



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #2
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, February 11, 2013
Meeting Time:	7:00 pm

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. CITIZENS' FORUM**
- D. APPROVAL OF MINUTES**
 - 1. Nonpublic Session #1, January 14, 2013
 - 2. Organizational Session #1, January 14, 2013
 - 3. Regular Session #1, January 14, 2013
 - 4. Nonpublic Student Discipline Session #1, January 24, 2013
- E. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Request for Job Share Horvath/Friend-Gray, Dover Middle School
 - 2. Resignations/Retirements:**
 - a. Sandra Crosson, Pupil Personnel Services Director
 - b. Elaine Marhefka, Garrison 4th Grade
 - c. Donna Ashman, Supt's Administrative Assistant
 - 3. Leaves of Absence:**
 - a. Deborah Rockwell, Dover Middle School
 - b. Brooke Repucci, Dover High School
 - 4. Nominations:**
 - Sheet 1: Nomination and Election of Staff (Gilbert-McQuade)
 - Sheet 2: Nomination and Election of Administrative Personnel (McKenney)
 - 5. Extended Travel (Student Trips):**
 - a. Dover Winter Guard NESBA Competition, Plainfield, CT
 - b. Dover High Trip to France (April 17-April 26, 2014) Preliminary
 - c. Change to Request for DHS Art Trip to Europe (April 19 – April 27, 2013) Preliminary Request Approved at 9/10/12 SB Meeting
- F. SUPERINTENDENT'S REPORT**
- G. STUDENT REPRESENTATIVE REPORT**
- H. COMMITTEE REPORTS**
- I. POLICY – CHANGES – PROPOSALS: None**
- J. POLICY ADOPTION: None**
- K. SUBMISSION AND PAYMENT OF BILLS**



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L. RESOLUTIONS:

1. Horne Street School JBC Final Acceptance

M. OLD BUSINESS:

1. FY14 Budget Discussion

N. NEW BUSINESS:

1. Dover Reads/Dover Listens Proposal – P. Glynn/M. Holt-Shannon
2. Approval of Concussion Survey – P. Wotton
3. Alternative School Update – S. Crosson
4. DHS Merit Scholarship Fund Authorization
5. Formation of Transportation Policy Review Committee
6. Special Funds (Policy DFC) Quarterly Update – M. Limanni
7. Federal and State Funding (Policy DD) Quarterly Update – M. Limanni
8. Month of January 2013 Condition of Accounts – M. Limanni

O. SCHOOL BOARD MATTERS OF INTEREST

P. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three minutes unless otherwise extended by the Chairperson, with the approval of the School Board. All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.



**DOVER SCHOOL
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DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Organizational Meeting
Meeting Location:	Supt's Conference Room, McConnell Ctr.
Meeting Date:	Monday, January 14, 2013
Meeting Time:	6:45 pm

An organizational meeting of the Dover School Board was called to order by Superintendent Jean Briggs Badger at 6:45 p.m. on Monday, January 14, 2013 in the Superintendent's Conference Room, McConnell Center.

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

Also present was Superintendent of Schools, Jean Briggs Badger.

- 1. Introductory Remarks:** After welcoming the Board, Superintendent Briggs Badger reviewed the meeting agenda.
- 2. Acceptance of Agenda:**
Amanda Russell moved, Kathy Baker seconded to accept the agenda as proposed. An oral **VOTE PASSED 7/0**.
- 3. Election of Officers:**
Superintendent Briggs Badger explained that voting was to be by secret ballot (in accordance with School Board Policy BDB). Votes were then passed to the Superintendent to be opened and the winners announced. After ballots were counted, the final vote was as follows:

Rocky D'Andrea for Chairperson (7 to 0)
Amanda L. Russell for Vice Chairperson (7 to 0)
Betsey Andrews Parker for Secretary (7 to 0)

Superintendent Briggs Badger turned the meeting over to the School Board Chairperson, Rocky D'Andrea.

- 4. Annual Review of School Board Ethics Policy (BCA):**
Kathy Baker moved, Amanda Russell seconded, adopting policy BCA as written. An oral **VOTE PASSED 7/0**.
- 5. Annual Adoption of School Board By-Laws (BA):**
Betsey Andrews Parker moved, Kenneth Appel seconded, to adopt Policy BA – By Laws. An oral **VOTE PASSED 7/0**.

ADJOURNMENT: Amanda L. Russell moved, Paul Butler seconded, to adjourn the meeting at 6:53 P.M. An oral **VOTE PASSED 7/0**.



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DOVER SCHOOL BOARD – MINUTES

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Respectfully submitted,
BETSEY ANDREWS PARKER, Secretary
Dover School Board



DOVER SCHOOL
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DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #1
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, January 14, 2013**
Meeting Time: **7:00 pm**

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, January 14, at 7:00 p.m. in the McConnell Center Media Center.

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

Also present were; Superintendent Jean Briggs Badger; DHS Principal Christine Boston, DMS Principal Kim Lyndes, Woodman Park Principal Patrick Boodey, Garrison School Principal Dustin Gray, HSS Principal Mike McKenney, DTU President Maybeth Anderson, Deb Hackett, DALC Executive Deanna Strand, CIA Director Paula Glynn, Math Facilitator Karen Berg, DMS Teacher David Latchaw and members of his 6th grade class, parents and teachers.

B. PLEDGE OF ALLEGIANCE: Amanda Russell led the Pledge of Allegiance.

Amanda Russell moved, Kathy Baker seconded moving up the "Learning Celebration" portion of the Superintendent's Comments in the agenda. An oral **VOTE PASSED 7/0.**

Math Facilitator Karen Berg introduced Dover Middle School 6th Grade Teacher David Latchaw who discussed the progress of Math in Focus in his class. Four students from his class demonstrated fractions classroom and answered questions from the School Board. Ms. Russell and Mrs. Grady commended the students on their knowledge of fractions. Mrs. Grady asked what the progression from conceptual to a shorter process is. Mr. Latchaw responded that the students ease into a shorter process after the algorithm is understood. He continued to say that the students have not had much difficulty in the process and teachers continue to use multiple techniques in the teaching process.

C. CITIZENS' FORUM: Rick and Mary Hebbard, 97 Spruce Lane, spoke on a topic that was not suitable for Citizen's Forum. Chairperson D'Andrea stopped the commentary. Betsey Andrews Parker moved, Amanda Russell seconded to suspend the meeting for 15 minutes. An oral **VOTE PASSED 7/0.**

D. APPROVAL OF MINUTES

1. Nonpublic Session #36, December 10, 2012
2. Regular Session #12, December 10, 2012
3. Nonpublic Session #37, December 17, 2012

Betsey Andrews Parker moved, Kathy Baker seconded approval of the minutes. An oral **VOTE PASSED 6/0. (Ms. Russell was not in the room)**

E. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Dustin Gray, Principal of Garrison School
3. **Leaves of Absence:** None



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4. Nominations:

Sheet 1: Nomination and Election of Aides and other Staff (Bergeron-Weingast)

5. Extended Travel (Student Trips): NONE

Betsey Andrews Parker moved, Ken Appel seconded to approve the consent agenda. An oral **VOTE PASSED 6/0. (Ms. Russell was not in the room)**

F. SUPERINTENDENT'S REPORT: Superintendent Briggs Badger spoke on the following items:

- Update on SEED fall grants-DHS teacher Heather Fabbri, DMS teacher Melissa Stein, DHS teacher Michele Mitnitsky
- District Security Review Committee formed to review safety procedures and protocol in the district
- WPS will host a Soup-er Bowl Potluck on January 30
- HSS began the annual Gunstock ski program on January 11
- HSS will have a basketball skills program for Grade 3 and 4 boys and girls
- Holiday Giving tree at HSS raised over \$1,500
- GES will be hosting author in residents Johanna Horowitz on January 16th, with a PTA meeting to follow
- 84 students will be participating in DMS ski program
- DMS students are able to attend the Feb 1 Celtics game
- Enrichment classes at DMS have begun with about 90 students taking advantage of the program
- Mid-terms at DHS are from January 22-25
- Congratulations to the DHS First Robotics Team Captains Elliot Codd and Dani Trainor
- Two new apprenticeships established in the DHS CTC: Kramer Fabrics and Retail Office Solutions. More students will be involved next year.
- Southern Maine Community College has accepted Biotech students as able to earn 4 college credits at SMCC
- DHS CTC Engineering program has been awarded a \$25,000 grant by the NHDOE. New high tech manufacturing equipment will be purchased with the money.
- The NH Board of Education approved the Regional and Career Technical education agreement for CTE Region 12. It will be valid for 10 years.
- The district has just been notified that the NJROTC program was upgraded from conditional approval to full approval for five years. This program is eligible for Perkins support and will be added to the list of state approved programs.
- Congratulations to Molly Wotton. She is Dover's first recipient of the Gatorade NH Volleyball Player of the year and was also chosen as a Manchester Union Leader Volleyball All-State first team selection and was named Manchester Union Leader player of the year for all divisions. She was named to the NH Volleyball coach's association All-State first team and was the volleyball coaches associations Division 1 player of the year.



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- DHS students Matt Dow, Eric Wilson, Kyle Seawards were names to the NH Football Coaches Association All State first team. Eric Waddington and Cam Rewucki and Colin Shaughnessy were honorable mention selections. Matt Dow was also names to the Manchester Union Leaders Football All States First Team.
- The DHS Girls varsity soccer team was named as a National Coaches All-Academic Team-one of only 5 teams in the state to do in the 2011 season.

Amanda Russell moved, Kathy Baker seconded acceptance of the Superintendent Report. An oral **VOTE PASSED 7/0**.

G. STUDENT REPRESENTATIVE REPORT: Dover High School student representative Matthew Palczynski reported on the following items:

- Several students were selected for the Division I Winter Track state meet—Matt Dudley, Eric Waddington, Mike Shanahan, Brittney Sorbello, and Shane Perron
- Boys hockey team is doing well so far
- Many students are being honored in Concord to receive scholar athletic awards
- Robotics and Math teams both have competitions in January
- Granite State Challenge team was defeated in their first round of competition
- Latin Club will be competing at the Quiz bowl at Harvard in March
- NHS is planning for Locks of Love, “hair drive”
- Interact is planning a Book drive
- Key Club has volunteers working at Crossroads House soup kitchen in Portsmouth
- Key Club is open for other community service projects and can be contacted on Dover School District website (School Board student representative). Key Club has provided 93.5 man hours of service in December.
- Student council is sponsoring a food drive and “Matchmaker” service during Valentine’s Week.

H. COMMITTEE REPORTS:

Dr. Appel provided the following report on the Curriculum Council Committee Meeting held on January 10:

The Curriculum Council meeting of January 10, 2013 was devoted to reports from the CTC and the English Department.

On the positive side for the CTC, a pre-engineering unit on Aerospace Technology was added and a \$25,000 grant was received from the Department of Education to update the engineering program and equipment. The bad news is that the annual Federal grant through the Carl Perkins program is expected to be reduced by \$33,015 and this, along with a reduction of \$17,789.16 in State funding, will cause serious problems to the programs if not replaced by local funding. In the 2011-2012 school year over 100 students could not be accommodated into CTC



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programs and it has become necessary to charge students for some equipment that had previously been supplied by the programs.

The English program is shifting to the use of competencies. Competencies are being referenced in lesson plans as course goals and mid-term and final examinations are being aligned with course competencies and common core standards. The remaining problems include attaining consistency in using competencies to determine student proficiency and aligning assessments in all courses to the competencies and Common core standards. The department is collaborating with the Social Studies Department on writing assignments to ensure that they meet the standards of good writing. Future plans include similar collaboration with the Science Department.

The English Department plans to expand its technological offerings to support writing throughout the school. It also plans to revise the English electives and offer some courses on a yearly and some on a bi-yearly basis. Since these electives are restricted to seniors, only about half of the bi-yearly courses will be available to any particular graduating class and this will have to be taken into consideration in choosing the category to assign to each elective.

Mrs. Grady provided the following report on the Dover Adult Learning Center as provided to her by Executive Director Deanna Strand:

Annual NH Adult Educators Conference

On Saturday Oct. 20 adult educators met in Manchester for the annual Fall Conference. This year the title of the conference was "Walking the Tightrope: Living in the Present-Planning for the Future." The title and the themes of the workshops reflected the many changes facing adult education in the coming years: the current GED closeout, the new GED in 2014, the rollout of the Common Core State Standards, changing immigration laws and technology advancements among others. Eighteen teachers, teacher aides and other staff people from Dover Adult Education attended. Four of them were also presenters: Joyce Malley, ESOL Level 1 teacher presented "A Stepwise Approach to Pronunciation"; Kim Hanson, ABE/GED math teacher, Community Liaison and VERA Coordinator presented "Candy Statistics" and "Tangram Fun"; Denise Reddington, ABE teacher and NH mentor teacher presented "GED Math, Science and Social Studies for Tutors"; and Tiffany Brand, Technology Instructor presented "Integrated Technology Activities for Adult Education".

Spirit of NH Awards

We are very proud to have had one of our volunteers receive a Spirit of New Hampshire Service Award. In a lovely ceremony at the Capitol Center for the Arts, Barbara Trow, a volunteer two mornings a week in ESOL level 2 classroom was among about 65 volunteers honored. Barbara is a reliable and pleasant presence in our classrooms and hallways. Her knowledge of technology is very valuable and her willingness to jump in and do whatever is required is a great gift. It was a pleasure to see her honored by Volunteer NH and get to shake Governor Lynch's hand.

During the week of Oct. 22-26, NH Adult Education conducted a mock election. Kim Hanson and her evening ABE class created an informative and attractive polling place in our hallway.



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With photos of each of the presidential, gubernatorial and Congressional candidates, nonpartisan fact sheets, sample ballots and voter registrations forms from area towns and cities, our students were well informed and inspired to vote. Over one thousand adult education students votes state wide; 124 of them were DALC students.

US Citizenship

Dolly Bisual, DALC student went to the very top of Mount Washington to be sworn in as a new US citizen. On September 6, 2012, Dolly and 19 other applicants for US citizenship boarded the Cog Railway train in Sargent's Purchase, NH, to reach the 6,288 feet summit, the highest peak in the Northeast. New Hampshire Chief US District Court Judge Joseph Laplante officiated the first-of-its-kind naturalization ceremony under clouds that let the sun shine through as the 20 new citizens took the oath of allegiance. Dolly was excited to stand on top of Mount Washington—she was even more excited to stand there as a US citizen.

During the spring of 2011, Dover resident Don McCullough enrolled in an advanced writing class facilitated by Sue Wheeler at Dover Adult Learning Center. He had a manuscript in the works for a story he'd been carrying with him since he was 12 years old. A forced period of inactivity following a motorcycle accident on Father's day of 2010 had him typing away at his laptop, turning his story into a written memoir. The working title for the manuscript was The Boy and it was never meant for publication but as a sort of cathartic exercise for McCullough who doesn't consider himself a trained writer. His daily scope of writing involves policy writing, e-mailing and inspection paperwork in his job as fire prevention captain at the Rochester Fire Department, along with the occasional love letter to his wife Kristin. Each week during the 12 week long class he would share excerpts of the manuscript up to 20 pages in length and the class would give its feedback."

The final result, "Danny Boy a Memoir, is the first book by Don McCullough. Told through the eyes of 12 year old Danny growing up in the late 60's in rural north Texas this could be anyone's childhood story with memories of bikes with banana seats, bazooka bubble gum trades, bossy older sisters and a long anticipated Boy Scout camping trip until all of that changes."

"On Thursday, [Jan. 3] the couple received their first royalty check [for \$135] from Amazon book sales, which they donated to Dover Adult Learning Center as a scholarship for writing students. "If the program can help another aspiring writer, I want to support that." McCullough said."

Don and Kristin dropped by last week to present the check, drop of a copy of the book for Sue Wheeler and take a photo with me. Look for the press release in Foster's and on our website.

One of our teachers, Pam Shore has been selected by the Bureau of Adult Education to be a mentor teacher in the area of Career and College Transitions. Mentor teachers are responsible for Professional Development of all NH adult educators. Pam piloted our Career and College Transitions program 3 years ago and has served as its coordinator, advisor and teacher in that time. Hundreds of adult students have received one to one career and college counseling, explored career options, built academic, technical and personal skills for college and career training and been accepted into colleges and career training programs.



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Second, The NH Bureau of Adult Education just published its latest edition of Student Stories. Two DALC students were featured in the publication, Dolly Bisual and Beata Umugwangwali. (A copy will be archived with these minutes)

The average annual cost to educate an adult learner in NH is \$867.

I. POLICY -- CHANGES – PROPOSALS: None

J. POLICY ADOPTION:

a. IHBG Home Education Instruction

Amanda Russell moved, Ken Appel seconded approving Policy IHBG. An oral **VOTE PASSED 7/0.**

K. SUBMISSION AND PAYMENT OF BILLS: Betsey Andrews Parker moved, Amanda Russell seconded to direct the payment of manifest #13-G in the amount of \$25,727.73 for FY12 and \$2,913,555.29 for FY13 for a total of \$2,939,283.02. The time period for payments was from 12/11/12 to 1/14/13. A roll call **VOTE PASSED 7/0.**

RESOLUTIONS: None

M. OLD BUSINESS: None

N. NEW BUSINESS:

1. Annual Election of School Board Officers

Officers were elected in an Organizational Meeting prior to the regular School Board meeting. There were no changes in the officers for 2013. Chairperson—Rocky D’Andrea, Vice Chairperson—Betsey Andrews Parker, Secretary—Amanda Russell

2. NESDEC Enrollment Projection Presentation—Donald Kennedy

Mr. Kennedy presented information on enrollment projections for Dover school district. He commented that enrollment should stay the same for the next few years and then will be a slight increase. He said that there is more accuracy for projecting in the near future. It is much more difficult to make projections for the distant future. A difficult part of the process is estimating when children will be born. There are fewer students being added to 9th grade from 8th grade. There is a smaller increase going into high school because of a decrease in students from surrounding communities.

He recommended that the district obtain information from realtors about developments. When new students move to the area, they are most often elementary since parents are less apt to



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move a child to a different school when they are in middle or high school. The breakdown for new students is 70% for elementary, 20% for middle school and 10% for high school.

As the economy increases, more students go to private schools as opposed as public schools.

Dover is an attractive school district because of businesses such as Liberty Mutual and may grow a bit faster than other communities.

UNH completed a demographic study that shows differences in trends based on location.

There are a majority of districts in certain areas that are losing enrollment,

Mr. D'Andrea commented that the news is positive and the district is growing. Mr. Kennedy responded that this is true and families are much more knowledgeable about moving to new communities due to the internet, google, etc. This is much of the reason for the growth in Dover.

Ms. Briggs Badger thanked Mr. Kennedy and noted that this information is important when thinking about building a new high school.

Mr. Kennedy stated that this study is updated each year, but he is happy to answer any questions throughout the year.

Mr. Limanni asked what factors affected the decision that the enrollment for 8th to 9th grade would be stabilizing. Mr. Kennedy responded that the surrounding communities are sending fewer students. Mr. Limanni wasn't sure that he could see the stabilization would be happening anytime soon. Mr. Kennedy suggested they discuss this specific situation separately.

Ms. Andrews Parker asked where birth data is received from. She questioned whether the births for Dover residents were from all NH hospitals. Mr. Kennedy responded that they use the State Department of Public Health official numbers along with city clerk numbers. All Dover resident births are counted.

3. 2013 Youth Risk Behavior Survey—V. Hebert & K. Stephens

Ms. Hebert and Ms. Stevens presented results from the survey given in March of 2012. Data was collected from 1,662 students in grades 7-12. High school data included information from Barrington and Nottingham students, even though it is a community survey. Success and challenges determined from the survey are for the community and not just the school.

Data will be shared with the community. The middle and high school are using this data in focus groups.

In March 2013, the Youth Risk Behavior Survey will be used. The Dover Survey and YRBS survey are used in alternate years. The YRBS is useful because over 60 high schools totally



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30,000 take the YRBS. This allows the district to compare data with the state, region, and nation.

For 2013, the middle school survey will be different from the high school. Fewer questions will be asked and literacy issues will be addressed.

The middle school will be able to be compared with other middle schools in Strafford County,. This information can be used to help earn grants. The cost of the surveys is covered by the NH Charitable Foundation and the Dover Coalition for Youth. There is no cost to the school district.

All results from the survey are archived with these minutes.

Ms. Russell asked if these surveys are electronic yet. Ms. Hebert responded that they are still paper based at this point, but hope to change in the future.

Ms. Baker congratulated Ms. Hebert for the efforts of the coalition with this survey. She commented that it highlights issues in the community that need to be addressed.

Ms. Baker questioned the number of students who were bringing weapons to school. She asked if students were just anonymously reporting that they had brought weapons to school. Ms. Stephens confirmed that this was an accurate statement. Ms. Hebert confirmed that guns that may have been brought to school were other types of guns and she can provide other information as to what type of guns was referenced. Ms. Baker stated she hadn't been aware of any incidences of guns being brought to school.

Ms. Andrews Parker is happy with the alternating schedule of surveys and feels that DARE has worked to communicate information to parents. She also appreciates this national tool as a way for Dover to receive grants. She is also happy with the positive messages and that the information is "spun" around to show good behavior by most students.

Ms. Andrews Parker commented that the Dover Youth to Youth program is almost a nationally recognized program and they deserve credit and a public thank you for their work. This program will be nationally replicated.

Amanda Russell moved, Kathy Baker seconded approval of the 2013 Youth Risk Behavior Survey. An oral **VOTE PASSED 7/0.**

4. DHS Program of Approval

Christine Boston presented changes in the DHS Program of Studies. For the most part, the changes are formatting and making it user-friendly. It is electronic only and therefore, saves \$6,000-\$7,000 per year. Another advantage to not being in print form is that changes can be made in real time.



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Ms. Briggs Badger commented that depending what happens with the budget, all classes may not be offered.

Betsey Andrews Parker moved, Ken Appel seconded to approve the DHS Program of Studies. An oral **VOTE PASSED 7/0**.

5. Award Bid for CNC Milling Machine

Mr. Limanni stated that there was only one response to the bid.

Kathy Baker moved, Amanda Russell seconded approval of the bid for a CNC Milling Machine in the amount of \$11,529.52 to Tormach LLC. A roll call **VOTE PASSED 7/0**.

6. Month of December 2012 Condition of Accounts—M. Limanni

Mr. Limanni presented the condition of accounts for December. The benefits line item has a large balance due to the SchoolCare premium holiday (\$385,000). There is a loss of revenue so these numbers will offset for the most part. There are still some payroll items being encumbered, so there will be a closer estimate of the condition of accounts in late February or early March.

O. SCHOOL BOARD MATTERS OF INTEREST:

P. ADJOURNMENT: Amanda Russell moved, Kathy Baker seconded, to adjourn at 8:44 P.M. An oral **VOTE PASSED 7/0**.

Superintendent Briggs Badger and other's handouts have been archived with these Minutes.

Respectfully Submitted,
Betsey Andrews Parker, Secretary
BAP/ral

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

TO: DOVER SCHOOL BOARD

DATE: February 11, 2013

MEMORANDUM Nomination and Election of Staff

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.

STAFF	ACTIVITY/POSITION	SALARY
Gilbert, Jacqueline	50% Equestrian Club-Cat. III	913.50
Kostis, Stacey	50% Spanish Club-Cat. I	280.50
Martin, Jared	50% Spanish Club-Cat. I	280.50
McQuade, Erin	Asst. Yearbook-Cat. I	561.00

OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE

TO: **DOVER SCHOOL BOARD**

DATE: February 11, 2013

MEMORANDUM. Nominations and Election of Administrative Personnel

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

NAME:	TITLE:	LOCATION:	SALARY:
McKenney, Michael	Principal	Horne Street School	85,000.00

Requests for preliminary approval submitted to the School Board for Dover Winter Guard to travel to CT.

Dover Winter Guard has been asked to participate in a NESBA (New England Scholastic Band Association) competition to be held in Plainfield, CT on Saturday March 2nd at the end of February vacation. We are looking to have an overnight trip approved for March 2nd as the team then travels to Everett, MA for another competition on Sunday March 3rd.

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.

The trip to CT will include a skills clinic that one of Dover's coaches will be teaching. Dover's Guard students will benefit in both participating in the clinic as well as in putting their training and skills to use modeling for the other participating teams. An overnight trip encourages co-operation, team work and the application of problem-solving skills and develops independence and self-confidence.

2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required. N/A

3. Inclusive dates of trip. Saturday, March 2nd – Sunday, March 3rd

4. General itinerary.

Leave Saturday 9:00 AM for CT

Practice in CT 12:00 – 3:00

Skills Clinic 3:00-4:15

Perform – 6:30

Awards – 7:15

Stay overnight in CT. Dinner, team building activity (possible participation in CT show host's Guard Bowlathon)

Practice on Sunday in CT (if possible) – 7:30 – 10:00

Leave CT for Everett @ 10:00 arriving around 11:30

Dressed & ready @1:00

Perform @ 2:12

Awards @ 3:30

Back in Dover around 5:30 – 6:00

5. Cost per student. \$100. Hotel = \$30, \$70 for Saturday dinner/team building activity and Sunday lunch. Saturday = bag lunch from home and Sunday hot breakfast included in cost of the hotel.

Any student that this creates a severe economic strain for will have their expenses covered by the Guard's fundraising money in the DPMC budget.

6. Statement of academic eligibility or other limiting rules of participation established by the trip director.

Students participating in Winter Guard and in this trip must be in good academic standing.

7. Permission forms to be reviewed with and signed by parents.

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL will be signed and collected from the parents.

8. Statement of source and nature of insurance coverage.

Liability insurance is provided through Dover Parents' Music Club's policy with RV NUCCIO and Associates.

9. Decision and opinion of the Principal and Superintendent.

Attached.

10. Release from duty of any staff member by the Superintendent.

None required.

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.) Coaches and chaperones will be paying for gas and tolls to transport the students to CT and will cover the costs of their own meals. Coaches and chaperones; rooms will be paid for out of the Guard's fundraising money in the DPMC budget.

12. Cost to the District. None.

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip
2. Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip
3. Students will not purchase body art or piercing services while on a school sanctioned trip
4. Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants

Students are expected to comply with all School Rules as outlined in the DHS Student Handbook.

Pupils and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

I have read and understand these Standards of Behavior.

_____ (Student's Name – printed)

_____ (Student's Signature)

_____ (Parent's Name – printed)

_____ (Parent's signature)

Date: _____



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



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

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/DHS/Index.shtml

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

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

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

Dover School District
61 Locust Street, Suite 4
Dover, NH 03820
Attn: Superintendent Jean Briggs-Badger

January 16, 2013

Dear Ms. Briggs-Badger

I am writing to endorse the proposed DHS trip to France, April 17th through April 26th 2014.

This trip will provide students with the opportunity to visit Paris, Versailles, Chartres, Loire Valley, Brittany, and Normandy. As the students travel they will be exposed to art, culture and communities that are very different from Dover. Experiences such as this will broaden their world and promote tolerance and understanding of the global society in which we live.

In short, this is a rich and rewarding experience for all who attend. We are very pleased to be able to offer a trip of this caliber to our students. If you have any further questions, please feel free to contact me at your convenience.

Best Regards,

Christine Boston
Principal DHS

Extended Travel Permission ~ revised Feb. 14, 2011

Jan Hennessey 2014, April vacation trip to FRANCE

1. **Statements of the educational value of the proposed travel and the relationship to current program or course offerings.**

Speaking **French** and the study of France are essential elements of the curriculum of every French course. Every student going on this trip from the first year to the fourth year of French will have the opportunity to speak French and experience French culture. *This is the best hands-on curriculum "adventure" there is.* The students will enjoy all the history and historical places in Paris. They will visit several Renaissance chateaux in the center of France. They will tour Brittany to see the pre-historic stones of Carnac and then walk around the American cemetery as part of their experience of the Normandy beaches of D-Day. Finally, the students return to Paris and home.

These Dover High School students will become international students and citizens of the world. They will return to their own country with a better understanding of another country and its culture as well as an appreciation of their own. This trip is a classroom without walls, a total immersion experience.

Please, see attached for details

World Language Dept. "Vision Statement" - attached

This Statement reflects the philosophy of the World Language curriculum grades 5-12. Before budget cuts World Languages has been taught in grades 5,6,7,8. However, **NO students from grades 5 - 8** have ever been allowed or will ever be allowed on the **DHS trips out of the country.**

- 2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.**

NETC – information attached

- 3. Inclusive dates of trip.**

2014: April vacation ~ 10 day trip – April 17 – 26.

- 4. General itinerary. Places to be visited:**

Paris, Versailles, Chartres, Loire Valley, Brittany, Normandy.

NETC – Itinerary Attached –

- 5. Statement of academic eligibility or other limiting rules of participation established by the trip director.**

Student rules: World Language Dept. policy

- Any student receiving an OSS starting the first day of school 2013 –'14 will not be allowed to go on the trip. If a student can find another student to take his/her place, they will get their money back.
- A student receiving an ASI, will be put on probation at school after a meeting with the student, his/her parent, the principal and the AC of the WLD. Another ASI may result in dropping the student from the trip.
- Students are required to attend all 3 meetings leading up to the trip.
- Alcohol, drugs, tattoos, piercings are strictly forbidden.

- Students are not allowed to leave the hotel after we return in the evening. This is usually around 10:00pm.
- The buddy system is strictly enforced. Students will be in groups of three or more during all free time.
- When the tour guide is speaking all students will listen quietly and attentively.

5. Permission forms to be reviewed with and signed by parents.

Please see attached

6. Statement of source and nature of insurance coverage.

NETC – Attached

7. Decision and opinion of the Principal and Superintendent.

Please see attached

Principal: _____

Superintendent: _____

8. Release from duty of any staff member:

Only Dover teachers are allowed to chaperon WLD trips out of the country. Since we will leave Thursday after school, they will need a sub for Friday.

9. Financial benefit to staff members.

Teachers receive all transportation, hotel, all breakfasts and dinners, and admission to services. This is the same as the students receive.

Important **Math facts for ALL field trips:** local or international

1. The cost of the teacher to the cost of the student is **NOT the simple math** of the cost of the trip divided by the ratio of students to teachers. 6:1 for the trip to France.
2. Much of the cost of the teacher is “written off” by the travel company (NETC – trip to France) out of appreciation of the teacher’s work and responsibility.
3. ALL entrance fees to museums, etc, are always waived for teachers by the museums out of appreciation of the teacher’s work and responsibility.
4. Each trip is different and the correct Math cost can be made available. For the trip to France, the benefit to the teacher is worth a couple hundred dollars.
5. There is a cost of around \$120 that includes the bus to and from Logan +tips & gifts for our tour director and driver in France that all students and all teachers pay.

10. Cost to the District. 0

How does the WLD reduce the cost to make the trip more affordable to students and their families?

1. **Discounted price** of the trip by NETC: the “early-bird special” for the students.
2. **The gift of Time:** By opening the trip a year in advance, students and families have more time to pay for the trip. Final payment is due next January, 2014. Most students pay for the trip through gifts and jobs.
3. **Fundraisers: Students** will decide: 1. if they wish to do a fundraiser. 2. which fundraiser(s) they wish to do.

Submitted by, _____

Jan Hennessey

date: _____

January 3, 2013

Academic Coordinator of the World Language Dept.

World Language Department

Vision Statement

- **Dover High School and Middle School students will become Citizens of the World** because they will be exposed to the French, Latin and Spanish languages and their cultures. They will have the opportunity to specialize in at least one language in grades 5 –12. They will communicate in this/these language(s) and develop an appreciation of other cultures.
- Dover High School & Middle School students will learn to be good neighbors, welcoming hosts, cultural aware business partners, leaders, travelers and good ambassadors of American culture.
- Dover High School & Middle School students will respect others through an understanding and appreciation of other peoples and their customs.
- Dover High School & Middle School students will develop a better understanding and appreciation of their own language and culture through their studies of another language and other culture.
- Dover High School & Middle School students will improve their literacy in the English language by comparing and contrasting grammar and vocabulary of the other language.
- Dover High School & Middle School students will develop stronger reading comprehension because of their experience studying non-English expressions found in literature.
- Dover High School & Middle School students will broaden their knowledge of world history by studying cultures from a different perspective.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

School: Dover HS

**DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM**

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. ****Please note that no child will be allowed to attend a trip without a signed permission slip.****

Please sign and return to your child's teacher by: TBA - 2014

Description of Activity:

Purpose of Activity:

Destination: France Transportation Provided By Bueno to Logan Airport - Fly to Paris -
 Date: April 17, '14 Departure Time: TBA Return Time April 26 '14 Bus while in France
 Cost: 43633 Please make check payable to: NETC

Need Chaperones for this Trip: YES NO Teachers only

Recommended clothing, equipment, supplies, etc.:

School/Field Trip Permission Form

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers and chaperones to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: _____

Student Name: _____

Teacher Name: _____ Grade: _____

Trip Date & Destination: _____

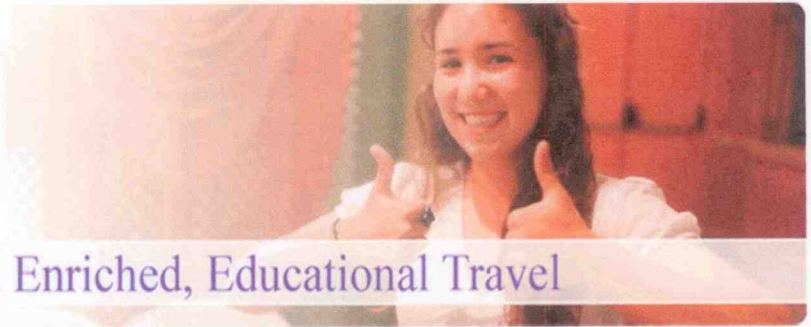
Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

use of an emergency and you cannot be reached, whom do you want us to call?

Name: _____ Home # _____

Work # _____ Cell # _____



Unique, Enriched, Educational Travel

NETC Cost Worksheet Specially Prepared For Janis Hennessey

Total Cost *	\$3633
Using EZpay Plan	15 Payment(s) of \$221.20
Based on enrollment today with deposit of \$315 and then 15 payment(s) of \$221.20	

Cost Breakdown

Tuition	\$2959	Valid for enrollment on or before 01/17/2013
Registration Fee	\$115	
Weekend supplement	\$45	
Estimated Departure Fees*	\$699	
Basic Travel Insurance	\$0	
Early Enrollment Credit	- \$200	Valid for enrollment on or before 01/17/2013
Chambord, Chenonceau, and Angers	\$15	

*Estimated Departure fees subject to change

Trip Overview

Itinerary	La Bretagne
Trip length	10 days
Departure date	Thursday, April 17, 2014
Departure city	Boston, MA

Cancellation Protection

Cancellation Protection Plus	\$250
Individual rate. A reduced rate of \$20/day applies when all group members select this option. <i>Recommended</i>	



The Experience of a Lifetime

Trip Details

Trip Name: La Bretagne
 Group Leader: Ms. Janis Hennessey
 Departure Date: Thursday, April 17, 2014
 Departure City: Boston, MA
 Group Username:
 Group Password:

Login at www.EducationalTravel.com/Login

An Enriched Educational Experience

NETC has organized highly successful educational tours for tens of thousands of students since 1994. We are committed to providing your child with an engaging and enriching Educational Travel experience. NETC's unique LEAP! program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP! engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

NETC's quality enhances the educational outcomes for our students, provides for the comfort and safety of the whole group and gives peace of mind to teachers and families. NETC uses centrally located hotels in safe neighborhoods, which means more time where you want to be and less time travelling. Meals are carefully chosen to reflect local cuisine. NETC tour directors are much more than escorts. They use their extensive training to act as cultural mediators, engaging students throughout the program.

Safety

Your child's safety is always our top priority. NETC's staff are on call 24 hours a day and NETC tour directors stay in the same hotels as their groups. NETC tours have a ratio of one chaperone for every six students. Each NETC group leader is provided with an international cell phone. NETC includes travel insurance and strongly recommends Cancellation Protection Plus.

Included in the Trip Cost

Transportation

- Round-trip airfare and other transportation described in the itinerary

Travel Insurance

- Traveler Assistance
- Medical Insurance
- Travel Insurance

Hotel Accommodations & Meals

- Centrally located three- and four-star hotels for 7 nights
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

- Full time, bilingual, NETC Tour Director who is LEAP!-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

Trip Cost

Total Cost*

\$3633

Using EZpay Plan

15 Payments of \$221.20

Based on enrollment today with deposit of \$315 and then 15 payments of \$221.20

Cost Breakdown

Tuition (Valid through 01/17/13)	\$2959
Registration Fee	\$115
Departure Fees*	\$699
Weekend Supplement	\$45
Early Enrollment Savings (Valid through 01/17/13)	-\$200
Chambord, Chenonceau, and Angers	\$15

*Estimated Departure fees subject to change

Itinerary

DAY 1-2 FLY TO PARIS. Overnight flight to Paris. Welcome to the thriving capital of France!

DAY 3 PARIS. From the romantic cafés surrounding the Arc de Triomphe and the sweeping Champs-Élysées to the majestic Eiffel Tower and Les Invalides, join a local guide to view the City of Lights. Climb the Eiffel Tower. Tour Notre Dame Cathedral, home of the fictional hunchback. Visit the enormous Louvre Museum. Take in breathtaking views from atop the Eiffel Tower.

DAY 4 VERSAILLES-CHARTRES. Picture the flow of royalty through the vast grounds of the Palace of Versailles, and en route Seize the Château! A tour brings you to the Hall of Mirrors, the private apartments and the gardens. Admire the interior of Chartres Cathedral on your way to the Loire Valley.

DAY 5 LOIRE CHATEAUX. Appreciate centuries of history in the beautiful Château of Chenonceau. Explore the Château of Amboise. Visit Tours to create delicacies in *Bon Appetit*.

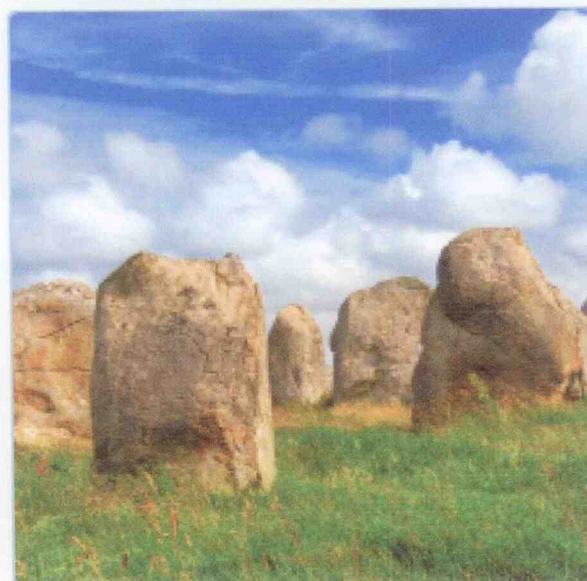
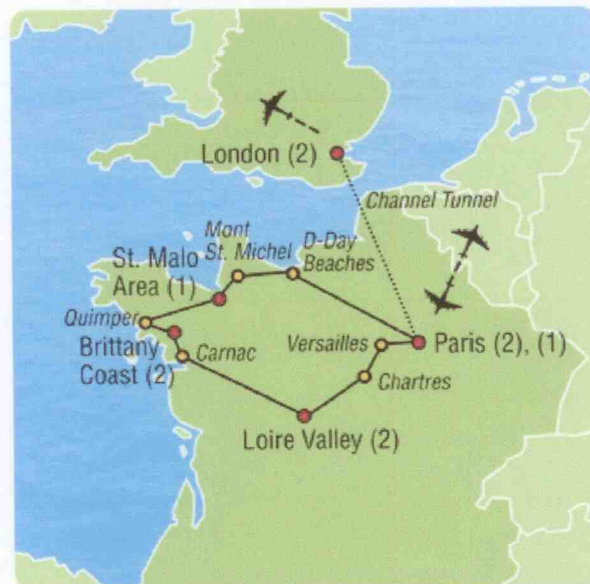
DAY 6 CARNAC. Visit Carnac near the Brittany coast to see the 3000 prehistoric stone monuments, which were venerated by the Breton people 7000 years ago.

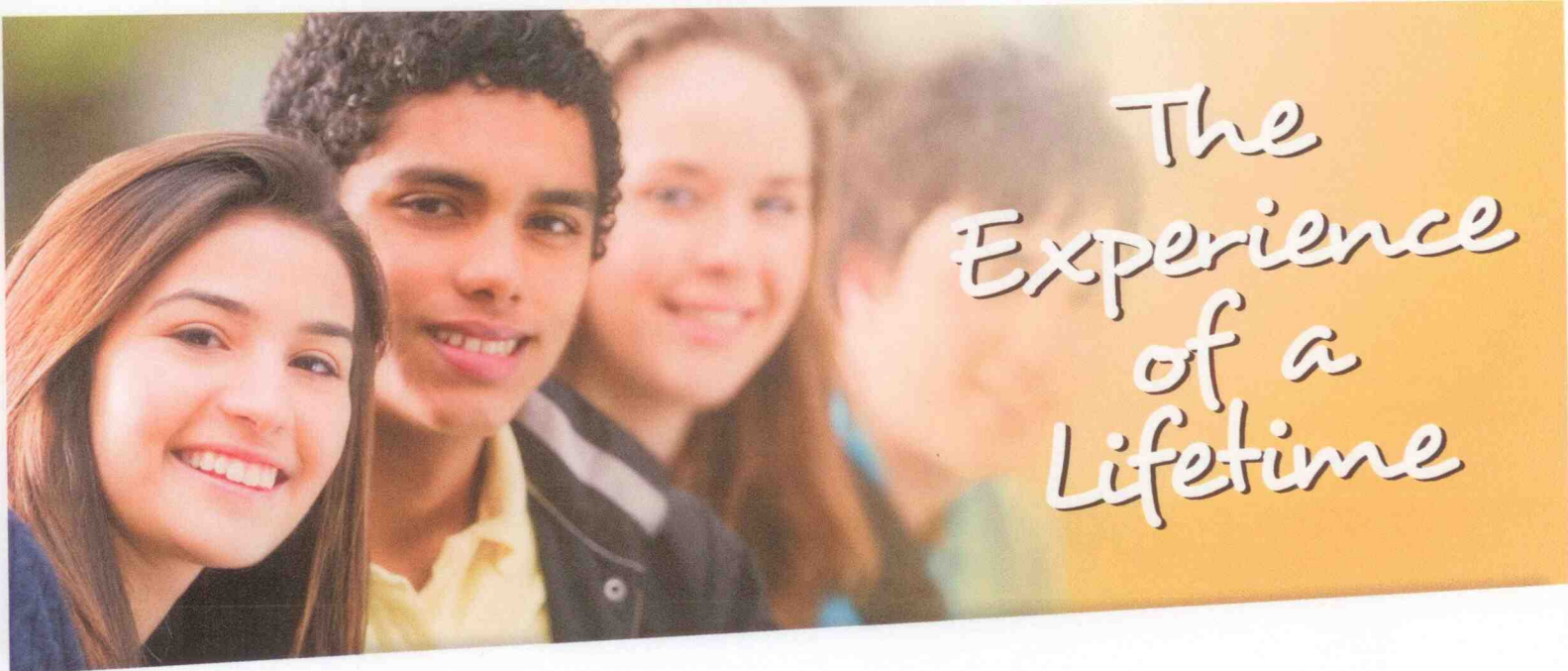
DAY 7 QUIMPER. Quimper is known for its pottery and cobblestone streets. Enjoy a morning walking tour of the old city and St. Corentin Cathedral. This afternoon, explore the 14th century ramparts which surround the bustling fishing port of Concarneau.

DAY 8 MONT ST. MICHEL. Journey to magnificent Mont St. Michel. Continue to the walled port city of St. Malo. Optional evening of Medieval Merriment!

DAY 9 NORMANDY. Journey to Normandy's beaches, the D-Day battleground and experience the *Soldiers' Stories*. Tour the Memorial Museum of the Battle of Normandy and the American Military Cemetery. Celebrate the journey you've experienced with a special dinner in Paris this evening (optional).

DAY 10 RETURN JOURNEY TO THE UNITED STATES.





The Experience of a Lifetime

An Enriched Educational Experience

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Why Quality Matters

NETC's quality enhances the educational outcomes for our students, provides for the comfort and safety of the whole group and gives peace of mind to teachers and families. NETC uses centrally located hotels in safe neighborhoods, which means more time where you want to be and less time travelling. Meals are carefully chosen to reflect local cuisine. NETC tour directors are much more than escorts. They use their extensive training to act as cultural mediators, engaging students throughout the program.

Safety

Your child's safety is always our top priority. NETC's staff are on call 24 hours a day and NETC tour directors stay in the same hotels as their groups. NETC tours have a ratio of one chaperone for every six students. Each NETC group leader is provided with an international cell phone. NETC includes travel insurance and strongly recommends Cancellation Protection Plus.

Why Send Students Abroad?

Enhance College & Job Applications

Educational Travel on a college or job application demonstrates initiative, maturity, well-rounded interests and an inquiring mind. A discussion of Renaissance art, Roman civilization, or the cuisine of South America can substantially enhance a college essay and create a very positive impression in an interview.

Personal & Intellectual Development

Students grow in confidence and maturity as they navigate different cultures, speak foreign languages, make new friends and meet intellectual challenges.

Become Better Citizens

By traveling abroad, students understand what is truly "American" by seeing and experiencing what is not American. They bring their experiences and insights back into their classrooms and hometowns, each in his or her own way helping to lessen the knowledge gap between America and the cultures from which many of our cultural, religious, language, and civic traditions evolved.

Academic Credit

Students traveling with NETC can earn undergraduate or graduate credit. Details at www.EducationalTravel.com/AcademicCredit.

Included in the Trip Cost:

Transportation

- Round-trip airfare and other transportation described in the itinerary

Travel Insurance

- Traveler Assistance
- Medical Insurance
- Travel Insurance

Hotel Accommodations & Meals

- Centrally located three- and four-star hotels
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

- Full time, bilingual, NETC Tour Director who is LEAP!-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

What's included in Tuition

Accommodations in three- and four-star quality hotels. Two, three and occasionally four participants share a room. (To guarantee two participants to a room, a fee of \$45 will be charged per person, per hotel night, or \$70 per cruise night, for participants under the age of 24. Double rooms are not available on overnight trains or ferries.) Participants may, on occasion, be required to room with participants of the same sex from another Institution on the same NETC program. All rooms have private bathroom facilities. (In Russia, two rooms may share a bathroom.) Hotel information and finalized program details will be available 30 days prior to departure.

Dinner and continental breakfast daily either in the hotel or in local restaurants, to which transfers are not included. Occasionally, NETC will substitute lunch for dinner for operational reasons.

Inclusive sightseeing in select cities with professional local guides, entrance fees, transportation, and other activities as described in the itinerary.

Full-time Tour Director who accompanies the group throughout the program.

LEAP! experiential learning program and activities as described in the itinerary.

Round-trip flights on scheduled airlines. NETC does not guarantee single-plane service, or any particular carrier or schedule. Alternative aircraft of any carrier may be substituted at any time and aircraft may make multiple stops or connections. NETC is not responsible for missed time, services, or additional expenses resulting from flight sched-

ules or the late arrival or departure of aircraft for any reason whatsoever. Your group flight itinerary will be available on MyNETC 45 days prior to departure. Electronic ticket numbers and itineraries will be emailed approximately one week prior to departure provided all travelers have paid in full. NETC sends flight and program information to the Head Teacher/Group Leader, and directly to individuals who are departing from alternate gateways.

Transportation and more, such as transfers as described in the itinerary; tips to local bus drivers, hotels, restaurants, and local guides; application processing fee; and luggage tags.

24-Hour assistance at home and abroad. NETC has a 24-hour emergency number, which is in operation whenever programs are abroad.

Travel Insurance and Assistance. All passengers are enrolled with Europ Assist, which provides multilingual assistance in locating medical assistance, arranging emergency transportation, liaising between family and physicians at home and overseas, and much more.

What's not included in Tuition

The non-refundable \$115 Registration Fee for first-time NETC travelers. Departure Fees, which are subject to change without notice until final payment is made, including for example, US customs fees, US taxes, foreign city and government taxes, airport security fees, customs fees, ticket handling and processing fees and any other fees or surcharges. Thereafter the only surcharges which can be imposed relate to increased governmental fees. Other items not included in Tuition are weekend airfare supplement of \$45 for a flight departing and/or arriving on a Friday, Saturday, or Sunday between

November 1 and April 30, and \$55 for a weekend flight between May 1 and October 31, passport and visa fees, Cancellation Protection Plus, optional excursions, beverages with meals, transportation to and from dinners, meals on flights unless included in the ticket price, shore excursions and tips on cruises, portage, airline baggage charges, government taxes collected in cash on arrival and/or departure in certain foreign countries, the adult supplement, double and single-room supplements, expenses of a personal nature, expenses (including transportation and entrance fees) incurred during free time and on walking tours, transportation from your home to the origination point of the NETC program and back, tips to tour director and long-distance bus driver, overnight lodging and meals in the United States prior to departure or upon return of an international flight. Flights to/from Alaska, Hawaii, Bermuda, Athens, Russia or Croatia may require an additional overnight stay in order to make flight connections in which case \$125 will be added to the Tuition.

Baggage Allowance and Fees

Passengers are responsible for paying any baggage-related fees collected by the airlines at check-in. Check with your airline carrier/s to see what your baggage allowance is. On tour, NETC allows one medium-sized suitcase (20" x 28") and one piece of carry-on baggage. Tour buses cannot accommodate additional baggage. Baggage in excess of the allowance may be left behind or forwarded at the passenger's expense via other means. The airline's responsibility for checked baggage is sharply limited. Check with your carrier. NETC cannot take responsibility for finding and repatriating lost, stolen, or forgotten personal items, including lost luggage.

Cancellation

Cancellation Fees: If you cancel, you will lose:
a) all the Non-Refundable Fees, which are the Registration Fee, the Cancellation Protection Plus Fee, Visa Fees, Departure Fees, Credit Card Convenience Fees, Late Fees, Returned Payment Fees, payments for optional excursions, extensions and services, plus
b) A Cancellation Fee as described in this chart.

Cancel this many days before departure	Cancellation Fee
Within 60	No Refund
61-120	50% of Tuition
121-179	\$400
More than 179	\$200

How to cancel: You (or your Parent/Guardian if you are under 21 years of age) must cancel your program in writing or by signed fax. Cancellations cannot be accepted by telephone or e-mail. The ef-

fective date of cancellation will be the postmark on your letter of notification or the date of receipt of a signed fax. Mail cancellation to:
 NETC
 Attn: Trip Cancellation
 50 Franklin Street
 2nd Floor
 Boston, MA 02110

Or fax cancellations to: 617.725.1019

When cancelling your program in writing, please state whether or not it is for a medical reason. If you cancel for a covered medical reason, complete documentation to substantiate a medical cancellation claim will be required. Please contact NETC for more information at ParticipantServices@EducationalTravel.com.

If you have received a paper airline ticket, you must return it to NETC (certified mail, return receipt) to receive any refund due. Any applicable refund will be mailed approximately 45 days from receipt of cancellation.

Replacements: If you cancel and have a suitable replacement whose Application and payment arrives in the same envelope as your cancellation notice, and who is not already on an NETC waitlist, you will receive a refund as follows providing NETC is able to accept the new application:
 • More than 95 days before departure: a full refund less a \$250 fee and Non-Refundable Fees
 • Between 76 and 95 days before departure: a full refund less \$350 fee and Non-Refundable Fees
 • Within 75 days of departure, no replacements are permitted

Reinstatement: If you wish to seek reinstatement after canceling, you may do so (subject to availability) up to 75 days prior to departure. A reinstatement fee of \$200 will be charged.

Avoid Cancellation Fees

To avoid cancellation fees, be sure to enroll in Cancellation Protection Plus.

1. Choose How You Wish to Apply - You Have Three Options

EZpay Plan Online Application. Complete the Application Form online at My NETC and pay the deposit electronically using a personal check (credit cards may not be used). Equal installments of the remaining balance will be automatically deducted from your bank account every 30 days, such that you will be paid in full between 65 and 35 days prior to departure. See 14 for more details.

Non EZpay Plan Online Application. Complete the Application online at My NETC and make your initial payment by electronic check or credit card.

Non EZpay Plan Paper Application. Complete the attached Application Form and mail it with a check or money order to:

NETC
Attn: Participant Services
50 Franklin Street
2nd Floor
Boston, MA 02110

Write the participant's name and the name of the Teacher/Group Leader on the check. If the check is to pay for more than one participant, please attach a note explaining how the funds should be allocated.

In all cases:

2. Complete "Participant," "Rooming" (if age 24 or older), "Teacher/Group Leader" and "Parent/Guardian" (if under the age of 21) Sections of the Application

The participant's name on the Application must appear EXACTLY as it appears on their birth certificate and will appear on their passport. Once the application has been accepted, if a name change is required, a fee of \$150 will apply, plus any additional airline charges.

3. Accept or Decline Cancellation Protection Plus

NETC strongly recommends Cancellation Protection Plus to protect you against cancellation penalties, trip delay, and more.

The protection is \$25 per day of your program, and must be selected on enrollment. Details in "Cancellation Protection and Travel Insurance."

4. Signatures

If the participant is under 18 years of age, the Application must be completed and signed by the participant's parent or legal guardian. NETC does not accept any participant under 8 years of age. If the participant is between 18 and 21, their signature and their parent/guardian signature is required.

5. Initial Payment

The initial payment must include the \$115 Registration Fee, a \$200 Tuition deposit and the Cancellation Protection Plus fee, if selected.

6. Second Payment (Does not apply to EZpay)

A second payment of \$200 is due 30 days after your application.

7. Balance of Tuition Payments

The balance of all payments due, except estimated Departure Fees, is due 120 days prior to departure. See 10 & 11 for payment instructions. Overpayments will be refunded in the participant's name and mailed approximately two weeks prior to departure.

8. Payment of Departure Fees

Finalized Departure Fees are due 60 days prior to departure.

9. Late Payments (Does not apply to EZpay)

You may view your account online at My NETC at any time. Please allow reasonable time for payments to be processed. You are responsible for ensuring all payments are made on time.

If payments are not received on time, late fees and automatic cancellation will be applied as follows: If a minimum total payment of \$515, in addition to the Cancellation Protection Plus fee (if selected) has not been received 30 days after your initial application, you will forfeit any applicable early enrollment discount.

If a minimum total payment of \$515, in addition to the Cancellation Protection Plus fee (if selected) has not been received 45 days after your initial application, your application will be cancelled and you will receive no refund.

If you have not entered the required Passport and Secured Flight Passenger Data into your personal account in MyNETC 120 days prior to departure, you will incur a \$150 late fee.

Final Tuition Payment: If the full amount of your Tuition, plus all late fees, returned check fees and other applicable charges, except estimated Departure Fees, has not been received by NETC 120 days prior to departure, a late fee of \$200 will be applied. This will increase to \$400 if you have an outstanding Tuition balance 85 days prior to departure.

If your account has any outstanding balance 40 days prior to departure you will be cancelled and will receive no refund.

10. Additional Payments Online

Once your application has been accepted by NETC, you may make an online payment to your account at any time by accessing your My NETC account and following the instructions. Payments may be made by electronic check or credit card. A \$35 convenience fee applies to credit card payments other than that made with your initial Application. An online payment may not exceed \$4000.

11. Additional Payments by Mail

Payments should include the traveler ID# written on the check and should be mailed to:

NETC
Attn: Participant Services
50 Franklin Street
2nd Floor
Boston, MA 02110

12. Late Applications, Waitlists

If you apply after your group's final payment deadline, full payment of all applicable fees, plus a late application fee must accompany your Application. The late application fee is \$200 if applying between 120 and 86 days prior to departure, and \$400 between 85 and 75 days prior to departure. Applications are not accepted within 75 days of departure. Airfare supplements may apply to late applications.

Your Application may be accepted on a waitlist basis if you are applying late or if the program is full. In the event that NETC cannot ultimately confirm your reservation, or to do so would require an airfare supplement which you decline, you will receive a full refund of all money paid.

13. Returned Payments

A \$75 fee will apply for any returned payments. Payments cannot be re-presented to the bank.

14. EZpay Plan

There is no cost for the EZpay Plan which is available to all participants at any time earlier than 200 days prior to departure.

The payment amounts are calculated by dividing the outstanding balance of your account into equal 30-day installments, starting 30 days after the date of your enrollment in the plan, and ending on the latest date that is between 65 and 35 days prior to departure.

If you miss a payment (insufficient funds, account closed, etc.) you will be notified by email. The amount of the missed payment, plus the returned check fee of \$75 must be received before the next installment is due. If the missed payment is within 120 days of departure you must also include a \$200 late fee. If the delinquent payment is not received you will revert to the regular payment plan.

If your Tuition or balance due changes for any reason (other than a missed payment), or if you make a one-time payment, the remaining payments will be automatically adjusted. You will be notified of any changes by email.

If you wish to drop out of the EZpay Plan you may do so at any time by informing NETC in writing. You will then revert to the regular payment plan described in 6, 7 & 8.

Questions About Your Account?

Email ParticipantServices@EducationalTravel.com or call 800.771.5353, between 9:00am and 5:30pm Eastern time, Monday - Friday.

Cancellation Protection Plus

Highlights

- Cancel any time for any reason and incur no Cancellation Fees as described below
- Covers cost of airline delays
- Covers teacher's emergency expenses
- Covers emergency flight for parent/spouse

Cancellation Protection Plus costs \$25 for each day of your program. The protection provided is in addition to the insurance coverage included in Tuition and described below.

Cancellation - NO CANCELLATION FEES

a) Cancel for a Covered Reason

If you cancel for a reason covered by the Travel Insurance, NETC will refund all Tuition payments made in excess of the coverage limit, less Non-Refundable Fees.

b) Cancel for a Non-Covered Reason

If you cancel for any reason not covered by the Travel Insurance, your Cancellation Fees (see chart in "Cancellation") will be refunded in the form of fully transferable travel vouchers. In the event Cancellation Fees exceed \$900, the difference will be refunded in cash. To receive this benefit you must

have made all scheduled Tuition payments. Vouchers must be used for travel on an NETC program in either of the following two years. Some restrictions apply.

The Non-Refundable Fees described in "Cancellation," are not covered by Cancellation Protection Plus.

Travel Delay

NETC will reimburse pre-approved out-of-pocket expenses for meals, and will provide necessary hotel accommodation and transportation up to a combined total of \$100 per day (\$200 maximum), resulting from an airline delay in excess of 24 hours.

When all members of the group select Cancellation Protection Plus, this will be increased to \$100 per day (\$500 maximum).

Note that NETC will not reimburse expenses that are not pre-approved, and will not reimburse the cost of hotels or transportation that is not booked by NETC. The total aggregate payments that will be made as a result of a single accident or event will be \$50,000.

Parent/Spouse Emergency Flight

If you are under 21 years of age and are hospitalized for 48 hours or more (7 days in the case of an adult aged 21 or older) and are unable to continue the NETC trip, NETC will provide an economy-class airline ticket for one parent/guardian or spouse, up to a maximum value of \$1,000, to fly from the USA to join you. The total aggregate value of tickets provided as the result of a single accident or event will not exceed \$10,000.

Teacher Emergency Expenses

If a passenger under 21 years of age is required to stay behind to receive medical attention while the tour continues, a teacher or responsible adult will be required to stay with that passenger. NETC will reimburse the teacher/adult for pre-approved out-of-pocket expenses for meals and reasonable telephone charges, and will provide hotel accommodation and transportation to rejoin the group to a combined total of \$100 per day (\$700 maximum).

Note that NETC will not reimburse expenses that are not pre-approved, and will not reimburse the cost of hotels or transportation that is not booked by NETC. The total aggregate payments that will be made as a result of a single accident or event will be \$10,000.

Travel Insurance

The Travel insurance described below is included for all participants in the Tuition. NETC strongly recommends that all participants take advantage of the additional protection provided by Cancellation Protection Plus.

Cancellation Insurance

If you are prevented from traveling due to a covered injury, sickness, or death of either yourself, your traveling companion, or a member of your immediate family, then you may receive a PARTIAL REFUND of Cancellation Fees up to \$200. This reimbursement is increased to \$3,000 if you cancel due to "terrorism," as defined below. No coverage is provided for the Non-Refundable Fees as described in "Cancellation."

Health Insurance

If you become sick or injured for a covered reason, the insurer will reimburse a maximum of \$1,000 for hospital and medical expenses. There is a \$300 deductible. Benefits are payable in excess of amounts paid by other health insurance plans.

Trip Interruption

If you are prevented from continuing your program due to a covered injury, sickness or death of either yourself or a member of your immediate family, the insurer will reimburse up to \$250 for the extra economy-class fare to return home or to rejoin the trip.

Travel Assistance

Passengers are enrolled in Europ Assist, a worldwide organization that provides travelers with multilingual assistance in locating medical assistance, ar-

anging emergency transportation, liaising between family and physicians at home and overseas, and much more.

Job Loss Protection

If you are forced to cancel your program because of a covered job loss, NETC will provide a full Tuition refund less \$200 and the Non-Refundable Fees. Coverage also enables passengers to put their plans on temporary hold without incurring penalties. Please see details at: www.EducationalTravel.com/WorryFreeTravel

Insurance Carrier

The included Travel Insurance, excluding the Job Loss Protection, is underwritten by ACE American Insurance Company, 2 Liberty Place, 1601 Chestnut St. Philadelphia, PA 19103. This summary contains a brief description of the insurance plan. Additional details of the insurance coverage are set forth in the pamphlet, which is available at My NETC, click Tour Documents and download the PDF file *Travel Plan Insurance*. The summary and the pamphlet are not a contract of insurance. Complete details of the terms and conditions of coverage, including eligibility requirements, term of coverage, and exclusions and limitations, are included in the policy. Participants cancelling for a covered reason (payable trip cancellation claim) will receive their insurance refund from the insurer. (Participants enrolled in Cancellation Protection Plus will receive any additional refund from NETC after the claim has been approved by the insurer). NETC reserves the right to change the insurance carrier and the coverage provided.

Definition of "Terrorism" for Purposes of Trip Cancellation

Any one or more of the following events must take place:

An act of violence against American interests and determined by United States officials to be a terrorist act. The terrorist act must occur within the country scheduled to travel to and after the effective date of the Insured's Trip Cancellation coverage and within 45 days of the date the Insured is originally scheduled to travel. Or:

An act of violence directed at or occurring in an aircraft traveling or scheduled to travel between the United States and Western Europe in either direction, or between the United States and a country where the Insured is originally scheduled to travel that is determined by United States officials to be a terrorist act. The terrorist act must occur after the effective date of the Insured's Trip Cancellation coverage and within 45 days of the date the Insured is originally scheduled to travel. Or:

The issuance of a Travel Warning, due to a terrorist act, by the United States State Department recommending that travel to a country where the Insured is originally scheduled to travel and during the time the Insured is scheduled to travel, be avoided. The Travel Warning must be issued after the effective date of the Insured's Trip Cancellation coverage.

Notification of cancellation due to "terrorism" must be received within 21 days of the issuance of a Travel Warning, or within 7 days of a covered event that occurs within 45 days of your scheduled departure. No insurance is provided for declared or undeclared war or any act thereof.

Optional excursions

When all members of a group enroll in an optional excursion, each will qualify for the Group Rate, which is a \$10 discount from the Individual Rate. Additional participants joining the group later must also purchase the optional excursion and will receive the \$10 discount. Please note that the prices for optional excursions on the program pages show the discounted Group Rate. All members of a group must be enrolled in the optional excursion at time of full payment to remain qualified for the discount. The deadline for Group optional excursion enrollment is 60 days prior to departure. Prices for optional excursions and activities are based on rates published for the year you travel, regardless of the date you enrolled.

NETC reserves the right to cancel your optional trip extension, extra day option, and optional field trips if participation is inadequate or for other operational reasons. In this instance, NETC will refund the payment for the cancelled optional service, which will be its sole liability.

Optional program extensions

Advertised optional program extensions must be selected by the entire group. A minimum of 15 paying participants is required to operate an optional extension, and NETC may combine groups from different institutions to achieve this number. With a minimum of 15 paying participants in your own group, you may request a special program extension on any tour.

As a group, you may also elect to add extra days to any itinerary. For a group of 15 or more paying participants, these extra days include the service of a Tour Director, breakfast and dinner daily, hotel accommodations, and airport transfers. Extra days are available in major European cities including, but not limited to: London, Paris, Rome, Madrid, Berlin and Costa del Sol. Prices for extra days are based on our applicable rates published in the year you travel, regardless of the date you enrolled.

All extensions and extra days must be taken on a whole-group basis, cannot be selected or cancelled within 120 days prior to departure, or if you have already received NETC confirmation of your group flight itinerary, and must be paid for by the final payment deadline.

Extended stay/different departure city/booking your own flights

If you wish to return from a different city from the group, return on a different date, or if you wish to make your own flight arrangements, go to My NETC and click Tour Documents to download the PDF file *Travel Options*. Follow the instructions on the appropriate form and mail to NETC. NETC must receive this form no later than 100 days prior to departure. Service fees apply as described on the forms.

Participants flying separately from the group are responsible for making their own way to/from the first/last hotel of the tour, at their own expense and unsupervised. NETC personnel will not be available to assist them.

Your departure date and itinerary

Group travel requires a certain amount of flexibility in order to offer quality programs at the lowest rates possible. For operational reasons, and to meet the numbers required to qualify for group rates, NETC reserves the right to make the following changes, which will not constitute grounds for a refund:

Change in departure date, but not to exceed 2 days on a program leaving between November 1 and April 30. NETC is not responsible for individual arrangements that conflict with a date reassignment.

Changes in itinerary, including reversing the itinerary, and changes to the order in which cities or countries are visited, the duration of the stay in each city, addition and omission of cities or countries. Participants, including those enrolled in Cancellation Protection Plus, will be charged the Tuition applicable to the revised itinerary.

Omission, alteration, and/or substitution of services may be necessary due to scheduled or unscheduled closures, holidays, strikes, disease, civil unrest, war (declared or otherwise), government order or advice, or for any reason whatsoever beyond NETC's control. Whenever possible, suitable alternatives will be provided.

Change in Teacher/Group Leader assignment.

NETC usually combines a number of smaller groups from different institutions to form a larger group. It may therefore be necessary to reassign your group to a tour deemed comparable by NETC. The Tuition and other charges will be those applicable to the new tour.

Change in departure or arrival city/cities
Please note that JFK, Newark, and LaGuardia are used interchangeably as the airport for New York or Newark departures. Reagan National, Washington Dulles, and Baltimore Washington Int'l are used interchangeably as the airport for Washington, D.C., or Baltimore departures.

NETC will notify your Teacher/Group Leader of any changes to your program. If you wish to cancel due to the changes described in this section, you will be subject to the Cancellation policy outlined in "Cancellation". You must notify NETC in writing.

If NETC cancels your program

NETC shall have the right at any time, at its discretion and without liability, to cancel any tour prior to departure date. For reasons of passenger safety, convenience or comfort, NETC may cancel a tour while in progress or make alternative arrangements. In the event NETC cancels a tour prior to departure, its sole obligation will be to refund monies paid to it by the tour participant. In the event of a cancellation while the tour is in progress, NETC's sole obligation will be to make a pro-rata refund of its land costs based on the number of days remaining on the trip. In the case of a cancelled feature of a trip for which no alternate is offered, NETC's sole obligation will be to refund its cost of that feature. No refunds will be made for changes or alterations in the course of a tour.

Your customized itinerary

If a group planning a special customized itinerary has a lower enrollment than projected by the Teacher/Group Leader, NETC will increase your Tuition accordingly. Alternatively, the group may transfer to an available advertised program (if available) up to 120 days prior to departure. Participants will be responsible for the Tuition in the corresponding season, plus any other costs associated with the selected program.

Adults

NETC tours involve a great deal of walking, and are unsuitable for participants who have difficulty walking or carrying baggage, or who require special assistance. Adults are welcome, but should consider carefully whether this active, learning-centered itinerary, suits their travel needs.

The Adult Supplement

NETC's published Tuition is based on student discounted rates. The Adult Supplement covers a double-room guarantee and the higher cost of transportation and entrance fees associated with participants 24 years and older (on the last day of the program). The Adult Supplement, over and above the Tuition, is \$50 per day (\$70 per day on cruises). In the event that a double room is not available on a given night and you are required to share a triple, a refund of \$45 will be made upon receipt of a written request to NETC within 10 days of your return to the United States. This refund applies to hotel and cruise nights only. Single and Double accommodations are not available on trains and ferries. If at the time you enroll you do not have a companion with whom you can share a double room, you will be required to pay a single-room supplement of \$80 for each hotel night, in addition to the Adult Supplement of \$50 per day. If you are subsequently able to find a roommate, at least 75 days prior to your departure, the single supplement will be refunded.

IMPORTANT LEGAL NOTICE: NETC believes all information to be accurate at the time of publication. However, NETC reserves the right to make corrections.

Release

I, whose name and signature appear on the NETC Application, and my parent or guardian if I am under 21, in which case his/her name and signature also appear on the NETC

Application, in consideration of NETC accepting my Application and permitting me to participate in an NETC Program, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, agree to the following terms and conditions:

A. DEFINITIONS

- 1) For the purposes of this Release and the Agreement, The National Educational Travel Council is defined to include, Fawkes Travel, Inc. and its successors and assigns (collectively, "NETC"),
- 2) "Institution" shall mean any person or people, organization or institution sponsoring, organizing and/or leading, directly or indirectly, an NETC program. This includes, without restricting the generality of the foregoing, high schools, middle schools, colleges, universities, community colleges, teachers, professors, group leaders, assistant group leaders, municipalities, school districts, school boards, archdioceses, churches, boy scout and girl scout organizations, clubs, museums, community organizations, bands, orchestras, managing entities, governing bodies, trustees, directors, managers and administrators of any organization or institution whatsoever.
- 3) "Agreement" shall mean the terms and conditions set forth in the NETC Enrollment Guide and this Release.
- 4) "NETC Releasees" shall mean NETC and its employees, shareholders, affiliates, officers, directors and representatives.
- 5) "Program" shall mean the NETC travel program for which I am or was enrolled or any other NETC travel program in which I participate.
- 6) Start and End of the Program: An NETC Program starts with the takeoff of a flight from an NETC departure gateway booked by NETC and ends upon disembarking the aircraft on completion of the return flight to that same city, provided that I am returning with my group. If I return independently from my group, the Program will end at the last hotel which has been booked by NETC at 0600 on the morning that my group returns to the United States.

B. RELEASE OF INSTITUTION'S LIABILITY

- 1) I understand that the use of Institution premises or property in the planning for my Program is a courtesy to me and the teacher/group leader and does not mean that the Program is officially sponsored or supported by the Institution. If my Institution is officially sponsoring this Program, I will receive written notification of that fact as well as a statement of any responsibility for the Program assumed by the Institution.
- 2) I understand that my Institution will have no liability or responsibility whatsoever with respect to the NETC program and I expressly release and waive all claims that I have or may have in the future against, and release from all liability and agree not to sue the Institution for any personal injury, death, property damages or other loss that I sustain during or as a result of the program.
- 3) Whether or not the Program is sponsored by the Institution, if the Institution determines for whatever reason to cancel the Program, any refund will be made strictly in accordance with the cancellation policy described in the NETC Agreement.

C. RELEASE OF NETC

The NETC Releasees do not own or operate any entity which provides, or is to provide, goods or services for my trip including, for example, lodging facilities, transportation companies, food service or entertainment providers, visa processing services, cruise ships and providers or organizers of optional excursions, equipment suppliers, etc.. All such persons and entities are independent contractors. As a result, the NETC Releasees are not liable for any negligent or willful act or failure to act of any such third person, or any other third party. Without limitation, the NETC Releasees are not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war or civil unrest, acts of government, insurrection or revolt, strikes or other labor activities, criminal, terrorist, threatened terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means

of transportation or for any failure of any transport mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, epidemics or the threat thereof, disease, lack of access to or quality of medical care, difficulty in evacuation in case of medical or other emergency, or for any other cause beyond the direct control of the NETC Releasees.

D. MY TEACHER/GROUP LEADER, MY BEHAVIOR AND MY RESPONSIBILITY

- 1) It is my responsibility, or that of my parent/guardian if I am a minor, to determine the suitability of a teacher/group leader to chaperone the NETC Program, including meeting personally with them and taking all appropriate steps to establish their suitability and to make sure that he or she is aware of any special needs or requirements I may have.
- 2) All information pertaining to the Program will be mailed directly to my teacher/group leader.
- 3) I understand that if, prior to the commencement of the Program, I am expelled from or otherwise disciplined by my Institution, or if I fail to meet any requirements for participation in the Program as set forth by my Institution or my teacher/group leader, I may be declared ineligible to participate in the Program and my application withdrawn subject to the refund policy described in the NETC Agreement.
- 4) NETC may provide or arrange for a teacher/group leader should my original teacher/group leader be unable or unwilling to participate in the Program.
- 5) I agree to abide by the directions of my teacher/group leader, the NETC tour director, and other NETC personnel. If I fail to do so, or if, in the sole judgment of NETC, my Institution or my teacher/group leader, my behavior is infringing upon the ability of others to enjoy the Program, or compromising my own or others' safety, or is otherwise inappropriate, or violates the law, I will be expelled from the NETC Program and sent home at my own expense or that of my parent/guardian and I will receive no refund for any services not received. I also acknowledge that if I am late in appearing for a scheduled departure, NETC has no duty to delay the Program to wait for me.
- 6) I agree that I am fully responsible for any costs arising from the damage, loss or theft of any of my personal property during the Program, including my airline ticket. I understand that each airline has its own procedures for dealing with lost tickets and that if I lose my airline ticket, I may be required to purchase from the airline a full fare replacement ticket. I accept that in these circumstances it is entirely my own responsibility to pursue any refund directly from the airline.
- 7) I agree that if I have a food allergy, I will take complete charge of my food intake while overseas. I understand that language differences may impede my understanding of certain ingredients contained in various recipes and that neither my NETC Tour Director nor other NETC staff can provide reliable translation, or make any special arrangements for me. I understand that neither NETC nor my Institution will be liable for any incident that arises as a result of my allergy. I also understand that I will not be compensated for any uneaten meals.
- 8) I hereby indemnify NETC and my Institution for any harm or damage I cause and I accept full responsibility for any financial liability or obligation which I personally incur, or injury or damage to the person or property of others which I cause or contribute to while participating in an NETC Program. I agree that if I cause damage willfully or through negligence to a hotel, restaurant, bus or other common carrier, I will be required to pay for the damage, and may be expelled from the Program and sent home at my own expense (or that of my parent or guardian) and will receive no refund.
- 9) If I break any law during the Program, such as, but not limited to, theft or damage to property or possession or use of illegal substances, I may be subject to prosecution by local law enforcement authorities. I understand that NETC has no duty to defend me in any such proceedings or otherwise provide a defense.
- 10) If I become ill or incapacitated, my teacher/group leader, or NETC may take such actions as they consider necessary, including securing medical treatment for me. I hereby release NETC and my teacher/group leader from any and all liability for the quality or timeliness of any such medical care and agree to indemnify NETC for any expenses it incurs.
- 11) I (or my Parent/Guardian if I am a minor) consent to the

release of my medical or other personal information to health care providers or any other persons NETC, in its sole discretion, deems appropriate to release such information to in the event I become ill or incapacitated.

12) I agree that I will reimburse NETC and my teacher/group leader for all reasonable expenses he/she personally incurs as a result of my being sick or injured during the tour. These will include, without limitation, accommodation, meals, telephone calls, laundry, airline tickets and the costs of rejoining the tour. I acknowledge that NETC makes available The Cancellation Protection Plus to cover these expenses, which is described in the Agreement.

13) I understand and agree that it is my personal responsibility to obtain all visas and required documents in order to enter all the countries stated on my itinerary, change planes in foreign countries even if I am not leaving the airport and enter the United States on completion of the itinerary. I understand that NETC is not responsible if I am unable to obtain the necessary travel documents and I will only be entitled to a refund as described in the Agreement.

14) I agree that NETC may use statements made by me and/or photographs of me and/or video footage of me for publicity and advertising purposes.

E. AIR CARRIER'S RESPONSIBILITY

I understand that the air carrier's liability, or that of any carrier involved in the Program, for loss or damage to baggage or for death or injury to person or property is limited by its tariffs or the Warsaw Convention, or both.

F. VISAS AND PASSPORTS

Participants are solely responsible for obtaining all visas, passports (with the appropriate number of blank pages) and other required travel documents. Failure to obtain a visa, or failure to obtain or carry a proper passport or other required travel document is not grounds for cancellation of a trip and in the event of inability to travel for this reason, no refund will be made. Non-US citizens must specifically check to see if any intermediate destinations on their trip (including simply a change of plane), require a visa.

G. ARBITRATION

I agree that any dispute concerning, relating or referring to this contract, the brochure, web site or any other literature concerning my trip, or the trip itself shall be resolved exclusively by binding arbitration in Boston, Massachusetts, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive Massachusetts law. The arbitrator and not any federal, state or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including, but not limited to, any claim that all or any part of this contract is void or voidable.

H. OTHER PROVISIONS

- 1) This Agreement and Release shall be construed as a sealed instrument under the laws of the Commonwealth of Massachusetts.
- 2) In the event that any part of this Release, or any provisions of the Agreement, in part or in whole, shall to any extent be or become void or unenforceable, the remaining portions of this Release and Agreement will be deemed valid and fully enforceable.
- 3) This Agreement and Release may be assigned to any affiliate of Fawkes Travel, Inc. without the consent of or notice to the Participant.
- 4) No amendment to this Agreement or Release will have any validity whatsoever unless it is an original written document and signed by an officer of NETC.
- 5) In signing this Agreement and Release, I am not relying on any oral, written or visual statements of any kind, including emails or promotional statements made by NETC in any brochure, except as set forth herein, or by any Institution to induce me to participate in the Program.
- 6) I confirm that I, or my parents/guardians if I am under the age of 21, have had sufficient time to read and understand what I am agreeing to in this Agreement and Release before signing it and that it will be binding upon my heirs, next of kin, executors, administrators and successors.

**QUESTIONS ABOUT THIS RELEASE AND AGREEMENT?
PLEASE CALL NETC 800.771.5353**

Signature(s)

I, or my parent/guardian if I am under 18 years of age, have read and understand the "Agreement", and the "Release" in the NETC Enrollment Guide and agree to be bound by the terms and conditions contained therein.

Participant Signature (or parent/guardian signature if under the age of 18)

PLEASE PRINT YOUR FIRST NAME

Parent/guardian Signature (if between the ages of 18 and 21)

PLEASE PRINT YOUR FIRST NAME

Date

PLEASE PRINT YOUR LAST NAME

Date

PLEASE PRINT YOUR LAST NAME

UNITED STATES TOUR OPERATORS ASSOCIATION

A NON-PROFIT CORPORATION



GREETING

It is known, that in recognition of contributions to the development of tourism, professional competence and pledged support of principles of ethical practices and financial integrity in tour operations

NETC

_____ has been elected and enrolled as an Active Member of UNITED STATES TOUR OPERATORS ASSOCIATION

and granted all the rights and privileges pertaining to such membership
By Authority of the Board of Directors, entered the 17 day of August 2009

Robert E. White
President

Safety, Oversight, Financial and Liability Information

To Whom It May Concern:

NETC was founded in 1993. We are a dedicated community of travel experts, educators and professionals in many other fields who believe that the benefits of educational travel extend far beyond sightseeing and touring. Our unique programs encourage participation and exploration, present intellectual challenges and create empowering and inclusive learning experiences. Each year, approximately 10,000 students from some 700 schools across the nation, participate in NETC programs.

Reputation / Education / Safety

NETC programs utilize quality services that meet the standards a reasonable parent and teacher would expect, in order to:

- a.) Protect the reputation of the teacher, the school and the school district.
- b.) Ensure the desired educational outcomes of the programs are achieved.
- c.) Ensure the comfort and safety of our students and their teachers.

Hotels / Restaurants / Other Trip Services

NETC uses three and four star hotels in safe, central locations that, in addition to providing safe and comfortable accommodations, enable students to explore the surrounding neighborhoods in small groups and practice their languages. Central locations mean that students do not have to spend their time on long commutes in and out of the cities every morning and evening.

NETC carefully selects restaurants and menus to ensure that students are well nourished and enjoy a variety of food that is both representative of the region they are in, and appeals to students' taste.

Similar care and attention to detail is applied to all of the services NETC provides.

NETC's suppliers (hotels, bus companies, restaurants, etc.) are required to meet local, national, and, where applicable, European Union (or equivalent) standards, and to carry liability insurance. NETC inspects hotels and restaurants and re-evaluates them annually.

Tour Oversight / Support Overseas / Emergency Preparedness

NETC monitors the US Department of State advisories for travelers and follows their recommendations.

Each tour is accompanied by an NETC Tour Director who stays in the same hotel as the group each night and is with them throughout the program. Tour Directors undergo background/criminal checks as applicable in their countries of residence and are rigorously trained. They are supported on tour 24/7 by our overseas and US staff.

NETC can be reached 24 hours a day, both in the United States and overseas, in the event of an emergency. Every NETC participant is covered by an international network that provides emergency services including medical referral, medical translation, medical monitoring, repatriation, and much more.

An international cell phone is made available to each NETC Head Teacher at no cost, and phones may be rented by students through the NETC website.

NETC has an established crisis management plan and retains a professional crisis management organization to assist us in such an event.

In addition, we offer comprehensive options to protect students against cancellation fees. The Total Surety Plan enables students to cancel their trip at any time and we strongly recommend it. Details of insurance and the protection plans are included in the Student Enrollment Guide, or on our website at: www.EducationalTravel.com/WorryFreeTravel.

Liability

Most of the programs operated by NETC are school-sponsored and NETC makes extensive provisions to protect teachers, schools and municipalities from liability. The "Release" (included in the Enrollment Guide and at www.EducationalTravel.com/Enrollment), which is signed by all participants and their parents if they are minors, contains a general release of liability and specifically addresses the issue of the use of school property for holding meetings for trip preparation, and the circumstances under which a trip will be deemed to be sponsored by the school.

NETC carries \$10 million in professional liability coverage, in addition to general liability insurance. Teachers leading groups with NETC are automatically covered by this policy.

Financial Security/Bonding and Accreditation

NETC is an active member of the United States Tour Operator's Association (USTOA) and has posted a \$1 Million bond in accordance with the terms and conditions of the USTOA Travelers Assistance Program. Additional information is available at www.USTOA.com

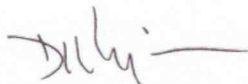
NETC is approved for listing and carries the maximum bond with the Airlines Reporting Corporation and the International Airlines Travel Agent Network.

NETC is also a member of the European Tour Operator's Association.

NETC programs are extraordinary learning experiences that help students mature and open their eyes to foreign cultures, so very different from our own and at the same time, so much the same. We hope that your students will be able to benefit from this wonderful opportunity.

Thank you for your interest in our organization. Please do not hesitate to contact me if you would like additional information.

Sincerely,



Desmond Maguire
NETC Founder and President

E. CONSENT AGENDA
B.C.

01/22/2013

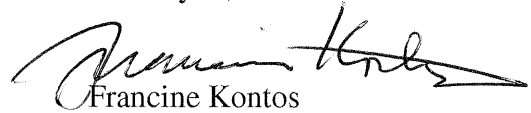
Dear Ms. Briggs-Badger,

I just wanted to give you a heads up. We have run into a glitch in our travel plans for April. EF has failed to find a group that they can consolidate us with that are going on the Mediterranean Coast Tour. They really wanted to work things out with us. They gave us two options and the possibility of canceling completely with a full refund.

One of our students chose to withdraw. The other students chose a trip called Bell'Italia. The biggest difference in the two trips is that we will now only be traveling in Italy, instead of visiting Spain and France as well. I have included the Itinerary for the new trip with this letter and my correspondence with my students and their parents. Please let me know if there is anything further I need to do.

As always, I will expect to submit plans a month in advance for final approval by you and the School Board.

Thank you,



Francine Kontos
Dover High School
Art Teacher

4/19 - 4/27 2013

Dear Student traveler and parent/guardian,

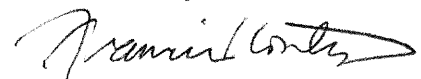
We have run into a glitch in our plans. EF has failed to find a group that they can consolidate us with that are going on the tour we had planned for. They really want to work things out with us and have given us two other options.

The first one is a tour that I have been on before, Bell' Italia. This tour starts in Venice; travels through Italy to Florence and Assisi; and ends up in Rome, with an option to visit Pompeii. You can float on a gondola in Venice, gaze at Michelangelo's David in Florence and stand on the spot Caesar was assassinated in Rome.

The second is one that I am less familiar with, Adventure in Spain. This tour starts in Madrid; travels through Spain to Granada and Seville; and ends up in Costa del Sol, with an option to visit Morocco. You can study Picasso's Guenica, see Don Quixote's windmills and put your feet in the Mediterranean Sea in Costa del Sol.

While I am sure that it is disappointing to have our plans changed midstream, I think that both of these options would be exciting. My first question to our consultant was, "How does this affect the cost of the tour?" We would need to pay the difference on a tour that is more expensive and would be refunded on a tour that is less expensive. Bell' Italia would cost each participant \$133 more and Adventure in Spain would be \$122 less. He also said that he would refund any participant's money in full if they didn't like either of the options. The decision needs to be in your hands. Please discuss it and return the letter to me no later than Friday, December 21, 2012.

Sincerely,



Francine Kontos
Dover High School

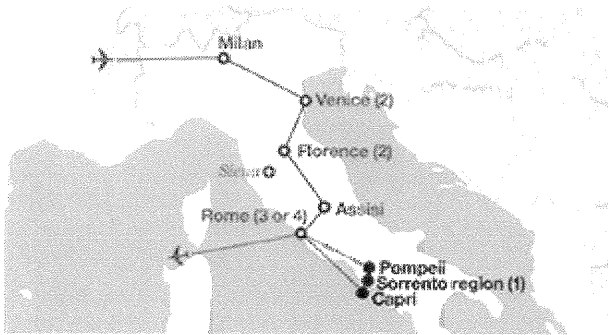
Adventure in Spain _____

Bell' Italia _____

Student Signature _____

Parent/Guardian Signature _____

Bell' Italia



Adventure in Spain



Bell 'Italia

1. Day 1: Fly overnight to Italy
2. Day 2: Milan • Venice
 - Meet your Tour Director at the airport
 - Travel to Venice
3. Day 3: Venice
 - Take a guided tour of Venice
 - - St. Mark's Square
 - Grand Canal
 - Visit the Doge's Palace
 - See a glass-blowing demonstration

4. Day 4: Florence
 - Travel to Florence
 - Take a guided tour of Florence
 - With your expert local guide you will see:
 - Piazza della Signoria
 - Ponte Vecchio
 - Chiesa di Santa Croce
 - Gates of Paradise
 - Visit the Duomo
 - See a leather-making demonstration
5. Day 5: Florence
 - Enjoy a free day in Florence

6. Day 6: Assisi • Rome
 - Travel to Assisi
 - Visit the Basilica of St. Francis
 - Continue on to Rome

7. Day 7: Rome
 - Take a guided tour of Vatican City
 - Visit the Sistine Chapel
 - Visit St. Peter's Basilica
 - Take a guided tour of Rome
 - Visit the Colosseum
 - Visit the Roman Forum
 - Take a self-guided walking tour of Rome:
 - - Trevi Fountain
 - Pantheon
 - Piazza Navona
 - Spanish Steps
8. Day 8: Rome
 - Enjoy a free day in Rome

9. Day 9: Depart for home

Everything you get:



Round-trip flights



Comfortable motorcoach



7 overnight stays in hotels with private bathrooms (9 with extension)



European breakfast and dinner daily



Full-time Tour Director



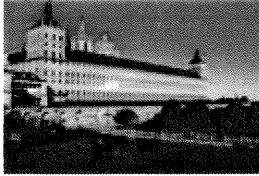
4 sightseeing tours led by licensed local guides (6 with extension)



Entrances: Doge's Palace • Glass-blowing demonstration • Duomo • Leather-making demonstration • Basilica of St. Francis • Sistine Chapel • St. Peter's Basilica • Colosseum • Roman Forum • With extension: Pompeii Roman Ruins • Capri island cruise

Adventure in Spain

1. Day 1: Fly overnight to Spain
2. Day 2: Madrid
 - Meet your Tour Director at the airport
 - Take a walking tour of Madrid
 - Visit the Prado
3. Day 3: Madrid
 - Take a guided tour of Madrid
 - With your expert local guide you will see:
 - Puerto del Sol
 - Plaza Mayor
 - Plaza de Oriente
 - Visit the Royal Palace
 - Optional: El Escorial and Valley of the Fallen



○ Visit El Escorial, known to Spaniards as “the eighth wonder of the world,” on this half-day excursion. Take a guided walking tour of the city’s enormous Renaissance palace, which boasts 2,673 windows, 1,250 doors, 86 staircases and 88 fountains. Note: The monastery is closed Mondays. Then visit the Valley of the Fallen, a Catholic basilica and monument to honor those killed in the Spanish Civil War.

4. Day 4: Toledo • Consuegra • Granada
 - Visit the Toledo Cathedral
 - Take a guided tour of Toledo
 - Visit the Church of Santo Tomé
 - Visit a synagogue
 - Travel to Consuegra
 - See Don Quixote's windmills
 - Continue on to Granada
5. Day 5: Granada • Seville
 - Take a guided tour of Granada
 - Visit the Alhambra
 - Travel to Seville

6. Day 6: Seville • Costa del Sol
 - Take a guided tour of Seville
 - With your expert local guide you will see:
 - Barrio de Santa Cruz
 - Take a walking tour of Seville
 - With your tour director you will see:
 - Giralda Tower
 - Torre del Oro
 - Plaza de Toros
 - Visit the Seville Alcázar
 - Visit the Seville Cathedral
 - Travel to Costa del Sol

Day 7: Costa del Sol

- Enjoy a free day on the Costa del Sol
- Optional: Morocco



○ Enter a world of mosques, camels, snake charmers and bustling markets as you ferry across the Strait of Gibraltar for a full-day excursion. Travel to Tetouan and see the Andalusian and Islamic-influenced architecture as a local guide leads you through the Medina and Hassan II Square. Visit a carpet bazaar and a spice shop before enjoying an included Moroccan lunch. Excursion is weather dependent.

7. Day 8: Costa del Sol
 - Enjoy a free day on the Costa del Sol
8. Day 9: Depart for home

Everything you get:



Round-trip flights



Comfortable motorcoach



7 overnight stays in hotels with private bathrooms (8 with extension)



European breakfast and dinner daily



Full-time Tour Director



4 sightseeing tours led by licensed local guides • 2 walking tours • 1 sightseeing tour led by your tour director with extension



Entrances: Prado • Royal Palace • Toledo Cathedral • Church of Santo Tomé • Synagogue • Alhambra • Seville Alcázar • Seville Cathedral • With extension: St. Michael's Cave

RESOLUTION

RESOLUTION FOR THE FINAL ACCEPTANCE OF HORNE STREET ELEMENTARY SCHOOL CONSTRUCTION

WHEREAS: Construction on Horne Street Elementary School has been completed as of December 18, 2012: the primary components of this project included, but were not limited to, renovations to the driveways and parking lots, and the existing building envelope and its interior, upgrades to all mechanical, electrical, plumbing components, and construction of a six room classroom addition, as well as renovations and additions to the administrative wing; and

WHEREAS: The total project came in at budget and the final cost was \$6,373,983.98; and

WHEREAS: The project has resulted in zero (0) unexpended funds; and.

WHEREAS: The Horne Street Elementary School Construction Joint Building Committee approved the attached Final Financial Report for the construction of the Horne Street Elementary School at its' meeting on December 18, 2012; and

WHEREAS: The Horne Street Elementary School Construction Joint Building Committee voted to transfer the Horne Street Elementary School building to the School Department;

NOW, THEREFORE, BE IT RESOLVED BY THE DOVER SCHOOL BOARD THAT:

1. The Final Financial Report of the Horne Street Elementary School Construction Joint Building Committee is received and acknowledged as attached in the Background of this resolution; and
2. The Horne Street School building is accepted by the Dover School Board; and
3. The dissolution of the Horne Street Elementary School Construction Joint Building Committee is acknowledged.

SUBMITTED BY:

Rocky D'Andrea, Chairperson

Amanda Russell, Vice Chairperson

Betsey Andrews Parker, Secretary

Dr. Paul Butler

Kathy Baker

Ken Appel

Doris Grady

February 11, 2013

CAPITAL IMPROVEMENTS SUMMARY

Horne Street Elementary School

As of: December 18, 2012

Appropriation #3 (FY11), Issued March 1, 2010:	\$ 2,242,942.00
Appropriation #2 (FY10), Issued March 1, 2010:	\$ 2,300,000.00
Appropriation #1 (FY09), Issued March 1, 2010:	\$ 1,550,000.00
Appropriated for Use from School Facilities Capital Reserve Fund (Horne CIP FY09)	\$ 125,000.00
Transfer from McConnell:	\$ 38,434.88
Remaining Balances of Prior Year Appropriations:	\$ 117,607.10
Total Appropriation:	\$ 6,373,983.98

<u>Date</u>	<u>CIPM#</u>	<u>Expenditures to Date:</u>	<u>Amount:</u>
3/16/2009	#615	Independent Printing Services, Inc.	\$ 41.10
5/1/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 40.36
5/15/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 134.57
6/12/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 188.39
6/26/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 201.85
7/10/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 215.30
7/24/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 215.30
8/7/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 349.86
8/21/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 901.57
9/4/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 215.30
10/2/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 632.44
10/14/2009	#629	Pohopek Land Surveying - Existing Conditions Survey	\$ 2,650.00
10/14/2009	#632	Dec Tam - Conduct Removal Phase One & Two	\$ 14,729.00
10/14/2009	#632	RPF Associates, Inc. - Abatement Work	\$ 4,607.47
10/14/2009	#632	RPF Associates, Inc. - Asbestos Project Design	\$ 1,947.50
10/16/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 417.14
10/30/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 215.30
11/4/2009	#634	R.W. Gillespie & Associates - Boring Testing on South/Front Sides of Building	\$ 3,156.41
11/4/2009	#635	Dennis Mires Architects - Architectural Services & Renovation	\$ 24,000.00
11/4/2009	#635	Dennis Mires Architects - Architectural Services & Renovation	\$ 139,680.00
11/4/2009	#635	Dennis Mires Architects - Architectural Services & Renovation	\$ 99,866.00
12/2/2009	#637	Dennis Mires Architects - Architectural Services & Renovation	\$ 9,079.00
12/2/2009	#637	Infinite Imaging - Printing of Horne Street School Plans	\$ 1,103.00
12/11/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,924.25
12/24/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,211.06
12/28/2009	#640	R.W. Gillespie & Associates - Boring Testing on South/Front Sides of Building	\$ 2,983.50
1/8/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,076.50
1/15/2010	#642	Dennis Mires Architects - Architectural Services & Renovation	\$ 4,249.52
1/15/2010	#642	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #1)	\$ 43,450.00
1/22/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
1/29/2010	#646	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #2)	\$ 226,866.00
1/29/2010	#646	SW Cole Engineering - Concrete and Soil Testing	\$ 2,479.79
2/5/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 618.98
2/12/2010	#647	Dennis Mires Architects - Architectural Services & Renovation	\$ 13,350.50
2/12/2010	#647	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #3)	\$ 93,109.00
2/12/2010	#647	Dennis Mires Architects - Design Fees for the Collaborative for High Performance Schools Program	\$ 3,000.00
2/19/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,547.48
3/5/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,493.64
3/19/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,359.08
3/26/2010	#648	RPF Associates, Inc. - Abatement Work	\$ 3,687.00
3/26/2010	#648	Dennis Mires Architects - Design Fees for the Collaborative for High Performance Schools Program	\$ 8,000.00
4/2/2010	#649	Dennis Mires Architects - Architectural Services & Renovation	\$ 9,280.50
4/2/2010	#649	Dennis Mires Architects - Design Fees for the Collaborative for High Performance Schools Program	\$ 7,000.00
4/2/2010	#649	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #4)	\$ 215,156.00
4/2/2010	#649	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req #4)	\$ 70,802.00
4/2/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,345.63
4/9/2010	#650	Dec Tam - Asbestos Abatement, Window Caulking	\$ 7,479.00
4/9/2010	#650	RPF Associates, Inc. - Abatement Work	\$ 4,973.50
4/16/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,372.54
4/22/2010	n/a	SW Cole Engineering - Concrete and Soil Testing	\$ 345.90
4/22/2010	n/a	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
4/22/2010	n/a	Dennis Mires Architects - Architectural Services & Renovation	\$ 9,326.55
4/22/2010	n/a	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #5)	\$ 297,966.00
4/30/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,345.63
5/14/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,345.63
5/28/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,372.54
5/28/2010	#652	Dec Tam - Asbestos Abatement, Window Caulking	\$ 6,750.00
5/28/2010	#652	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #6)	\$ 420,300.00
5/28/2010	#652	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req #6)	\$ 194,055.00
6/11/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,359.09
6/18/2010	#655	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
6/18/2010	#655	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#7)	\$ 650,847.00
6/18/2010	#655	Dec Tam - Asbestos Abatement, Transite Pipe Removal	\$ 1,500.00
6/25/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,641.66
6/30/2010	#656	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
6/30/2010	#657	SW Cole Engineering - Concrete and Soil Testing	\$ 515.19
6/30/2010	#657	Dec Tam - Conduct Removal Phase One & Two	\$ 6,750.00
6/30/2010	#657	Infinite Imaging - Printing of Horne Street School Plans	\$ 209.80
7/9/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,682.04
7/23/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 985.65
8/6/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 2,216.94
8/6/2010	#658	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#8)	\$ 524,920.00
8/6/2010	#658	SW Cole Engineering - Concrete and Soil Testing	\$ 1,301.03

CAPITAL IMPROVEMENTS SUMMARY

Horne Street Elementary School

As of: December 18, 2012

<u>Date</u>	<u>CIPM#</u>	<u>Expenditures to Date, Cont'd:</u>	<u>Amount:</u>
8/6/2010	#658	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
8/20/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,668.58
8/20/2010	#660	Dec Tam - Conduct Removal Phase One & Two	\$ 2,876.00
8/20/2010	#660	Dec Tam - Asbestos Abatement, Window Caulking	\$ 6,750.00
8/20/2010	#660	Dec Tam - Asbestos Abatement for Cafe/Gym Area (concrete slab removal)	\$ 13,925.00
8/20/2010	#660	Dec Tam - For Select Library Area Abatement per Adjusted Bid Price	\$ 2,979.00
8/20/2010	#660	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders	\$ 498,381.00
8/20/2010	#660	RPF Associates, Inc. - Testing and Monitoring Services	\$ 13,691.58
9/3/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,412.91
9/17/2010	662	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#10)	\$ 691,361.00
9/17/2010	662	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
9/17/2010	662	Dennis Mires Architects - Design, Draw and Specify a New Emergency Generator	\$ 6,800.00
9/17/2010	663	Dec Tam - Asbestos Abatement, Exterior Transite Soffit (Gym)	\$ 5,200.00
9/17/2010	663	Dec Tam - Abatement: Alternate #1 - Boiler Room Window	\$ 1,400.00
9/17/2010	663	Dec Tam - Abatement: Alternate #2 - Classroom Windows at Boiler Room	\$ 800.00
9/17/2010	663	Dec Tam - Abatement: Alternate #3 - South Bathroom Window	\$ 800.00
9/17/2010	663	Dec Tam - Grind tarpaper adhesive from underlayment in gym.	\$ 14,370.00
9/17/2010	663	Dec Tam - CO #1 - Additional abatement work done on 6/25, 6/28, 7/6 & 7/7	\$ 3,810.00
9/17/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
10/1/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,507.10
10/8/2010	664	SW Cole Engineering - Concrete and Soil Testing	\$ 209.00
10/8/2010	664	Classroom Furniture.Com - Furnishings Purchased for First Phase of Construction (6 Classroom Addition)	\$ 646.04
10/8/2010	664	Dennis Mires Architects - Architectural Services & Renovation	\$ 4,660.00
10/8/2010	664	Dec Tam - CO #1 - Additional abatement work done on 6/25, 6/28, 7/6 & 7/7	\$ 2,590.00
10/8/2010	664	Dec Tam - Asbestos Abatement, Window Caulking	\$ 2,690.00
10/15/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
10/29/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
11/12/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
11/12/2010	#665	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#11)	\$ 639,219.00
11/12/2010	#665	RPF Associates, Inc. - Testing and Monitoring Services	\$ 11,163.50
11/24/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
11/24/2010	#668	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,817.43
11/24/2010	#668	Dennis Mires Architects - Adjustment due to increase in contractor's fee with CO #3	\$ 5,577.57
12/3/2010	#668	Bonnette, Page & Stone - CP#12 Abuse Resist. Drywall in Classrooms/Corridors; CP#14 HC Access Toilet-Rm116	\$ 9,541.00
12/3/2010	#668	Bonnette, Page & Stone - CP#30 Moisture Control and Flashing at the Gymnasium Slab	\$ 25,989.00
12/3/2010	#668	Bonnette, Page & Stone - CP#8 Additional Work with Existing Catch Basin/Drywell	\$ 3,159.00
12/3/2010	#668	Bonnette, Page & Stone - CP#17 Intruder Locksets Between Classroom Doors	\$ 3,867.00
12/3/2010	#668	Bonnette, Page & Stone - CP#32 Gymnasium Wood Floor Logo	\$ 1,500.00
12/3/2010	#668	Bonnette, Page & Stone - CP#28 Wall Padding at Gym Perimeter	\$ 3,096.00
12/3/2010	#668	Bonnette, Page & Stone - CP#15 Window Replacement at Behavioral/Teacher Lounge	\$ 38,439.00
12/3/2010	#668	Bonnette, Page & Stone - CP#27 Boiler Room Window Wall Infill	\$ 7,064.00
12/3/2010	#668	Bonnette, Page & Stone - CP#25 Robbins Athletic Wood Flooring System in Gym	\$ 49,528.00
12/3/2010	#668	Bonnette, Page & Stone - CP#24R Painting of Gym Ceiling/Expanded Tectum Scope	\$ 8,475.00
12/3/2010	#668	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#12)	\$ 165,645.00
12/10/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,372.54
12/10/2010	#669	Dec Tam - CO #004: Alt Asbestos Window Abatement on Ext Windows & Transite Soffit (Boiler Rm & Offices)	\$ 1,700.00
12/10/2010	#669	Robert H. Lord Co., Inc. - Volleyball Equipment	\$ 3,472.00
12/10/2010	#669	School Specialty - Furnishings Purchased for First Phase of Construction (6 Classroom Addition)	\$ 8,765.52
12/23/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
1/7/2011	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,318.71
1/14/2011	#670	Nard's Appliance - Refrigerator for Nurse's Office	\$ 540.00
1/14/2011	#670	RPF Associates, Inc. - Sampling/Analyzing Windows	\$ 564.95
1/14/2011	#670	RPF Associates, Inc. - Abatement Work	\$ 732.03
1/21/2011	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,345.63
2/4/2011	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 753.55
2/11/2011	#671	Virco Inc. - 4-Drawer Vertical File Cabinet	\$ 979.48
2/11/2011	#671	3 Oaks Corporation - Pedestal Tables for Computer Lab	\$ 1,642.17
2/11/2011	#671	CB Seating - Purchase of a Portable Gym Floor Covering with Cart and Motorized Power Winder	\$ 5,588.00
2/11/2011	#671	David P. Anderson - Furniture Refinishing	\$ 18,286.00
2/11/2011	#672	Dec Tam - CO#003 Additional Abatement Work	\$ 3,810.00
2/11/2011	#672	R.M.S. Electric, LLC - Moving Telephone & Fax Lines and Adding of Additional Line	\$ 790.50
2/11/2011	#672	R.M.S. Electric, LLC - Moving Telephone Lines for Main Office, Nurse, Library, SPED and Guidance	\$ 1,499.20
2/25/2011	#673	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#13)	\$ 193,968.00
3/25/2011	#674	Big Wireless, LLC - Proxim Wireless Access Points for Wireless Networking	\$ 6,893.96
3/25/2011	#674	Northeast Business Systems - Fireproof 4-Drawer File Cabinet	\$ 6,870.00
3/25/2011	#674	School Furnishings, Inc. - (2) Recovery Couches for Nurse's Office	\$ 858.60
4/14/2011	#675	W.B. Mason Co., Inc. - Administrative Office Furniture	\$ 2,895.56
5/13/2011	#676	Millican Nurseries, Inc. - Plants and Shrubs at School Frontage	\$ 4,324.75
5/27/2011	#677	Dennis Mires Architects - Adjustment due to increase in contractor's fee with CO #3	\$ 15,735.00
5/27/2011	#678	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#15)	\$ 15,205.26
5/27/2011	#678	Bonnette, Page & Stone - CP#18 Boiler Room Heat Recovery (Req#14)	\$ 19,691.00
5/27/2011	#678	Bonnette, Page & Stone - CP#19 New Domestic Water Entrance (Req#14)	\$ 15,404.00
5/27/2011	#678	Bonnette, Page & Stone - CP#20 Stage Lighting (Req#14)	\$ 4,350.00
5/27/2011	#678	Bonnette, Page & Stone - CP#21 Casework & Sinks for Music/Art Rooms (Req#14)	\$ 22,833.00
5/27/2011	#678	Bonnette, Page & Stone - CP#23 Revised Stage Area Plan - Retaining Portion of Stage (Req#14)	\$ 33,600.00
5/27/2011	#678	Bonnette, Page & Stone - CP#36 Building of Backup Generator (Req#15)	\$ 70,245.00
5/27/2011	#678	Bonnette, Page & Stone - CP#35 Additional Guard Rail at Parking Area (Req#15)	\$ 975.00
5/27/2011	#678	Bonnette, Page & Stone - CP#37 Finish Stage Floor and Stairs (Req#15)	\$ 2,980.00
5/27/2011	#678	Bonnette, Page & Stone - CP#38 Additional Data & Power for Administrative and Media Areas (Req#15)	\$ 23,848.50
5/27/2011	#678	Bonnette, Page & Stone - CP#39 Refinish Wood Frames and Overhead at Stage (Req#15)	\$ 1,950.00
5/27/2011	#678	Bonnette, Page & Stone - CP#40 Painting in Cafeteria (Req#15)	\$ 5,885.00
5/27/2011	#678	Bonnette, Page & Stone - CP#42 Smoke Barriers above Ceilings at Fourth Grade Wing (Req#15)	\$ 8,820.00

CAPITAL IMPROVEMENTS SUMMARY

Horne Street Elementary School

As of: December 18, 2012

<u>Date</u>	<u>CIPM#</u>	<u>Expenditures to Date, Cont'd:</u>	<u>Amount:</u>
5/27/2011	#678	Bonnette, Page & Stone - CP#43 Replace Plumbing Fittings at Music and Art Toilet (Req#15)	\$ 4,543.00
5/27/2011	#678	Bonnette, Page & Stone - CP#41 Finishes in Rooms 160-163 (Req#14)	\$ 3,294.00
5/27/2011	#678	Bonnette, Page & Stone - CP#45 New Hot Water Line to Existing Nurse's Station (Req#14)	\$ 3,587.00
5/27/2011	#678	Bonnette, Page & Stone - CP#47 Wiring for SmartBoards and Projectors for 5 Math Pilot Classrooms (Req#14)	\$ 5,250.00
5/27/2011	#678	Bonnette, Page & Stone - CP#44 Code Enforcement/Life Safety Related Items (Req#14)	\$ 15,183.00
5/27/2011	#678	Bonnette, Page & Stone - CP#34 Fencing Around Retention Pond with Small Access Gate Lower Area (Req#14)	\$ 11,200.00
5/27/2011	#678	Bonnette, Page & Stone - CP#46 Inter-Classroom Door Signs (Req#14)	\$ 1,980.00
5/27/2011	#678	Bonnette, Page & Stone - CP#48 Vinyl Blind Inserts at Fence Along Abutter's Property (Req#14)	\$ 630.00
5/27/2011	#678	Bonnette, Page & Stone - CP#50 Acoustic Treatment at Classroom Doors (Req#15)	\$ 5,745.00
5/27/2011	#678	Bonnette, Page & Stone - CP#51 New VCT Flooring at Upper Boiler Room & Former Kindergarten Classroom (Req#15)	\$ 1,780.24
5/27/2011	#678	Bonnette, Page & Stone - CP#52 Painting in Upper Boiler Room (Req#15)	\$ 5,500.00
5/27/2011	#678	Bonnette, Page & Stone - CP#53 Painting in Music and Art Rooms (Req#15)	\$ 4,260.00
5/27/2011	#678	Bonnette, Page & Stone - CP#47R3 Wiring Remaining in 24 Classrooms for SmartBoards (Req#15)	\$ 25,308.00
6/29/2011	n/a	Public Service New Hampshire Rebates (Motor, HVAC, Lighting)	\$ (8,089.50)
9/23/2011	#679	Ted Berry Co., Inc. - Rehabilitation of Sanitary Sewer	\$ 28,325.00
9/23/2011	#680	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#15)	\$ 14,903.74
9/23/2011	#680	Bonnette, Page & Stone - CP#64, #69 (Req#15)	\$ 3,661.00
9/23/2011	#682	Bonnette, Page & Stone - CP#56 Rewire Exhaust Fans (Req#17)	\$ 2,164.00
9/23/2011	#682	Bonnette, Page & Stone - CP#57 Add for speakers per request of building administrators (Req#17)	\$ 3,011.00
9/23/2011	#682	Bonnette, Page & Stone - CP#62 Replace Screens (Req#17)	\$ 208.00
10/20/2011	#683	Unicco Service Company - (Steve Beaulieu) as a subcontractor in the position of Clerk of Works	\$ 10,000.00
10/20/2011	#684	CivilWorks, Inc. - Parking Reconstruction: Pavement Structure Investigation, Conditions Survey, Preliminary Design, Final Design and Specs, and Meetings specified in the contract.	\$ 21,900.00
12/8/2011	#685	Budget Blinds - Window treatments in teacher lounge, guidance area, library, computer room & behavioral offices	\$ 1,615.00
1/5/2012	#686	CivilWorks, Inc. - Parking Reconstruction: Pavement Structure Investigation, Conditions Survey, Preliminary Design, Final Design and Specs, and Meetings specified in the contract.	\$ 1,100.00
1/5/2012	#687	Pro Controls - Change over controls in the Boiler room, Art/Music Rooms & Storage Closets	\$ 7,000.00
3/29/2012	#689	CivilWorks, Inc. - Parking Reconstruction: Preparation of response to bidder questions, modify plan sheets, revise bid proposal form, provide digital files of all documents and technical specs.	\$ 1,784.80
5/7/2012	#691	Bonnette, Page & Stone - CP #73 Exterior Lighting	\$ 8,991.00
5/7/2012	#691	Bonnette, Page & Stone - CP #75 Temporary storage required by building administration	\$ 5,299.00
5/7/2012	#691	Bonnette, Page & Stone - CP #76 Credit for seeding at front of building	\$ (460.00)
5/7/2012	#691	Bonnette, Page & Stone - CP #77 Add for winter repair work	\$ 870.00
8/2/2012	#692	Dennis Mires Architects - Design Fees for the Collaborative for High Performance Schools Program	\$ 2,000.00
8/2/2012	#692	Dennis Mires Architects - Adjustment due to increase in contractor's fee with CO #3	\$ 10,836.00
8/2/2012	#693	CivilWorks, Inc. - Attend pre-construction mtg w/contractor; review shop drawing submittals; assist by being available for three on-site consultations	\$ 755.58
9/20/2012	#694	Advanced Excavating & Paving, Inc. - Reconstruction of a failed parking lot & associated drainage systems Obligation includes 9-4-12 Credit (rain guard removed)	\$ 196,015.00
9/20/2012	#695	CivilWorks, Inc. - Attend pre-construction mtg w/contractor; review shop drawing submittals; assist by being available for three on-site consultations	\$ 4,140.11
9/20/2012	#696	R.M.S. Electric LLC - Remove damaged underground pipe & wire feeding K-wing panel; Run new underground pipe; Install new feed to main panel, move circuit breaker; Run new 3phase circuit from panel PP-1 to Main panel; Inspections	\$ 4,114.09
Total:			\$ 6,371,748.12
Obligations:			
W.C. Colbath Enterprises, Inc. - Installation of ceiling fans in the gym and four magnetic door holders			\$ 2,235.86
			\$ 2,235.86
Budget Availability:			\$0.00
Retainage:			
1/15/2010	#642	Requisition #1	\$ 2,155.40
1/29/2010	#646	Requisition #2	\$ 11,171.40
2/12/2010	#647	Requisition #3	\$ 4,592.40
4/2/2010	#649	Requisition #4	\$ 14,144.90
4/22/2010	#651	Requisition #5	\$ 14,653.80
5/28/2010	#652	Requisition #6	\$ 30,194.65
6/18/2010	#655	Requisition #7	\$ 32,011.40
8/6/2010	#658	Requisition #8	\$ 25,833.10
8/20/2010	#660	Requisition #9	\$ 24,508.85
9/17/2010	#663	Requisition #10	\$ 34,048.60
11/12/2010	#665	Requisition #11	\$ 31,960.95
12/3/2010	#668	Requisition #12	\$ 15,221.45
12/3/2010	#673	Requisition #13	\$ 9,562.10
5/27/2011	#678	Requisition #14	\$ 6,168.35
5/27/2011	#678	Requisition #15	\$ 11,614.55
9/23/2011	#680	Requisition #15 (Balance) - Partial Retainage Returned to BPS	\$ (25,869.23)
9/23/2011	#681	Requisition #16 - Partial Retainage Returned to BPS	\$ (73,924.90)
9/23/2011	#682	Requisition #17 - Partial Retainage Returned to BPS	\$ (68,047.77)
1/5/2012	#688	Requisition #17 - Partial Retainage Returned to BPS	\$ (75,000.00)
8/2/2012	#690	Requisition #17 - Partial Retainage Returned to BPS	\$ (25,000.00)
Total Retainage Held:			\$ -

Dover Listens

Proposed Project

Dover School System: Community Conversation

Dover Listens, with the help of a balanced steering committee comprised of community leaders, will host a city-wide conversation to identify, explore, and weigh Dover's views, expectations, and priorities for the city's schools and education system. The conversation will be designed, and participants will be recruited, to reflect a diversity of citizen backgrounds with wide-ranging opinions regarding the education of Dover's students.

Proposed Process

In roughly this order, Dover Listens will:

1. Recruit a balanced steering committee of rational leaders representing diverse constituencies (Winter 2013);
2. With the steering committee, design a in depth dialogue opportunity (proposed title is Dover School System Community Conversation) to fairly explore the needs, wants, and complexities of educating Dover's students (Winter/Spring 2013).
3. Raise the modest funding needed develop and host the Dover School System Community Conversation (Winter/Spring 2013).
4. Promote the Dover School System Community Conversation and recruit a wide range of participants (students, teachers, parents, community members) who represent all socio-economic groups and a diversity of opinions regarding Dover's education system (Early Fall 2013).
5. Hold the Community Conversation(s) (Early to mid-October 2013).
6. Summarize and distribute findings to city leaders and decision makers (December 2013).

Expected Project Outcome

City leaders and decision makers will receive an accurate and in-depth report that fully describes the depth of thinking Dover's residents presented regarding expectations, needs, wants, and priorities for Dover's school system and its students. City leaders will use this report to guide their decision making on behalf of Dover's people.

About Dover Listens

Dover Listens is a non-affiliated, diverse group of citizens whose sole purpose is to provide a safe and fair forum to get informed and discuss community issues that impact Dover and its residents. Our aim is to bring together people with different views to share ideas, get informed, and help shape the future of Dover. Ensuring and securing a range of perspectives for each project we pursue is critical to our mission.

How we work:

- Bring people together from all walks of life.
- Provide time for in-depth conversations in small groups.
- Respect differences and seek common ground.
- Create conversations among residents that are fair and lead to well-informed community solutions.

Dover Listens has no agenda beyond convening citizens for in-depth and meaningful community conversations. Our expectation is that community leaders can and will use the comprehensive input gleaned from our citizen forums to set policy and make decisions that accurately reflect the will of Dover's people.

January 28, 2013

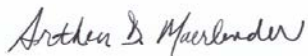
I am writing to let you know that you will be hearing from Lori Sandefur, a member of the staff of the Brain Injury Association of NH, about an important survey involving the parents of the 10 pilot schools we have been working with on concussion education for the past 4 years (www.bianh.org).

With so much about the problem of concussions in high school sports in the news, it is an ideal time to survey parents about their knowledge levels on this issue and the likely behaviors they will give us to insure their children do what is necessary to prevent concussions as they engage in sports and other activities. This information will help us to target our educational initiatives.


The firm Jackson Jackson & Wagner has worked with our Board to develop a very brief email survey that we would like to send out to parents in partnership with our 10 pilot schools. We are hoping to get as many of the surveys out in January as possible. Once we have the survey results, we can share them with all the schools that participated. Jackson Jackson & Wagner has agreed to help us develop a communication plan for tackling this important issue, based on what we learn from the surveys.

Please be on the lookout for a call from Lori Sandefur to discuss the specifics of how we can work together on this research project.

Respectfully,



Art Maerlender, Ph.D.
BIANH Board Member
Chair, NH Advisory Council on Sports Concussions
Director of Pediatric Neuropsychological Services
Geisel School of Medicine, Dartmouth Hitchcock



Tim Mayes
NH Advisory Council on Sports Concussions
Superintendent, SAU #25, Bedford, NH

The Brain Injury Association of New Hampshire (the BIANH) is working with 10 New Hampshire high schools on a pilot program to find out what parents know about concussions. This will help make our new concussion prevention efforts more useful for you. Concussions are a major issue in high school sports and can result in permanent brain injury.

If you are the parent of a high school athlete, we hope you will take 10 minutes to provide your important opinions. This will help us understand what information you need on the topic of concussions and the best way to deliver it. To fill out the survey online, click on this link (PROVIDE HERE). If you prefer to complete this survey on paper, please print and return it by mail to: Stacey Smith, JJ&W, 51 Central Road, Rye, NH 03870.

Everyone who returns a survey will be entered into a drawing for a prize. Up to 50 respondents will be eligible for a free bicycle helmet.

Please complete the survey by (date) so your information can be included in our 2013 planning. Thank you in advance!

1. Are you aware of whether or not your school has a concussion protocol?
 Yes
 No

2. In the past 4 years, have you learned anything new about concussions?
 Yes
 No (skip to Q3)
 Don't Remember

3. If yes, please indicate the type of learning experience you have had (check all that apply):
 Received information about concussions at high school Sports Information Night
 Attended presentation by speaker who has suffered concussions from sports
 Read materials offered by doctor's office on the topic
 Reviewed information about concussions on school website
 Took an online training course about ways to prevent concussions
 Read news articles on the topic of concussions in sports
 Heard news updates on the television or radio
 Had a personal experience with a concussion (self, family, friends)
 Other _____

4. If the BIANH wanted to conduct a concussion education campaign to help parents understand the best ways to prevent concussions, what would be the two most effective ways to get that information to you? (Please check two.)
 Present information about concussions at a high school Sports Information Night

- Sponsor a presentation by subject matter experts on the topic of concussions
- Distribute concussion education materials via doctor's offices
- Email information on concussion prevention
- Develop an online training course about ways to prevent concussions
- Post information on the school website
- Host discussion sessions on the topic of concussion prevention
- Host training sessions on the topic of concussion prevention
- Other _____

5. What information would be most valuable to you in a concussion training session? (Please check all that apply).

- Statistics (percentages) on the prevalence of concussions
- What to do after experiencing a concussion
- What to watch out for if your student is concussed
- Information about baseline testing (testing before a concussion occurs)
- Concussion prevention tips
- Recommendations on safest athletic equipment (e.g. helmets, face masks etc.)
- Personal stories/experiences
- Strategies/techniques for educating the student athlete about the seriousness of concussions
- Other _____

6. Please respond to the following statements by checking "mandatory" or "optional".

5a.

I believe that a concussion training session for the parents of student athletes should be
 mandatory optional

5b.

I believe that a concussion training session for student athletes should be
 mandatory optional

6a. Which of the following would prevent you from participating in these types of concussion prevention activities? (Check all that apply)

- Lack of time (to attend a training session)
- Lack of computer experience (taking online training sessions)
- Feel like I already know enough about concussions based on personal experience
- Other _____

6b. Have you ever experienced: (Check those that apply)

Pressure from my student athlete to let them return to athletic activity prior to the healthcare provider/trainer's recommended recovery time

Pressure from student's coach to let the student return to athletic activity prior to the healthcare provider/trainer's recommended recovery time

Pressure from teammates to let the student return to athletic activity prior to the healthcare provider/trainer's recommended recovery time

6c. Has your student athlete ever experienced: (Check those that apply)

Pressure from student's coach to let the him/her return to athletic activity prior to the healthcare provider/trainer's recommended recovery time

Pressure from teammates to return to athletic activity prior to the healthcare provider/trainer's recommended recovery time

7. Please respond to the following by checking "yes", "no" or "don't know/recall".

- a. I have talked to my student athlete about the best ways to prevent concussions/multiple concussions yes no don't know/recall
- b. I have taken my student athlete to the doctor when they have complained about concussion-related symptoms resulting from an incident on the athletic field, at least once yes no don't know
- c. I have talked my student athlete out of participating in a sport for safety reasons yes no don't know/recall
- d. I would attend a group discussion session (to research parent questions/knowledge levels) on the topic of concussion education yes no don't know
- e. I would attend an optional concussion training session (to inform parents about concussions and how to handle them) if it were available at no cost yes no don't know
- f. My student would attend an optional concussion training session if it were available at no-cost yes no don't know
- g. I would take an optional online concussion training session if it were available at no-cost yes no
- h. My student would take an optional online concussion training session if it were available at no-cost yes no don't know

8. Are you aware of the new legislation (LSR 0303) that encourages schools to set up a concussion program? Yes No

9. How many of your children have participated in high school sports?

- None
- 1
- 2
- 3 or more

10. How many of your children have sustained a medically-diagnosed concussion as a result of participation in high school sports?

- None
- 1
- 2
- 3 or more

11. Please check all that apply:

- I have served as a coach/assistant coach or referee of a sports team
- I have taken training classes to prepare me for my role as coach/assistant coach or referee of a sports team
- I am a parent volunteer for the Boosters or similar sports-related clubs

12. Please check which school your student attends: (PROVIDE LIST OF PARTICIPATING SCHOOLS HERE)

13. Anything else you would like to add on the topic of concussions in high school sports?

Thank you for your time! Please return this survey to _____ by _____.

Memo

To: Dover School Board
CC: Jean Briggs-Badger, Superintendent
From: Sandra Crosson
Date: February 6, 2013
Re: Quarterly Alternative Program Report

Attached please find updated information about the status of the Alternative Program and out of district expenses.

Alternative Program

You will find tuition numbers have remained below expectations. With revenue below projections, the fund balance has been kept in the black with a freeze on all spending. Only necessary program and facility maintenance costs have been spent.

We are finding our experience is not unique. Private programs of special education are reporting a reduction in enrollment as regional high schools develop in-house programs similar to ours. We can continue to expect fewer tuition students referred from other districts. We are in the process of preparing a proposal for next year that will provide a more realistic expectation of revenue and expense.

We continue to evaluate the readiness of the remaining at-risk students for return to DHS and expect one out of the three will be ready for return this year. We purposely delayed accepting new referrals of identified students until Jan 2013 to give staff and students a chance to adjust to the changes in program philosophy and design. We anticipate 1-3 students with IEPs will be referred by the end of the month.

Out of District Expenses

I have included a status update on our out of district expenses. During last year's budget season we were monitoring our out of district placements at all levels. I anticipated we would be able to return to district a number of students and realize a "savings" by not spending all of the funds budgeted for private and public out of district tuition and transportation. In a memo 4/9/12 I projected a savings of \$236,057. Due to the hard work of our district special education staff, and a commitment to meeting student's needs in the least restrictive setting, we have more than met the projection.

ALTERNATIVE PROGRAM ENROLLMENT		
	10/31/12	2/6/13
Dover Students - Not Identified	3	3
Dover Students - Identified *	10	8
Tuition Students - Identified++	8	7
TOTAL CURRENT ENROLLMENT	21	18
*3 students referred from DHS awaiting IEP team meeting decision		
*one student referred out of district; one student moved;		
++total tuition students who attended this year is 11; 3 returned to their public high school, 1 moved out of state		

City of Dover, New Hampshire

Alternative School Budget Expenditures

From Date: 7/1/2012

To Date: 6/30/2013

Fiscal Year: 2012-2013

Subtotal by Collapse
Main

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date
Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
3825.2.635.01210.4110.00000.00.000.120.100	SALARIES TEACHERS ALT SCHOOL	\$411,181.00	\$194,063.28	\$194,063.28	\$217,117.72	\$212,117.72	\$5,000.00	1.22%
3825.2.635.01210.4110.00000.00.000.130.100	SALARY SECRETARY ALT SCHOOL	\$17,743.88	\$8,781.41	\$8,781.41	\$8,962.47	\$8,509.82	\$452.65	2.55%
3825.2.635.01210.4170.00000.00.000.170.100	LONGEVITY ALT SCHOOL TEACHERS	\$2,244.00	\$1,097.40	\$1,097.40	\$1,146.60	\$1,146.60	\$0.00	0.00%
3825.2.635.01210.4211.00000.00.000.120.100	MEDICAL TEACHERS ALT SCHOOL	\$145,276.77	\$61,433.90	\$61,433.90	\$83,842.87	\$75,675.75	\$8,167.12	5.62%
3825.2.635.01210.4212.00000.00.000.120.100	DENTAL TEACHERS ALT SCHOOL	\$6,469.35	\$3,077.40	\$3,077.40	\$3,391.95	\$3,391.95	\$0.00	0.00%
3825.2.635.01210.4213.00000.00.000.120.100	LIFE INS TEACH ALT SCHOOL	\$576.00	\$230.71	\$230.71	\$345.29	\$345.29	\$0.00	0.00%
3825.2.635.01210.4213.00000.00.000.142.100	LIFE INS TUTORS ALT SCHOOL	\$0.00	\$57.68	\$57.68	(\$57.68)	\$86.32	(\$144.00)	0.00%
3825.2.635.01210.4214.00000.00.000.120.100	DISABILITY TEACH ALT SCHOOL	\$884.36	\$382.82	\$382.82	\$501.54	\$501.54	\$0.00	0.00%
3825.2.635.01210.4214.00000.00.000.142.100	DISABILITY TUTORS ALT SCHOOL	\$0.00	\$37.30	\$37.30	(\$37.30)	\$48.87	(\$86.17)	0.00%
3825.2.635.01210.4220.00000.00.000.120.100	FICA TEACHERS ALT SCHOOL	\$29,753.76	\$14,270.26	\$14,270.26	\$15,483.50	\$15,545.15	(\$61.65)	-0.21%
3825.2.635.01210.4220.00000.00.000.130.100	FICA SECRETARY ALT SCHOOL	\$1,357.47	\$671.80	\$671.80	\$685.67	\$651.03	\$34.64	2.55%
3825.2.635.01210.4220.00000.00.000.170.100	FICA	\$164.25	\$80.63	\$80.63	\$83.62	\$83.97	(\$0.35)	-0.21%
3825.2.635.01210.4230.00000.00.000.120.100	RETIREMENT TEACH. ALT SCHOOL	\$45,898.45	\$21,929.16	\$21,929.16	\$23,969.29	\$23,969.29	\$0.00	0.00%
3825.2.635.01210.4230.00000.00.000.170.100	Retirement	\$253.72	\$124.08	\$124.08	\$129.64	\$129.64	\$0.00	0.00%
3825.2.635.01210.4320.00000.00.000.000.300	PROFESSIONAL SERVICES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
3825.2.635.01210.4322.00000.00.000.000.300	STAFF DEVELOPMENT ALT SCHOOL	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
3825.2.635.01210.4323.00000.00.000.000.300	CONTRACTED SERVICES ALT SCHOO	\$103,953.82	\$95,178.96	\$95,178.96	\$8,774.86	\$0.00	\$8,774.86	8.44%
3825.2.635.01210.4409.00000.00.000.000.300	PHOTOCOPIER MAINTENANCE ALT	\$2,000.00	\$720.00	\$720.00	\$1,280.00	\$0.00	\$1,280.00	64.00%
3825.2.635.01210.4430.00000.00.000.000.300	REPAIRS PROGRAM EQUIPMENT ALT	\$3,400.00	\$566.86	\$566.86	\$2,833.14	\$0.00	\$2,833.14	83.33%
3825.2.635.01210.4430.00000.00.025.000.300	REPAIRS TECH EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
3825.2.635.01210.4531.00000.00.000.000.300	TELEPHONE ALT SCHOOL	\$5,000.00	\$3,160.84	\$3,160.84	\$1,839.16	\$0.00	\$1,839.16	36.78%
3825.2.635.01210.4532.00000.00.000.000.300	CELL PHONES ALT SCHOOL	\$0.00	\$37.71	\$37.71	(\$37.71)	\$0.00	(\$37.71)	0.00%
3825.2.635.01210.4534.00000.00.000.000.300	POSTAGE ALT SCHOOL	\$500.00	\$40.55	\$40.55	\$459.45	\$0.00	\$459.45	91.89%
3825.2.635.01210.4580.00000.00.000.000.300	TRAVEL ALT SCHOOL	\$500.00	\$0.00	\$0.00	\$500.00	\$17.20	\$482.80	96.56%
3825.2.635.01210.4590.00000.00.000.000.300	FEES-CURRICULAR ACTIVITIES	\$700.00	\$55.00	\$55.00	\$645.00	\$0.00	\$645.00	92.14%
3825.2.635.01210.4611.00000.00.000.000.600	SUPPLIES ALT SCHOOL	\$7,086.17	\$956.90	\$956.90	\$6,129.27	\$0.00	\$6,129.27	86.50%
3825.2.635.01210.4611.00000.00.025.000.600	SUPPLIES TECHNOLOGY ALT SCHOOI	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$277.34	\$1,722.66	86.13%
3825.2.635.01210.4612.00000.00.000.000.600	FOOD ALT SCHOOL	\$3,000.00	\$44.42	\$44.42	\$2,955.58	\$0.00	\$2,955.58	98.52%
3825.2.635.01210.4640.00000.00.000.000.600	BOOKS TEXT ALT SCHOOL	\$10,000.00	\$97.84	\$97.84	\$9,902.16	\$0.00	\$9,902.16	99.02%
3825.2.635.01210.4641.00000.00.000.000.600	REFERENCE MATERIALS ALT SCHOOI	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
3825.2.635.01210.4642.00000.00.000.000.600	INFO ACCESS ALT SCHOOL	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
3825.2.635.01210.4731.00000.00.000.000.700	NEW/ADDTL EQUIPMENT ALT SCHOOI	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
3825.2.635.01210.4733.00000.00.000.000.700	NEW/ADDTL FURNITURE ALT SCHOOL	\$1,700.00	\$0.00	\$0.00	\$1,700.00	\$0.00	\$1,700.00	100.00%
3825.2.635.01210.4734.00000.00.000.000.700	NEW/ADDTL TECH EQUIP ALT SCHOO	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
3825.2.635.01210.4735.00000.00.000.000.700	REPLACE EQUIPMENT ALT SCHOOL	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
3825.2.635.01210.4810.00000.00.000.000.800	DUES & FEES ALT SCHOOL	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
3825.2.635.02620.4411.00000.00.000.000.300	WATER ALT SCHOOL	\$3,000.00	\$2,391.23	\$2,391.23	\$608.77	\$0.00	\$608.77	20.29%
3825.2.635.02620.4412.00000.00.000.000.300	SEWER ALT SCHOOL	\$1,000.00	\$30.94	\$30.94	\$969.06	\$346.15	\$622.91	62.29%
3825.2.635.02620.4414.00000.00.000.000.300	REPAIRS FIRE ALARM ALT SCHOOL	\$0.00	\$190.00	\$190.00	(\$190.00)	\$0.00	(\$190.00)	0.00%
3825.2.635.02620.4421.00000.00.000.000.300	WASTE DISPOSAL SERVICES ALT	\$520.00	\$0.00	\$0.00	\$520.00	\$0.00	\$520.00	100.00%
3825.2.635.02620.4422.00000.00.000.000.300	CONTRACT SNOW PLOWING ALT SCH	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
3825.2.635.02620.4430.00000.00.000.000.300	REPAIRS OPERATIONS EQUIP ALT S	\$1,000.00	\$1,009.79	\$1,009.79	(\$9.79)	\$0.00	(\$9.79)	-0.98%
3825.2.635.02620.4431.00000.00.000.000.300	MAINTENANCE OF BUILDING - ALT	\$5,300.00	\$0.00	\$0.00	\$5,300.00	\$0.00	\$5,300.00	100.00%
3825.2.635.02620.4521.00000.00.000.000.300	INSURANCE LIAB&CONT ALT SCHOOL	\$1,900.00	\$0.00	\$0.00	\$1,900.00	\$0.00	\$1,900.00	100.00%
3825.2.635.02620.4621.00000.00.000.000.600	NATURAL GAS ALT SCHOOL	\$8,200.00	\$2,313.97	\$2,313.97	\$5,886.03	\$4,486.03	\$1,400.00	17.07%
3825.2.635.02620.4622.00000.00.000.000.600	ELECTRICITY ALT SCHOOL	\$7,800.00	\$1,591.09	\$1,591.09	\$6,208.91	\$0.00	\$6,208.91	79.60%
3825.2.635.02722.4626.00000.00.000.000.600	GASOLINE FUEL ALT SCHOOL	\$2,200.00	\$0.00	\$0.00	\$2,200.00	\$0.00	\$2,200.00	100.00%
Grand Total:		\$868,063.00	\$414,623.93	\$414,623.93	\$453,439.07	\$347,329.66	\$106,109.41	12.22%

End of Report

OUT OF DISTRICT STATUS 10/3/2012 FOR FY13				
	Private Tuition	Public Tuition	Returned to Dover	Sent Out of District
Elementary	5	3	1	1
Middle	3	0		
High	8	3	2	1

OUT OF DISTRICT STATUS 2/6/13 FOR FY13					
	Private Tuition	Public Tuition	Returned to Dover	Liability Change	Sent Out of District
Elementary	5	3		1-moved 1-new	
Middle	2	0		1-moved	
High	5	3		2-moved 1-grad	1-waiting

BUDGET STATUS FOR OUT OF DISTRICT EXPENSES 2/6/13

	FY13			
	BUDGET	ENCUMBERED/SPENT	UNCOMMITTED	TOTAL
PRIVATE HS TUITION	\$629,157.38	\$488,979.13	\$140,178.25	
PRIVATE MS TUITION	\$216,810.88	\$126,886.52	\$89,924.36	
PRIVATE EL TUITION	\$400,063.61	\$378,486.88	\$21,576.73	
			<i>Uncommitted Private Tuition</i>	\$251,679.34
PUBLIC HS TUITION	\$173,355.00	\$104,988.67	\$68,366.33	
PUBLIC MS TUITION	\$57,200.00	\$0.00	\$57,200.00	
PUBLIC EL TUITION	\$114,601.69	\$73,255.56	\$41,346.13	
			<i>Uncommitted Public Tuition</i>	\$166,912.46
HS OUT OF DISTRICT TRANS	\$136,085.30	\$67,122.50	\$68,962.80	
MS OUT OF DISTRICT TRANS	\$42,442.50	\$42,442.50	\$0.00	
EL OUT OF DISTRICT TRANS	\$39,906.36	\$32,744.25	\$7,162.11	
			<i>Uncommitted OOD Transportation</i>	\$76,124.91
			<i>Total Uncommitted (Savings) from OOD</i>	\$494,716.71
			<i>Projected Savings 4/9/12 Memo</i>	\$236,057.00

JEAN BRIGGS BADGER
Superintendent

MICHAEL LIMANNI
Business Administrator



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

THE DOVER PUBLIC SCHOOLS

MEMORANDUM

TO: Members Dover School Board

FROM: Ms. Jean Briggs Badger, Superintendent of Schools

DATE: January 24, 2013

RE: Dover High School Merit Scholarship Fund

The School Board has the opportunity to offer an annual scholarship from the proceeds that were collected originally from the sale of a valuable bookcase discovered at the McConnell Center (home of the old middle school). The accumulated interest may be used for the purpose of providing tuition only merit scholarships for Dover High School seniors attending any college or university. At this time we would like to ask the Board to authorize DHS's Scholarship Committee in selecting a 2013 recipient for a total award amount of \$1,000.00.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

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N. NEW BUSINESS

5. Form Committee for Review

SCHOOL TRANSPORTATION POLICY

Pupils are expected to conduct themselves properly while riding the buses. Students who violate accepted standards for proper conduct will be reported for proper disciplinary action. Parents will be notified, by the transportation provider, of any violation in writing, including the first or warning violation. Any violation may subject the student to suspension from riding the bus. In the event of such action, notice of this action will be sent to the parent in writing, stating the reason and duration of the restriction. In no case will such action be taken without prior notification by the transportation provider to the child and parent.

Prior notification of a parent/guardian by the transportation provider will consist of a telephone call to the home. If the transportation provider is unable to reach the parent/guardian, a follow-up call will be made later in the evening. If the transportation provider is still unable to contact the parent/guardian, the student will be transported to school the following morning and the school administration will be notified of the incident. The school will then contact the parent/guardian and advise what disciplinary action will be taken. This information will also be provided the transportation provider.

Students are provided with a temporary bus pass for the start of the school year. Permanent school identification passes are created for Middle School and High School students in October or November of each year. Middle and High School students are required to carry a bus pass in order to ride on a district bus. Drivers will ask students to produce a bus pass once a week (usually on Wednesday) in order to maintain accurate student bus riderships. This is necessary to eliminate overcrowding on buses and as a safety measure to identify students belonging on the bus in the event of an emergency.

It is important that all parents/guardians understand that the school's main concern is for the safety and welfare of all students and to ensure that students are transported in an efficient, timely, and safe manner to and from school. Since this should be the concern of parents also, we need parent support and cooperation. Should any parent/guardian feel the need to discuss any situation, concern, or problem relative to his/her child, the parent should feel free to contact the transportation provider at 964-2322 or the Business Administrator at 516-6800.

A. Who is a Bus Student and What Should a Student and Parent Know Riding the bus is a privilege!

1. A student is considered a bus student if the student is a Dover resident:
 - a. In kindergarten through grade four who lives more than one mile from school
 - b. In grade five who lives more than one mile from school

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- c. In grades six through eight who lives more than one and one-half miles from school
- d. In grades nine through twelve who lives more than two miles from school
- e. Identified as having a disability with transportation included in an IEP or 504 plan
- f. Resides in an area designated hazardous by the Dover School Board

The walking distance will be determined by the Geographical Information System (GIS) which measures the actual walking distance as opposed to the radius distance.

There will be a three-tier bus system. Those students in kindergarten through grade 4 will ride together; students in grades 5 through 8 will ride together; and students in grades 9 through 12 will ride together.

- 2. For students who meet the above criteria, transportation will be provided to and from school.
- 3. For safety reasons, we encourage parents of kindergarten aged children to wait with their child at their morning bus stop.
- 4. Parents of kindergarten aged children (or other person as designated below) are required to be waiting at the child's afternoon bus stop or the child will not be released from the bus. The bus driver will return the child to his or her school until a parent can be contacted to pick up the child.

A parent may submit a request to waive this policy to the school's principal. Other appropriate arrangements may be made for the child's safe travel to their home or afterschool care (e.g., walk with older siblings, babysitter, or other responsible adult). An approved waiver must be on file with the school, the bus company, and the bus driver or the child will not be released.

- 5. Special accommodations for transportation of students to other than their normal pick-up or delivery will be allowed only if the student is a current rider and the accommodation is on the student's regular bus run. In cases when a student lives with two parents part time, accommodations may be made to pick up and drop off on a regular schedule at two Dover addresses.

B. The Purpose and Goal of Student Disciplinary Regulations Are as Follows:

- 1. To provide an atmosphere in which safety and welfare of all students are primary.
- 2. To promote an attitude of respect for public property and school transportation personnel.

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3. To provide fair and reasonable treatment of students with regard to expected behavior.

C. School Bus Driver Responsibilities Toward Student Behavior:

1. The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the transportation provider.
2. The bus driver has the authority to reprimand, warn, and/or take initial action to acquire such control, as necessary, prior to notification of the transportation provider as long as it is carried out according to the transportation policy.
3. After such action is taken, the bus driver will report any and all infractions to the transportation provider for further disciplinary action.
4. The bus driver will, upon request, attend any meeting or conference held with regard to a specific problem that occurs on the driver's school bus.
5. If a problem is creating an unsafe condition and a driver believes that the bus cannot continue in a safe manner, the transportation provider should be contacted immediately.
6. The bus driver will deal with individual students involved in misconduct while on the school bus and not penalize everyone on the bus.

D. Student Behavior

The expectations for elementary students is consistent with Positive Behavior Interventions and Support (PBIS) plan. Students are expected to demonstrate school-wide expectations on the bus as well.

At Bus Stops, Students Should:

1. Wait and ride only if approved by the school
2. Be orderly and avoid horseplay
3. Arrive at least 5 minutes before the bus is scheduled to arrive. Schedules do not allow time for drivers to wait for students who are not ready.
4. Wait clear of traffic and back 6-10 feet from the road
5. Wait to approach only after the bus has stopped
6. Cross the street only in front of bus after the driver has put on the flashing lights and signaled to cross

Once on the Bus, Students Should:

1. Go directly to an available seat or assigned seat
2. Remain seated during the bus ride
3. Keep hands, heads, arms, and legs inside
4. Never play with emergency exit equipment
5. Never throw or pass around any object(s)
6. Not bring toys onto the bus

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7. Carry on only items that they can hold on their laps. Aisles must be kept free from books, lunch boxes, and other objects.
8. Not eat or drink food items
9. Not willfully damage or deface any part of the school bus
10. Not carry living creatures on the bus (anything that eats or breathes)

For the Driver to Keep Attention to the Bus Operation and the Traffic, Students Must:

1. Not carry or use hazardous materials, nuisance items, such as laser lights, or aerosols
2. Not have or carry on weapons of any kind
3. Not use or carry tobacco products, drugs, alcohol, or any other controlled substance
4. Not use profanity or make obscene gestures
5. Observe all other school rules and policies
6. Show respect for the driver and other students
7. Not be involved in unsafe behavior of any kind

E. Procedure for Handling School Bus Discipline

Guidelines:

1. Based on the severity of the violation, the first and second steps may be bypassed.
2. Any revocation of student bus privileges may be appealed.
3. Suspension or revocation of riding privileges shall be in school days.
4. Cases of criminal acts will be referred to the proper authorities.

1. First Offense (Grades 5-12)

Grades 5-12: The student is given a written warning.

When a student receives his/her first offense warning, a notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction.

First and Second Minor Referral (Grades K-4)

In the morning, the referral is completed as the student is dropped off and is handed to the duty staff to be passed to an Administrator/Support Staff. If the incident occurs in the afternoon, it will be faxed to the school that evening and handed to the duty staff the following morning.

Third Minor Referral (Grades K-4)

Once a child accrues three (3) minor referrals, all subsequent referrals become major referrals.

First Major Referral (Grades K-4)

If the incident occurs in the morning, the referral is handed to the duty staff that morning to be passed to an Administrator/Support Staff. If the incident occurs in the afternoon, it will be faxed to the school that evening and handed to the duty staff the following morning. An attempt will be made by the

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transportation provider to contact the parent(s)/legal guardian that day. Parent(s) will be sent a copy of the referral form within one day of the referral. The student will meet with Support Staff in a Bus Safety Group for a specified period of time. The Behavior Specialist will develop an Individual Bus Support Plan which may include assigned seating. Information will be passed to the transportation provider outlining the nature of the corrective action.

2. Second Offense (Grades 5-12)

Upon written receipt of a second complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

- Grades 9-12 – Ten days
- Grades 5-8 — Three days

Second Major Referral (Grades K-4)

Upon written receipt of a second major referral, the student may be suspended off the bus for one (1) day. The student will meet with Support Staff in a Bus Safety Group. Parent(s)/legal guardian will be notified by telephone that day by the transportation provider. All second referral notices will be sent to parent(s) or legal guardian.

3. Third Offense (Grades 5-12)

Upon written receipt of a third complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

- Grades 9-12 – Twenty (20) days
 Pending the decision of the Discipline Committee,
REVOCATION OF BUS PRIVILEGES for the remainder of
 the school year or sixty school days, whichever is greater.
- Grades 5-8 — Twenty (20) days

Third Major Referral (Grades K-4)

Student may be suspended off the bus for five (5) days. Parent(s)/guardian will be notified that day by the school administration who will also notify the transportation provider. Upon student's return, he/she may have random supervised bus rides to reinforce appropriate behaviors. The Behavior Specialist will reevaluate the Individual Bus Support Plan which may include assigned seating. All third offense notices will be sent by the transportation provider to the parent(s)/legal guardian and the building administrator within one day of infraction.

4. Fourth Offense (Grades 5-12)

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Upon written receipt of a fourth complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

Grades 5-8 — Twenty (20) days

Pending the decision of the Discipline Committee,
REVOCAION OF BUS PRIVILEGES for the remainder of the school year or sixty school days, whichever is greater.

Fourth Major Referral (Grades K-4)

Upon written receipt of a fourth complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. The Dover School Board Discipline Committee may **REVOKE** bus privileges of any student for the remainder of the school year or sixty school days, whichever is greater.

All fourth offense notices shall be sent, by the transportation provider, to the parent or legal guardian, building administrator, and the Office of the Superintendent within one day of the infraction.

5. **Riding during Suspension:** Suspension shall begin the next school day following verbal notification of the parent or legal guardian. Any student found to be riding any district bus during the period of suspension may have his/her bus privilege revoked for the remainder of the school year or sixty school days, whichever is greater.

F. Appeal Process for Revocation of Bus Privileges:

(RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons.)

1. If the Dover School Board Discipline Committee has revoked a pupil's right to ride a school bus for disciplinary reasons, the parent or legal guardian of that pupil has the right of appeal within ten (10) days of the revocation to the Dover School Board.
2. All hearings for discipline held by the Dover School Board and all written and personal appeals shall be heard in nonpublic session.
3. Until the appeal is heard, or if the revocation of the pupil's right to ride the school bus is upheld, it shall be the parents' or legal guardians' responsibility to provide transportation to and from school for that pupil for the period of the revocation.

G. Notification

1. Building administrators shall be responsible for reviewing the transportation policy with students at the beginning of the school year and with any transferring students during the year.

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2. A notice shall appear in all student handbooks identifying that the transportation policy exists, and behavior on the bus will become part of the student's record that may cause a loss of bus privileges.
3. The School Board has authorized the use of video cameras, with audio, on school buses as an aid to drivers in enforcing discipline. Audio and Videotape evidence may be used to corroborate or refute incidents of misconduct. Any videotape so used is to be kept in the office of the Superintendent of Schools.
4. Inclement weather announcements regarding the opening of schools begin at approximately 6 a.m. During severe weather conditions, pertinent information concerning school closing or a delayed opening will be announced on the following radio and TV stations:
 - WTSN 1270AM
 - WOKQ
 - WHEB
 - Channel 6
 - Channel 9

Legal References

RSA 189:9-a

FUND BALANCE ACTIVITY

FY: 12-13

ALTERNATIVE SCHOOL FUND #3825

Description	Alt Education Fund	Ending Fund Balance:
Fund Balances:		
<i>06/30/12 Reserved for Encumbrances:</i>	0.00	0.00
<i>06/30/12 Unreserved Fund Balance:</i>	20,556.00	20,556.00
06/30/12 Total Fund Balance:	20,556.00	20,556.00
<i>Revenue through 12/31/12:</i>	500,628.35	500,628.35
<i>(Expenditures through 12/31/12):</i>	(285,094.67)	(285,094.67)
<i>(Reserve for Encumbrances through 12/31/12):</i>	(475,529.52)	(475,529.52)
Estimated Fund Balance 12/31/12:	<u>(239,439.84)</u>	<u>(239,439.84)</u>
<i>Anticipated receivables through 6/30/13:</i>	225,342.55	225,342.55
<i>(Based upon billable out-of-district tuition students as of 12/31/12)</i>		
Estimated Fund Balance 6/30/13:	<u>(14,097.29)</u>	<u>(14,097.29)</u>

SCHOOL CAFETERIA FUND #2800

Description	Food Service	Ending Fund Balance:
Fund Balances:		
<i>06/30/12 Reserved for Encumbrances:</i>	4,266.00	4,266.00
<i>06/30/12 Reserved for Inventory (Nonspendable):</i>	30,230.00	30,230.00
<i>06/30/12 Unreserved Fund Balance:</i>	263,372.00	263,372.00
6/30/12 Total Fund Balance:	297,868.00	297,868.00
<i>Revenue through 12/31/12:</i>	336,194.29	336,194.29
<i>(Expenditures through 12/31/12):</i>	(767,921.30)	(767,921.30)
Balance:	(133,859.01)	(133,859.01)
<i>(Reserved for Encumbrances through 12/31/12):</i>	(766,251.20)	(766,251.20)
*Estimated Fund Balance 12/31/12:	(900,110.21)	(900,110.21)

****Estimated Fund Balance does not reflect the total projected revenue of \$1,621,125 identified in Café Services' RFP.***

FUND BALANCE ACTIVITY

FY: 12-13

SCHOOL FACILITIES FUND #3830

Description	Field User Fees	Facilities	Athletics	Parking Lots	Ending Fund Balance:
Fund Balances:					
<i>06/30/12 Reserved for Encumbrances:</i>	0.00	949.99	400.00	461.00	1,810.99
<i>06/30/12 Unreserved Fund Balance:</i>	8,529.31	186,991.09	1,371.89	42,698.72	239,591.01
06/30/12 Total Fund Balance:	8,529.31	187,941.08	1,771.89	43,159.72	241,402.00
Revenue through 12/31/12:	2,050.00	36,142.65	11,259.00	26,225.00	75,676.65
<i>(Expenditures through 12/31/12):</i>	0.00	(27,776.05)	(8,700.65)	(8,051.98)	(44,528.68)
Balance:	10,579.31	196,307.68	4,330.24	61,332.74	272,549.97
<i>(Reserved for Encumbrances through 12/31/12):</i>	0.00	(11,339.96)	0.00	(16,082.38)	(27,422.34)
Estimated Fund Balance 12/31/12:	10,579.31	184,967.72	4,330.24	45,250.36	245,127.63

PROJECT ACTIVITY REPORT FOR 2012-2013 FEDERAL & STATE PROJECTS AS OF DECEMBER 31, 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	30031	TITLE I	7/1/12-8/31/13	\$ 876,544.35	\$ 745,962.56	\$ 386,976.03	\$ 274,465.09	\$ 207,773.66	\$ 668,770.69	\$ 661,441.12	75%	25%
2821	Paula Glynn	30161	TITLE I, PART D CHILDRENS HOME	9/3/12-8/31/13	\$ 65,257.73	\$ 65,257.73	\$ 40,111.50	\$ 22,130.57	\$ 16,019.27	\$ 49,238.46	\$ 62,242.07	95%	5%
2821	Paula Glynn	PENDING	TITLE I, SINI-WPS	PENDING	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	100%
2821	Paula Glynn	PENDING	TITLE I, SINI-DMS	PENDING	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	100%
			Total		\$ 961,802.08	\$ 811,220.29	\$ 427,087.53	\$ 296,595.66	\$ 223,792.93	\$ 718,009.15	\$ 723,683.19	75%	25%
			Titles II - III										
2822	Paula Glynn	34819	TITLE II, PART A	8/20/12-9/30/14	\$ 298,805.90	\$ 298,805.28	\$ 171,194.46	\$ 95,729.75	\$ 76,818.53	\$ 221,987.37	\$ 266,924.21	89%	11%
2822	Paula Glynn	30802	TITLE III, ESOL	9/3/12-9/30/14	\$ 17,848.30	\$ 17,847.95	\$ 319.85	\$ 2,466.25	\$ 1,496.68	\$ 16,351.62	\$ 2,786.10	16%	84%
			Total		\$ 316,654.20	\$ 316,653.23	\$ 171,514.31	\$ 98,196.00	\$ 78,315.21	\$ 238,338.99	\$ 269,710.31	85%	15%
			Vocational										
2823	James Amara	35016	VOC. ED. TITLE B PROGRAM (CARL PERKINS)	7/1/12-9/30/13	\$ 122,927.30	\$ 122,927.30	\$ 17,874.15	\$ 35,138.19	\$ 30,117.32	\$ 92,809.98	\$ 53,012.34	43%	57%
2823	James Amara	35059	PRE-ENGINEERING	7/1/12-6/30/13	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	0%	100%
2823	James Amara	35150	APPRENTICESHIP PROGRAM (ELECT/PLUMB)	7/1/12-6/30/13	\$ 103,996.22	\$ 103,996.22	\$ 8,542.26	\$ 45,957.98	\$ 31,797.61	\$ 72,198.61	\$ 54,500.24	52%	48%
			Total		\$ 251,923.52	\$ 251,923.52	\$ 26,416.41	\$ 81,096.17	\$ 61,914.93	\$ 190,008.59	\$ 107,512.58	43%	57%
			Adult Basic Education										
2824	Deanna Strand	37015	ADULT BASIC EDUCATION	7/1/12-6/30/13	\$ 512,804.13	\$ 512,804.13	\$ 73,805.64	\$ 212,337.91	\$ 157,266.41	\$ 355,537.72	\$ 286,143.55	56%	44%
2824	Deanna Strand	37324	ADULT HIGH SCHOOL AT DOVER	7/1/12-6/30/13	\$ 79,273.90	\$ 79,273.90	\$ 1,366.96	\$ 22,830.64	\$ 12,152.35	\$ 67,121.55	\$ 24,197.60	31%	69%
2824	Deanna Strand	37410	ADULT LEARNER SERVICES PROGRAM	7/1/12-6/30/13	\$ 69,830.84	\$ 69,830.84	\$ 27,926.97	\$ 31,005.22	\$ 25,182.37	\$ 44,648.47	\$ 58,932.19	84%	16%
2824	Deanna Strand	37501	ENGLISH LANGUAGE/CIVICS EDUCATION	7/1/12-6/30/13	\$ 6,538.24	\$ 6,538.24	\$ 199.97	\$ 2,714.30	\$ 1,619.04	\$ 4,919.20	\$ 2,914.27	45%	55%
2824	Deanna Strand	37603	ADULT EDUCATION/COLLEGE TRANSITIONS	7/1/12-6/30/13	\$ 9,838.65	\$ 9,838.65	\$ 148.40	\$ 2,421.85	\$ 1,632.42	\$ 8,206.23	\$ 2,570.25	26%	74%
			Total		\$ 678,285.76	\$ 678,285.76	\$ 103,447.94	\$ 271,309.92	\$ 197,852.59	\$ 480,433.17	\$ 374,757.86	55%	45%
			Special Education										
2826	Sandra Crosson	32500	IDEA/PRESCHOOL	7/1/12-6/28/13	\$ 928,979.16	\$ 928,979.16	\$ 474,912.04	\$ 267,416.50	\$ 210,181.72	\$ 718,797.44	\$ 742,328.54	80%	20%
			Total		\$ 928,979.16	\$ 928,979.16	\$ 474,912.04	\$ 267,416.50	\$ 210,181.72	\$ 718,797.44	\$ 742,328.54	80%	20%
			Total Federal Grants - Project Year 2012-2013:		\$ 3,137,644.72	\$ 2,987,061.96	\$ 1,203,378.23	\$ 1,014,614.25	\$ 772,057.38	\$ 2,345,587.34	\$ 2,217,992.48	71%	29%

PROJECT ACTIVITY REPORT FOR 2011-2012 FEDERAL PROJECTS AS OF DECEMBER 31, 2012 (GRANTS THAT REMAIN OPEN THROUGH SEPTEMBER 30, 2013)

Fund	Project Manager	Project Number	Project Title	Project Period	Total Expected Funding	Authorized Funding to Obligate	Purchase Orders/Obligations	Disbursements	Cash Received	Cash Balance Remaining	Total Obligations & Disbursements	% of Funds Obligated & Disbursed	% of Funds Remaining
			Titles II - V										
2822	Paula Glynn	24819	TITLE II, PART A	8/1/11-9/30/13	\$ 303,657.33	\$ 300,959.38	\$ 13,993.92	\$ 248,367.40	\$ 248,366.90	\$ 55,290.43	\$ 262,361.32	86%	14%
2822	Paula Glynn	20802	TITLE III, ESOL	9/8/11-9/30/13	\$ 18,925.42	\$ 18,925.42	\$ -	\$ 15,068.87	\$ 15,067.95	\$ 3,857.47	\$ 15,068.87	80%	20%
2822	Paula Glynn	20820	TITLE III, ESOL IMMIGRANT CHILDREN & YOUTH	1/24/12-9/30/13	\$ 5,215.62	\$ 5,214.98	\$ -	\$ 1,421.31	\$ 595.78	\$ 4,619.84	\$ 1,421.31	27%	73%
			Total		\$ 327,798.37	\$ 325,099.78	\$ 13,993.92	\$ 264,857.58	\$ 264,030.63	\$ 63,767.74	\$ 278,851.50	85%	15%
			Total Federal Grants - Project Year 2011-2012:		\$ 327,798.37	\$ 325,099.78	\$ 13,993.92	\$ 264,857.58	\$ 264,030.63	\$ 63,767.74	\$ 278,851.50	85%	15%

City of Dover, New Hampshire

*ML - Monthly Condition of Accounts (Obj & Func)

From Date: 1/1/2013

To Date: 1/31/2013

Fiscal Year: 2012-2013

Subtotal by Collapse

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.01100.4101.00000.00.000.000.000	Contingency For Track Changes	\$22,500.00	\$0.00	\$0.00	\$22,500.00	\$0.00	\$22,500.00	100.00%
1000.2.000.01100.4110.00000.00.000.000.000	Regular Salaried Employees	\$11,147,292.31	\$878,532.60	\$4,852,085.19	\$6,295,207.12	\$6,236,852.25	\$58,354.87	0.52%
1000.2.000.01100.4111.00000.00.000.000.000	Benefit Reimbursement	\$16,050.00	\$0.00	\$15,900.02	\$149.98	\$0.00	\$149.98	0.93%
1000.2.000.01100.4160.00000.00.000.000.000	Severance Pay	\$120,000.00	\$0.00	\$16,545.66	\$103,454.34	\$0.00	\$103,454.34	86.21%
1000.2.000.01100.4170.00000.00.000.000.000	Longevity Pay	\$66,261.00	\$4,678.40	\$25,931.20	\$40,329.80	\$34,203.30	\$6,126.50	9.25%
1000.2.000.01100.4200.00000.00.000.000.000	Personal Svcs - Emp. Benefits	\$21,928.17	\$21,928.17	\$21,928.17	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01100.4211.00000.00.000.000.000	Health Insurance	\$2,943,999.83	\$228,996.68	\$1,086,422.38	\$1,857,577.45	\$1,651,643.42	\$205,934.03	7.00%
1000.2.000.01100.4212.00000.00.000.000.000	Dental Insurance	\$120,133.23	\$9,453.20	\$1,702.77	\$68,430.46	\$68,556.17	(\$125.71)	-0.10%
1000.2.000.01100.4213.00000.00.000.000.000	Life Insurance	\$16,032.00	\$1,058.74	\$8,364.28	\$7,667.72	\$7,667.72	\$0.00	0.00%
1000.2.000.01100.4214.00000.00.000.000.000	Disability Insurance	\$22,675.64	\$1,680.41	\$12,015.63	\$10,660.01	\$10,660.01	\$0.00	0.00%
1000.2.000.01100.4220.00000.00.000.000.000	FICA	\$870,812.45	\$65,178.26	\$362,808.92	\$508,003.53	\$458,599.82	\$49,403.71	5.67%
1000.2.000.01100.4230.00000.00.000.000.000	Retirement	\$1,176,305.42	\$94,032.10	\$510,323.54	\$665,981.88	\$667,398.39	(\$1,416.51)	-0.12%
1000.2.000.01100.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$8,100.00	\$105.00	\$268.84	\$7,831.16	\$0.00	\$7,831.16	96.68%
1000.2.000.01100.4580.00000.00.000.000.000	Travel Expense	\$1,404.00	\$0.00	\$130.98	\$1,273.02	\$0.00	\$1,273.02	90.67%
1000.2.000.01100.4611.00000.00.000.000.000	Office Supplies	\$257,634.11	\$7,240.76	\$132,290.52	\$125,343.59	\$18,295.92	\$107,047.67	41.55%
1000.2.000.01100.4640.00000.00.000.000.000	Books/Publications	\$97,651.50	\$299.23	\$39,078.49	\$58,573.01	\$257.17	\$58,315.84	59.72%
1000.2.000.01100.4641.00000.00.000.000.000	REFERENCE BOOKS	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
1000.2.000.01100.4644.00000.00.000.000.000	MAGAZINES	\$331.25	\$0.00	\$0.00	\$331.25	\$0.00	\$331.25	100.00%
1000.2.000.01100.4733.00000.00.000.000.000	NEW/ADDL FURNITURE	\$8,700.00	\$0.00	\$2,120.00	\$6,580.00	\$0.00	\$6,580.00	75.63%
1000.2.000.01100.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$32,000.00	\$709.14	\$22,381.24	\$9,618.76	\$2,868.08	\$6,750.68	21.10%
1000.2.000.01100.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$2,300.00	\$0.00	\$2,201.00	\$99.00	\$0.00	\$99.00	4.30%
1000.2.000.01100.4737.00000.00.000.000.000	REPLACE FURNITURE	\$500.00	\$0.00	\$371.81	\$128.19	\$0.00	\$128.19	25.64%
	Func: REGULAR EDUCATION PROGRAMS - 01100	\$16,953,810.91	\$1,313,892.69	\$7,162,870.64	\$9,790,940.27	\$9,157,002.25	\$633,938.02	3.74%
1000.2.000.01101.4110.00000.00.000.000.000	Regular Salaried Employees	\$1,013,765.40	\$67,349.22	\$380,766.80	\$632,998.60	\$496,120.28	\$136,878.32	13.50%
1000.2.000.01101.4170.00000.00.000.000.000	Longevity Pay	\$3,897.00	\$258.84	\$1,623.62	\$2,273.38	\$1,941.38	\$332.00	8.52%
1000.2.000.01101.4211.00000.00.000.000.000	Health Insurance	\$261,691.00	\$15,609.80	\$74,330.01	\$187,360.99	\$112,714.87	\$74,646.12	28.52%
1000.2.000.01101.4212.00000.00.000.000.000	Dental Insurance	\$9,712.50	\$584.34	\$3,187.56	\$6,524.94	\$4,279.56	\$2,245.38	23.12%
1000.2.000.01101.4213.00000.00.000.000.000	Life Insurance	\$2,160.00	\$178.74	\$865.08	\$1,294.92	\$1,294.92	\$0.00	0.00%
1000.2.000.01101.4214.00000.00.000.000.000	Disability Insurance	\$2,084.90	\$186.37	\$902.54	\$1,182.36	\$1,182.36	\$0.00	0.00%
1000.2.000.01101.4220.00000.00.000.000.000	FICA	\$77,414.00	\$4,879.00	\$27,885.49	\$49,528.51	\$36,058.29	\$13,470.22	17.40%
1000.2.000.01101.4230.00000.00.000.000.000	Retirement	\$82,611.59	\$5,564.12	\$30,797.25	\$51,814.34	\$42,055.08	\$9,759.26	11.81%
	Func: REGULAR ED. KINDERGARTEN - 01101	\$1,453,336.39	\$94,610.43	\$520,358.35	\$932,978.04	\$695,646.74	\$237,331.30	16.33%
1000.2.000.01210.4110.00000.00.000.000.000	Regular Salaried Employees	\$3,244,520.09	\$249,894.14	\$1,477,493.39	\$1,767,026.70	\$1,720,158.46	\$46,868.24	1.44%
1000.2.000.01210.4111.00000.00.000.000.000	Benefit Reimbursement	\$5,872.50	\$0.00	\$0.00	\$5,872.50	\$0.00	\$5,872.50	100.00%
1000.2.000.01210.4170.00000.00.000.000.000	Longevity Pay	\$17,243.03	\$589.08	\$14,172.62	\$3,070.41	\$4,310.38	(\$1,239.97)	-7.19%
1000.2.000.01210.4211.00000.00.000.000.000	Health Insurance	\$471,549.46	\$40,761.24	\$194,853.32	\$276,696.14	\$267,635.32	\$9,060.82	1.92%
1000.2.000.01210.4212.00000.00.000.000.000	Dental Insurance	\$20,124.46	\$1,767.90	\$9,542.72	\$10,581.74	\$11,511.21	(\$929.47)	-4.62%
1000.2.000.01210.4213.00000.00.000.000.000	Life Insurance	\$8,199.36	\$678.58	\$3,284.02	\$4,915.34	\$4,915.34	\$0.00	0.00%
1000.2.000.01210.4214.00000.00.000.000.000	Disability Insurance	\$6,442.30	\$575.92	\$2,788.99	\$3,653.31	\$3,653.31	\$0.00	0.00%
1000.2.000.01210.4220.00000.00.000.000.000	FICA	\$249,441.52	\$18,082.40	\$109,496.12	\$139,945.40	\$121,026.32	\$18,919.08	7.58%
1000.2.000.01210.4230.00000.00.000.000.000	Retirement	\$173,696.04	\$13,505.68	\$77,722.70	\$95,973.34	\$95,846.68	\$126.66	0.07%
1000.2.000.01210.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$2,330.00	\$0.00	\$145.00	\$2,185.00	\$0.00	\$2,185.00	93.78%
1000.2.000.01210.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$119,841.29	\$746.10	\$24,832.98	\$95,008.31	\$49,588.12	\$45,420.19	37.90%
1000.2.000.01210.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$2,899.00	\$0.00	\$1,583.97	\$1,315.03	\$2,130.87	(\$815.84)	-28.14%
1000.2.000.01210.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$500.00	\$0.00	\$140.00	\$360.00	\$0.00	\$360.00	72.00%
1000.2.000.01210.4531.00000.00.000.000.000	Telecommunications	\$2,410.00	\$204.31	\$718.73	\$1,691.27	\$1,691.27	\$0.00	0.00%
1000.2.000.01210.4534.00000.00.000.000.000	Postage	\$1,980.17	\$705.39	\$779.13	\$1,201.04	\$250.00	\$951.04	48.03%
1000.2.000.01210.4561.00000.00.000.000.000	Tuition - Public/Other	\$345,156.69	\$23,282.46	\$65,906.56	\$279,250.13	\$112,337.67	\$166,912.46	48.36%
1000.2.000.01210.4563.00000.00.000.000.000	Tuition-Private	\$1,246,031.87	\$26,357.48	\$598,952.40	\$647,079.47	\$395,400.13	\$251,679.34	20.20%
1000.2.000.01210.4580.00000.00.000.000.000	Travel Expense	\$5,910.00	\$670.13	\$1,081.09	\$4,828.91	\$2,916.15	\$1,912.76	32.36%

City of Dover, New Hampshire

*ML - Monthly Condition of Accounts (Obj & Func)

From Date: 1/1/2013

To Date: 1/31/2013

Fiscal Year: 2012-2013

Subtotal by Collapse

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.01210.4611.00000.00.000.000.000	Office Supplies	\$13,745.94	\$1,328.68	\$5,858.18	\$7,887.76	\$758.56	\$7,129.20	51.86%
1000.2.000.01210.4640.00000.00.000.000.000	Books/Publications	\$2,009.49	\$0.00	\$0.00	\$2,009.49	\$0.00	\$2,009.49	100.00%
1000.2.000.01210.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$6,946.00	\$165.00	\$851.31	\$6,094.69	\$2,671.96	\$3,422.73	49.28%
1000.2.000.01210.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$1,345.50	\$0.00	\$0.00	\$1,345.50	\$0.00	\$1,345.50	100.00%
1000.2.000.01210.4810.00000.00.000.000.000	Membership Dues	\$27,503.06	\$0.00	\$13,817.68	\$13,685.38	\$12,498.67	\$1,186.71	4.31%
	Func: SPECIAL EDUCATION - 01210	\$5,975,697.77	\$379,314.49	\$2,604,020.91	\$3,371,676.86	\$2,809,300.42	\$562,376.44	9.41%
1000.2.000.01220.4110.00000.00.000.000.000	Regular Salaried Employees	\$230,643.30	\$15,950.46	\$91,912.87	\$138,730.43	\$115,641.55	\$23,088.88	10.01%
1000.2.000.01220.4170.00000.00.000.000.000	Longevity Pay	\$1,011.00	\$43.16	\$487.38	\$523.62	\$323.62	\$200.00	19.78%
1000.2.000.01220.4211.00000.00.000.000.000	Health Insurance	\$51,730.20	\$3,577.74	\$17,055.25	\$34,674.95	\$26,833.03	\$7,841.92	15.16%
1000.2.000.01220.4212.00000.00.000.000.000	Dental Insurance	\$1,477.06	\$131.66	\$715.11	\$761.95	\$951.36	(\$189.41)	-12.82%
1000.2.000.01220.4213.00000.00.000.000.000	Life Insurance	\$590.40	\$48.86	\$236.47	\$353.93	\$353.93	\$0.00	0.00%
1000.2.000.01220.4214.00000.00.000.000.000	Disability Insurance	\$482.37	\$43.12	\$208.82	\$273.55	\$273.55	\$0.00	0.00%
1000.2.000.01220.4220.00000.00.000.000.000	FICA	\$17,722.31	\$1,181.87	\$6,863.21	\$10,859.10	\$8,500.80	\$2,358.30	13.31%
1000.2.000.01220.4230.00000.00.000.000.000	Retirement	\$14,395.03	\$1,107.32	\$6,090.26	\$8,304.77	\$8,304.87	(\$0.10)	0.00%
	Func: SPECIAL ED. PRESCHOOL - 01220	\$318,051.67	\$22,084.19	\$123,569.37	\$194,482.30	\$161,182.71	\$33,299.59	10.47%
1000.2.000.01230.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$87,765.00	\$5,750.00	\$26,372.63	\$61,392.37	\$42,236.00	\$19,156.37	21.83%
	Func: SPECIAL ED. CONSULTANT - 01230	\$87,765.00	\$5,750.00	\$26,372.63	\$61,392.37	\$42,236.00	\$19,156.37	21.83%
1000.2.000.01270.4110.00000.00.000.000.000	Regular Salaried Employees	\$228,708.07	\$15,751.37	\$93,286.24	\$135,421.83	\$123,076.05	\$12,345.78	5.40%
1000.2.000.01270.4170.00000.00.000.000.000	Longevity Pay	\$961.00	\$43.16	\$237.38	\$723.62	\$323.62	\$400.00	41.62%
1000.2.000.01270.4211.00000.00.000.000.000	Health Insurance	\$27,017.00	\$3,232.80	\$14,696.94	\$12,320.06	\$20,268.88	(\$7,948.82)	-29.42%
1000.2.000.01270.4212.00000.00.000.000.000	Dental Insurance	\$825.22	\$108.88	\$562.76	\$262.46	\$672.28	(\$409.82)	-49.66%
1000.2.000.01270.4213.00000.00.000.000.000	Life Insurance	\$576.00	\$47.67	\$230.68	\$345.32	\$345.32	\$0.00	0.00%
1000.2.000.01270.4214.00000.00.000.000.000	Disability Insurance	\$480.71	\$42.97	\$208.09	\$272.62	\$272.62	\$0.00	0.00%
1000.2.000.01270.4220.00000.00.000.000.000	FICA	\$17,527.11	\$1,071.42	\$6,528.41	\$10,998.70	\$7,462.73	\$3,535.97	20.17%
1000.2.000.01270.4230.00000.00.000.000.000	Retirement	\$5,712.65	\$439.44	\$2,416.92	\$3,295.73	\$3,295.77	(\$0.04)	0.00%
1000.2.000.01270.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
1000.2.000.01270.4580.00000.00.000.000.000	Travel Expense	\$310.02	\$0.00	\$209.81	\$100.21	\$0.00	\$100.21	32.32%
1000.2.000.01270.4611.00000.00.000.000.000	Office Supplies	\$1,744.01	\$0.00	\$1,700.03	\$43.98	\$0.00	\$43.98	2.52%
1000.2.000.01270.4640.00000.00.000.000.000	Books/Publications	\$836.00	\$0.00	\$790.67	\$45.33	\$0.00	\$45.33	5.42%
1000.2.000.01270.4810.00000.00.000.000.000	Membership Dues	\$245.00	\$0.00	\$150.00	\$95.00	\$0.00	\$95.00	38.78%
	Func: ELL-ENGLISH LANGUAGE LEARNERS - 01270	\$285,842.79	\$20,737.71	\$121,017.93	\$164,824.86	\$155,717.27	\$9,107.59	3.19%
1000.2.000.01280.4810.00000.00.000.000.000	Membership Dues	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: GIFTED AND TALENTED - 01280	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01290.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$610.00	\$0.00	\$0.00	\$610.00	\$0.00	\$610.00	100.00%
1000.2.000.01290.4611.00000.00.000.000.000	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
1000.2.000.01290.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$3,200.00	\$0.00	\$1,630.39	\$1,569.61	\$0.00	\$1,569.61	49.05%
	Func: 504 PROGRAMS - 01290	\$3,910.00	\$0.00	\$1,630.39	\$2,279.61	\$0.00	\$2,279.61	58.30%
1000.2.000.01300.4110.00000.00.000.000.000	Regular Salaried Employees	\$1,236,094.55	\$92,971.09	\$535,854.83	\$700,239.72	\$656,954.32	\$43,285.40	3.50%
1000.2.000.01300.4111.00000.00.000.000.000	Benefit Reimbursment	\$0.00	\$0.00	\$0.01	(\$0.01)	\$0.00	(\$0.01)	0.00%
1000.2.000.01300.4170.00000.00.000.000.000	Longevity Pay	\$3,824.00	\$194.16	\$2,367.88	\$1,456.12	\$1,727.47	(\$271.35)	-7.10%
1000.2.000.01300.4211.00000.00.000.000.000	Health Insurance	\$333,235.86	\$24,594.36	\$123,799.99	\$209,435.87	\$180,112.63	\$29,323.24	8.80%
1000.2.000.01300.4212.00000.00.000.000.000	Dental Insurance	\$14,256.00	\$960.80	\$5,592.27	\$8,663.73	\$7,036.87	\$1,626.86	11.41%
1000.2.000.01300.4213.00000.00.000.000.000	Life Insurance	\$1,800.00	\$148.97	\$720.94	\$1,079.06	\$1,079.06	\$0.00	0.00%
1000.2.000.01300.4214.00000.00.000.000.000	Disability Insurance	\$2,440.14	\$218.12	\$1,056.34	\$1,383.80	\$1,383.80	\$0.00	0.00%
1000.2.000.01300.4220.00000.00.000.000.000	FICA	\$96,622.78	\$6,840.51	\$39,715.02	\$56,907.76	\$47,716.48	\$9,191.28	9.51%
1000.2.000.01300.4230.00000.00.000.000.000	Retirement	\$125,115.48	\$9,688.94	\$54,189.83	\$70,925.65	\$67,709.34	\$3,216.31	2.57%

City of Dover, New Hampshire

*ML - Monthly Condition of Accounts (Obj & Func)

From Date: 1/1/2013

To Date: 1/31/2013

Fiscal Year: 2012-2013

Subtotal by Collapse

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.01300.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$5,430.00	\$294.40	\$2,318.08	\$3,111.92	\$1,682.60	\$1,429.33	26.32%
1000.2.000.01300.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$20,330.00	\$600.00	\$12,583.42	\$7,746.58	\$1,309.25	\$6,437.33	31.66%
1000.2.000.01300.4440.00000.00.000.000.000	FACILITY REPAIRS/RENOVATIONS	\$24,800.00	\$7,500.00	\$8,000.00	\$16,800.00	\$16,800.00	\$0.00	0.00%
1000.2.000.01300.4460.00000.00.000.000.000	Taxes	\$1,333.00	\$0.00	\$752.00	\$581.00	\$0.00	\$581.00	43.59%
1000.2.000.01300.4525.00000.00.000.000.000	Student Insurance	\$1,440.00	\$0.00	\$1,103.00	\$337.00	\$240.00	\$97.00	6.74%
1000.2.000.01300.4531.00000.00.000.000.000	Telecommunications	\$6,725.00	\$899.32	\$2,231.47	\$4,493.53	\$4,493.53	\$0.00	0.00%
1000.2.000.01300.4532.00000.00.000.000.000	DATA COMMUNICATIONS	\$1,218.00	\$72.00	\$499.44	\$718.56	\$424.56	\$294.00	24.14%
1000.2.000.01300.4534.00000.00.000.000.000	Postage	\$800.00	\$0.00	\$510.66	\$289.34	\$0.00	\$289.34	36.17%
1000.2.000.01300.4550.00000.00.000.000.000	Printing & Binding	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
1000.2.000.01300.4561.00000.00.000.000.000	Tuition - Public/Other	\$24,900.00	\$0.00	\$999.00	\$23,901.00	\$12,012.63	\$11,888.37	47.74%
1000.2.000.01300.4580.00000.00.000.000.000	Travel Expense	\$1,250.00	\$235.89	\$758.93	\$491.07	\$0.00	\$491.07	39.29%
1000.2.000.01300.4611.00000.00.000.000.000	Office Supplies	\$100,140.00	\$12,254.40	\$68,599.85	\$31,540.15	\$19,410.08	\$12,130.07	12.11%
1000.2.000.01300.4612.00000.00.000.000.000	Operating Supplies	\$7,800.00	\$841.37	\$2,767.85	\$5,032.15	\$2,785.73	\$2,246.42	28.80%
1000.2.000.01300.4640.00000.00.000.000.000	Books/Publications	\$20,780.00	\$311.25	\$18,576.94	\$2,203.06	\$2,202.50	\$0.56	0.00%
1000.2.000.01300.4650.00000.00.000.000.000	SOFTWARE	\$20,585.00	\$3,670.00	\$17,593.81	\$2,991.19	\$399.95	\$2,591.24	12.59%
1000.2.000.01300.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$40,450.00	\$0.00	\$27,757.24	\$12,692.76	\$3,459.98	\$9,232.78	22.83%
1000.2.000.01300.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$38,710.00	\$629.99	\$11,519.78	\$27,190.22	\$1,112.79	\$26,077.43	67.37%
1000.2.000.01300.4810.00000.00.000.000.000	Membership Dues	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
	Func: VOCATIONAL EDUCATION PROGRAMS - 01300	\$2,131,029.81	\$162,925.57	\$939,868.58	\$1,191,161.23	\$1,030,053.57	\$161,107.66	7.56%
1000.2.000.01350.4531.00000.00.000.000.000	Telecommunications	\$360.00	\$32.65	\$85.95	\$274.05	\$274.05	\$0.00	0.00%
	Func: CAREER TECH-VOC INCLUSION SERV - 01350	\$360.00	\$32.65	\$85.95	\$274.05	\$274.05	\$0.00	0.00%
1000.2.000.01390.4110.00000.00.000.000.000	Regular Salaried Employees	\$131,034.00	\$10,079.52	\$55,437.36	\$75,596.64	\$75,596.64	\$0.00	0.00%
1000.2.000.01390.4170.00000.00.000.000.000	Longevity Pay	\$561.00	\$0.00	\$0.00	\$561.00	\$0.00	\$561.00	100.00%
1000.2.000.01390.4211.00000.00.000.000.000	Health Insurance	\$31,320.00	\$2,409.24	\$11,484.94	\$19,835.06	\$18,069.30	\$1,765.76	5.64%
1000.2.000.01390.4212.00000.00.000.000.000	Dental Insurance	\$954.96	\$74.94	\$412.17	\$542.79	\$562.05	(\$19.26)	-2.02%
1000.2.000.01390.4213.00000.00.000.000.000	Life Insurance	\$144.00	\$11.92	\$57.68	\$86.32	\$86.32	\$0.00	0.00%
1000.2.000.01390.4214.00000.00.000.000.000	Disability Insurance	\$252.00	\$22.53	\$109.10	\$142.90	\$142.90	\$0.00	0.00%
1000.2.000.01390.4220.00000.00.000.000.000	FICA	\$10,024.10	\$747.90	\$4,128.39	\$5,895.71	\$5,609.28	\$286.43	2.86%
1000.2.000.01390.4230.00000.00.000.000.000	Retirement	\$14,806.84	\$1,138.98	\$6,264.39	\$8,542.45	\$8,542.38	\$0.07	0.00%
1000.2.000.01390.4531.00000.00.000.000.000	Telecommunications	\$355.00	\$31.90	\$85.25	\$269.75	\$269.75	\$0.00	0.00%
1000.2.000.01390.4580.00000.00.000.000.000	Travel Expense	\$100.00	\$0.00	\$48.84	\$51.16	\$0.00	\$51.16	51.16%
	Func: CAREER TECH - SPECIAL SERVICES - 01390	\$189,551.90	\$14,516.93	\$78,028.12	\$111,523.78	\$108,878.62	\$2,645.16	1.40%
1000.2.000.01391.4170.00000.00.000.000.000	Longevity Pay	\$0.00	\$86.32	\$474.76	(\$474.76)	\$647.24	(\$1,122.00)	0.00%
1000.2.000.01391.4220.00000.00.000.000.000	FICA	\$0.00	\$6.48	\$35.72	(\$35.72)	\$47.34	(\$83.06)	0.00%
1000.2.000.01391.4230.00000.00.000.000.000	Retirement	\$0.00	\$9.76	\$53.68	(\$53.68)	\$73.17	(\$126.85)	0.00%
	Func: CAREER TECH - GUIDANCE - 01391	\$0.00	\$102.56	\$564.16	(\$564.16)	\$767.75	(\$1,331.91)	0.00%
1000.2.000.01402.4110.00000.00.000.000.000	Regular Salaried Employees	\$9,000.00	\$640.38	\$1,357.13	\$7,642.87	\$188.00	\$7,454.87	82.83%
1000.2.000.01402.4220.00000.00.000.000.000	FICA	\$688.50	\$48.99	\$103.80	\$584.70	\$14.37	\$570.33	82.84%
1000.2.000.01402.4230.00000.00.000.000.000	Retirement	\$132.00	\$0.00	\$0.00	\$132.00	\$0.00	\$132.00	100.00%
	Func: OTHER-HOMEBOUND INSTRUCTION - 01402	\$9,820.50	\$689.37	\$1,460.93	\$8,359.57	\$202.37	\$8,157.20	83.06%
1000.2.000.01410.4110.00000.00.000.000.000	Regular Salaried Employees	\$34,809.00	\$166.67	\$2,080.19	\$32,728.81	\$31,091.85	\$1,636.96	4.70%
1000.2.000.01410.4220.00000.00.000.000.000	FICA	\$2,663.56	\$12.76	\$159.15	\$2,504.41	\$343.86	\$2,160.55	81.12%
1000.2.000.01410.4230.00000.00.000.000.000	Retirement	\$3,883.00	\$14.67	\$102.69	\$3,780.31	\$280.36	\$3,499.95	90.14%
1000.2.000.01410.4810.00000.00.000.000.000	Membership Dues	\$2,300.00	\$0.00	\$1,870.00	\$430.00	\$300.00	\$130.00	5.65%
	Func: CO-CURRICULAR ACTIVITIES - 01410	\$43,655.56	\$194.10	\$4,212.03	\$39,443.53	\$32,016.07	\$7,427.46	17.01%
1000.2.000.01420.4110.00000.00.000.000.000	Regular Salaried Employees	\$269,304.60	\$8,950.92	\$128,067.65	\$141,236.95	\$146,878.71	(\$5,641.76)	-2.09%

City of Dover, New Hampshire

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From Date: 1/1/2013

To Date: 1/31/2013

Fiscal Year: 2012-2013

Subtotal by Collapse

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.01420.4111.00000.00.000.000.000	Benefit Reimbursment	\$2,175.00	\$0.00	\$1,957.50	\$217.50	\$1,957.50	(\$1,740.00)	-80.00%
1000.2.000.01420.4170.00000.00.000.000.000	Longevity Pay	\$962.50	\$42.30	\$729.75	\$232.75	\$232.75	\$0.00	0.00%
1000.2.000.01420.4211.00000.00.000.000.000	Health Insurance	\$24,205.20	\$1,861.94	\$12,599.83	\$11,605.37	\$10,240.67	\$1,364.70	5.64%
1000.2.000.01420.4212.00000.00.000.000.000	Dental Insurance	\$1,665.96	\$128.16	\$961.20	\$704.76	\$704.88	(\$0.12)	-0.01%
1000.2.000.01420.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$17.88	\$86.51	\$129.49	\$129.49	\$0.00	0.00%
1000.2.000.01420.4214.00000.00.000.000.000	Disability Insurance	\$210.13	\$18.79	\$90.97	\$119.16	\$119.16	\$0.00	0.00%
1000.2.000.01420.4220.00000.00.000.000.000	FICA	\$20,675.55	\$674.93	\$9,917.52	\$10,758.03	\$11,324.29	(\$566.26)	-2.74%
1000.2.000.01420.4230.00000.00.000.000.000	Retirement	\$28,335.41	\$970.04	\$9,318.09	\$19,017.32	\$10,162.34	\$8,854.98	31.25%
1000.2.000.01420.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$0.00	\$0.00	\$1,115.00	(\$1,115.00)	\$0.00	(\$1,115.00)	0.00%
1000.2.000.01420.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01420.4391.00000.00.000.000.000	OFFICIAL SERVICES	\$45,381.00	\$3,564.00	\$21,107.00	\$24,274.00	\$2,060.00	\$22,214.00	48.95%
1000.2.000.01420.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$7,000.00	\$0.00	\$436.17	\$6,563.83	\$243.96	\$6,319.87	90.28%
1000.2.000.01420.4441.00000.00.000.000.000	Rental of Land & Buildings	\$1,200.00	\$90.00	\$630.00	\$570.00	\$450.00	\$120.00	10.00%
1000.2.000.01420.4525.00000.00.000.000.000	Student Insurance	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
1000.2.000.01420.4531.00000.00.000.000.000	Telecommunications	\$1,510.00	\$136.95	\$372.64	\$1,137.36	\$1,137.36	\$0.00	0.00%
1000.2.000.01420.4580.00000.00.000.000.000	Travel Expense	\$2,075.00	\$0.00	\$1,026.75	\$1,048.25	\$0.00	\$1,048.25	50.52%
1000.2.000.01420.4611.00000.00.000.000.000	Office Supplies	\$31,860.00	\$698.90	\$23,544.64	\$8,315.36	\$513.03	\$7,802.33	24.49%
1000.2.000.01420.4810.00000.00.000.000.000	Membership Dues	\$39,350.00	\$10,004.00	\$20,537.75	\$18,812.25	\$2,139.00	\$16,673.25	42.37%
	Func: ATHLETICS - 01420	\$512,126.35	\$27,158.81	\$262,498.97	\$249,627.38	\$188,293.14	\$61,334.24	11.98%
1000.2.000.01602.4110.00000.00.000.000.000	Regular Salaried Employees	\$150,462.40	\$11,409.42	\$80,535.65	\$69,926.75	\$49,686.75	\$20,240.00	13.45%
1000.2.000.01602.4170.00000.00.000.000.000	Longevity Pay	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01602.4211.00000.00.000.000.000	Health Insurance	\$37,270.80	\$2,264.66	\$15,927.37	\$21,343.43	\$12,455.63	\$8,887.80	23.85%
1000.2.000.01602.4212.00000.00.000.000.000	Dental Insurance	\$2,143.44	\$166.38	\$1,246.35	\$897.09	\$915.09	(\$18.00)	-0.84%
1000.2.000.01602.4213.00000.00.000.000.000	Life Insurance	\$288.00	\$23.84	\$115.36	\$172.64	\$172.64	\$0.00	0.00%
1000.2.000.01602.4214.00000.00.000.000.000	Disability Insurance	\$220.50	\$19.71	\$95.45	\$125.05	\$125.05	\$0.00	0.00%
1000.2.000.01602.4220.00000.00.000.000.000	FICA	\$11,563.92	\$856.73	\$6,097.63	\$5,466.29	\$3,685.63	\$1,780.66	15.40%
1000.2.000.01602.4230.00000.00.000.000.000	Retirement	\$11,836.77	\$901.04	\$6,850.20	\$4,986.57	\$4,955.71	\$30.86	0.26%
	Func: ADULT EDUCATION - 01602	\$214,485.83	\$15,641.78	\$111,568.01	\$102,917.82	\$71,996.50	\$30,921.32	14.42%
1000.2.000.02112.4392.00000.00.000.000.000	POLICE SERVICES	\$45,906.69	\$0.00	\$45,906.69	\$0.00	\$0.00	\$0.00	0.00%
	Func: RESOURCE OFFICERS - 02112	\$45,906.69	\$0.00	\$45,906.69	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02114.4550.00000.00.000.000.000	Printing & Binding	\$9,408.00	\$0.00	\$688.00	\$8,720.00	\$0.00	\$8,720.00	92.69%
	Func: ATTENDANCE-REPORTING - 02114	\$9,408.00	\$0.00	\$688.00	\$8,720.00	\$0.00	\$8,720.00	92.69%
1000.2.000.02122.4110.00000.00.000.000.000	Regular Salaried Employees	\$876,554.44	\$68,652.09	\$407,227.64	\$469,326.80	\$471,024.45	(\$1,697.65)	-0.19%
1000.2.000.02122.4111.00000.00.000.000.000	Benefit Reimbursment	\$5,872.50	\$0.00	\$0.00	\$5,872.50	\$0.00	\$5,872.50	100.00%
1000.2.000.02122.4170.00000.00.000.000.000	Longevity Pay	\$6,125.00	\$174.26	\$1,658.43	\$4,466.57	\$1,298.57	\$3,168.00	51.72%
1000.2.000.02122.4211.00000.00.000.000.000	Health Insurance	\$225,321.82	\$18,327.62	\$93,450.73	\$131,871.09	\$126,747.57	\$5,123.52	2.27%
1000.2.000.02122.4212.00000.00.000.000.000	Dental Insurance	\$8,145.36	\$645.54	\$3,752.07	\$4,393.29	\$4,485.99	(\$92.70)	-1.14%
1000.2.000.02122.4213.00000.00.000.000.000	Life Insurance	\$1,368.00	\$113.21	\$547.87	\$820.13	\$820.13	\$0.00	0.00%
1000.2.000.02122.4214.00000.00.000.000.000	Disability Insurance	\$1,759.00	\$157.23	\$761.43	\$997.57	\$997.57	\$0.00	0.00%
1000.2.000.02122.4220.00000.00.000.000.000	FICA	\$67,266.47	\$5,033.16	\$30,065.36	\$37,201.11	\$34,459.98	\$2,741.13	4.08%
1000.2.000.02122.4230.00000.00.000.000.000	Retirement	\$96,843.55	\$7,577.84	\$44,771.26	\$52,072.29	\$52,195.70	(\$123.41)	-0.13%
1000.2.000.02122.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$1,963.00	\$0.00	\$608.77	\$1,354.23	\$699.11	\$655.12	33.37%
1000.2.000.02122.4531.00000.00.000.000.000	Telecommunications	\$3,775.00	\$389.57	\$1,034.32	\$2,740.68	\$2,740.68	\$0.00	0.00%
1000.2.000.02122.4534.00000.00.000.000.000	Postage	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02122.4550.00000.00.000.000.000	Printing & Binding	\$600.00	\$0.00	\$175.40	\$424.60	\$0.00	\$424.60	70.77%
1000.2.000.02122.4580.00000.00.000.000.000	Travel Expense	\$350.00	\$121.82	\$272.98	\$77.02	\$0.00	\$77.02	22.01%
1000.2.000.02122.4611.00000.00.000.000.000	Office Supplies	\$3,905.00	\$159.74	\$1,410.46	\$2,494.54	\$1,574.88	\$919.66	23.55%
1000.2.000.02122.4644.00000.00.000.000.000	MAGAZINES	\$695.00	\$0.00	\$0.00	\$695.00	\$495.00	\$200.00	28.78%

City of Dover, New Hampshire

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Fiscal Year: 2012-2013

Subtotal by Collapse Month

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 1/1/2013

To Date: 1/31/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Func: GUIDANCE - 02122	\$1,302,744.14	\$101,352.08	\$587,936.72	\$714,807.42	\$697,539.63	\$17,267.79	1.33%
1000.2.000.02123.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$6,188.00	\$0.00	\$1,722.43	\$4,465.57	\$0.00	\$4,465.57	72.16%
	Func: APPRAISAL SERVICES - 02123	\$6,188.00	\$0.00	\$1,722.43	\$4,465.57	\$0.00	\$4,465.57	72.16%
1000.2.000.02130.4110.00000.00.000.000.000	Regular Salaried Employees	\$313,883.18	\$24,217.73	\$132,494.69	\$181,388.49	\$177,445.11	\$3,943.38	1.26%
1000.2.000.02130.4170.00000.00.000.000.000	Longevity Pay	\$2,274.00	\$174.92	\$962.06	\$1,311.94	\$1,311.94	\$0.00	0.00%
1000.2.000.02130.4211.00000.00.000.000.000	Health Insurance	\$61,581.92	\$4,736.84	\$22,580.72	\$39,001.20	\$35,526.30	\$3,474.90	5.64%
1000.2.000.02130.4212.00000.00.000.000.000	Dental Insurance	\$3,117.72	\$239.82	\$1,319.01	\$1,798.71	\$1,798.65	\$0.06	0.00%
1000.2.000.02130.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$29.80	\$144.18	\$215.82	\$215.82	\$0.00	0.00%
1000.2.000.02130.4214.00000.00.000.000.000	Disability Insurance	\$599.73	\$53.61	\$259.62	\$340.11	\$340.11	\$0.00	0.00%
1000.2.000.02130.4220.00000.00.000.000.000	FICA	\$24,186.30	\$1,788.07	\$9,826.52	\$14,359.78	\$12,955.03	\$1,404.75	5.81%
1000.2.000.02130.4230.00000.00.000.000.000	Retirement	\$32,632.27	\$2,510.18	\$13,730.33	\$18,901.94	\$18,750.65	\$151.29	0.46%
1000.2.000.02130.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,494.00	\$0.00	\$0.00	\$1,494.00	\$0.00	\$1,494.00	100.00%
1000.2.000.02130.4611.00000.00.000.000.000	Office Supplies	\$4,879.98	\$0.00	\$1,823.73	\$3,056.25	\$130.91	\$2,925.34	59.95%
1000.2.000.02130.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$325.00	\$0.00	\$0.00	\$325.00	\$0.00	\$325.00	100.00%
	Func: HEALTH SERVICES - 02130	\$445,334.10	\$33,750.97	\$183,140.86	\$262,193.24	\$248,474.52	\$13,718.72	3.08%
1000.2.000.02134.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$17,493.00	\$735.00	\$5,292.00	\$12,201.00	\$12,201.00	\$0.00	0.00%
	Func: NURSING SERVICES - 02134	\$17,493.00	\$735.00	\$5,292.00	\$12,201.00	\$12,201.00	\$0.00	0.00%
1000.2.000.02143.4110.00000.00.000.000.000	Regular Salaried Employees	\$186,299.00	\$15,697.80	\$86,337.90	\$99,961.10	\$100,961.10	(\$1,000.00)	-0.54%
1000.2.000.02143.4170.00000.00.000.000.000	Longevity Pay	\$561.00	\$0.00	\$0.00	\$561.00	\$0.00	\$561.00	100.00%
1000.2.000.02143.4211.00000.00.000.000.000	Health Insurance	\$29,667.30	\$2,682.04	\$13,078.54	\$16,588.76	\$14,915.95	\$1,672.81	5.64%
1000.2.000.02143.4212.00000.00.000.000.000	Dental Insurance	\$1,826.58	\$155.78	\$856.79	\$969.79	\$970.00	(\$0.21)	-0.01%
1000.2.000.02143.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$17.88	\$86.49	\$129.51	\$129.51	\$0.00	0.00%
1000.2.000.02143.4214.00000.00.000.000.000	Disability Insurance	\$351.19	\$31.39	\$152.00	\$199.19	\$199.19	\$0.00	0.00%
1000.2.000.02143.4220.00000.00.000.000.000	FICA	\$14,251.87	\$1,157.12	\$6,389.23	\$7,862.64	\$7,491.91	\$370.73	2.60%
1000.2.000.02143.4230.00000.00.000.000.000	Retirement	\$21,051.80	\$1,773.84	\$9,756.12	\$11,295.68	\$11,408.55	(\$112.87)	-0.54%
1000.2.000.02143.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$11,040.00	\$451.25	\$451.25	\$10,588.75	\$0.00	\$10,588.75	95.91%
	Func: PSYCHOLOGICAL COUNSELING - 02143	\$265,264.74	\$21,967.10	\$117,108.32	\$148,156.42	\$136,076.21	\$12,080.21	4.55%
1000.2.000.02152.4110.00000.00.000.000.000	Regular Salaried Employees	\$354,448.45	\$28,828.56	\$160,277.47	\$194,170.98	\$206,019.98	(\$11,849.00)	-3.34%
1000.2.000.02152.4170.00000.00.000.000.000	Longevity Pay	\$3,014.00	\$222.22	\$1,222.21	\$1,791.79	\$1,666.79	\$125.00	4.15%
1000.2.000.02152.4211.00000.00.000.000.000	Health Insurance	\$50,628.70	\$4,376.24	\$19,355.90	\$31,272.80	\$30,713.68	\$559.12	1.10%
1000.2.000.02152.4212.00000.00.000.000.000	Dental Insurance	\$2,769.95	\$194.22	\$1,110.76	\$1,659.19	\$1,516.22	\$142.97	5.16%
1000.2.000.02152.4213.00000.00.000.000.000	Life Insurance	\$432.00	\$35.76	\$172.98	\$259.02	\$259.02	\$0.00	0.00%
1000.2.000.02152.4214.00000.00.000.000.000	Disability Insurance	\$704.35	\$62.94	\$304.83	\$399.52	\$399.52	\$0.00	0.00%
1000.2.000.02152.4220.00000.00.000.000.000	FICA	\$27,346.24	\$2,124.55	\$11,886.13	\$15,460.11	\$15,703.99	(\$243.88)	-0.89%
1000.2.000.02152.4230.00000.00.000.000.000	Retirement	\$29,600.69	\$2,276.98	\$12,482.77	\$17,117.92	\$17,077.36	\$40.56	0.14%
1000.2.000.02152.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$7,700.00	\$0.00	\$2,640.00	\$5,060.00	\$1,008.00	\$4,052.00	52.62%
	Func: SPEECH PATHOLOGY - 02152	\$476,644.38	\$38,121.47	\$209,453.05	\$267,191.33	\$274,364.56	(\$7,173.23)	-1.50%
1000.2.000.02160.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$66,664.50	\$2,660.00	\$22,872.50	\$43,792.00	\$43,792.00	\$0.00	0.00%
	Func: PHYSICAL THERAPY - 02160	\$66,664.50	\$2,660.00	\$22,872.50	\$43,792.00	\$43,792.00	\$0.00	0.00%
1000.2.000.02163.4110.00000.00.000.000.000	Regular Salaried Employees	\$148,221.80	\$11,858.80	\$65,223.40	\$82,998.40	\$82,998.40	\$0.00	0.00%
1000.2.000.02163.4211.00000.00.000.000.000	Health Insurance	\$49,485.60	\$4,228.22	\$20,156.11	\$29,329.49	\$31,711.65	(\$2,382.16)	-4.81%
1000.2.000.02163.4212.00000.00.000.000.000	Dental Insurance	\$2,162.76	\$125.22	\$688.71	\$1,474.05	\$939.15	\$534.90	24.73%
1000.2.000.02163.4213.00000.00.000.000.000	Life Insurance	\$288.00	\$23.84	\$115.32	\$172.68	\$172.68	\$0.00	0.00%
1000.2.000.02163.4214.00000.00.000.000.000	Disability Insurance	\$258.85	\$23.14	\$112.07	\$146.78	\$146.78	\$0.00	0.00%
1000.2.000.02163.4220.00000.00.000.000.000	FICA	\$11,338.97	\$809.92	\$4,521.40	\$6,817.57	\$5,619.73	\$1,197.84	10.56%

City of Dover, New Hampshire

*ML - Monthly Condition of Accounts (Obj & Func)

From Date: 1/1/2013

To Date: 1/31/2013

Fiscal Year: 2012-2013

Subtotal by Collapse Month

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.02163.4230.00000.00.000.000.000	Retirement	\$11,014.56	\$847.28	\$4,660.04	\$6,354.52	\$6,354.58	(\$0.06)	0.00%
1000.2.000.02163.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$9,350.00	\$0.00	\$0.00	\$9,350.00	\$0.00	\$9,350.00	100.00%
	Func: OCCUPATIONAL THERAPY SERVICES - 02163	\$232,120.54	\$17,916.42	\$95,477.05	\$136,643.49	\$127,942.97	\$8,700.52	3.75%
1000.2.000.02190.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$7,225.00	\$0.00	\$0.00	\$7,225.00	\$0.00	\$7,225.00	100.00%
1000.2.000.02190.4564.00000.00.000.000.000	TUITION (OTHER)	\$2,250.00	\$156.00	\$431.00	\$1,819.00	\$0.00	\$1,819.00	80.84%
1000.2.000.02190.4611.00000.00.000.000.000	Office Supplies	\$250.00	\$0.00	\$101.63	\$148.37	\$0.00	\$148.37	59.35%
	Func: OTHER SUPPORT SERVICES - STUDENT - 02190	\$9,725.00	\$156.00	\$532.63	\$9,192.37	\$0.00	\$9,192.37	94.52%
1000.2.000.02191.4564.00000.00.000.000.000	TUITION (OTHER)	\$5,200.00	\$765.00	\$1,455.00	\$3,745.00	\$0.00	\$3,745.00	72.02%
	Func: OTHER SUPPORT SERVICES - HS STUDENTS - 02191	\$5,200.00	\$765.00	\$1,455.00	\$3,745.00	\$0.00	\$3,745.00	72.02%
1000.2.000.02211.4110.00000.00.000.000.000	Regular Salaried Employees	\$96,924.00	\$3,921.86	\$26,947.61	\$69,976.39	\$71,660.29	(\$1,683.90)	-1.74%
1000.2.000.02211.4214.00000.00.000.000.000	Disability Insurance	\$94.50	\$8.45	\$40.91	\$53.59	\$53.59	\$0.00	0.00%
1000.2.000.02211.4220.00000.00.000.000.000	FICA	\$7,154.75	\$300.00	\$2,061.37	\$5,093.38	\$1,650.01	\$3,443.37	48.13%
1000.2.000.02211.4230.00000.00.000.000.000	Retirement	\$10,569.18	\$443.18	\$3,045.14	\$7,524.04	\$2,437.49	\$5,086.55	48.13%
	Func: ACADEMIC COORDINATORS - 02211	\$114,742.43	\$4,673.49	\$32,095.03	\$82,647.40	\$75,801.38	\$6,846.02	5.97%
1000.2.000.02212.4110.00000.00.000.000.000	Regular Salaried Employees	\$60,335.60	\$4,469.60	\$29,646.30	\$30,689.30	\$27,983.86	\$2,705.44	4.48%
1000.2.000.02212.4170.00000.00.000.000.000	Longevity Pay	\$420.00	\$0.00	\$550.00	(\$130.00)	\$0.00	(\$130.00)	-30.95%
1000.2.000.02212.4211.00000.00.000.000.000	Health Insurance	\$13,102.38	\$894.44	\$6,353.87	\$6,748.51	\$4,919.42	\$1,829.09	13.96%
1000.2.000.02212.4212.00000.00.000.000.000	Dental Insurance	\$499.79	\$35.24	\$287.63	\$212.16	\$193.82	\$18.34	3.67%
1000.2.000.02212.4213.00000.00.000.000.000	Life Insurance	\$86.40	\$7.15	\$34.61	\$51.79	\$51.79	\$0.00	0.00%
1000.2.000.02212.4214.00000.00.000.000.000	Disability Insurance	\$47.50	\$4.25	\$20.57	\$26.93	\$26.93	\$0.00	0.00%
1000.2.000.02212.4220.00000.00.000.000.000	FICA	\$4,647.80	\$326.94	\$2,201.51	\$2,446.29	\$2,043.58	\$402.71	8.66%
1000.2.000.02212.4230.00000.00.000.000.000	Retirement	\$1,990.35	\$135.14	\$1,211.88	\$778.47	\$743.27	\$35.20	1.77%
1000.2.000.02212.4290.00000.00.000.000.000	FSA Fees	\$35.00	\$15.00	\$55.00	(\$20.00)	\$15.00	(\$35.00)	-100.00%
1000.2.000.02212.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
1000.2.000.02212.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,270.00	\$0.00	\$0.00	\$1,270.00	\$0.00	\$1,270.00	100.00%
1000.2.000.02212.4531.00000.00.000.000.000	Telecommunications	\$1,625.00	\$174.18	\$574.96	\$1,050.04	\$1,050.04	\$0.00	0.00%
1000.2.000.02212.4534.00000.00.000.000.000	Postage	\$1,200.00	\$217.10	\$217.10	\$982.90	\$700.00	\$282.90	23.58%
1000.2.000.02212.4580.00000.00.000.000.000	Travel Expense	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
1000.2.000.02212.4611.00000.00.000.000.000	Office Supplies	\$6,468.00	\$300.06	\$1,801.38	\$4,666.62	\$1,528.11	\$3,138.51	48.52%
	Func: CURRICULUM SUPERVISION AND DEV - 02212	\$93,827.82	\$6,579.10	\$42,954.81	\$50,873.01	\$39,255.82	\$11,617.19	12.38%
1000.2.000.02213.4111.00000.00.000.000.000	Benefit Reimbursment	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$6,500.00	\$2,500.00	27.78%
1000.2.000.02213.4220.00000.00.000.000.000	FICA	\$688.50	\$0.00	\$0.00	\$688.50	\$0.00	\$688.50	100.00%
1000.2.000.02213.4240.00000.00.000.000.000	Staff Development Reimbursable	\$55,500.00	\$3,385.00	\$10,537.60	\$44,962.40	\$28,606.00	\$16,356.40	29.47%
1000.2.000.02213.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$23,620.00	\$1,650.00	\$9,230.05	\$14,389.95	\$4,479.00	\$9,910.95	41.96%
	Func: STAFF DEVELOPMENT - 02213	\$88,808.50	\$5,035.00	\$19,767.65	\$69,040.85	\$39,585.00	\$29,455.85	33.17%
1000.2.000.02215.4110.00000.00.000.000.000	Regular Salaried Employees	\$31,165.38	\$0.00	\$16,980.25	\$14,185.13	\$0.00	\$14,185.13	45.52%
1000.2.000.02215.4220.00000.00.000.000.000	FICA	\$2,384.16	\$0.00	\$1,267.48	\$1,116.68	\$0.00	\$1,116.68	46.84%
1000.2.000.02215.4230.00000.00.000.000.000	Retirement	\$3,521.69	\$0.00	\$1,485.75	\$2,035.94	\$0.00	\$2,035.94	57.81%
1000.2.000.02215.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$5,148.00	\$0.00	\$0.00	\$5,148.00	\$0.00	\$5,148.00	100.00%
1000.2.000.02215.4550.00000.00.000.000.000	Printing & Binding	\$2,900.00	\$0.00	\$0.00	\$2,900.00	\$0.00	\$2,900.00	100.00%
1000.2.000.02215.4580.00000.00.000.000.000	Travel Expense	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
1000.2.000.02215.4611.00000.00.000.000.000	Office Supplies	\$300.00	\$0.00	\$274.03	\$25.97	\$0.00	\$25.97	8.66%
1000.2.000.02215.4640.00000.00.000.000.000	Books/Publications	\$30,700.00	\$0.00	\$5,728.19	\$24,971.81	\$339.04	\$24,632.77	80.24%
	Func: CURRICULUM DEVELOPMENT - 02215	\$76,619.23	\$0.00	\$25,735.70	\$50,883.53	\$339.04	\$50,544.49	65.97%
1000.2.000.02216.4110.00000.00.000.000.000	Regular Salaried Employees	\$3,713.15	\$0.00	\$0.00	\$3,713.15	\$0.00	\$3,713.15	100.00%

City of Dover, New Hampshire

*ML - Monthly Condition of Accounts (Obj & Func)

From Date: 1/1/2013

To Date: 1/31/2013

Fiscal Year: 2012-2013

Subtotal by Collapse Month

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.02216.4220.00000.00.000.000.000	FICA	\$284.06	\$0.00	\$0.00	\$284.06	\$0.00	\$284.06	100.00%
1000.2.000.02216.4230.00000.00.000.000.000	Retirement	\$419.59	\$0.00	\$0.00	\$419.59	\$0.00	\$419.59	100.00%
1000.2.000.02216.4580.00000.00.000.000.000	Travel Expense	\$2,575.00	\$84.92	\$2,139.40	\$435.60	\$0.00	\$435.60	16.92%
1000.2.000.02216.4640.00000.00.000.000.000	Books/Publications	\$500.00	\$28.38	\$495.38	\$4.62	\$0.00	\$4.62	0.92%
1000.2.000.02216.4810.00000.00.000.000.000	Membership Dues	\$900.00	\$0.00	\$230.00	\$670.00	\$0.00	\$670.00	74.44%
	Func: PROFESSIONAL DEVELOPMENT - 02216	\$8,391.80	\$113.30	\$2,864.78	\$5,527.02	\$0.00	\$5,527.02	65.86%
1000.2.000.02222.4110.00000.00.000.000.000	Regular Salaried Employees	\$303,535.00	\$22,539.06	\$123,964.83	\$179,570.17	\$175,043.17	\$4,527.00	1.49%
1000.2.000.02222.4170.00000.00.000.000.000	Longevity Pay	\$2,441.00	\$187.78	\$1,032.79	\$1,408.21	\$1,408.21	\$0.00	0.00%
1000.2.000.02222.4211.00000.00.000.000.000	Health Insurance	\$69,411.42	\$3,712.90	\$17,699.55	\$51,711.87	\$27,846.75	\$23,865.12	34.38%
1000.2.000.02222.4212.00000.00.000.000.000	Dental Insurance	\$2,781.54	\$149.88	\$824.34	\$1,957.20	\$1,124.10	\$833.10	29.95%
1000.2.000.02222.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$29.80	\$144.15	\$215.85	\$215.85	\$0.00	0.00%
1000.2.000.02222.4214.00000.00.000.000.000	Disability Insurance	\$589.82	\$52.71	\$255.27	\$334.55	\$334.55	\$0.00	0.00%
1000.2.000.02222.4220.00000.00.000.000.000	FICA	\$23,437.78	\$1,679.12	\$9,274.62	\$14,163.16	\$12,593.43	\$1,569.73	6.70%
1000.2.000.02222.4230.00000.00.000.000.000	Retirement	\$34,597.88	\$2,568.12	\$14,124.66	\$20,473.22	\$19,260.94	\$1,212.28	3.50%
1000.2.000.02222.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$3,466.03	\$0.00	\$0.00	\$3,466.03	\$230.00	\$3,236.03	93.36%
1000.2.000.02222.4611.00000.00.000.000.000	Office Supplies	\$4,466.85	\$268.26	\$2,034.99	\$2,431.86	\$396.13	\$2,035.73	45.57%
1000.2.000.02222.4640.00000.00.000.000.000	Books/Publications	\$16,879.94	\$226.64	\$9,103.90	\$7,776.04	\$6,771.43	\$1,004.61	5.95%
1000.2.000.02222.4641.00000.00.000.000.000	REFERENCE BOOKS	\$8,257.10	\$340.96	\$4,264.03	\$3,993.07	\$2,699.23	\$1,293.84	15.67%
1000.2.000.02222.4642.00000.00.000.000.000	ELECTRONIC INFO. CABLE/VIDEO	\$5,000.00	\$18.12	\$3,193.83	\$1,806.17	\$1,731.16	\$75.01	1.50%
1000.2.000.02222.4644.00000.00.000.000.000	MAGAZINES	\$3,877.13	\$0.00	\$1,967.06	\$1,910.07	\$1,171.54	\$738.53	19.05%
1000.2.000.02222.4750.00000.00.000.000.000	INFORMATION SERVICES EQUIPT	\$12,286.17	\$0.00	\$12,361.12	(\$74.95)	\$0.00	(\$74.95)	-0.61%
	Func: LIBRARY SERVICES - 02222	\$491,387.66	\$31,773.35	\$200,245.14	\$291,142.52	\$250,826.49	\$40,316.03	8.20%
1000.2.000.02223.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,887.13	\$0.00	\$445.00	\$1,442.13	\$0.00	\$1,442.13	76.42%
1000.2.000.02223.4611.00000.00.000.000.000	Office Supplies	\$2,712.13	\$0.00	\$259.63	\$2,452.50	\$330.65	\$2,121.85	78.24%
1000.2.000.02223.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$194.00	\$0.00	\$0.00	\$194.00	\$0.00	\$194.00	100.00%
1000.2.000.02223.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$1,220.00	\$0.00	\$0.00	\$1,220.00	\$0.00	\$1,220.00	100.00%
	Func: AUDIOVISUAL SERVICES - 02223	\$6,013.26	\$0.00	\$704.63	\$5,308.63	\$330.65	\$4,977.98	82.78%
1000.2.000.02311.4125.00000.00.000.000.000	Elected Officials	\$7,200.00	\$0.00	\$3,350.00	\$3,850.00	\$3,100.00	\$750.00	10.42%
1000.2.000.02311.4220.00000.00.000.000.000	FICA	\$550.80	\$0.00	\$256.33	\$294.47	\$237.20	\$57.27	10.40%
1000.2.000.02311.4521.00000.00.000.000.000	Property Insurance	\$96,000.00	\$0.00	\$68,688.00	\$27,312.00	\$0.00	\$27,312.00	28.45%
1000.2.000.02311.4524.00000.00.000.000.000	Public Liab Insurance	\$150.00	\$0.00	\$51.60	\$98.40	\$0.00	\$98.40	65.60%
1000.2.000.02311.4525.00000.00.000.000.000	Student Insurance	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	100.00%
1000.2.000.02311.4821.00000.00.000.000.000	JUDGMENTS AGAINST THE LEA	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
	Func: SCHOOL BOARD SERVICES - 02311	\$110,150.80	\$0.00	\$72,345.93	\$37,804.87	\$3,337.20	\$34,467.67	31.29%
1000.2.000.02312.4110.00000.00.000.000.000	Regular Salaried Employees	\$3,625.00	\$31.82	\$668.14	\$2,956.86	\$63.63	\$2,893.23	79.81%
1000.2.000.02312.4211.00000.00.000.000.000	Health Insurance	\$0.00	\$18.25	\$344.63	(\$344.63)	\$35.84	(\$380.47)	0.00%
1000.2.000.02312.4212.00000.00.000.000.000	Dental Insurance	\$0.00	\$1.18	\$23.97	(\$23.97)	\$2.32	(\$26.29)	0.00%
1000.2.000.02312.4220.00000.00.000.000.000	FICA	\$277.31	\$2.40	\$50.51	\$226.80	\$4.81	\$221.99	80.05%
1000.2.000.02312.4230.00000.00.000.000.000	Retirement	\$319.00	\$2.80	\$58.80	\$260.20	\$5.60	\$254.60	79.81%
	Func: SCHOOL BOARD SECRETARY - 02312	\$4,221.31	\$56.45	\$1,146.05	\$3,075.26	\$112.20	\$2,963.06	70.19%
1000.2.000.02317.4335.00000.00.000.000.000	Auditing Services	\$18,000.00	\$5,984.73	\$18,073.90	(\$73.90)	\$3,870.10	(\$3,944.00)	-21.91%
	Func: AUDIT SERVICES - 02317	\$18,000.00	\$5,984.73	\$18,073.90	(\$73.90)	\$3,870.10	(\$3,944.00)	-21.91%
1000.2.000.02318.4334.00000.00.000.000.000	Legal Services	\$40,000.00	\$9,400.83	\$31,867.56	\$8,132.44	\$12,891.93	(\$4,759.49)	-11.90%
	Func: SCHOOL BOARD LEGAL SERVICES - 02318	\$40,000.00	\$9,400.83	\$31,867.56	\$8,132.44	\$12,891.93	(\$4,759.49)	-11.90%
1000.2.000.02319.4644.00000.00.000.000.000	MAGAZINES	\$0.00	\$0.00	\$399.00	(\$399.00)	\$0.00	(\$399.00)	0.00%

City of Dover, New Hampshire

*ML - Monthly Condition of Accounts (Obj & Func)

From Date: 1/1/2013

To Date: 1/31/2013

Fiscal Year: 2012-2013

Subtotal by Collapse

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.02319.4810.00000.00.000.000.000	Membership Dues	\$5,788.94	\$0.00	\$5,788.94	\$0.00	\$0.00	\$0.00	0.00%
	Func: SCHOOL BOARD-OTHER - 02319	\$5,788.94	\$0.00	\$6,187.94	(\$399.00)	\$0.00	(\$399.00)	-6.89%
1000.2.000.02321.4110.00000.00.000.000.000	Regular Salaried Employees	\$443,778.80	\$33,629.90	\$252,874.27	\$190,904.53	\$185,614.53	\$5,290.00	1.19%
1000.2.000.02321.4111.00000.00.000.000.000	Benefit Reimbursment	\$4,350.00	\$0.00	\$5,219.29	(\$869.29)	\$4,600.12	(\$5,469.41)	-125.73%
1000.2.000.02321.4170.00000.00.000.000.000	Longevity Pay	\$5,025.00	\$48.08	\$2,660.60	\$2,364.40	\$2,364.40	\$0.00	0.00%
1000.2.000.02321.4211.00000.00.000.000.000	Health Insurance	\$131,337.78	\$10,085.33	\$68,026.74	\$63,311.04	\$55,533.85	\$7,777.19	5.92%
1000.2.000.02321.4212.00000.00.000.000.000	Dental Insurance	\$7,526.58	\$667.76	\$4,993.08	\$2,533.50	\$3,676.85	(\$1,143.35)	-15.19%
1000.2.000.02321.4213.00000.00.000.000.000	Life Insurance	\$1,332.80	\$110.30	\$533.81	\$798.99	\$798.99	\$0.00	0.00%
1000.2.000.02321.4214.00000.00.000.000.000	Disability Insurance	\$923.94	\$82.59	\$399.97	\$523.97	\$523.97	\$0.00	0.00%
1000.2.000.02321.4220.00000.00.000.000.000	FICA	\$35,812.94	\$2,561.71	\$19,075.28	\$16,737.66	\$14,431.78	\$2,305.88	6.44%
1000.2.000.02321.4230.00000.00.000.000.000	Retirement	\$47,686.01	\$3,594.06	\$26,514.25	\$21,171.76	\$19,798.14	\$1,373.62	2.88%
1000.2.000.02321.4240.00000.00.000.000.000	Staff Development Reimbursable	\$12,000.00	\$0.00	\$3,570.00	\$8,430.00	\$1,399.00	\$7,031.00	58.59%
1000.2.000.02321.4290.00000.00.000.000.000	FSA Fees	\$0.00	\$22.50	\$332.50	(\$332.50)	\$22.50	(\$355.00)	0.00%
1000.2.000.02321.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$16,007.00	\$35.00	\$35.00	\$15,972.00	\$0.00	\$15,972.00	99.78%
1000.2.000.02321.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$13,759.00	\$297.00	\$1,911.00	\$11,848.00	\$1,997.00	\$9,851.00	71.60%
1000.2.000.02321.4330.00000.00.000.000.000	Other professional Services	\$0.00	\$173.46	\$173.46	(\$173.46)	\$0.00	(\$173.46)	0.00%
1000.2.000.02321.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$7,800.00	\$0.00	\$6,878.00	\$922.00	\$922.00	\$0.00	0.00%
1000.2.000.02321.4410.00000.00.000.000.000	TECHNOLOGY MAINTENANCE	\$26,000.00	\$0.00	\$20,302.10	\$5,697.90	\$0.00	\$5,697.90	21.92%
1000.2.000.02321.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$0.00	\$0.00	\$22.76	(\$22.76)	\$0.00	(\$22.76)	0.00%
1000.2.000.02321.4441.00000.00.000.000.000	Rental of Land & Buildings	\$36,597.96	\$2,502.90	\$20,023.20	\$16,574.76	\$10,011.60	\$6,563.16	17.93%
1000.2.000.02321.4531.00000.00.000.000.000	Telecommunications	\$5,697.00	\$453.26	\$1,587.68	\$4,109.32	\$4,109.32	\$0.00	0.00%
1000.2.000.02321.4534.00000.00.000.000.000	Postage	\$5,818.00	(\$592.32)	\$4,136.68	\$1,681.32	\$684.00	\$997.32	17.14%
1000.2.000.02321.4540.00000.00.000.000.000	Advertising	\$5,000.00	\$396.60	\$3,956.00	\$1,044.00	\$887.75	\$156.25	3.13%
1000.2.000.02321.4550.00000.00.000.000.000	Printing & Binding	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	100.00%
1000.2.000.02321.4580.00000.00.000.000.000	Travel Expense	\$3,050.00	\$88.24	\$806.96	\$2,243.04	\$1,039.11	\$1,203.93	39.47%
1000.2.000.02321.4611.00000.00.000.000.000	Office Supplies	\$5,452.70	\$376.51	\$4,136.78	\$1,315.92	\$958.12	\$357.80	6.56%
1000.2.000.02321.4640.00000.00.000.000.000	Books/Publications	\$0.00	\$0.00	\$487.03	(\$487.03)	\$0.00	(\$487.03)	0.00%
1000.2.000.02321.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$0.00	\$0.00	\$549.00	(\$549.00)	\$0.00	(\$549.00)	0.00%
1000.2.000.02321.4810.00000.00.000.000.000	Membership Dues	\$10,524.50	\$0.00	\$9,232.90	\$1,291.60	\$0.00	\$1,291.60	12.27%
	Func: OFFICE OF THE SUPERINTENDENT - 02321	\$831,980.01	\$54,532.88	\$458,438.34	\$373,541.67	\$309,373.03	\$64,168.64	7.71%
1000.2.000.02410.4110.00000.00.000.000.000	Regular Salaried Employees	\$1,245,347.44	\$95,050.93	\$696,984.24	\$548,363.20	\$537,580.17	\$10,783.03	0.87%
1000.2.000.02410.4111.00000.00.000.000.000	Benefit Reimbursment	\$25,665.00	\$0.00	\$16,213.23	\$9,451.77	\$13,213.10	(\$3,761.33)	-14.66%
1000.2.000.02410.4170.00000.00.000.000.000	Longevity Pay	\$11,137.50	\$229.84	\$10,273.40	\$864.10	\$2,264.10	(\$1,400.00)	-12.57%
1000.2.000.02410.4211.00000.00.000.000.000	Health Insurance	\$302,536.02	\$23,930.32	\$153,058.20	\$149,477.82	\$131,616.76	\$17,861.06	5.90%
1000.2.000.02410.4212.00000.00.000.000.000	Dental Insurance	\$21,652.98	\$1,926.08	\$13,502.52	\$8,150.46	\$10,593.44	(\$2,442.98)	-11.28%
1000.2.000.02410.4213.00000.00.000.000.000	Life Insurance	\$3,240.00	\$268.15	\$1,297.72	\$1,942.28	\$1,942.28	\$0.00	0.00%
1000.2.000.02410.4214.00000.00.000.000.000	Disability Insurance	\$2,485.53	\$222.20	\$1,076.03	\$1,409.50	\$1,409.50	\$0.00	0.00%
1000.2.000.02410.4220.00000.00.000.000.000	FICA	\$95,918.36	\$7,066.35	\$54,000.67	\$41,917.69	\$40,702.74	\$1,214.95	1.27%
1000.2.000.02410.4230.00000.00.000.000.000	Retirement	\$127,869.35	\$10,020.58	\$71,002.33	\$56,867.02	\$54,016.19	\$2,850.83	2.23%
1000.2.000.02410.4290.00000.00.000.000.000	FSA Fees	\$35.00	\$7.50	\$27.50	\$7.50	\$7.50	\$0.00	0.00%
1000.2.000.02410.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$116,523.00	\$5,374.02	\$50,054.15	\$66,468.85	\$53,630.85	\$12,838.00	11.02%
1000.2.000.02410.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$4,200.00	\$0.00	\$812.06	\$3,387.94	\$91.99	\$3,295.95	78.48%
1000.2.000.02410.4531.00000.00.000.000.000	Telecommunications	\$116,950.00	\$18,199.26	\$43,502.26	\$73,447.74	\$73,447.74	\$0.00	0.00%
1000.2.000.02410.4534.00000.00.000.000.000	Postage	\$26,952.35	\$4,001.20	\$19,669.58	\$7,282.77	\$2,890.29	\$4,392.48	16.30%
1000.2.000.02410.4550.00000.00.000.000.000	Printing & Binding	\$17,395.80	\$0.00	\$2,797.00	\$14,598.80	\$747.04	\$13,851.76	79.63%
1000.2.000.02410.4580.00000.00.000.000.000	Travel Expense	\$5,150.00	\$50.88	\$266.52	\$4,883.48	\$0.00	\$4,883.48	94.82%
1000.2.000.02410.4611.00000.00.000.000.000	Office Supplies	\$10,437.86	\$469.05	\$1,172.25	\$9,265.61	\$1,793.59	\$7,472.02	71.59%
1000.2.000.02410.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$12,805.00	\$212.52	\$2,399.51	\$10,405.49	\$0.00	\$10,405.49	81.26%
1000.2.000.02410.4810.00000.00.000.000.000	Membership Dues	\$7,970.00	\$0.00	\$6,792.88	\$1,177.12	\$80.00	\$1,097.12	13.77%
	Func: OFFICE OF THE SCHOOL PRINCIPAL - 02410	\$2,154,271.19	\$167,028.88	\$1,144,902.05	\$1,009,369.14	\$926,027.28	\$83,341.86	3.87%

City of Dover, New Hampshire

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1000.2.000.02490.4110.00000.00.000.000.000	Regular Salaried Employees	\$80,904.28	\$5,114.30	\$30,563.94	\$50,340.34	\$39,010.66	\$11,329.68	14.00%
1000.2.000.02490.4111.00000.00.000.000.000	Benefit Reimbursement	\$6,000.00	\$0.00	\$6,000.01	(\$0.01)	\$0.00	(\$0.01)	0.00%
1000.2.000.02490.4213.00000.00.000.000.000	Life Insurance	\$72.00	\$5.96	\$28.83	\$43.17	\$43.17	\$0.00	0.00%
1000.2.000.02490.4214.00000.00.000.000.000	Disability Insurance	\$31.18	\$2.79	\$13.50	\$17.68	\$17.68	\$0.00	0.00%
1000.2.000.02490.4220.00000.00.000.000.000	FICA	\$6,648.54	\$391.24	\$2,797.21	\$3,851.33	\$2,892.91	\$958.42	14.42%
1000.2.000.02490.4230.00000.00.000.000.000	Retirement	\$544.20	\$0.00	(\$240.60)	\$784.80	\$0.00	\$784.80	144.21%
1000.2.000.02490.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$10,790.00	\$0.00	\$4,709.17	\$6,080.83	\$0.00	\$6,080.83	56.36%
1000.2.000.02490.4611.00000.00.000.000.000	Office Supplies	\$16,000.00	\$0.00	\$770.77	\$15,229.23	\$182.12	\$15,047.11	94.04%
1000.2.000.02490.4810.00000.00.000.000.000	Membership Dues	\$2,756.00	\$0.00	\$2,756.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: SCHOOL ADMINISTRATION-OTHER - 02490	\$123,746.20	\$5,514.29	\$47,398.83	\$76,347.37	\$42,146.54	\$34,200.83	27.64%
1000.2.000.02610.4110.00000.00.000.000.000	Regular Salaried Employees	\$9,920.96	\$1,024.80	\$7,798.24	\$2,122.72	\$7,925.12	(\$5,802.40)	-58.49%
1000.2.000.02610.4170.00000.00.000.000.000	Longevity Pay	\$700.00	\$0.00	\$350.00	\$350.00	\$0.00	\$350.00	50.00%
1000.2.000.02610.4211.00000.00.000.000.000	Health Insurance	\$9,547.16	\$367.28	\$1,567.19	\$7,979.97	\$2,570.93	\$5,409.04	56.66%
1000.2.000.02610.4212.00000.00.000.000.000	Dental Insurance	\$496.80	\$19.12	\$95.59	\$401.21	\$133.81	\$267.40	53.82%
1000.2.000.02610.4213.00000.00.000.000.000	Life Insurance	\$144.00	\$11.92	\$57.68	\$86.32	\$86.32	\$0.00	0.00%
1000.2.000.02610.4214.00000.00.000.000.000	Disability Insurance	\$62.88	\$5.62	\$27.23	\$35.65	\$35.65	\$0.00	0.00%
1000.2.000.02610.4220.00000.00.000.000.000	FICA	\$811.49	\$77.83	\$620.82	\$190.67	\$758.98	(\$568.31)	-70.03%
1000.2.000.02610.4230.00000.00.000.000.000	Retirement	\$933.80	\$90.19	\$717.05	\$216.75	\$877.76	(\$661.01)	-70.79%
1000.2.000.02610.4330.00000.00.000.000.000	Other professional Services	\$81,938.64	\$0.00	\$80,332.00	\$1,606.64	\$0.00	\$1,606.64	1.96%
1000.2.000.02610.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$1,078.00	\$0.00	\$555.00	\$523.00	\$523.00	\$0.00	0.00%
1000.2.000.02610.4531.00000.00.000.000.000	Telecommunications	\$3,813.00	\$212.18	\$658.10	\$3,154.90	\$3,154.90	\$0.00	0.00%
1000.2.000.02610.4580.00000.00.000.000.000	Travel Expense	\$1,600.00	\$0.00	\$134.87	\$1,465.13	\$449.56	\$1,015.57	63.47%
1000.2.000.02610.4611.00000.00.000.000.000	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
	Func: SUPERVISION OF PLANT SERVICES - 02610	\$111,146.73	\$1,808.94	\$92,913.77	\$18,232.96	\$16,516.03	\$1,716.93	1.54%
1000.2.000.02620.4110.00000.00.000.000.000	Regular Salaried Employees	\$11,430.00	\$562.50	\$5,100.00	\$6,330.00	\$4,087.50	\$2,242.50	19.62%
1000.2.000.02620.4220.00000.00.000.000.000	FICA	\$795.60	\$43.04	\$390.19	\$405.41	\$312.72	\$92.69	11.65%
1000.2.000.02620.4330.00000.00.000.000.000	Other professional Services	\$2,223,393.96	\$0.00	\$1,203,216.46	\$1,020,177.50	\$976,581.54	\$43,595.96	1.96%
1000.2.000.02620.4346.00000.00.000.000.000	AHERA SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,275.00	(\$1,275.00)	0.00%
1000.2.000.02620.4411.00000.00.000.000.000	Water & Sewer Expense	\$43,461.31	\$7,667.57	\$15,602.98	\$27,858.33	\$27,858.33	\$0.00	0.00%
1000.2.000.02620.4412.00000.00.000.000.000	Sewer Expense	\$32,201.33	\$323.68	\$2,066.51	\$30,134.82	\$30,134.82	\$0.00	0.00%
1000.2.000.02620.4414.00000.00.000.000.000	FIRE ALARM	\$7,008.00	(\$245.00)	\$4,814.45	\$2,193.55	\$389.00	\$1,804.55	25.75%
1000.2.000.02620.4415.00000.00.000.000.000	REPAIRS-FIRE EQUIPMENT	\$9,212.00	(\$5,649.00)	\$1,075.00	\$8,137.00	\$0.00	\$8,137.00	88.33%
1000.2.000.02620.4417.00000.00.000.000.000	REPAIRS BACKFLOW PROTECTION	\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$0.00	\$2,600.00	100.00%
1000.2.000.02620.4421.00000.00.000.000.000	Waste Disposal Services	\$61,382.41	\$5,562.56	\$33,357.54	\$28,024.87	\$22,689.46	\$5,335.41	8.69%
1000.2.000.02620.4422.00000.00.000.000.000	Contract Snow Plowing	\$34,000.00	\$0.00	\$0.00	\$34,000.00	\$0.00	\$34,000.00	100.00%
1000.2.000.02620.4431.00000.00.000.000.000	Maint Chrgs - Buildings	\$5,504.18	\$0.00	\$0.00	\$5,504.18	\$0.00	\$5,504.18	100.00%
1000.2.000.02620.4440.00000.00.000.000.000	FACILITY REPAIRS/RENOVATIONS	\$11,500.00	\$0.00	\$87.85	\$11,412.15	\$0.00	\$11,412.15	99.24%
1000.2.000.02620.4443.00000.00.000.000.000	Rental of Equipment	\$9,517.84	\$50.00	\$2,370.33	\$7,147.51	\$2,955.33	\$4,192.18	44.05%
1000.2.000.02620.4522.00000.00.000.000.000	Vehicle & Equip Insurance	\$39,275.00	\$0.00	\$28,056.00	\$11,219.00	\$0.00	\$11,219.00	28.57%
1000.2.000.02620.4531.00000.00.000.000.000	Telecommunications	\$3,348.00	\$520.00	\$1,333.86	\$2,014.14	\$2,014.14	\$0.00	0.00%
1000.2.000.02620.4621.00000.00.000.000.000	Natural Gas	\$356,127.25	\$25,144.83	\$71,100.56	\$285,026.69	\$247,748.78	\$37,277.91	10.47%
1000.2.000.02620.4622.00000.00.000.000.000	Electricity	\$694,044.47	\$53,943.64	\$273,125.96	\$420,918.51	\$317,536.19	\$103,382.32	14.90%
1000.2.000.02620.4810.00000.00.000.000.000	Membership Dues	\$370.00	\$0.00	\$0.00	\$370.00	\$0.00	\$370.00	100.00%
	Func: OPERATION OF BUILDINGS - 02620	\$3,545,171.35	\$87,923.82	\$1,641,697.69	\$1,903,473.66	\$1,633,582.81	\$269,890.85	7.61%
1000.2.000.02630.4330.00000.00.000.000.000	Other professional Services	\$259,102.44	\$0.00	\$0.00	\$259,102.44	\$254,022.00	\$5,080.44	1.96%
	Func: GROUNDS UPKEEP - 02630	\$259,102.44	\$0.00	\$0.00	\$259,102.44	\$254,022.00	\$5,080.44	1.96%
1000.2.000.02650.4330.00000.00.000.000.000	Other professional Services	\$21,727.02	\$0.00	\$0.00	\$21,727.02	\$21,301.00	\$426.02	1.96%

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1000.2.000.02650.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$0.00	\$0.00	\$365.00	(\$365.00)	\$0.00	(\$365.00)	0.00%
1000.2.000.02650.4626.00000.00.000.000.000	Vehicle Fuels	\$0.00	(\$479.79)	\$0.00	\$0.00	\$771.24	(\$771.24)	0.00%
	Func: VEHICLE OPERATIONS - 02650	\$21,727.02	(\$479.79)	\$365.00	\$21,362.02	\$22,072.24	(\$710.22)	-3.27%
1000.2.000.02690.4330.00000.00.000.000.000	Other professional Services	\$33,972.12	\$0.00	\$0.00	\$33,972.12	\$33,306.00	\$666.12	1.96%
	Func: MAINTENANCE OF BUILDINGS-STAFF - 02690	\$33,972.12	\$0.00	\$0.00	\$33,972.12	\$33,306.00	\$666.12	1.96%
1000.2.000.02721.4514.00000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT	\$1,078,655.00	\$103,905.00	\$519,525.00	\$559,130.00	\$520,725.00	\$38,405.00	3.56%
	Func: TRANSPORATION-REGULAR PROGRAMS - 02721	\$1,078,655.00	\$103,905.00	\$519,525.00	\$559,130.00	\$520,725.00	\$38,405.00	3.56%
1000.2.000.02722.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$218,434.16	\$10,846.75	\$77,576.75	\$140,857.41	\$64,732.50	\$76,124.91	34.85%
1000.2.000.02722.4514.00000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT	\$222,804.80	\$13,698.31	\$98,949.73	\$123,855.07	\$101,895.69	\$21,959.38	9.86%
	Func: TRANSPORTATION-SPECIAL PROGRAM - 02722	\$441,238.96	\$24,545.06	\$176,526.48	\$264,712.48	\$166,628.19	\$98,084.29	22.23%
1000.2.000.02723.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$95,150.00	\$8,835.88	\$37,970.84	\$57,179.16	\$47,550.60	\$9,628.56	10.12%
1000.2.000.02723.4626.00000.00.000.000.000	Vehicle Fuels	\$523.50	\$0.00	\$65.96	\$457.54	\$0.00	\$457.54	87.40%
	Func: TRANSPORATION-VOCATIONAL - 02723	\$95,673.50	\$8,835.88	\$38,036.80	\$57,636.70	\$47,550.60	\$10,086.10	10.54%
1000.2.000.02724.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$90,000.00	\$5,599.46	\$40,474.36	\$49,525.64	\$26,646.47	\$22,879.17	25.42%
	Func: TRANSPORATION-ATHLETIC - 02724	\$90,000.00	\$5,599.46	\$40,474.36	\$49,525.64	\$26,646.47	\$22,879.17	25.42%
1000.2.000.02725.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$13,415.00	\$0.00	\$6,822.72	\$6,592.28	\$677.28	\$5,915.00	44.09%
	Func: TRANSPORTATION-COCURRICULAR - 02725	\$13,415.00	\$0.00	\$6,822.72	\$6,592.28	\$677.28	\$5,915.00	44.09%
1000.2.000.02729.4110.00000.00.000.000.000	Regular Salaried Employees	\$8,592.48	\$596.70	\$4,375.80	\$4,216.68	\$4,375.80	(\$159.12)	-1.85%
1000.2.000.02729.4220.00000.00.000.000.000	FICA	\$657.32	\$45.65	\$334.73	\$322.59	\$334.73	(\$12.14)	-1.85%
1000.2.000.02729.4580.00000.00.000.000.000	Travel Expense	\$1,566.60	\$109.33	\$593.01	\$973.59	\$1,056.99	(\$83.40)	-5.32%
	Func: TRANSPORTATION VEHICLE OPERATIONS - 02729	\$10,816.40	\$751.68	\$5,303.54	\$5,512.86	\$5,767.52	(\$254.66)	-2.35%
1000.2.000.02730.4110.00000.00.000.000.000	Regular Salaried Employees	\$5,820.00	\$390.00	\$2,385.00	\$3,435.00	\$2,910.00	\$525.00	9.02%
1000.2.000.02730.4220.00000.00.000.000.000	FICA	\$445.23	\$29.83	\$182.33	\$262.90	\$222.60	\$40.30	9.05%
1000.2.000.02730.4230.00000.00.000.000.000	Retirement	\$0.00	\$0.00	\$10.16	(\$10.16)	\$0.00	(\$10.16)	0.00%
	Func: TRAFFIC GUARDS - 02730	\$6,265.23	\$419.83	\$2,577.49	\$3,687.74	\$3,132.60	\$555.14	8.86%
1000.2.000.02790.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$31,389.00	\$3,649.08	\$26,337.92	\$5,051.08	\$315.00	\$4,736.08	15.09%
1000.2.000.02790.4519.00000.00.000.000.000	TRANS AP	\$20,000.00	\$4,237.00	\$18,955.00	\$1,045.00	\$1,045.00	\$0.00	0.00%
	Func: TRANSPORATION - OTHER STUDENT - 02790	\$51,389.00	\$7,886.08	\$45,292.92	\$6,096.08	\$1,360.00	\$4,736.08	9.22%
1000.2.000.02832.4819.00000.00.000.000.000	Fees & Charges	\$0.00	(\$76.50)	\$310.50	(\$310.50)	\$281.00	(\$591.50)	0.00%
	Func: STAFF SERVICES-CRIMINAL RECORD - 02832	\$0.00	(\$76.50)	\$310.50	(\$310.50)	\$281.00	(\$591.50)	0.00%
1000.2.000.02835.4336.00000.00.000.000.000	Medical Services	\$345.00	\$0.00	\$3,926.62	(\$3,581.62)	\$0.00	(\$3,581.62)	-1038.15%
	Func: CENTRAL SUPPORT-HEALTH SERV. - 02835	\$345.00	\$0.00	\$3,926.62	(\$3,581.62)	\$0.00	(\$3,581.62)	-1038.15%
1000.2.000.02839.4250.00000.00.000.000.000	Unemployment	\$87,000.00	\$122,022.00	\$122,022.00	(\$35,022.00)	\$0.00	(\$35,022.00)	-40.26%
1000.2.000.02839.4260.00000.00.000.000.000	Workers Comp Insurance	\$89,829.00	\$0.00	\$44,914.50	\$44,914.50	\$0.00	\$44,914.50	50.00%
	Func: CENTRAL SUPPORT-INSURANCES - 02839	\$176,829.00	\$122,022.00	\$166,936.50	\$9,892.50	\$0.00	\$9,892.50	5.59%
1000.2.000.02843.4110.00000.00.000.000.000	Regular Salaried Employees	\$263,069.60	\$18,259.20	\$159,218.06	\$103,851.54	\$100,775.60	\$3,075.94	1.17%
1000.2.000.02843.4111.00000.00.000.000.000	Benefit Reimbursement	\$4,350.00	\$0.00	\$1,957.51	\$2,392.49	\$1,957.50	\$434.99	10.00%
1000.2.000.02843.4170.00000.00.000.000.000	Longevity Pay	\$2,300.00	\$0.00	\$2,475.00	(\$175.00)	\$200.00	(\$375.00)	-16.30%
1000.2.000.02843.4211.00000.00.000.000.000	Health Insurance	\$79,253.72	\$6,097.50	\$41,262.05	\$37,991.67	\$33,536.25	\$4,455.42	5.62%
1000.2.000.02843.4212.00000.00.000.000.000	Dental Insurance	\$5,719.31	\$439.96	\$3,299.70	\$2,419.61	\$2,419.78	(\$0.17)	0.00%

City of Dover, New Hampshire

*ML - Monthly Condition of Accounts (Obj & Func)

From Date: 1/1/2013

To Date: 1/31/2013

Fiscal Year: 2012-2013

Subtotal by Collapse Month

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.02843.4213.00000.00.000.000.000	Life Insurance	\$720.00	\$59.60	\$288.40	\$431.60	\$431.60	\$0.00	0.00%
1000.2.000.02843.4214.00000.00.000.000.000	Disability Insurance	\$492.93	\$44.06	\$213.39	\$279.54	\$279.54	\$0.00	0.00%
1000.2.000.02843.4220.00000.00.000.000.000	FICA	\$20,300.77	\$1,367.73	\$12,320.93	\$7,979.84	\$7,669.01	\$310.83	1.53%
1000.2.000.02843.4230.00000.00.000.000.000	Retirement	\$23,352.53	\$1,606.82	\$12,914.10	\$10,438.43	\$8,837.51	\$1,600.92	6.86%
1000.2.000.02843.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$4,500.00	\$0.00	\$820.00	\$3,680.00	\$0.00	\$3,680.00	81.78%
1000.2.000.02843.4330.00000.00.000.000.000	Other professional Services	\$2,000.00	\$0.00	\$141.75	\$1,858.25	\$0.00	\$1,858.25	92.91%
1000.2.000.02843.4339.00000.00.000.000.000	Consulting Services	\$8,985.00	\$0.00	\$2,881.78	\$6,103.22	\$0.00	\$6,103.22	67.93%
1000.2.000.02843.4341.00000.00.000.000.000	Technical Services	\$55,000.00	\$14,052.00	\$53,043.27	\$1,956.73	\$2,604.80	(\$648.07)	-1.18%
1000.2.000.02843.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$3,000.00	\$0.00	\$81.00	\$2,919.00	\$0.00	\$2,919.00	97.30%
1000.2.000.02843.4531.00000.00.000.000.000	Telecommunications	\$5,850.00	(\$228.16)	\$1,537.24	\$4,312.76	\$3,937.76	\$375.00	6.41%
1000.2.000.02843.4532.00000.00.000.000.000	DATA COMMUNICATIONS	\$17,068.00	\$36.00	\$10,790.17	\$6,277.83	\$2,610.35	\$3,667.48	21.49%
1000.2.000.02843.4533.00000.00.000.000.000	PAGERS	\$7,000.00	\$0.00	\$3,153.30	\$3,846.70	\$5,755.68	(\$1,908.98)	-27.27%
1000.2.000.02843.4580.00000.00.000.000.000	Travel Expense	\$600.00	\$0.00	\$91.79	\$508.21	\$0.00	\$508.21	84.70%
1000.2.000.02843.4611.00000.00.000.000.000	Office Supplies	\$950.00	\$0.00	\$390.23	\$559.77	\$0.00	\$559.77	58.92%
1000.2.000.02843.4650.00000.00.000.000.000	SOFTWARE	\$14.95	\$14.95	\$14.95	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02843.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$153,000.05	\$265.00	\$130,350.37	\$22,649.68	\$3,149.11	\$19,500.57	12.75%
1000.2.000.02843.4738.00000.00.000.000.000	REPLACE TECH. EQUIP.	\$14,000.00	\$0.00	\$9,126.00	\$4,874.00	\$0.00	\$4,874.00	34.81%
	Func: COMPUTER SYSTEMS MANAGEMENT - 02843	\$671,526.86	\$42,014.66	\$446,370.99	\$225,155.87	\$174,164.49	\$50,991.38	7.59%
1000.2.000.02900.4160.00000.00.000.000.000	Severance Pay	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
1000.2.000.02900.4220.00000.00.000.000.000	FICA	\$573.75	\$0.00	\$0.00	\$573.75	\$0.00	\$573.75	100.00%
1000.2.000.02900.4230.00000.00.000.000.000	Retirement	\$847.50	\$0.00	\$0.00	\$847.50	\$0.00	\$847.50	100.00%
1000.2.000.02900.4330.00000.00.000.000.000	Other professional Services	\$1,442.20	\$125.00	\$933.53	\$508.67	\$0.00	\$508.67	35.27%
	Func: SUPPORT SERVICES - Other - 02900	\$10,363.45	\$125.00	\$933.53	\$9,429.92	\$0.00	\$9,429.92	90.99%
1000.2.000.05222.4912.00000.00.000.000.000	Transfer to Special Rev	\$416,566.22	\$0.00	\$416,566.22	\$0.00	\$0.00	\$0.00	0.00%
	Func: TRANSFER TO ALL OTHER SPECIAL REV FUNDS - 05222	\$416,566.22	\$0.00	\$416,566.22	\$0.00	\$0.00	\$0.00	0.00%
	Grand Total:	\$42,264,590.00	\$2,971,048.74	\$18,939,320.69	\$23,325,269.31	\$20,604,287.24	\$2,720,982.07	6.44%

End of Report