



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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

Chairperson Rocky D’Andrea called a meeting of the Dover School Board to order on Monday, August 13, at 7:00 p.m. in the McConnell Center Media Center.

**A. ROLL CALL:** Present were Rocky D’Andrea, Amanda Russell, Doris Grady, Kathy Baker, Betsey Andrews Parker and Ken Appel. Paul Butler 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, DHS Principal Christine Boston and Unicco Manager Tim Knowles,

**B. PLEDGE OF ALLEGIANCE:** Kathy Baker led the Pledge of Allegiance.

**C. CITIZENS’ FORUM:** No one addressed the Board.

**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

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

**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)

Betsey Andrews Parker moved, Amanda Russell 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 Jamie Vollmer called “Schools Cannot Do it Alone” and then she gave the following report:

Brainstormed ideas at our annual Administrative Retreat:



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- Use book Schools Cannot Do It Alone as our Dover Reads selection for 2013. Have adults in community read, share book and discuss in partnership with the Rotary and Chamber of Commerce.
- Feature the video at the annual Chamber Education forum in March 2013.
- Expand our information on district website.
- Work to put more school events on video for Channel 95 – have more content development.
- Involve the PTO, PTA, PTGS in our community conversations.
- Focus on marketing our district and our educational achievements – expand public relations efforts.
- Invite all School Board Members and City Councilors to visit our schools during the school day to see teachers and students “in action.”
- Enlist teachers to help spread our message!
- Increase community understanding and support of our schools!
- Efforts will continue to educate our community about our schools.

### District

Camp Explore, an introductory program for incoming kindergarten students, began today at our 3 elementary schools and runs through Thursday, Aug. 16th from 9 to noon. This is an exciting opportunity for each child to experience four days of kindergarten before school begins on August 29th.

Reminder that if you are new to the area or have moved during the summer make sure that your children have been transferred properly or have signed them up for school.

An open house for kindergarten and first grade students and those students in grades two through four who are NEW to Dover will be held on **Tuesday, August 28, 2012**, between 1:15 p.m. and 2:15 p.m. at Garrison School, Horne Street School and Woodman Park School.

The first day of school for ALL students is **Wednesday, August 29, 2012**.

- Elementary schools will open their doors at approximately 8:05 a.m. with students in their rooms at 8:15 a.m. School will be dismissed at 3:05 p.m.
- Middle school doors will open at 7:20 a.m. and school will begin at 7:30 a.m. Dismissal will be at 2:20 p.m.
- High school doors will open at 7:30 a.m. and school will begin at 7:40 a.m. Dismissal will be at 2:30 p.m.

Reminder there is no school for students on August 31<sup>st</sup> and September 3<sup>rd</sup> in observance of Labor Day.

### SCHOOL Updates

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

The building is coming together with thanks to Unicco for all of their hard work! The fields are full with students practicing for fall sports and the seniors are busy having their senior portraits done.



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Freshman orientation will be held on August 28th from 7:30 to 12:00. Incoming freshman received information regarding this day in the mailing this month. Students will have a chance to walk through their schedules, try lockers and meet their teachers.

### **Dover Middle School**

Placement letters were mailed out on Monday, August 6<sup>th</sup>.

5<sup>th</sup> graders and families are invited to a dessert night on Monday, August 27<sup>th</sup> from 5:30 to 7:30. This is an excellent opportunity to meet your teachers and other 5<sup>th</sup> grade students.

Open house for grades 5/6 will be on Tuesday, September 18<sup>th</sup> and Open House for grades 7/8 will be on Wednesday, September 19<sup>th</sup>. Both nights will begin with a resource fair from 6:30-7:00 and classroom presentations from 7:00-8:30.

DMS is looking forward to a great 2012-2013 school year.

### **Horne St. School**

HSS Open House is scheduled for Wednesday, Sept. 12<sup>th</sup> starting at 6:30 p.m.

The new parking lot is nearing completion and waiting for the final prep – it is looking good. Parents: There will be a change in the traffic patterns!

### **Woodman Park School**

WPS Open House is scheduled for Thursday, Sept. 13<sup>th</sup> starting at 6:30 p.m.

The entire staff of WPS look forward to the new school year and strengthening our community by educating every student, every day.

### **Garrison School**

The playground is getting a facelift with the replacement of the old swing set.

Parents should look for the postcard which is being mailed out tomorrow that states their child's teacher and bus number. Bus routes with pick up and drop off times are posted on our website and at Fosters.com. Parents should anticipate some fluctuations in times the first few days. A good rule of thumb would be to be out at the stops 10 minutes before pick-up times and plan for an additional 10 minutes to the drop off times the first few days.

GES Open House is scheduled for Tuesday, Sept. 11<sup>th</sup> starting at 6:30 p.m.



DOVER SCHOOL DISTRICT

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After viewing the brief video, Mrs. Grady commented that she had lived what the film referred to and felt that the only really change has been with electronics. The burdens and problems were different, with air raids occurring, drug issues, etc, but there were similarities including girls playing sports. The issues of the day were always challenging and she continued to say that there are “not that many major changes in education”.

Amanda Russell moved, Doris Grady 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:**

Ms Andrews Parker provided the following report on the Revenue Committee:

The revenue committee has had 3 meetings which have included 4 community members and school representatives. They are in the process of finalizing recommendations for the September School Board meeting. They are reviewing fiscal policies to make sure there are capital reserve accounts in case they do receive revenue. They are making sure that polices align with wellness committee, etc. They are also looking at fees and capital campaigns at the high school.

Mrs. Grady provided the following report on the JBC Committee:

Horne Street School is almost complete and there is a balance of approximately \$4,500. The paving of the parking lot should be done soon. Mr. Knowles added that there have been a few change orders that will take part of the balance. They will need extra lighting in the parking lot for safety. Mr. Limanni stated that if additional funds are needed, they can be taken from the facilities funds.

Ms. Russell noted that parking lot lighting has always been an issue and in the past, police have been paid to monitor the parking lot.

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

**J. POLICY ADOPTION:**

**a. EHAA-School Acceptable Use Policy**

**SECOND READING**

**SCHOOLNET ACCEPTABLE USE POLICY**



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**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:**



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- **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.

~~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.



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- 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~~ **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.



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### 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](http://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.



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~~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 3<sup>rd</sup> 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. District, School or employee information located on other 3<sup>rd</sup> 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.



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- ~~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 21<sup>st</sup> 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



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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)

Amanda Russell moved, Doris Grady seconded approval of this policy. An oral **VOTE PASSED 6/0.**

### **b. EHAA-P—Personnel Acceptable Use Form**

## **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 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.



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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.
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.



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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*

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



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### 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 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.



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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:
- Be polite
  - Use appropriate language
  - 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.
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:~~**

- ~~Involvement in any activity prohibited by law.~~
- Using I will not use** profanity, vulgarities, or other language which tends to be inappropriate, offensive, or tends to degrade others



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- ~~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 \_\_\_\_\_

Date \_\_\_\_\_

*Reference: Policy EGA*

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



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### d. JLCF-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 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 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 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.~~



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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 10<sup>th</sup> 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.~~



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- ~~○ 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*

**K. SUBMISSION AND PAYMENT OF BILLS:** Amanda Russell moved, Betsey Andrews Parker seconded to direct the payment of manifest #13-B in the amount of \$449,701.67 for FY12 and \$1,502,855.16 for FY13 for a total of \$1,952,556.83. The time period for payments was from 7/10/12 to 8/13/12. A roll call **VOTE PASSED 6/0.**

**L. RESOLUTIONS: None**

## M. OLD BUSINESS:

### 1. Alternative School Program and Out of District Budget Update

Ms. Briggs Badger summarized the District's plans for the new Alternative School Program and stated changes are being made to infuse a robust curriculum and a focus on academics. At the same time, the Special Education Director is attempting to recapture students that have had been in out of district placements. There are currently 7 tuition students from out-of-district enrolled at the Alternative School Students. Additionally, there are 12 Dover students, 2 having returned to the District from outside placements. Two out-of-district student placements are also returning to the District with one attending DHS and another attending DMS.

Ms. Briggs Badger continued to say that it is the goal to make students in out-of-district placements want to come back. There is a capacity for 36 students in the Alternative School. Initially, there were three equal shares of identified, Dover non-identified, and out of district students. This has changed over time since the program will now be a special education focused program with most of the students who attend the Alternative Program being identified. The at-risk Dover students who had previously been enrolled in the Alternative Program will now attend Dover High School under the supervision of the At-Risk Coordinator.

Mrs. Grady stated that she had questions for Director of Pupil Personnel Services Director Sandie Crosson, who was on vacation for this meeting. Mrs. Grady is hopeful that at some point, the \$400,000 from the local budget that is allocated for the Alternative Program will be able to be given back to the local budget, with the Alternative School being self-sustaining. It seemed to her that \$400,000 is a lot of money to be spent on 12 Dover students.

She asked for a monthly report on the new Alternative Program so that the Board will be able to determine if the program is worthwhile.



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Mr. D'Andrea agreed that the program should be monitored during the year. Ms. Briggs Badger noted that there had been a \$50,000 reduction in local funding to the Alt School over the past two years. She added that Ms. Crosson had asked her to stress that it is not just about the money. They are trying to determine what is best for each student's individual needs. The parents also have a voice in the decision.

Mr. D'Andrea noted that the local contribution to the Alternative School has been reduced continually over the past few years and hopefully will continue to do so.

Ms. Russell asked how much the savings was from the four returning students. Ms. Briggs Badger responded that the savings would be \$98,000 for the two students who were returning to the Alternative School, although there is a \$76,000 cost to educate the students at the Alt School.

Ms. Baker asked what was originally reported by the SPED Director as projected revenue when program changes were presented to the Board for consideration. Ms. Briggs Badger responded that the projected revenue presented to the Board in April was \$769,148.

Ms. Andrews Parker appreciates the detail and has faith in the Strafford Learning Center because they have a good record of bringing students back. The program needs to build up and grow just as other district programs do. She would like to be fair on how the District is looking at this. She continued to say that she ran for the School Board so that she could look outside the box and be visionary. If this program is being reviewed on a monthly basis, then other programs should be reviewed as well. Ms. Andrews Parker continued to say the district does not have the staff to provide services needed by some of the students. Dover isn't able to provide everything. It is a savings to send students out of district, as opposed to hiring additional staff. It is also the legal responsibility of the district.

Mrs. Grady added that she also trusted Strafford Learning Center. She stated that this originated about 3 months ago when the McConnell Center had 4 vacant rooms. She was asked to bring to the Board the possibility of bringing back out of district students to be housed at the McConnell Center. Mrs. Grady told the people who requested this to go to the administration with this request. The budget would be the first part of the process.

Mrs. Grady said that her biggest objective is to have all students educated, not just the identified students. Every child in the students should have opportunities

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

#### **1. Facilities Summer Operations Update—T. Knowles**

Mr. Knowles updated the School Board on the progress of the maintenance of the schools over the summer. Unicco has been outsourced to provide services for 4 years. They provide maintenance, custodial, grounds, and some project management. There are 42 people



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employed by Unicco who work in Dover schools. Mr. Knowles thanked his entire staff for their great job all school year and during the summer.

John Minnehan, the custodial manager summarized the summer operations. The ceilings, lights, walls, windows and floors have been cleaned and maintained. As of now, the schools are about 85-100% complete. They've used 800 gallons of floor finish and 4 of the 5 gym floors have been completed.

The summer grounds crew is trying to minimize synthetic fertilizers and have been using organic types. There were a few grub and pest issues, so they are now using a hybrid. They have been trying to minimize chemicals. 700 lbs of grass seed has been used.

They have been painting certain areas of the schools. This year they painted 30 classrooms and some office space. The painting is all done internally and at night.

Summer projects include the HSS parking lot which needs a base coat, top coat, hand rails on the handicap ramp, hydro-seeding. The project should be completed on 8/21 or 8/22. There is also a back-up power generation. They are trying to integrate curriculum with projects. CTC classes will be heavily involved, including building trades and electrical classes. Students will also be helping with the security system. This gives students real world experience.

The computer room conversion at Dover Middle School will occur and rough wiring will be installed.

New carpeting will be added to DHS main office. Garrison school will receive new painting and carpeting.

### **2. Graduation Policy Update—C. Boston**

DHS Principal Christine Boston discussed graduation guidelines with the Board. Ms. Boston surveyed area schools to compare their requirements. There are three schools who do not allow students to march in graduation ceremonies if they only have a 20 (basic) credit diploma. She added that some schools allow adult education schools to walk in the ceremonies because they do not have adult education in their community. Many policies are very specific as to who may participate and who may not.

Ms. Baker stated that she would like to see a revision of the policy which clearly states requirements. The entire Board agreed that they would like to see changes.

Ms. Boston will make changes to the policy and bring back to the Board.

### **3. Policy DFC—Special Funds Update—M. Limanni**

Business Administrator Mike Limanni presented informed the Board that as of June 30, 2012 the Alternative Fund balance is \$19,438.78, the Facilities Fund balance is \$239,591.01, and the Food Service Fund Balance is \$293,605.72. The money in each of the funds needs to be used specifically for those programs.



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### **4. Policy DD—State and Federal Funding Update—M. Limanni**

Mr. Limanni reviewed the state and federal funds. Ms. Andrews Parker asked if any of them were defunded for the next program year. Ms. Briggs Badger responded that the district would lose funding because Our House for Girls closed and Edjobs money is also gone for this year. The major reduction was in ARRA Funds last year. Some of the funding rolls over each year. Ms. Andrews Parker if the district received all of the adult education funding. Ms. Briggs Badger responded that the funding was in good shape for adult education.

### **3. Scholarship and Trust Fund Update—M. Limanni**

Mr. Limanni reviewed the scholarship information and stated that an extra column was added to show the available balance of each scholarship.

Ms. Andrews Parker asked if the district awarded scholarships with minimal balances. Ms. Boston responded that small amounts of money would not be awarded, but would wait to see if funding was added during the next year or by the family.

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

Dr. Appel stated that he has received emails regarding class size. There are several at WPS that are near or at state standards. Ms. Briggs Badger presented current enrollment figures stating that Kindergarten, 3<sup>rd</sup> and 4<sup>th</sup> grade at WPS are high. Parents have expressed concern that classes are too high. Ms. Briggs Badger stated that she had responded to questions regarding class size that the budget does not allow for additional staff. She continued to say that one option may be to add paraprofessionals to larger classes so that there will be another adult in those classrooms, with a cost that is lower than adding a teacher. She continued to say that the principals agree that it is disruptive to add a teacher after school starts in September. She will be meeting with administrators to discuss a solution and will be monitoring the situation.

Ms. Andrews Parker stated she had been involved in a similar situation and remembers the difficulty. She would prefer to hire one teacher rather than multiple paraprofessionals and asked Ms. Briggs Badger what the actual needs are. Ms. Briggs Badger responded that they would most likely need more than one teacher. Highest needs are for kindergarten and grades 3 and 4 at Woodman Park. Mr. Boodey responded that kindergarten would be the top priority. He continued to say that from previous history, there will be more students enrolling on the first day of school. There is an obligation to uphold the minimum standards and policies in the district.

Ms. Russell asked how many students typically will leave. Mr. Boodey responded that the students will leave, but it will be later in the year, sometimes as late as April when evictions are high.

Ms. Andrews Parker suggested that Mr. Boodey talk with her later regarding community action so that some of these families can obtain assistance.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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

Mr. Boodey reiterated that adding a teacher after school starts is not a good plan.

Ms. Andrews Parker asked how much it would cost to add a kindergarten. Ms. Briggs Badger responded that it could cost \$85,000 for a teacher and paraprofessional.

Mr. Limanni stated that we have already budgeted \$300,000 in savings from retirements, so we cannot take advantage of that again. He will know more in the next few weeks, when staff has been completed.

Mrs. Grady said that the same thing happens every year and the board doesn't really know final enrollment numbers until October 1.

Mrs. Grady offered a few solutions to the high enrollment situation. She stated that parents can ask to attend another elementary school in Dover if there is room there and they can provide transportation. She also suggested looking into re-organization where there will be the elimination of neighborhood schools. If this happens, all classes will be evened out. She said that it was studied several years ago, but some parents objected and it did not work out at that time.

Mr. Boodey agreed with Mrs. Grady about re-organization, but added that the district had never been so close to state minimum standards so this year is slightly different.

Mr. D'Andrea commented that the Board has only one employee who is the superintendent. They are trusting her to do what is right for the 4,000 students in the district. The decision should be left to her and the administrators.

Ms. Russell stated that she had been involved in a similar situation where a teacher was added. Her heart goes out to parents now who have sent emails and she would have liked to add 3 teachers earlier in the budget process. She added that she agrees that it would be the decision of the administrators if teachers should be added

Ms. Baker stated that she respected Mr. Boodey's concerns about adding a teacher after school begins and agreed it would be disruptive to the students. She then indicated her support for an additional teacher at Woodman Park School if the Superintendent can find the money in the budget..

Ms. Andrews Parker asked if there would need to be a meeting if a decision to add a teacher was made. Mr. D'Andrea stated there would not be the need for a meeting since money is just being re-allocated and additional money is not being requested. The School Board will make a decision when they approve the Consent Agenda with the nomination at the September Board meeting.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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

Ms. Russell wanted to remind the public of the previous cuts to the budget. She noted there were many teaching positions eliminated and other losses in order to meet the tax cap and the district will not be able to do it again.

The Board confirmed to the administrators and superintendent that adding a teacher would be a top priority if funding is available.

**P. ADJOURNMENT:** Kathy Baker moved, Amanda Russell seconded, to adjourn the meeting to non-public at 8:54 P.M. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,  
Betsey Andrews Parker, Secretary  
BAP/ral