarship in the amount of \$500 (health field)	\$ 6,269.91	\$ 6,269.91
8819	Pete McDonough Memorial Scholarship	DHS annual scholarship	\$ 15,491.79	\$ 15,491.79
8820	Bernard Ryder Memorial Scholarship	DHS annual scholarship	\$ 2,940.65	\$ 2,940.65
8821	Linda Ivey Memorial Scholarship	DHS annual scholarship - for a graduate recommended by the DHS Guidance Dept.	\$ 11,470.19	\$ 11,470.19
8822	Alan Sheldon Memorial Scholarship	DHS annual scholarship - annual scholarship in the amount of \$100 for a graduate who was a DHS athlete	\$ 1,254.50	\$ 1,254.50
8823	Mike Wilson Memorial Scholarship	DHS Scholarship - annual scholarship in the amount of \$250 for a graduate from the CTC automotive program	\$ 2,745.37	\$ 2,745.37
8824	Arnold "Bud" Falcione Memorial Scholarship	DHS Scholarship - annual scholarship in the amount of \$1,000 for a graduate continuing their education with a specific interest in social studies	\$ 10,505.90	\$ 10,505.90

Dover School District - SAU #11				
Expendable and Nonexpendable Scholarship and Trust Fund Balances				
As of June 30, 2012				
Fund #	Name	Purpose	Total Fund Balances as of 6/30/12 (includes Principal & Income)	Balances Available for Use as of 6/30/12
8825	Charles & Zena Boulanger Memorial Scholarship	DHS Scholarship - annual scholarship in the amount of \$250 for a graduate who plans a career in teaching at any academic level and subject area	\$ 1,701.45	\$ 1,701.45
8826	John F. Kenney Memorial Scholarship	DHS Scholarship - annual scholarship in the amount of \$100 for a graduate who plans to pursue education at a technical school in any field of study	\$ 6,311.88	\$ 6,311.88
8827	Edward D. Lozier Memorial Scholarship	DHS Scholarship - annual scholarship in the amount of \$100 for a graduate who plans to pursue education at a career technical school in the field of auto technical or auto collision	\$ 5,378.42	\$ 5,378.42
8828	The "Wave" Expendable Trusts, Projects & Events	Contributions made to the District for specific purposes	\$ 2,172.07	\$ 2,172.07
8829	Donald & Rita MacLeod Memorial Scholarship	DHS Scholarship - to benefit two graduating Dover High School seniors, each from a needy family, and who will attend the University of New Hampshire	\$ 9,006.42	\$ 9,006.42
8830	Maria Faskianos Scholarship Fund	DMS Scholarship - annual scholarship in the amount of \$500 to be granted to an eighth grade student deserving of participation in the DMS annual trip to Washington D.C.	\$ 2,150.00	\$ 2,150.00
8831	Class of 1971	DHS Scholarship - one time scholarship to a member of the DHS graduating class who has improved most over his/her final year at Dover High School	\$ 1,000.00	\$ 1,000.00