



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – AGENDA

Meeting Type:	<b>Regular Session #4</b>
Meeting Location:	<b>Media Ctr. (Rm. 306) McConnell Center</b>
Meeting Date:	<b>Monday, April 8, 2013</b>
Meeting Time:	<b>7:00 pm</b>

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. CITIZENS' FORUM**
- D. APPROVAL OF MINUTES**
  - 1. Nonpublic Session #5, March 4, 2013
  - 2. Special Session #3, March 4, 2013
  - 3. Joint City Council/School Board Special Meeting, March 5, 2013
  - 4. Nonpublic Student Discipline Session #3, March 7, 2013
  - 5. Nonpublic Session #6, March 11, 2013
  - 6. Regular Session #3, March 11, 2013
  - 7. Special Session #4, March 18, 2013
  - 8. Nonpublic Session #7, March 18, 2013
- E. CONSENT AGENDA**
  - 1. Correspondence:**
    - a. Melissa Powers (UNH) Research Study at DHS
  - 2. Resignations/Retirements:**
    - a. Joyce M. Nystedt, DMS
  - 3. Leaves of Absence:**
    - a. Sophie Bednarek, HSS
    - b. Sarah Creighton, WPS
    - c. Andrea Fermanis, DMS
    - d. Paul Harkins, DHS
    - e. Audrey McBride, DHS
  - 4. Nominations:**
    - Sheet 1: Nomination and Election of Coaching Positions (Drew-Lang)
    - Sheet 2: Nomination and Election of Aide Positions (Bennett)
  - 5. Extended Travel (Student Trips):**
    - a. DMS Washington, DC Trip
    - b. Unified Volley Ball Team, Louisville, Kentucky
    - c. Baseball Trip, Cooperstown, New York
- F. SUPERINTENDENT'S REPORT**
- G. STUDENT REPRESENTATIVE REPORT**
- H. COMMITTEE REPORTS**



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- I. POLICY – CHANGES – PROPOSALS: *First Reading***
  - a. Policy EB Safety Program
  - b. Policy EEAA Video and Audio Surveillance on School Property
  
- J. POLICY ADOPTION: *Second Reading***
  - a. Policy BHC Board/Staff Communications
  - b. Policy KHB Advertising in the Schools
  
- K. SUBMISSION AND PAYMENT OF BILLS**
  
- L. RESOLUTIONS:**
  - 1. Brandon J. Cullen-Towle Memorial Scholarship Fund
  - 2. Amendment to the Class of 1971 Scholarship Fund
  - 3. Approval of Electronic Payments
  - 4. Rescind Existing Appropriation
  
- M. OLD BUSINESS:**
  - 1. FY14 Budget Discussion
  
- N. NEW BUSINESS:**
  - 1. Dover Educational Office Personnel (DEOP) Contract Approval
  - 2. Dover Paraeducators' Association (DPA) Contract Approval
  - 3. Dover Teachers' Union (DTU) Contract Approval
  - 4. English Language Arts Curriculum Update – Jen Parsont
  - 5. Career Tech Curriculum Update – Jim Amara
  - 6. Student Performance Assessment Update – P. Glynn
  - 7. Approve DMS Handbook Changes
  - 8. Adequacy Discussion (Next Steps)
  - 9. Legal Fee Payment Request by Board Member
  - 10. Extended/Amended DTZ Contract – M. Limanni
  - 11. Extended In-District Bus Contract – M. Limanni
  - 12. Month of March 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.*



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Meeting Type:	Special Session #3
Meeting Location:	McConnell Center, Media Center Room Rm. 306
Meeting Date:	<b>Monday, March 4, 2013</b>
Meeting Time:	<b>6:30 P.M.</b>

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

Also present were; Superintendent Jean Briggs Badger; DHS Principal Christine Boston, DMS Principal Kim Lyndes, Woodman Park Principal Patrick Boodey, HSS Principal Mike McKenney, GES Principal Dustin Gray, DTU President Maybeth Anderson, CIA Director Paula Glynn, Athletic Director Peter Wotton, Janet Mason

- B. PLEDGE OF ALLEGIANCE:** Amanda Russell led the Board in the Pledge of Allegiance.

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

**D. FISCAL YEAR 2014 BUDGET DISCUSSION:**

Mr. Limanni recapped the events of the previous meeting and noted that he had spent time during the week reviewing contingencies. Many, including transportation and utilities have been reduced creating savings in the budget.

Dr. Appel asked Mr. Limanni what would happen to revenue if all projected students did not attend the full day kindergarten program. Mr. Limanni responded that the figure they used was just an estimate, but he felt it was a realistic projection.

Ms. Briggs Badger added that most parents would probably take advantage of the full day program since it is a good deal, providing lunch and bussing, as well as a full day of instruction.

Kathy Baker moved, Betsey Andrews Parker seconded to approve the Energy Savings Policy Adoption, reduce the DHS Hall Monitor, and the SAU restructure providing a savings of \$133,484. An oral **VOTE PASSED 7/0.**

Betsey Andrews Parker moved, Kathy Baker seconded approving revenues including charging for high school transportation and increasing the high school athletic fees.

Ms. Russell asked Mr. Limanni how the high school transportation fees were established. He responded that he used the Concord School District as a model and added that adding a fee would also help to set routes. In order to achieve \$50,000 savings, a fee of \$125 per student would need to be charged. This would also help with planning and with overcrowding. Ms. Baker asked if this was a monthly or annual fee. Ms. Russell opposed this fee since it is an additional tax on families. She would possibly agree to a token fee, but felt \$125 is too high. Ms. Baker agreed with Ms. Russell and would feel more comfortable with a smaller token fee. She understands that there are many districts who do not offer any high school transportation and the Dover School District is fortunate to be able to offer transportation. Ms. Baker also



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stated that she also believes the token fee would help to know exactly who would be riding the bus and may also provide economies on the number of busses needed.

Ms. Briggs Badger added that the administrators had also discussed offering transportation to students within the walking radius as another way to increase revenue.

Mrs. Grady stated that she would not support any of those options. She feels that parents are already paying too much.

Mr. D'Andrea agreed that parents are being asked to pay for more and more. He also asked if the administrative burden had been taken into consideration and if the \$125 fee was also for free and reduced students.

Mr. Limanni responded that the projection was based on 400 paying students and therefore includes all students. He added that the invoicing could be automated and is fairly simple in this model.

Ms. Briggs Badger stressed that the administrators are not recommending these options. They were asked to look into these items and inform the School Board of an a possible outcome.

Ms. Andrews Parker added that the items were determined by the revenue committee and they are not in favor of any of them. These items are the least offensive of all suggested.

Ms. Briggs Badger noted that club fees were not recommended since there would be no equitable way to track and charge for these fees.

Ms. Russell stated she is not 100% opposed to a transportation fee, but is opposed to a high number such as what was proposed. With a \$125 per person fee, there could be a \$250-\$500 cost for some families. She feels that it is not fair for high school families to bear the burden of the rest of the district.

Ms. Russell added that it is "mind-boggling" that the amount left to reduce is already \$258,000.

Ms. Andrews Parker and Ms. Baker withdrew their previous motions.

Ms. Baker asked for the current fee for free and reduced students for athletic transportation. Mr. Wotton responded there is no fee for free students and reduced students pay half of the fee (\$37.50 for DHS-regular fee is \$75). Students do not receive refunds unless they are cut from the team or are injured. After two sports, they



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are not charged any additional fees. Ms. Wotton noted that there are some students who will not participate in athletics due to the fee. He believes that number will increase if fees are increased.

Mrs. Grady added that some students will not have an opportunity to participate in athletics if there are fees. She added that on some occasions, athletics are as important as the classroom experience. It would be the same as requiring a band member to pay a fee. She feels it should be equal for all activities, not just athletics.

Mr. Wotton added that the transportation fee requested from parents is only the beginning. The parents and boosters clubs pay for many other items including uniforms, ice time, etc.

Ms. Briggs Badger added that the district does not pay for music transportation either. The Dover Parents Music Club pays for all of the music transportation.

Ms. Baker asked Mr. Limanni if there would be any funds available from the current year. Mr. D'Andrea responded that this would be discussed after the motion was voted.

Betsey Andrews Parker moved, Kathy Baker seconded approving increasing athletic fees as presented. (\$125DHS/\$75DMS/\$65Red/\$25Free). An oral **VOTE FAILED 1/6 (Baker, Grady, Butler, D'Andrea, Russell, Appel opposed)**.

Ms. Russell asked Mr. Limanni if district employees could be trained to use district vehicles as a savings measure. Mr. Limanni responded that he will be presenting a program with its potential costs and savings at the next School Board meeting.

Ms. Andrews Parker stated that if the adopted budget is \$258,000 over the tax cap amount, items including the general diploma, full day kindergarten program without fees, no other additional fees, along with limited personal reductions could remain. Mr. Limanni added that the increase would be just .56% on the tax capped levy. The total budget increase would be .2%. Impact fees are already included in the budget. Mr. D'Andrea added that previously it was a negative budget and now it is a .2% increased budget.

Ms. Andrews Parker commented that schools are now being nicked and dimed. There is nothing left to cut and would recommend bringing the budget to the City Council as is.

Mrs. Grady asked if Special Education can be reduced this year since it was increased by \$600,000 last year and is projected to increase \$113,063 this year.



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Mrs. Grady asked if the general fund is still giving to the Alternative School. Mr. Limanni and Ms. Briggs Badger responded that the amount being transferred to the Alternative School has decreased this year from \$402,000 to \$392,000. Ms. Crosson will give an overview of the Alternative Program at the next School Board meeting.

She added that all other areas of the budget have been reduced this year and Special Education hasn't been cut this year. Mrs. Grady added that some Alternative Students are already attending CTC classes.

Mr. Limanni responded that it would cost more money if the District sent students to out of district placements. The District is still exploring areas that can be cut, although they need to be careful due to a potential 8% decrease to IDEA grant funding. He continued to say that the Special Education department has already been cut this year, just as all other departments have been. If more funds were reduced from the Special Education budget, services would need to be reduced. Mr. Limanni has spoken with SPED Director, Sandie Crosson about setting up Capital Reserve Funds for Out of District placements. This would help to reduce contingencies in the district budget. He is working with the City now on the Capital Reserves.

Dr. Butler commented that there may be less painful ways to cut the budget. He referred to the Survey Monkey results and brought up some ideas proposed in the survey. Some of the items included half day kindergarten and reduction of work time for elementary school specials teachers since there are some who only work 4 days per week. Another response was for administrators to spend more time in schools so that they could see "dead weight". This would show which jobs are unnecessary. Another response noted the lack of communication and the possibility of providing surveys on a more regular basis.

Ms. Russell noted that some suggestions were good, but have already been done and others bring up contractual issues. There are some comments that come from unhappy employees. Staff members have different perceptions of others' jobs.

Ms. Russell appreciated the summarization done by the administrative team and the comments made related to some of the suggestions.

Dr. Butler noted that there was also a good comment made about a USA Today article regarding offering incentives for limited teacher absences. The article suggested allowing teachers to be paid for remaining sick days rather than carrying them over.

Ms. Briggs Badger responded that she gives a perfect attendance award at the beginning of the year and always stresses the high costs associated with substitutes. She added that there should be caution with anonymous surveys since it gives



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employees an opportunity to offer comments that may not be accurate. She has faith in administrators that they understand where budget cuts can and should be made.

Dr. Butler asked if there was truth in the comment that specialists only have classes 4 days a week.

Principal Dustin Gray responded that this is the case at Garrison School because it has the fewest number of classes. Having extra people has helped to bring back the instrumental program and also provides adaptive PE instruction. These days are also used to help make up classes missed due to snow days. The teachers are always teaching and there is no down time.

Mrs. Grady asked if the vacant DMS guidance position will need to be filled since minimum standards would be met in guidance.

Ms. Briggs Badger responded that the requirements are 1:300 students at the middle school level. Mrs. Grady had thought the requirement was 1:500.

Ms. Baker asked about the ratios at Dover High School in the area of guidance. Ms. Briggs Badger noted that the previously eliminated high school guidance position has been changed to “change in guidance structure” and may not be the personnel change that had been discussed.

Ms. Boston responded that she only included 6 guidance counselors when looking at ratios since the CTC guidance staff does not carry a case load like the other counselors at DHS. Ms. Russell commented that the figure is still below the 1:300 required ratio.

Dr. Butler asked if a buyout for teachers not taking health insurance could be offered to provide some savings. This was another recommendation from the survey. Mr. Limanni responded that the district has researched this option and it was determined that the district could potentially lose money.

Ms. Baker returned to the subject of high school guidance. She asked if eliminating one additional guidance counselor could be considered. Eliminating an additional counselor could bring the ratio to 1:247 which is below the state minimum standards.

Mr. D’Andrea doesn’t like always having to go to the “minimum”.

Ms. Boston commented that with a reduction in counselors, there would be a decrease in the quality of service offered to students. Wait times would be longer for schedule changes, and well as extended learning opportunities for students. The counselors do not take a prep period and are busy all day.



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The reduction of another guidance counselor in the district would only save approximately \$55,000 since it would be the least senior staff member.

Mr. D'Andrea asked what the School District asked the City Council for last year for a budget override. It was unclear as to what the exact amount was. He asked the Board what the direction should be since there is only one more meeting before the budget is due to the City Council.

**Record Note:** The amount was \$870,367

Betsey Andrews Parker moved, Amanda Russell seconded to not charge for kindergarten in the FY14 school year. An oral **VOTE PASSED 5/2 (Grady, Butler opposed)**

Dr. Butler noted that he would vote against the motion since every choice will hurt someone and for him, the priority is education, specifically, the 3<sup>rd</sup> grade child. A 3<sup>rd</sup> grade child is in trouble if reading issues are not caught by that time. He feels that an afternoon kindergarten session is nice to have, but would rather have the money for children who are falling through the cracks. Ms. Russell responded that an investment in kindergarten program will decrease the number of students in the upper grades who are having difficulty. She continued to say that parents can only do so much. The full day program helps children without access, while giving them time to play. They can go further in curriculum and is worth the expense.

Mrs. Grady asked what would happen if the \$615,000 in revenue is removed. It was determined that this number was not included in the total still needed to cut.

Mr. Limanni added that there are three different options for kindergarten tuition that would provide different savings opportunities.

Mr. D'Andrea commented that at some point, President Obama would like to add uniform preschool. At that time, there would need to be a kindergarten program in place.

Ms. Baker requested that the reduction of another guidance position be added to options to consider.

Betsey Andrews Parker moved, Kathy Baker seconded charging a sliding fee (\$50/\$20/\$10) for high school transportation. An oral **VOTE PASSED 5/2 (Grady, D'Andrea opposed)**.



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Ms. Andrews Parker stated she is in favor of \$50 because it is high enough to be a serious number and would also give the district a guaranteed number of bus students.

Mr. Limanni stated that 25% would be free, 5% reduced and 70% full pay for a savings of \$15,400. (\$10, \$20 and \$50 respectively)

This item can be revisited if money becomes available.

Ms. Andrews Parker also added that she likes the idea of picking up students along the routes who are in the walking radius for additional revenue.

Betsey Andrews Parker moved, Amanda Russell seconded charging \$177 per year for high school parking with a good student discount of 25%, (remaining on the honor roll all year and good attendance). An oral **VOTE PASSED 6/1 (Grady opposed)**.

Currently, there is a GPA requirement of 2.5 and no more than 5 tardies to keep a parking permit at DHS.

Ms. Briggs Badger recommended a 20% discount if students are on the honor roll.

Mr. Limanni reminded the Board that the revenue will go to the Facilities fund. This could help to recoup her salary.

Ms. Boston added that the student would need to stay on the honor roll. Ms. Briggs Badger recommended a rebate at the end of the year if the student remained on the honor roll. Ms. Russell determined there would be an increase of \$33 over the current rate if the student made the honor roll. This would be an approximate \$7,000 in revenue to the Facilities fund. Mr. Limanni believes that the district billing software should be able to handle the bookkeeping for this task. Ms. Andrews Parker noted that seniors would be the only students who would receive a rebate. Juniors would be credited for the following year.

### **E. SCHOOL BOARD MATTERS OF INTEREST: None**

### **F. ADJOURNMENT**

Amanda Russell moved, Paul Butler seconded to adjourn at 8:16. An oral **VOTE PASSED 7/0**.

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



CITY OF DOVER

## JOINT MEETING OF THE CITY COUNCIL AND SCHOOL BOARD - MINUTES

Meeting Type: Special Meeting  
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Meeting Date: **Tuesday, March 5, 2013**  
Meeting Time: **4:00 PM**

### 1. CALL TO ORDER

Present: City Manager Joyal, Mayor Trefethen, Councilor Hooper, Councilor Weeden, Councilor Weston, Councilor Carrier, Councilor Crago, Superintendent Briggs Badger, School Board Chairperson D'Andrea, School Board Member Baker, School Board Member Russell, School Board Member Grady. In addition, Carolyn Mebert, State Representative Verschueren, Business Administrator Limanni, Robin LaFleur, Fosters.

Absent: Councilor Garrison, Councilor Spuler, Councilor Cheney, School Board Member Andrews Parker, School Board Member Butler, School Board Member Appel

### 2. DISCUSSIONS

#### A. EDUCATION ADEQUACY

School Board Chairperson D'Andrea began the meeting with introductions and summary of the issue. He also clarified an issue on communication he discussed in an email. He stressed that the intent of this meeting is to make sure all parties are all on "the same page". He added that the amendment to SB40 was not added.

Councilor Crago thanked Chairperson D'Andrea for the meeting and is in agreement with the intent of the meeting. The issue stems from that fact that the cap formula was changes in 2010 by the state.

The intent of this meeting is also to help determine the next steps.

Councilor Weeden stated that there could still be a possibility of adding an amendment before the deadline of March 6. Chairperson D'Andrea agreed that this could be a possibility but wanted to make sure is it done in the right way. He stressed that they do not want to alienate other communities.

Councilor Weeden added that the amendment is voted upon individually and would not hurt other communities.

Representative Verschueren noted that if the amendment were added to the bill, it would have to go back to the senate, killing the ability for the original bill to accomplish what it was supposed to do which was to make sure the 77 towns were not harmed before they go to their town meetings this month. He continued to say that he strongly suggests that they do not do this because the communities will alienate Dover and from everything he's heard, it would not pass. If it did pass, it would be a detriment. Representative Verschueren continued to say that he spoke with the Chairperson of the Education Committee Mary Gile and there was an idea that there was another bill that they could attach to, but she would not be in favor of attachment to that bill (SB 269).



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Councilor Crago spoke with Ms. Gile on how to move it forward. They determined that SB40 was the most logical choice.

School Board Chairperson D'Andrea requested that when there are school related items, they should be brought to the Superintendent before proceeding.

Councilor Weston stated that she did go to Ms. Briggs Badger who was unavailable due to minor surgery and action needed to be taken on a timely basis.

Councilor Hooper added that all parties involved must be careful not to violate the Right to Know Law and agrees that it should have gone to the school board first. She agrees with Representative Verschueren and doesn't believe the bill would pass. She felt it would be a better idea to meet with the School Board and Superintendent and determine what is actually desired from this. It would then need to be reviewed by attorneys and presented. She understands that Ms. Briggs Badger has been working on this for many months and feels that she should be the one to move on this.

Superintendent Briggs Badger commented that she did hear from Councilor Weston and emailed her back multiple times explaining that the issues were separate and not connected with what the District wanted to do. The purpose of the bill is to be fast tracked to rectify the wrong. Tying the bill up would cause the district more harm than good. Ms. Briggs Badger added that she met with the commissioner to discuss adequacy and also held a breakfast in December with Senator Nancy Stiles and others to determine how to resolve Dover's issue. The School District has "not been asleep at this switch" and has been working on this issue for two years. Senator Stiles, the chairperson of the education committee, indicated that a bill would be brought forward with a different formula. When Governor Hassan took office she asked Senator Stiles to withdraw the bill and they would work together to craft language for another amendment that would be introduced in 2014.

Ms. Briggs Badger distributed news articles from January 11, 2013 on the withdrawal of the educational amendment.

Ms. Briggs Badger is scheduled to meet next week with Senator Stile's supervisor, Senator Chuck Morse, the Bedford Superintendent, and a representative from Salem to determine a plan. After the meeting they will meet with the other communities and form a coalition. This was the strategy suggested by Senator Stiles. Ms. Briggs Badger appreciated Ms. Weston's phone calls and wants to stress that communication should always take place so that all parties know what the others plans are. She added that this issue deserves its own bill. The common goal is to get money for Dover. The Council needs to have faith and trust in the School Board that they are doing their job and must respect the process.

Councilor Weeden agrees, but is confused because of a prior conversation in October where he stated he wanted to draft a bill after the election. He asked if Ms. Briggs Badger reached out to Representative Dot Hooper and others to try and draft a bill. Ms. Briggs Badger responded that



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she did speak with Ms. Hooper and the breakfast was for this intent. Councilor Hooper confirmed that she had been contacted and discussed the issue with Ms. Briggs Badger.

Councilor Weeden agrees that it will not pass, and the legislative process is slow. He asked if the goal would be to submit at the upcoming filing period in the fall. Ms. Briggs Badger commented that Representative Verschueren will be meeting with the small committee on Wednesday and will go back with a well thought-out bill with the right language that has support and doesn't penalize other communities.

Representative Verschueren commented that there is a difference between a bill and a constitutional amendment and which one should be brought forward. The constitutional amendment would be much more difficult to pass by the legislature than a bill that is well thought-out.

Ms. Briggs Badger stated that Senator Stile's goal is taking money from wealthier communities and targeting communities who need it the most. Mark Joyce thought that once constitutional amendment is brought up all 242 NH districts may lose money. Rep. Verschueren stated no one knows what the formula will do. They need to determine a strategy for overfunded communities. He is not sure that Dover qualifies as a "poor town" so he is unsure if Senator Stile's goal will help Dover.

Dr. Mebert stated that poorer towns are getting most of the adequacy and Dover is not poor enough.

Councilor Weeden asked if there can be an "earmark" to Dover for \$1.2M to get through the year, separate from adequacy education.

Councilor Weston responded that a request can be made during one of the hearings to request that money be put aside. The closest meeting is March 18 in Rochester. Another meeting is scheduled to take place in Concord.

Mrs. Grady commented that educating students in the entire state of New Hampshire is more important than gaming. They knew in 2010 that the formula would be changing and Dover would be hurt. The formula was changed again and Dover was hurt more. She projected that Dover would be short \$1.2M in 2013 and \$1.9M in 2014. She continued to say it's a joint situation between the School Board and the City Council. Both entities decide together what children receive. Derry is getting \$8.5 million more. Dover will not get anything until 2018 and priorities should be with the children. She added that Dover shouldn't worry about everyone else in the state. Things are getting worse, not better. She added the legislature states that every child should get their fair share and they haven't done what they are supposed to do since every child is not getting their fair share, inclusive of Dover. She believes the fight should begin and voices should be out there so that the City of Dover can win the race. She stated there was a reference to SB 183 and SB 401 that said that was a section on appeals to the Commissioner



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of Education on grant funding. This could possibly be a starting point for Dover to pursue before other action.

Ms. Briggs Badger stated that the commissioner addressed that issue and said that it wouldn't be possible since an appeal is very limited in scope.

Business Administrator Mike Limanni added that this kind of appeal wouldn't work for this type of funding. They need to address the consequences of what they want to do and it is much more complex than just lifting the cap. Dover will get exposure and negative attention. The goal is to solve a problem, not just get exposure.

Mr. Limanni continued to say that they need to determine what an appropriate method of communication is, who will communicate and what they are trying to accomplish. If they want to repeal the cap, they need to address the consequences, develop a strategy, garnish support, submit a bill, and get it passed.

Mayor Trefethen added that he believes the correct strategy is to draft a bill with a very limited laser focus that would lift the cap on the 31 communities with a cap. Other communities should be left alone. If the other communities are affected in a negative way, all of their representatives will vote in opposition to the bill. They are more apt to vote in favor of the bill, if they do not suffer consequences.

This issue was discussed at the Joint Fiscal Committee meeting and the superintendent mentioned it during the budget process last spring. The legislature needs to fix this issue and there is still a significant amount of money involved.

Dr. Mebert noted there are 58 communities that are capped for FY14. 29 of those communities are underfunded and the others are overfunded. Lifting the cap would give them more money. The other communities will get adequacy and stabilization, while Dover would just receive adequacy.

Rep. Verschueren wanted to affect just the underfunded communities, but this isn't possible since it is a moving target. Communities will change each year.

Dr. Mebert stated that if the cap is lifted some communities would get adequacy and others would receive adequacy and stabilization. No communities would go down.

Councilor Weeden stated that they can know see the complexities are getting a law through and this is why he recommends requesting an earmark in the meantime. Mr. Weeden asked if there is a process through the speaker of the house that a bill can be introduced late in the session and sent to certain committees. Rep. Verschueren responded that it is possible, but very difficult and unlikely.



CITY OF DOVER

## JOINT MEETING OF THE CITY COUNCIL AND SCHOOL BOARD - MINUTES

Meeting Type: Special Meeting  
Meeting Location: Media Access Center, McConnell Center  
Meeting Date: **Tuesday, March 5, 2013**  
Meeting Time: **4:00 PM**

Councilor Weston suggested to Ms. Briggs Badger that Windham also be invited to the meeting next week with Salem and Bedford. She stated that Dover's been "held harmless" and it's time to do something. She will be attending the public hearings. It's a city issue and a major revenue stream that affects the entire community and Dover has been underfunded since 2007. Mrs. Grady thought it would be appropriate for a "chain of command" including the City Manager, Superintendent, School Board Chairperson, and Mayor. It needs to be fair for all involved.

Mayor Trefethen agrees with the concept of holding communities "harmless". Certain members of the legislature knew that there would be winners and losers in the cap when it was instituted. He believes the strategy should be to go in with very limited language so that communities are not affected. He continued to say that language to create this cap, excluded anyone from losing money. It can be done again. Mayor Trefethen understands Councilor Weeden's suggestion on an earmark, but he is concerned that if we ask for one, other communities will do the same. He agrees with a limited committee for this task.

Councilor Crago echoed the mayor's sentiment. He met with Senator Prescott who was an original author of Statewide Education Property Tax (SWEPT). There are two legislative concerns for Dover. One is the inequities of the 178 communities who have been held "harmless" for the last three years where there are overpayments. The other is the issue of trying to provide relief for the City of Dover and the other communities. He and Councilor Weston were trying to provide relief for 2013 and 2014. They want to try to bring affected communities together so that they can get their fair share without stepping on anyone's toes. The other communities do not want to go backwards and deal with what is fair and equitable. He strongly encouraged staying focused on getting our students and educators resources that will take care of the education mission.

Mr. Limanni commented that it seemed everyone is in agreement that a bill is the best way to go about this, garnishing support as time goes by. It can be presented at the Joint Fiscal Committee. Rep. Verschueren will present in the House in the next session.

Councilor Crago strongly encouraged that the committee doesn't get bogged down and try to focus on getting what is best for the kids.

Councilor Hooper would like to support Mayor Trefethen's idea since it is a practical approach. She agrees that a limited committee is the best approach. "Doing no harm" is another plus. She continued to say the budget is based on an \$80 million dollar casino plan. The governor may have a difficult time getting it through the legislature. There may not end up being any money available.

Councilor Crago stated that he had discussed this same issue with Senator Prescott. The casino could offer complications.



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School Board member Russell agrees with the committee that Mrs. Grady suggested and added that the committee should also be responsible for compiling and disseminating the information. Other people may contact senators and representatives, but all other information should come from the limited committee members.

Councilor Weeden agrees with the discussion and understands that other communities will want to earmark, but still feels that it is worth taking to a committee. He believes that very few members read the budget since there is limited time and if it can get to a committee, it can get into the budget. He believes enough of the Finance committee will vote for it and it would make it to the House. This would help to get a solution for this year.

Councilor Hooper disagrees with Councilor Weeden stating that she has seen the Finance Director review each line. Each member had a summary and the actual budget.

Councilor Weeden agreed, but he believes that the majority do not read the budget. Councilor Hooper disagreed.

School Board Chairperson D'Andrea summarized that they have clear ideas of communication, who will be on the committee, (possibly each adding one additional member), strategy, public hearing, final results going to the Joint Fiscal Committee.

Mr. Limanni asked if anyone knew the possibilities of an earmark. Mr. D'Andrea thought the subcommittee might be able to determine that.

Mrs. Grady asked where they would go from there. She continued to say that this is one of the better meetings and suggested that Representative Verschueren and Senator Waters meet also. They could possibly return to the Board and Council with a summary.

Councilor Weston requested that she be a member of the committee since she has been involved and believes there should be others involved in case some members are unable to attend meetings. She also added that she is looking for guidance when she attends the meeting in Rochester. What would she request for an earmark?

Mayor Trefethen suggested that she request \$1.9 million since this is what they should receive.

Councilor Weeden added that the lower the number, the more likely to receive it. The bill wouldn't go through until the next year.

Ms. Briggs Badger clarified that the earmark is a stopgap measure for FY14, only for Dover. In addition, they would be working on a bill that would address all towns.

Councilor Crago asked if they can ask for only FY14 or if they can ask for FY13 also. It was determined that it would only be allowable for FY14. There is no retroactive funding.



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Councilor Carrier commented that there were people who were put in place to establish this formula and this is something that bothers him. It will be a roadblock for a long time. He doesn't understand how this took place and it should be determined so that it won't happen again.

Councilor Crago stated that there was legislative paralysis. Everyone was capped, but many were capped too high, many were too low and 21 were neutral.

Dr. Mebert agreed and stated that if you go back in history, there are Dept. of Education notes that show fairly clear formulas for many years. The formula as it stands now, is fairly clear. She continued to summarize the formula.

Ms. Briggs Badger read a response from Dean Michner, NHSBA on July 25, summarizing the adequacy history in Dover.

Mr. D'Andrea summarized the next steps. The name of the committee would be Joint Committee for Adequacy Funding. Carolyn Mebert, Mike Limanni, and Jim Verschueren would be advisory members, along with other members previously listed. The committee will provide periodic updates.

Councilor Crago requested that Councilor Weston be added to the committee as another representative from the city. Mayor Trefethen noted that if an additional council member is added, then another school board member should be added. Councilor Weeden interpreted the request for Councilor Weston's membership to be as an alternate. Councilor Weston commented that as an alternative, she would attend and listen, in case needed.

Ms. Russell summarized the previous evening's School Board meeting and the progress being made on the FY14 budget.

Dr. Mebert commented that the average property tax (without Dover) has 69.44% going toward education. Dover has 50.67% going toward education.

Councilor Crago asked how many of the comparison communities are full service communities. Dr. Mebert responded that many are comparable to Dover.

### **3. OTHER BUSINESS: None**

### **4. ADJOURN**

Michael Weeden moved, Kathy Baker seconded to adjourn at 5:40 p.m. An oral **VOTE PASSED.**



**DOVER SCHOOL  
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## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #3  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, March 11, 2013**  
Meeting Time: **7:00 pm**

Chairperson Rocky D'Andrea called a meeting of the Dover School Board to order on Monday, March 11, at 7:05 p.m. in the McConnell Center Media Center.

**A. ROLL CALL:** Present were Rocky D'Andrea, Amanda Russell, Doris Grady, Kathy Baker, Paul Butler and Ken Appel. Betsey Andrews Parker arrived at 7:40.

Also present were; Superintendent Jean Briggs Badger; DHS Principal Christine Boston, DMS Principal Kim Lyndes, Woodman Park Principal Patrick Boodey, HSS Principal Mike McKenney, DTU President Maybeth Anderson, GES Principal Dustin Gray, CIA Director Paula Glynn, PPS Director Sandie Crosson, 2013-2014 DHS Principal Peter Driscoll, 2013-2014 GES Principal Beth Dunton, Fosters, parents and teachers.

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

Kathy Baker moved, Amanda Russell seconded moving item L. 1 to after Citizen's Forum. An oral **VOTE PASSED 6/0.**

Mr. D'Andrea commended DHS School Board representative Matt Palczynski on his achievement as a National Merit Scholar.

**C. CITIZENS' FORUM:** David Martin, 10 Linda Ave., spoke in support of bringing a tax cap school budget to the City Council.

**L. RESOLUTIONS: (moved up in agenda)**  
1. Recognition DHS Girls' Swim Team

Ms. Russell read the resolutions for the DHS Girls' Swim Team acknowledging their 2013 NHIAA State Championship.

**D. APPROVAL OF MINUTES**

1. Nonpublic Session #3, February 4, 2013
2. Budget Workshop Session #2, February 4, 2013
3. Nonpublic Student Discipline Session #2, February 6, 2013
4. Nonpublic Session #4, February 11, 2013
5. Regular Session #2, February 11, 2013
6. Special Session #2, February 18, 2013

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

**E. CONSENT AGENDA**

1. **Correspondence:**
  - a. Granite State Open Bodybuilding Waiver 90-day Reservation Request
  - b. Hyung Won Kim (UNH) Research Study at DHS
  - c. Julie Sacco (UNH) Research Study at DHS



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### **2. Resignations/Retirements:**

- a. Marie Crowley, Dover Middle School
- b. Janis Hennessey, Dover High School
- c. Christine Lelecas, Garrison School
- d. Beverly O'Brien, Dover Middle School
- e. Erin C. McQuade, Dover High School/CTC
- f. Shauna Travaglini, Garrison School
- g. James Amara, CTC Director

### **3. Leaves of Absence:**

- a. Amanda DeCew, Horne Street School
- b. Brandi Green, Garrison School

### **4. Nominations:**

- Sheet 1: Nomination of Dover High School Principal (P. Driscoll)  
Sheet 2: Nomination of Garrison School Principal (B. Dunton)  
Sheet 3: Nomination and Election of Coaching Positions (Bennett-Turgeon)

### **5. Extended Travel (Student Trips):**

- a. Music Dept England/Ireland Trip (Final Approval)
- b. DHS Art Trip to Europe April 19 – April 27, 2013 (Final Approval)

Amanda Russell moved, Kathy Baker seconded pulling Consent Agenda items 4.1 and 4.2 from the Consent Agenda. An oral **VOTE PASSED 6/0**.

Ms. Briggs Badger read into record the nomination letters of incoming DHS Principal Peter Driscoll and incoming GES Principal Beth Dunton.

Amanda Russell moved, Paul Butler seconded approval of Peter Driscoll as DHS Interim Principal. An oral **VOTE PASSED 6/0**.

Amanda Russell moved, Doris Grady seconded approval of Beth Dunton as GES Principal. An oral **VOTE PASSED 6/0**.

Amanda Russell moved, Kathy Baker seconded to approve the remaining consent agenda. An oral **VOTE PASSED 6/0**.

Mrs. Grady commented that she did not pull resignations and retirements to honor people individually because the task would take more time due to the retirees involved. She promised to provide comments at a later date.

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

- Kindergarten registration takes place at all elementary schools on March 12, 13 and 14.
- Teacher workshop day on March 15
- DMS-March 12<sup>th</sup> meeting to discuss DHS Course Selection Process
- DMS-6<sup>th</sup> grade Oak team-Volcano night on March 13



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- 5<sup>th</sup> And 6<sup>th</sup> grade Band and Choral Concert-March 19, DHS Auditorium
- 7<sup>th</sup> and 8<sup>th</sup> grade Band and Choral Concert-March 20, DHS Auditorium
- Dover Coalition for Youth is sponsoring author and CEO of The Courage to Speak Foundation, Ginger Katz to speak to students on April 8<sup>th</sup> at DMS.
- DHS Robotics team competed in Granite State competition and placed 21<sup>st</sup> out of 45 teams. Won Rookie Inspiration and Highest Rookie Seed Awards. Next competition is April 4- April 6. Congratulations to the team for their success in their first year. They are funded entirely through donations and grants.
- DHS-Jan 20-Chorus performed at the Dover Area Religious Leaders' Association MLK Day service.
- DHS-Feb 14-Jazz Band performed at the Poetry Out Loud event.
- DHS-Feb 15,16,17-The Pajama Game was performed at DHS with music and drama students involved.
- WPS student grade 2 classes are studying Alaskan Iditarod
- WPS-Dover rotary visiting grade 3 classes on March 12<sup>th</sup> when they will be presenting them with dictionaries.
- WPS PTG meeting on March 13.
- WPS Family Math Fun Night on March 21-Thank you to Jen Spargo, Wendy Nasberg and Patty Driscoll.
- Please continue to visit WPS website for updates
- HSS-week of March 11<sup>th</sup>-thinking Green –Recycle Rumble-inkjet cartridges, cell phones, ipods, MP3 players, GPS', headphones, laptops will be accepted.
- HSS PTG meeting March 19<sup>th</sup>.
- HSS grades close on March 14<sup>th</sup> with report cards going home on March 21.
- HSS staff is hosting Parents Night Out on March 22
- HSS PTG sponsored Artist in Residence (Music JUNK to FUNK) will be at school from March 25 to April 3.
- HSS will hold Jump Rope for Heart during PE classes week of March 25<sup>th</sup>.
- GES-2<sup>nd</sup> session of enrichment starting –gymnastics, Coyote Club, Painting Plaster, Art, Spanish language and culture, Line Dancing, Childlight Yoga, healthy cooking, Pet Partners and Broadway kids.
- GES-PTA meeting March 20
- GES-Sweetheart Social March 22
- GES-Guy/Gal Bowling March 2

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

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

- Spring sports will be starting soon



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- Commended percussion ensemble, Pure Fusion percussion ensemble, color guard which placed 2<sup>nd</sup>, 3<sup>rd</sup> and 1<sup>st</sup> respectively at the Dover NHSBA Winter Guard and Percussion show.
- Band concert during the week of March 17 at DHS
- Good luck to Courtney Couillard who will be competing at UNH in the Hennessey Theater for Poetry Out Loud Regional Semifinals. She won the DHS competition on Feb. 14.
- Congratulations to the Robotics team which ranked 21<sup>st</sup> out of 45 teams in a Manchester competition held on March 2. They will be competing in Lebanon, Me and then to St. Louis if they continue to do well.
- Math dept. and math team will be selling pies at DHS on March 14 in honor of Pi Day.
- Student council is planning a canned food drive, pep rally and possibly a Spirit Week for the last week of March.
- Key Club will be helping GES with the March 20 PTA meeting.

### **H. COMMITTEE REPORTS: None**

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

#### **a. Policy BHC Board/Staff Communications**

Ms. Russell summarized the changes in the policy. The changes state that if a Board member requests information from administration requiring more than 120 minutes of time or if the request creates concerns over conflicts with pre-existing Board projects/requests, the Supt may forward the request to the School Board for approval and prioritization. All information pursuant to a request will be shared with the entire Board. The policy also states that any complaints/concerns regarding the Superintendent, School Board decisions/practices, or the interactions between the School Board and the City of Dover shall be directed to the Chair of the School Board.

Mr. D’Andrea clarified the intent of the policy. He stated that during the busy budget time of year, Board members sometimes ask questions via email that are duplicated by others. This is way to streamline these requests and save time by avoiding duplication.

Mrs. Grady shared her concern with the policy stating that she disagrees with it and suggested that all Board members consider her thoughts during the time between now and the next Board meeting when this policy is on the agenda for a second reading.

She stated, “I feel that this new policy is discriminatory and a blatant attempt to prevent any Board member from questioning anything to better understand the issues for the better education for our students. By-laws and state laws need documentation and this clearly is a free speech issue and no one has the authority to muzzle any other official which I believe this does. The office of the Inspector General has a goal to promote excellence, integrity and program accountability and that has to be the focus of any School Board serving the community. We are



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all brought up in a country with free speech and if I ever saw a policy that takes that privilege away from each and every volunteer that serves or will serve on this Board of Education for the good of the children of the City of Dover. This is exactly what this policy change does. I would not vote for the addendum of this policy at any time since I feel it takes away from the citizens of Dover and violates the Right to Know Law. This in fact is my opinion, only my opinion because anytime any of us expresses a thought to anyone else; it is just that, only an opinion of any of one of the seven members of this Board. This policy reduces the effectiveness of the School Board to make the best decisions and it becomes a communistic state. It appears this very well could be in violation of the Dover City Charter, Chapter 5 and state and federal law and if you look at footnote 1, polices are overridden by any one of those, Whereas all members are elected as an at-large candidate, each and every member has the same right of expression and doesn't become the decision of the Chair, which is what this says. This would be a violation of the process and the integrity of the people we represent. In this case, the Chair has no more right than any member, except to run a meeting and sign financial reports. The decision to change this policy was made in the non-public session or two sessions and in itself is a violation of 91-A non-public sessions that had been posted as personnel and sealed. Policies cannot be discussed in this kind of meeting even if they are relative to the superintendent making both of these illegal meetings. Policies can only be discussed in public. This is certainly worthy of investigation whereas nothing was apparently discussed that would likely affect adversely the reputation of any person other than a member of the body which would be the Board. The superintendent is the Board's only hired employee and he or she would be able to take issue with any member of the Board publically. He or she as such is accountable to us, each Board member. If we have questions or concerns, everyone should feel free to get an answer without it being filtered down to several people, just as any tax payer should expect it if they ask a question of us. Who hired whom in this case? I'm not referring to one particular person; I'm referring to in the future whoever the superintendent could be: he or she. Basically it says that the Board member or members can go sit in the dunce chair whenever she or he doesn't like anything the person's done. What does it mean to take an issue? Is it legal action he or she can take, like suing an employer? It appears to be an extremely bad policy, In this case, history repeats itself because the same change was brought up when a former superintendent, prior to John O'Connor, brought this same kind of change to this policy and his goal was to stop some Board members from talking and questioning. The last paragraph again, in my opinion, prevents a member from interaction with his or her constituents about any issue without going to the Chair, whoever he or she may be. What is of importance to him or her may not be important to the Chair. To say that interaction between the School Board and the City of Dover means that I, and all of you, cannot answer any questions that citizens may have would violate any law in existence. I'm asking you to give this much thought. Why on earth would anyone put restriction on time element for answering School Board questions and then if it takes too long bring it back to Board for decision. We are limited to a question that takes no more than 120 minutes. In addition if we ask an administration, answers will come back to us on Friday. What if one needs an answer to a question of a constituent in less time? Sounds like an easy way to muzzle the elected officials of this community and not be transparent. The city is run by two bodies and not one. It must be cooperative and when it says the complaints and concerns between School Board and City of Dover must go back to the Chair when everybody is elected at-large and on an even keel. It must be cooperative and not the old "Don't tell the Council because they will



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blame you and cut the budget” attitude. All of the adults are not suffering in this case, but the children of our city are. My opinion is that it is entered here to prevent communication between a member or members between us and council and between us and the community for the good of our kids. This policy is a violation of our fiduciary responsibility as an elected official of this city. I personally will not stand for it and will stand up and fight this addition to the end. In other words, we will all wear muzzles as we serve on the Board. This is the Board overseeing the educational system by seeing first that our children are educated to the Best of our knowledge and secondly, and the second most important duty is to oversee the financial situations of the SAU according to our BY laws. I believe now that the citizens need to say and why were we not informed more than ever. One man rule and I don't believe in it. That my concern. It's been given to us before in the past. It's failed in the past and I would hope some of you would just consider some of what I mentioned before we vote in a month to pass the second version. Thank you.”

Mr. D'Andrea addressed the issue Mrs. Grady brought up regarding the RSA. He stated that the meeting was non-public because the attorney was present at that meeting and not because policy was going to be discussed. When the attorney is present in executive session, the minutes are sealed. The meeting with the attorney was to ensure that the language didn't violate anything. In actuality, the attorney wrote the language so that the district would be in compliance with all laws and rules.

He continued to say that part of the policy which addressed Chair complaints was intended to prevent here say, etc. If someone had a complaint again the superintendent, it would go to Mr. D'Andrea who would address it and put on the agenda for a non-public meeting. The same would happen if a Board member has an issue with a City Councilor. These issues would go to the Mayor. Mr. D'Andrea added that he is just the point person for the Board. Board members are able to speak with constituents at any time. The only other change to the policy is the addition of “ly” to public and private

Mr. D'Andrea added that the SAU staff is on a time crunch and the intent of the 120 minute time limit on information requests by the School Board and the Friday response date is to avoid repetition. Staff members sometimes get inundated with similar requests during budget season and the intent is to make the process more manageable for SAU staff.

He requested that she give any language changes that she is proposing to Ms. Briggs Badger so that she can provide to all Board members.

Mrs. Grady commented that they have both expressed their opinions and the entire Board will determine what type of legacy is left by the current Board. She believes there should be research on the policy and should find out if 91-A is being violated.

Ms. Russell asked how the policy is being violated. Mrs. Grady responded that she has missed only one meeting in 18 years. When asked for the events of the meeting, per the City Attorney, she could not be told since the meeting was sealed. She also asked Mr. D'Andrea what two dates the policy was discussed, which she hasn't received an answer yet. In addition, the



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attorney brought one copy which was too strong and she hasn't seen that version. Ms. Briggs Badger confirmed that the meeting where it was discussed was February 4 which is the meeting that Mrs. Grady missed.

Ms. Russell clarified that the policy related to School Board communication and not to communication between a Board member and public citizens. She added that this could also be between the Board and the City Council.

Mrs. Baker stated that she interpreted the policy as a way to get an official response or action on a concern that the Board may have with one another with reference to the Superintendent. She doesn't see it as something that would limit her ability to have a conversation with someone.

Ms. Andrews Parker added that this policy is based on other community's policies. It is similar to policies from other districts. She added that the policy also states that a School Board member should not make a request to any employee of the school district on any work related matter. All matters should go to the superintendent, who is the only employee of the School Board.

Amanda Russell moved, Ken Appel seconded tabling policy BHC until the next meeting. An oral **VOTE PASSED 7/0.**

### b. Policy KHB Advertising in the Schools

Ms. Andrews Parker commented that there is currently no advertising allowed in the schools. By adopting a policy, there will be many ways to earn advertising revenue. The committee has recommended ways to create revenue and the policy will make sure no laws or regulations are violated.

Ms. Briggs Badger summarized the policy changes stating the policy needs to be changed so that advertising will be allowed in schools. Restrictions are being loosened so that the District can be proactive in collecting revenue.

Mrs. Grady asked who would be responsible for the administrative duties that would go along with advertising revenue.

Mr. Limanni responded that the duties would most likely be taken care of by the Business Office. Supervisor of Business Affairs Libby Simmons already tracks scholarships and has accounts established already for revenue. The money would go into the general fund.

He added that vendors would take care of much of the process. Mrs. Grady reminded Mr. Limanni about the \$22,000 that was lost years ago. Mr. Limanni stated that the process is different now and easier.

Mrs. Grady asked if there should be consideration for sizes of signs, placement restrictions, etc.



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Ms. Andrews Parker replied that the committee traveled to other schools that currently generate revenue and she stated they outsource these items. Everything is done tastefully and completely, but the district still has a say in the process. Nashua and Manchester both recently adopted a very similar policy. Many schools are in the same financial situation.

Mrs. Grady added that she isn't objecting, but wanted to make sure the policy is complete. Ms. Andrews Parker stated that the previous policy had limitations and many times, the district "looked the other way".

Mrs. Grady asked if an addendum be attached so that the District has a specific outline.

Mr. Limanni added that the policy was written to be complete and is designed for long-term use and won't need to be edited constantly. The policy gives flexibility to make decisions in public as a Board. There will also be flexibility if advertising changes overtime.

Ms. Andrews Parker commented that she is in favor of any way to gain revenue. There is no other way to make money.

Student Rep Matt Palczynski asked if the number per pupil (\$15) would be remaining the same. Does the committee have plans to increase the per pupil amount.

Ms. Andrews Parker responded that she hears him, but there is no other way and the options are worse. She wishes that it didn't have to happen.

Mrs. Grady agreed with Matt because there will be a great deal to clean if there is advertising in the school buildings.

Mr. Limanni noted that this revenue could help save a job or two and would keep from charging students a fee for something. The District is trying to minimize fees for students.

Mrs. Grady asked if anyone has spoken with the recreation department to see their experience with advertising in the ice arena.

Mr. Limanni responded that it's a different type of advertising and is similar to playing fields. The committee is looking for ways that don't require a lot of work and are flexible.

Mrs. Grady remembered that there were problems when this was tried with the Coca Cola and Pepsi. There were conflicts between the two companies and this is why she would recommend speaking with the recreation department.

Mr. Limanni added that there are restrictions and the company that the District hires will deal with the companies who would be advertising. The company contracted would receive a percentage of the revenue.



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Ms. Andrews Parker clarified that no one has been contracted yet, this is just a policy that needs to be approved, so that they can talk with companies.

Betsey Andrews Parker moved, Amanda Russell seconded tabling policy KHB until the next meeting. An oral **VOTE PASSED 7/0.**

**J. POLICY ADOPTION:** None

**K. SUBMISSION AND PAYMENT OF BILLS:** Betsey Andrews Parker moved, Amanda Russell seconded to direct the payment of manifest #13-I in the amount of \$110.74 for FY12 and \$2,974,292.65 for FY13 for a total of \$2,974,403.39. The time period for payments was from 2/12/13 to 3/11/13. A roll call **VOTE PASSED 7/0.**

**L. RESOLUTIONS:** Moved up in agenda

**M. OLD BUSINESS:** Budget Discussion

Ms. Briggs Badger stated that the Nottingham and Barrington enrollment numbers came in today and show a reduction in revenue.

Mr. Limanni added that both communities need to come in at 95% of the figure. It looks like the District is losing \$814,000 in tuition, which is a 16.5% reduction in what was budgeted.

He continued to say that he found out that the District would lose \$34,000 in property tax dollars.

This brings the amount that is left to cut from \$242,000 to \$387,000. He adjusted staff changes to \$386,000 since there have been additional savings due to resignations, retirements, etc.

Ms. Briggs Badger stated that 79 Barrington students graduated last year and 41 began as freshman. Because of the choices they now have, Dover is receiving fewer students.

Dover is not keeping up with the cost per pupil, students are selecting other schools, tax cap is lowering what can be charged for tuition, causing a downward spiral.

Barrington tuition for FY14 will be \$11,046 and Nottingham will be \$11,026.

Mrs. Grady asked if the District would still be responsible for the cost of their special education students next year. Ms. Briggs Badger responded that the 2003 contract language doesn't allow a differential for special education students, but in the next contract, a differential will be negotiated.

In the past, the budget hasn't been adjusted due to decreased revenue. This has kept it artificially high and it needed to be made up in the existing budget.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #3  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, March 11, 2013**  
Meeting Time: **7:00 pm**

Mrs. Grady asked if the number of students from Barrington and Nottingham are guaranteed. Ms. Briggs Badger responded that they guarantee 95% of what they report to the district.

Ms. Russell responded that the only number that is guaranteed is the incoming freshman.

Mr. D'Andrea commented that we are in a "death spiral" since the lower budget causes lower tuition to be paid.

Ms. Andrews Parker stated that the loss of students may equal the number in a classroom, but a teacher can't be reduced, since the reduction is across all grades.

Mr. Limanni noted that there was a significant premium holiday this year and that will not occur next year, which means there is no leeway.

Ms. Briggs Badger discussed advertising the open GES Art position as a .80 FTE position. This would save approximately \$10,000. She also clarified that the only items remaining to be voted on were the .8 art teacher, athletic fee increase and DHS guidance restructuring.

Ms. Russell expressed her disappointment at the amount left to reduce from the budget.

Ms. Andrews Parker added that she didn't appreciate the status of the guidance position. She thought that the position had been eliminated and even thought another guidance position may be considered for elimination.

Ms. Briggs Badger stated that additional information and creative financing were factors that caused administrators to reconsider the original cut of this position.

Ms. Russell stated that she doesn't feel this position should be added back and if funding was available to restore this position, it should have been communicated earlier.

Mr. Amara provided rationale for keeping the CTC Student Support Services Coordinator. He commented that he is not asking for any money to save this position. He will use Perkins Grant funding (\$25,000), savings from his retirement (\$25,000), and the reduction of a .67 cosmetology position (\$44,000). He was not able to inform them of this before because much of this information was unknown.

He stated that the program has grown due to people in his department including the guidance position that is being discussed. The program is now one of the highest rated in the state. If the position is lost, much of this progress will be lost.

Ms. Russell asked if these savings were included in the "staff savings" line on the cut calculator. None of the items he mentioned were included in that figure.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #3  
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Ms. Andrews Parker and Ms. Baker agreed that they were disappointed and frustrated that this information was brought to the Board at the last minute. They had been assured that the position was not essential and able to be cut.

Ms. Andrews Parker agreed with the rationale, but not the process. Mr. Amara stressed that this information was not known earlier. Cosmetology enrollment for FY14 had not been known until recently. He did not believe it was ever able to be cut.

Ms. Russell understands that this will work in the CTC budget, but the Board needs to think of the entire district budget. She added that they should use the \$44,000 savings from the cosmetology teacher to reduce the budget. She continued to say that if a position is reduced in another school, the administrator isn't able to use that savings for another position. The savings is reduced from the overall budget.

Mr. Amara added that other cosmetology teachers would be picking up all of the additional students.

Ms. Russell stated that she is confident passing a budget that exceeds the tax cap because they need to do what is best for the students of Dover. Her fear is that it will not pass the City Council. Before the meeting, she felt positive, now she is at a loss.

Ms. Briggs Badger commented that they go back to the minimum standards and think about the discussion. It was determined that guidance fell under the area that exceeded minimum standards, but it wasn't a good idea. She added that the At-Risk position is being eliminated at DHS and the CTC guidance position can pick up some of those duties. The At-Risk position had previously been funded by the Enterprise Fund which will not be able to happen next year. CTC has also been picking up more of the At-Risk students into its' programs.

Mr. Limanni presented the plan because he wanted the Board to be aware of all plans for funding options. He reduced the number by \$44,000 for cosmetology and \$25,000 for Mr. Amara's retirement.

Amanda Russell moved, Betsey Andrews Parker seconded hiring a GES Art teacher at .80 (as opposed to 1.0-from retirement) creating a savings of \$10,000. An oral **VOTE PASSED 7/0**.

Mrs. Grady asked if the Board could go through the budget page by page. Mr. D'Andrea responded that all members went through the budget book on their own and then asked questions of the business office for answers and clarifications.

Mrs. Grady stated that special education is receiving an additional \$113,000 this year and an additional \$800,000 over the past two years. This is taking money away from other areas and students.

Ms. Russell responded that the district is legally obligated to pay for the needs of these students. It is not an option. Ms. Crosson added that most of the costs are increased due to



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #3  
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personnel. Ms. Russell commended Ms. Crosson for her part in reducing her budget since she reduced more than she was projected to reduce. Her operating budget has less than a 1% increase.

Mr. Limanni added that he is trying to build a contingency for out of district placements that could save \$100,000. This would require city council approval.

Ms. Andrews Parker recommended that Mrs. Grady make a motion if she would like and discussion can occur.

Ms. Briggs Badger commented that New Hampshire Retirement costs have increased over \$500,000 for FY14 and since the budget is in a negative growth, the Board could consider asking the City for an appropriation for that amount.

Mr. D'Andrea stressed that this is not for a tax cap override.

Mrs. Baker stated that she came into the meeting feeling very hopeful, but feels that the only response that she can make is to vote for the adoption of this budget as presented.

Mrs. Grady stated that she thought there would be an override if the figure was similar to the one from last week. She feels that the figure presented may be too high.

Ms. Russell added that this is the only way that she can see to keep the high school graduation requirements, maintain full day kindergarten and keep elementary class sizes low. It's more than what she hoped the Board would need to ask for.

Mr. D'Andrea added that there is also a committee that will be trying to find a way to receive more adequacy aid. He stated that the total shortfall is actually \$2.4M considering the loss of \$1.9M in adequacy and \$500,000 in NH retirement. He is not hopeful that the adequacy funding would help this budget year, but he's hopeful for the next budget.

Betsey Andrews Parker moved, Amanda Russell seconded passing the budget as presented. A roll call **VOTE PASSED 5/2 (Grady, Butler opposed)**.

Mr. Limanni stated the budget is a .06% increase.

Mrs. Grady added that the most recent enrollment figures don't show that enrollment has increased. Ms. Russell responded that the concern is at the 4<sup>th</sup> grade elementary school level.

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

#### **1. Recommendation for 2013 Senior Graduation Date**

Ms. Briggs Badger stated that the proposed DHS graduation date for 2013 is Wednesday, June 10. It will take place at the Whittemore Center, Durham, NH at 7:00 pm. Students will have



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #3  
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exceeded instructional requirements by 36 hours and Ms. Boston feels confident that the state standards will have been met.

Kathy Baker moved, Amanda Russell moved to approve the proposed date for graduation. An oral **VOTE PASSED 7/0**.

### **2. Scholarship and Trust Update—M. Limanni**

Mr. Limanni presented the scholarship and trust balances as of January 31, 2013 to the Board. An oral **VOTE PASSED 7/0**.

Kathy Baker moved, Ken Appel seconded to approve Dover's participation in the Concussion Survey. A roll call **VOTE PASSED 6/0**.

### **3. Internal Transportation Program Request—M. Limanni**

Mr. Limanni presented information on a proposed transportation request. With the restructure of the Alternative school, there was a mini-bus and van available. Since employees who transport students with IEP's must now have bus driver's licenses, it was thought that a transportation training program could be established.

There will be two training classes of up to 12 participants in each for a 10-hour pre-service bus driver training which would meet the Department of Safety regulations for a bus driver certificate.

Participants will be required to schedule a DOT physical and sign a release for the SAU to conduct a motor vehicle record check.

Training will include 10 hours of classroom time in addition to behind the wheel experience with the 14 passenger non-CDL bus or van. After successful completion of the classroom training, proof of a physical, and a clear driving record, participants will be placed on the District Roster and be eligible to take the DMV written test for a School Bus Certificate. Upon passing the DMV test, participants will then be eligible to drive the van and 14 passenger bus for the District.

The total cost would be \$5,786.14, which would be \$4,752.14 for the cost for the participants and \$1,034 for the trainer.

Ms. Russell asked if there could be savings this year.

Mr. Limanni responded that there may be opportunities for revenues in the future. It is difficult to build into the budget at this time. Athletics is one area that may be able to see revenue.

Ms. Baker requested that the vehicle description and other information be included in the proposal to which Mr. Limanni agreed. He added that there is one 14-passenger and one 7-



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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Meeting Time: **7:00 pm**

passenger vehicle. Mr. Amara confirmed there is also a 15-passenger CTC bus. The District may even purchasing another van in the future.

Amanda Russell moved, Kathy Baker seconded approval of the policy. A roll call **VOTE PASSED 7/0.**

#### **4. Month of February 2013 Condition of Accounts—M. Limanni**

Mr. Limanni presented the February condition of accounts. Ms. Briggs Badger noted there is a \$2.5M as a balance. She clarified this is not a surplus. There are still many costs that need to be deducted from this amount including substitutes, severances, WC, revenue loss, other unencumbered expenses, etc.

Mr. Limanni stated that the District has about \$468,000 available that is being identified earlier than last year. Savings were realized from special education and utilities.

Ms. Russell asked if the contingencies for utilities from FY12 and FY were included in the FY14 budget. Mr. Limanni responded that they are not in the FY14 budget.

Savings can be used for CTC and Language Arts curriculums. The District will be able to purchase items for curriculum, safety and technology. The money needs to be used on non-recurring expenses and not personnel. Capital Reserves are also a possibility.

Ms. Briggs Badger commented that the safety committee is meeting on March 21 and it is a top priority. An RFP is currently being prepared for cameras.

Mrs. Baker thanked Mr. Limanni for his efforts.

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

Mrs. Grady stated that she thinks it's time the District goes after the money that the state isn't giving to Dover. She requested that the Joint Adequacy Committee report to the Board each month.

Mr. D'Andrea responded that there would be a report after JAC meetings during committee reports at Board meetings. Minutes will also be available.

**P. ADJOURNMENT:** Kathy Baker moved, Ken Appel seconded, to adjourn at 9:30 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



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #4
Meeting Location:	Superintendent’s Conference Room
Meeting Date:	<b>Monday, March 18, 2013</b>
Meeting Time:	<b>5:45 P.M.</b>

- A. ROLL CALL:** Present were Doris Grady, Amanda Russell, Paul Butler, Kathy Baker and Rocky D’Andrea. Ken Appel and Betsey Andrews Parker were absent. Also present were; Superintendent Jean Briggs Badger; DHS Principal Christine Boston, and CTC Director Jim Amara
- B. PLEDGE OF ALLEGIANCE:** Kathy Baker moved, Amanda Russell seconded to move ahead to the Citizen’s Forum. An oral **VOTE PASSED 5/0.**
- C. CITIZEN’S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board.
- D. APPROVAL OF BUDGET FOR FEDERAL AND OTHER FUNDS:**

### FY14: School Budget - Other Funds

Description	FY13 Adopted	FY14 Proposed	\$	%
Cafeteria (2800)	\$ 1,398,164	\$ 1,521,164	\$ 123,000	8.80%
Federal Grants (2820)	\$ 2,715,962	\$ 2,786,174	\$ 70,212	2.59%
Special Programs (2900) - eRate	\$ -	\$ 60,000	\$ 60,000	NEW
Tuition Programs (3810)	\$ 141,500	\$ 147,000	\$ 5,500	3.89%
Alternative Education (3825)	\$ 868,063	\$ 546,700	\$(321,363)	-37.02%
Facilities (3830)	\$ 137,075	\$ 159,848	\$ 22,773	16.61%
<b>Total :</b>	<b>\$ 5,260,764</b>	<b>\$ 5,220,886</b>	<b>\$ (39,878)</b>	<b>-0.76%</b>

### FY14: School Budget - General Fund (Approved 3/11/13)

Description	FY13 Adopted	FY14 Consideration	\$	%
Budget Calculation Current	\$ 42,264,590	\$ 42,311,411	\$ 46,821	0.11%
Debt Service Expense	\$ 3,988,329	\$ 3,914,453	\$(73,876)	-1.85%
<b>Total Proposed:</b>	<b>\$ 46,252,919</b>	<b>\$ 46,225,864</b>	<b>\$ (27,055)</b>	<b>-0.06%</b>

Superintendent Briggs Badger explained the funds and the Board questioned the Erate funds. Mr. Amara explained the rationale behind them.

Kathy Baker moved, Paul Butler seconded to approve funds as noted above. A roll call **VOTE PASSED 5/0.**

**E. ADJOURNMENT**

Amanda Russell moved, Kathy Baker seconded to adjourn at 5:55. An oral **VOTE PASSED 5/0.**

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

F.



## UNIVERSITY of NEW HAMPSHIRE

March 26, 2013

Dear MJ Hippern,

I am graduate student at the University of New Hampshire in the Education Department and I am conducting a research project to find out the peer relationships manifested and perceived within a Unified physical education program. I am writing to invite you to participate in this project. I plan to work with approximately 30 children in this study.

If you agree to participate in this study, you will be asked to complete an interview consisting of ten questions in regards to your experiences teaching the Unified physical education class at Dover High. Your interview would be audio-recorded and should take up approximately 25-30 minutes of your time. I will also be conducting my own field notes during the class period. You will not receive any compensation to participate in this project.

The potential risks of participating in this study are minimal. Although you are not expected to receive any direct benefits from participating in this study, the benefits of the knowledge gained are expected to be beneficial to this program and to other schools who may choose to begin a Unified program.

Participation in this study is strictly voluntary; your refusal to participate will involve no prejudice, penalty, or loss of benefits to which you would otherwise be entitled. If you agree to participate, you may refuse to answer any question and/or if you change your mind, you may withdraw at any time during the study without penalty.

I seek to maintain the confidentiality of all data and records associated with your participation in this research. You should understand, however, there are rare instances when I am required to share personally identifiable information (e.g., according to policy, contract, regulation). For example, in response to a complaint about the research, officials at the University of New Hampshire, designees of the sponsor(s), and/or regulatory and oversight government agencies may access research data. You also should understand that I am required by law to report certain information to government and/or law enforcement officials (e.g., child abuse, threatened violence against self or others, communicable diseases). I will keep data in a locked file cabinet in my office; only I will have access to the data along with my supervisor, Tom Schram. I will report the data during my Master's degree research presentation. The findings from this study will be reported using pseudonyms from interviews. The results will be also be used in my presentation, but will not be published. To comply with the UNH policy on Ownership and Management of Research Data, the data from this study will be retained for a minimum of three years from the end of the project.

If you have any questions about this research project or would like more information before, during, or after the study, you may contact myself at (774) 266-4804 or [mea48@wildcats.unh.edu](mailto:mea48@wildcats.unh.edu). If you have questions about your rights as a research subject, you may contact Dr. Julie Simpson in UNH Research Integrity Services at 603-862-2003 or [Julie.simpson@unh.edu](mailto:Julie.simpson@unh.edu) to discuss them.

I have enclosed two copies of this letter. Please sign one indicating your choice and return in the enclosed envelope. The other copy is for your records. Thank you for your consideration.

Sincerely,

F.  
Melissa Powers  
Graduate Student, Physical Education Intern at Dover High

Yes, I, \_\_\_\_\_ consent/agree to participate in this research project.

No, I, \_\_\_\_\_ do not consent/agree to participate in this research project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F.

Assent for Student Athletes, Student Partners (no interviews) & Paraprofessionals

Hello! My name is \_\_\_\_\_ (Melissa Powers, MJ, Paraprofessional). I am conducting a research study and am inviting you to answer some questions about your experiences in this Unified physical education class. The purpose of this study is to gain information about the experiences from taking part in the Dover High School Unified class.

There will be approximately 40 participants in this study. The benefits for participating in this study will give you the opportunity to reflect on your experience in this class. I have been taking down notes on my observations from your class time. You will be filling out these questionnaires (show questionnaire). If there are questions you need clarified, or explained more clearly, you may ask \_\_\_\_\_ (Melissa Powers, MJ, Paraprofessional). At the end of the research project, the audiotapes will be deleted. The findings from this study will be reported using pseudonyms from interviews and aggregated from the questionnaires. The findings will also be presented in my Master's research project but will not be published.

The potential risks of participating in this study are minimal. Although you are not expected to receive any direct benefits from participating in this study, the benefits of the knowledge gained are expected to be beneficial to this program and to other schools who may choose to begin a Unified program.

I seek to maintain the confidentiality of all data and records associated with your participation in this research. There are, however, rare instances when I am required to share personally identifiable information (e.g., according to policy, contract, regulation). For example, in response to a complaint about the research, officials at the University of New Hampshire, designees of the sponsor(s), and/or regulatory and oversight government agencies may access research data.

If you do not feel comfortable participating, please let me know at any time and we will stop. There is no consequence for choosing not to participate. If there are any questions during the survey you do not want to answer, please let me know at any point. We are asking these questions so we can share your experiences with others.

Yes, I, \_\_\_\_\_ agree to participate in this research project.

No, I, \_\_\_\_\_ do not agree to participate in this research project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F.

Assent for Student Partners With Interviews

Hello! My name is \_\_\_\_\_ (Melissa Powers, MJ, Paraprofessional). I am conducting a research study and am inviting you to answer some questions about your experiences in this Unified physical education class. The purpose of this study is to gain information about the experiences from taking part in the Dover High School Unified class.

There will be approximately 40 participants in this study. I am going to take a few minutes to ask you some questions about the class you are involved in. The benefits for participating in this study will give you the opportunity to reflect on your experience in this class. While I ask you these questions, I will be audiotaping your comments with this device (show participant device). At the end of the research project, the audiotapes will be held for a minimum of three years from the end of the project. The findings from this study will be reported using pseudonyms from interviews and aggregated from the questionnaires. The findings will also be presented in my Master's research project but will not be published.

The potential risks of participating in this study are minimal. Although you are not expected to receive any direct benefits from participating in this study, the benefits of the knowledge gained are expected to be beneficial to this program and to other schools who may choose to begin a Unified program.

I seek to maintain the confidentiality of all data and records associated with your participation in this research. There are, however, rare instances when I am required to share personally identifiable information (e.g., according to policy, contract, regulation). For example, in response to a complaint about the research, officials at the University of New Hampshire, designees of the sponsor(s), and/or regulatory and oversight government agencies may access research data.

If you do not feel comfortable participating, please let me know at any time and we will stop. There is no consequence for choosing not to participate. If there are any questions during the survey you do not want to answer, please let me know at any point. We are asking these questions so we can share your experiences with others.

Yes, I, \_\_\_\_\_ agree to participate in this research project.

No, I, \_\_\_\_\_ do not agree to participate in this research project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

G.

Student Athletes Questionnaire

**Agree/Disagree Questions**

1. *It is easy to work with different partners throughout the semester.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
2. *I feel more confident because of this class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
3. *I feel more independent because of this class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
4. *This class makes it easier to interact with other students in school.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
5. *I feel like this class helps me academically.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
6. *I feel like this class helps me physically.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
7. *I feel challenged by the activities we do in this class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
8. *I enjoy the activities we do in class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
9. *I like variety of activities we do in class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree

G.

Student Partners Questionnaire

**Agree/Disagree Questions** (all partners with signed consent)

1. *I appreciate having the aides present when in class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
2. *Sometimes I'm not sure what my role is.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
3. *The time of day this class is held matters to me.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
4. *I am motivated to develop new friendships with the athletes in class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
5. *I am motivated to develop new friendships with the partners in class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree
6. *I am motivated to develop new friendships with BOTH the athletes and partners in class.*  
Strongly Agree   Somewhat Agree   Neutral   Somewhat Disagree   Strongly Disagree

**Open Ended Questions** (only partners who took the class last semester along with this semester)

1. Has this program changed how you interact with other students in school?
2. What motivated you to join this program?
3. How many semesters have you been in the Unified Physical Education class?
4. Have you recommended this class to any of your peers? Why/why not?
5. What is the most important benefit with a Unified program?
6. What have been your experiences with having the class in the afternoon? Do you think the experiences would change if it were at a different time?
7. If you could make any changes to improve the program, what would you do?

G.

### Paraprofessionals Questionnaire

1. What do you see as the most important challenges of a Unified program for you?  
For the partners? For the athletes?
2. What do you see as the most important outcomes of a Unified program for you?  
For the partners? For the athletes?
3. Can you talk about what your experiences have been like?
4. Describe a typical class.
5. What is the most important benefit with a Unified program?
6. What have been your experiences with having the class in the afternoon? Do you think the experiences would change if it were at a different time?
7. What is your role in relation to the athletes in this program?
8. If you could make any changes to improve the program, what would you do?

G.

### Classroom Teacher Interview Questions

1. What do you see as the most important challenges of a Unified program for you? For the partners? For the athletes?
2. What do you see as the most important outcomes of a Unified program for you? For the partners? For the athletes?
3. How has what your originally envisioned match with what is actually going on in the class?
4. What have been the biggest surprises for you?
5. What feedback have you gotten from parents about the program? From teachers? From administration?
6. Can you talk about what your experiences have been like?
7. Describe a typical class.
8. What is the most important benefit with a Unified program?
9. What have been your experiences with having the class in the afternoon? Do you think the experiences would change if it were at a different time?
10. If you could make any changes to improve the program, what would you do?

F.



## UNIVERSITY of NEW HAMPSHIRE

March 22, 2013

Dear Parent of Student Athlete,

I am graduate student at the University of New Hampshire in the Education Department and I am conducting a research project to find out the peer relationships manifested and perceived within a Unified physical education program. I am writing to invite your child to participate in this project. I plan to work with approximately 30 children in this study.

If you allow your child to participate in this study, your child will be asked to complete a nine-item questionnaire in regards to the Unified Physical Education at Dover High. The questionnaires should only take up about 15 minutes during one of the class periods. I will also be observing and taking field notes during the class period your child is in. Neither you nor your child will receive any compensation to participate in this project.

The potential risks of your child participating in this study are minimal. Although your child is not expected to receive any direct benefits from participating in this study the benefits of the knowledge gained are expected to be beneficial to this program and to other schools who may choose to begin a Unified program.

Participation is strictly voluntary; your refusal to allow your child to participate will involve no prejudice, penalty, or loss of benefits to which you or your child would otherwise be entitled. Your child may refuse to answer any question. If you allow your child to participate in this project and your child wants to, and then either you change your mind or your child changes his/her mind, you may withdraw your child, or your child may withdraw, at any time during the study without penalty.

I seek to maintain the confidentiality of all data and records associated with your child's participation in this research. You also should understand that I am required by law to report certain information to government and/or law enforcement officials (e.g., child abuse, threatened violence against self or others, communicable diseases). I will keep data in a locked file cabinet in my office; only I will have access to the data along with my supervisor, Tom Schram. I will report the data during my Master's degree research presentation. The results will be used in my presentation, but will not be published. To comply with the UNH policy on Ownership and Management of Research Data, the data from this study will be retained for a minimum of three years from the end of the project.

If you have any questions about this research project or would like more information before, during, or after the study, you may contact myself at (774) 266-4804 or [mea48@wildcats.unh.edu](mailto:mea48@wildcats.unh.edu). If you have questions about your rights as a research subject, you may contact Dr. Julie Simpson in UNH Research Integrity Services at 603-862-2003 or [Julie.simpson@unh.edu](mailto:Julie.simpson@unh.edu) to discuss them.

I have enclosed two copies of this letter. Please sign one indicating your choice and return in the enclosed envelope. The other copy is for your records. Thank you for your consideration.

Sincerely,

Melissa Powers  
Graduate Student, Physical Education Intern at Dover High

F.

Yes, I, \_\_\_\_\_ consent/allow my child \_\_\_\_\_ to participate in this research project.

No, I, \_\_\_\_\_ do not consent/allow my child \_\_\_\_\_ to participate in this research project.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

F.



## UNIVERSITY of NEW HAMPSHIRE

March 26, 2013

Dear Parent of Student Partner,

I am graduate student at the University of New Hampshire in the Education Department and I am conducting a research project to find out the peer relationships manifested and perceived within a Unified physical education program. I am writing to invite your child to participate in this project. I plan to work with approximately 30 children in this study.

If you allow your child to participate in this study, your child will be asked to complete a six-item questionnaire in regards to the Unified Physical Education at Dover High. There is the possibility of being asked for an interview that consists of seven questions that would be audio recorded. The questionnaires should only take up about 15 minutes of your child's time. If your child agrees to an interview, that should only take up about 20 additional minutes of your child's time. I will also be observing and taking field notes during the class period your child is in. Neither you nor your child will receive any compensation to participate in this project.

The potential risks of your child participating in this study are minimal. Although your child is not expected to receive any direct benefits from participating in this study, the benefits of the knowledge gained are expected to be beneficial to this program and to other schools who may choose to begin a Unified program.

Participation is strictly voluntary; your refusal to allow your child to participate will involve no prejudice, penalty, or loss of benefits to which you or your child would otherwise be entitled. Your child may refuse to answer any question. If you allow your child to participate in this project and your child wants to, and then either you change your mind or your child changes his/her mind, you may withdraw your child, or your child may withdraw, at any time during the study without penalty.

I seek to maintain the confidentiality of all data and records associated with your child's participation in this research. You should understand, however, there are rare instances when I am required to share personally identifiable information (e.g., according to policy, contract, regulation). For example, in response to a complaint about the research, officials at the University of New Hampshire, designees of the sponsor(s), and/or regulatory and oversight government agencies may access research data. You also should understand that I am required by law to report certain information to government and/or law enforcement officials (e.g., child abuse, threatened violence against self or others, communicable diseases). I will keep data in a locked file cabinet in my office; only I will have access to the data along with my supervisor, Tom Schram. I will report the data during my Master's degree research presentation. The results will be used in my presentation, but will not be published. To comply with the UNH policy on Ownership and Management of Research Data, the data from this study will be retained for a minimum of three years from the end of the project.

If you have any questions about this research project or would like more information before, during, or after the study, you may contact myself at (774) 266-4804 or [mea48@wildcats.unh.edu](mailto:mea48@wildcats.unh.edu). If you have questions about your rights as a research subject, you may contact Dr. Julie Simpson in UNH Research Integrity Services at 603-862-2003 or [Julie.simpson@unh.edu](mailto:Julie.simpson@unh.edu) to discuss them.

I have enclosed two copies of this letter. Please sign one indicating your choice and return in the enclosed envelope. The other copy is for your records. Thank you for your consideration.

F.

Sincerely,

Melissa Powers  
Graduate Student, Physical Education Intern at Dover High

Yes, I, \_\_\_\_\_ consent/allow my child \_\_\_\_\_ to  
participate in this research project.

No, I, \_\_\_\_\_ do not consent/allow my child \_\_\_\_\_ to  
participate in this research project.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

F.



## UNIVERSITY of NEW HAMPSHIRE

March 26, 2013

Dear Paraprofessional,

I am graduate student at the University of New Hampshire in the Education Department and I am conducting a research project to find out the peer relationships manifested and perceived within a Unified physical education program. I am writing to invite you to participate in this project. I plan to work with approximately 30 children in this study.

If you agree to participate in this study, you will be asked to complete an eight-item questionnaire in regards to the Unified Physical Education at Dover High. The questionnaires should only take up about 20 minutes during one of the class periods. I will also be conducting my own field notes during the class period you are in. You will not receive any compensation to participate in this project.

The potential risks of participating in this study are minimal. Although you are not expected to receive any direct benefits from participating in this study, the benefits of the knowledge gained are expected to be beneficial to this program and to other schools who may choose to begin a Unified program.

Participation in this study is strictly voluntary; your refusal to participate will involve no prejudice, penalty, or loss of benefits to which you would otherwise be entitled. If you agree to participate, you may refuse to answer any question and/or if you change your mind, you may withdraw at any time during the study without penalty.

I seek to maintain the confidentiality of all data and records associated with your participation in this research. You should understand, however, there are rare instances when I am required to share personally identifiable information (e.g., according to policy, contract, regulation). For example, in response to a complaint about the research, officials at the University of New Hampshire, designees of the sponsor(s), and/or regulatory and oversight government agencies may access research data. You also should understand that I am required by law to report certain information to government and/or law enforcement officials (e.g., child abuse, threatened violence against self or others, communicable diseases). I will keep data in a locked file cabinet in my office; only I will have access to the data along with my supervisor, Tom Schram. I will report the data during my Master's degree research presentation. The findings from this study will be aggregated from the questionnaires. The results will be also be used in my presentation, but will not be published.

If you have any questions about this research project or would like more information before, during, or after the study, you may contact myself at (774) 266-4804 or [mea48@wildcats.unh.edu](mailto:mea48@wildcats.unh.edu). If you have questions about your rights as a research subject, you may contact Dr. Julie Simpson in UNH Research Integrity Services at 603-862-2003 or [Julie.simpson@unh.edu](mailto:Julie.simpson@unh.edu) to discuss them.

I have enclosed two copies of this letter. Please sign one indicating your choice and return in the enclosed envelope. The other copy is for your records. Thank you for your consideration.

Sincerely,

Melissa Powers

F.  
Graduate Student, Physical Education Intern at Dover High

Yes, I, \_\_\_\_\_ consent/agree to participate in this research project.

No, I, \_\_\_\_\_ do not consent/agree to participate in this research project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SERVICES IN RESEARCH**

### **OUTLINE TO BE FOLLOWED FOR RESEARCH PROTOCOLS SUBMITTED TO THE IRB**

**A. Request for IRB Review** (see attached two-page form).

**B. Description of Project:** as outlined below. The narrative (items 1-6) is succinct (**no more than two pages**) but provide sufficient detail for the IRB to conduct its review.

**1. INTRODUCTION**—Forming peer relationships and interacting with peers is an important social component in each of our daily lives. For those individuals with disabilities (intellectual and/or physical), there are fewer opportunities for interacting with peers and creating relationships (Hall, 2009). In schools across the country, inclusive classrooms provide opportunities for peers with disabilities to interact and socialize with their peers who do not have disabilities. Currently, there are several studies that investigate the experiences of individuals with disabilities in inclusive physical education settings, as well as the experiences of students without disabilities and the interactions, friendships, and relationships created in these settings. Research has found that students with disabilities feel a sense of belonging when interacting with their peers in an inclusive setting (Butler & Hodge, 2004). Given that, the intent of this study is to explore the peer relationships created in an inclusive Unified physical education class from the perspective of students with disabilities, students without disabilities, classroom supports, and the classroom teacher at the high school level.

**2. SPECIFIC AIMS**—The purpose of this study is to identify the experience of high school students with disabilities and the peer relationships and social interactions they are a part of in a high school Unified physical education class. More specifically, this study will explore how high school students with and without disabilities interact with one another and the manifested and perceived peer relationships with one another.

**3. RESEARCH PROTOCOL**—

A. *Setting:* The setting for the study will take place at Dover High School, primarily during the class period of the Unified class. Approximately 40 participants will be recruited for participation in the research. 32 of the participants are the students with and without disabilities of Dover High School, seven of the participants are the support staff for some of the students with disabilities, and one of the participants is the classroom teacher for the Unified physical education class. Currently, all of the same *athletes* (students with disabilities) attend the class daily with half of the *partners* (students without disabilities) on Green days and the other half of the partners on the opposite days (White days). Several disabilities are among the student athletes who are a part of the Unified class. The

predominant disability is Intellectual Disabilities, followed by Autism, Speech/Language Impairments, Orthopedic Impairments, Hearing, Visual, Anxiety, and Velo-Cardio-Facial Syndrome. Paper copies of the permission/consent form will be sent to all of the parents or guardians of the students in the class (see attached permission slip). In addition, paper copies of permission/consent forms will be given to the support staff and classroom teacher to take part in the study. Melissa Powers, the graduate student researcher, will collect the forms. Those student athletes with signed consent forms will complete a nine-item questionnaire. Those student partners with signed consent forms will complete a six-item questionnaire and a small population of partners who were partners last semester and are still partners this semester will also have an interview with Melissa. Those support staff with signed consent forms will complete an eight-item questionnaire in the library. The classroom teacher with a signed consent form will interview with Melissa. Students will spread out throughout the gym. For partners who are no longer in the class, I will ask them to take the survey by themselves in the library. I will prompt every participant with the assent document before handing out questionnaires or prior to an interview. MJ Hippert or myself will administer questionnaires individually in the gymnasium of Dover High. Participants will read questions and answer them on their own but may ask for clarification of question by MJ Hippert or Melissa Powers. The researchers will audio-record the interviews from the student partners (who were in a class last semester and are taking the class again this semester) and the classroom teacher. If students have a question about what is being asked on the questionnaire, they may ask Melissa Powers to clarify. It is expected that the questionnaire for the student athletes and support staff will last approximately 5-10 minutes. It is expected that the interviews will last 15-20 minutes. Since there are several different individuals involved in the study who come to class on different days of the week, I expect that the questionnaires and interviews will take place over the course of 3-4 days.

- B. *Protocols:* Observations and field notes will be conducted during class time in regards to academic and social/civic expectations. I will be observing interactions during the class period in regards to school-wide expectations, both academic and social/civic expectations. These include how student's problem solve, assume responsibility for one's actions, treat self and others with respect, work cooperatively with others, and foster a sense of belonging among its members.
- C. *Consent:* Consent forms will be sent home with all participants that include a description of the research. I will send consent forms home by handing them out to all students in class period. I will collect forms when students come to me during the class period.
- D. *Study Personnel:* Melissa Powers will be conducting the study under the supervision of Tom Schram, associate professor in the Education Department at UNH. Melissa has two years of experience working with young adults with disabilities in a recreation setting at the University of New Hampshire, and

conducted a similar study in 2012 at UNH with a similar population of young adults (see UNH IRB project #5400).

**4. DATA**—Audio recordings of the interviews will be transcribed for thematic analysis. Responses will be calculated from the questionnaires for thematic analysis. To comply with the UNH policy on Ownership and Management of Research Data, the data from this study will be retained for a minimum of three years from the end of the project.

**5. RISKS**—There will be minimal risks to the participants involved in the study. The questions for each of the questionnaires and interviews were developed with sensitivity towards the intellectual capacity of the individuals. These questions are designed to examine the participants' views of the experiences and peer relationships formed within this Unified physical education class. Original documents, files, voice tapes, and transcripts will be retained for a minimum of three years from the end of the project.

**6. BENEFITS**—Currently, little data exists on the peer relationships and social interactions formed in physical education classes. The possible benefits for participants in the study from the information collected from interviews will provide insight to experience in a Unified program for students with and without disabilities. It is hoped that findings from this study will inform program development efforts at other schools interested in establishing similar Unified Arts programs for their students.

### **C. References**

- Block, M. E., & Obrušnikova, I. (2007). Inclusion in Physical Education: A Review of the Literature From 1995-2005. *Adapted Physical Activity Quarterly*. 24.
- Butler, R. S., & Hodge, S. R. (2004). Social Inclusion of Students with Disabilities in Middle School Physical Education Classes. *RMLE Online: Research in Middle Level Education*. 27(1).
- Fitzgerald, H. (2005, February). Still feeling like a spare piece of luggage? Embodied experiences of (dis)ability in physical education and school sport. *Physical Education and Sport Pedagogy*. 10(1).
- Goodwin, D. (). The voices of students with disabilities: Are they informing inclusive physical education practice?
- Hall, S. (2009). The Social Inclusion of Young Adults with Intellectual Disabilities: A Phenomenology of Their Experiences. *Journal of Ethnographic & Qualitative Research*. 4.

Hall, L. J., & McGregor, J. A. (2000). A Follow-Up Study of the Peer Relationships of Children with Disabilities in an Inclusive School. *The Journal of Special Education*. 34(3).

Kalymon, K., Gettinger, M., & Hanley-Maxwell, C. (2010, July/August). Middle School Boys' Perspectives on Social Relationships With Peers With Disabilities. *Remedial and Special Education*. 31(4).

Naraian, S. (2008, April). "I Didn't Think I Was Going to Like Working With Him, but Now I Really DO!": Examining Peer Narratives of Significant Disability. *Intellectual and Developmental Disabilities*, 46(2).

**D. A copy of the certificate of completion of the UNH Web-based training on the ethical use and treatment of human subjects in research.** (See attached document)

**E. Copies of all recruitment materials.** (See attached document)

**F. Copies of all consent and assent documents/information.** (See attached documents)

**G. Copies of questionnaires, guiding questions, survey instruments, tests, debriefing materials, etc.** (See attached documents)

**H. Other pertinent documentation.** (See attached documents)

OFFICE OF THE SUPERINTENDENT  
DOVER PUBLIC SCHOOLS  
DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: April 8, 2013

MEMORANDUM: Nomination and Election of Coaching Positions.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2012-13 school year.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>REPLACING</b>	<b>SALARY</b>
Drew, Scott	Asst Spring Track	DMS	Jordan Bennett	\$1,504.00
Lang, Kirsten	Girls JV Lacrosse	DHS		\$1,895.00

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

TO: DOVER SCHOOL BOARD

DATE: April 8, 2013

MEMORANDUM: Nomination and Election of Aide Positions

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

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>REPLACING</b>	<b>HOURS</b>	<b>SALARY</b>
Bennett, Rebecca	Kindergarten Aide	WPS	Samantha Ratta	6.5 hrs/day	11.70/hr

*E. CONSENT AGENDA  
5.a.*

**Final Approval**  
**Dover Middle School**  
**2013**  
**Annual Trip to Washington, D.C.**

To: Dover School Board Members

Thank you for allowing us to have this opportunity.

As a note, all students that were eligible and in need of financial assistance received some portion of this trip in the form of a scholarship. No students were turned away because of monetary reasons.

Also, the students were not charged any additional money to cover the chaperones' expenses.

**Dover Middle School  
Washington, D.C. Trip  
2013**

**Additional Information for School Board Meeting**

Number of Chaperones:	12 (4 per bus)
Number of Students:	147 (49 per bus)
Student / Chaperone Ratio:	12 students : 1 chaperone

**Names of Chaperones:**

Bruce Patrick	Dean – DMS
Tice Leonard	Teacher – DMS
Richard Barrett	Teacher – DMS
David Tromba	Teacher – DMS
Lisa Nash	Teacher – DMS
Siobhan Mehalek	Teacher - DMS
Heidi Hutchison	Teacher – DMS
Jen Mone	Teacher - DMS
Mr, Michael Mundy	Parent and Police Officer
Dr. Magda Scherer	Parent and Physician
Mrs. Tracy Demers, R.N.	Parent and RN
Mrs. Michelle Carey, R.N.	Parent and RN

2 teachers per team

Benefit to chaperones: the tour company allows the chaperones free transportation and lodging. There are no additional costs added to the students to fund chaperones. The chaperones pay for any additional expenses. The chaperones are giving their time and effort to supervise the students on this trip.



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

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

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

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

*Phone: 603-516-7200 • Fax: 603-516-5747*  
*www.dover.k12.nh.us*

**Fran Meffen**  
*School Counselor Grade 5*

**Bev O'Brien**  
*School Counselor Grade 6*

**Beckie Pazdon**  
*School Counselor Grade 7*

**Justin Pagnotta**  
*School Counselor Grade 8*

# Mandatory Parent Meeting

Dear Parents,

A very important meeting for all parents of students who will be going on the trip to Washington, D.C. has been scheduled for **Tuesday, April 30th at 7:00 p.m.** Please don't be late.

- ❖ At least one parent from each family **must** attend this meeting. In case of an emergency, there will be one make-up meeting at 6:30a.m. on a date TBD.
- ❖ This meeting is for **parents only** and will be held at Dover Middle School in the Renaissance Theater.
- ❖ At this meeting, we will distribute final itineraries, hotel addresses and a list of items for students to bring.
- ❖ We will also explain all of the rules that students are expected to follow.
- ❖ We are taking your child for 5 days, please give us one hour. **Attendance will be taken.**

Thank you for your support.

**Bruce Patrick**  
Dean of Students  
Dover Middle School

**Dover Middle School  
Washington, DC Trip Itinerary 2013**

**Tuesday, May 28**

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

**Wednesday, May 29**

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

**Thursday, May 30**

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

**Friday, May 31**

6:30 am	Wake up call
7:30 am	Breakfast at the hotel
10:00 am	Visit Ford's Theatre if available
11:00 am	Tour of the White House
12:00 pm	Lunch at the Smithsonian & Buildings
2:00 pm	Visit National Zoo
6:00-8:30 pm	Dinner at Dave and Busters

**Saturday, June 1**

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

**HOTEL ADDRESSES  
WASHINGTON, D.C. TRIP 2013**

**Wednesday Night**

**Embassy Suites  
3006 Mooretown Rd.  
Williamsburg, VA 23185  
757-229-6800**

**Thursday and Friday Night**

**Embassy Suites At Tyson's Corner  
8517 Leesburg Pike  
Vienna, VA  
703-883-0707**

## DC Parent Meeting 2013

### TRIP RULES

- ❖ **NOBODY OUT OF HIS OR HER ROOMS AFTER CURFEW.**  
Students will be taped in. If the tape is broken, the student goes home at the parent's expense. Parents will be called.
- ❖ **NO BOTTLES ARE TO BE BROUGHT FROM HOME.**  
Students may buy a bottle at the first rest area (plastic or glass).  
No High Energy drinks are allowed (Monster, Volt, Amp, Rock Star, Red Bull, etc.).
- ❖ **LUGGAGE WILL BE CHECKED PRIOR TO BOARDING THE BUS**  
Students are allowed one suitcase and one carryon.
- ❖ **ALL STUDENTS MUST HAVE A PILLOW AND A WATCH.**  
A pillow will be needed for the bus and a watch to be on time.
- ❖ **STUDENTS ARE RESPONSIBLE FOR ANY ITEMS THEY BRING.**  
Cameras, Gameboys, etc.
- ❖ **ALL MEDICATION WILL BE HELD BY THE CHAPERONES**  
The exceptions will be inhalers. Please have dosage, student name and when taken on the medication.
- ❖ **THE DRESS CODE IS RELAXED, BUT NOT TOTALLY REMOVED.**  
The spaghetti strap shirts will be OK, but belly showing shirts are not OK.
- ❖ **ALL SCHOOL RULES APPLY, NO ALCOHOL, TOBACCO, DRUGS OR WEAPONS.**  
If it is not allowed in school, don't do it or don't bring it.
- ❖ **NO STUDENT WILL PURCHASE BODY ART OR PIERCING SERVICES.**
- ❖ **FLIP FLOPS ARE TO BE WORN ONLY IN THE HOTEL, NOT ON THE BUS OR WHILE TOURING.**

### WHAT TO BRING:

Pillow-for bus and hotel

Watch

Camera

Spending money-\$150 minimum

Snacks-for bus and hotel

A change of clothes for the next day

Umbrella-if rainy

Cell phones are ok but are not our responsibility.

Sunscreen-if sunny

Sleeping bag-if 5 to a room

**\*\*Before we go, we also collect \$5.00 cash for a tip for our bus driver who is with us the entire time.**

3/8/2013

**WASHINGTON, D.C. STUDENT/PARENT CONTRACT**  
**2013**

I, AS A PARENT OF (STUDENT'S NAME) \_\_\_\_\_  
AGREE THAT IF MY CHILD BREAKS ANY OF THE SCHOOL RULES  
(INCLUDING ALCOHOL, SMOKING, FIGHTING AND ESPECIALLY BREAKING  
CURFEW, THE SCHOOL CHAPERONES WILL CALL ME AND MY  
SON/DAUGHTER WILL BE SENT HOME AT MY EXPENSE BY WHATEVER  
MEANS AVAILABLE OR I WILL COME AND GET THEM.

IF MY SON/DAUGHTER BREAKS A LAW, SUCH AS SHOPLIFTING,  
ASSAULT, STEALING, HE/SHE WILL BE IN THE CUSTODY OF THE LOCAL  
AUTHORITIES AND REMAIN THERE UNTIL A PARENT COMES TO RELEASE  
THEM.

**By signing, I agree with the above statements:**

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HOME PHONE# \_\_\_\_\_

DAYTIME PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

SECONDARY CONTACT NAME \_\_\_\_\_

HOME PHONE# \_\_\_\_\_

WORK PHONE# \_\_\_\_\_

CELL# \_\_\_\_\_

I, AS A STUDENT WILL ABIDE BY ALL TRIP RULES SET FORTH BY THE  
DOVER MIDDLE SCHOOL CHAPERONES AND UNDERSTAND THAT IF I  
BREAK A TRIP RULE, I WILL BE SENT HOME AT MY PARENT'S EXPENSE  
OR THEY WILL COME AND GET ME.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Washington, D.C. Trip MEDICAL FORM**

**BUS #** \_\_\_\_\_

Student's Name \_\_\_\_\_

DOB \_\_\_\_\_

Student's Social Security # \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_

Emergency Contact Person Other than Parent:

Name \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Student's Medical Information:

Physician Name \_\_\_\_\_ Phone # \_\_\_\_\_

Allergies \_\_\_\_\_

Current Medication and Dosage \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Medical Conditions that we should know about \_\_\_\_\_

\_\_\_\_\_

Health Insurance Company Name \_\_\_\_\_ Policy # \_\_\_\_\_

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

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

Does your child wear Contact Lenses YES \_\_\_\_\_ NO \_\_\_\_\_



DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER



CHRISTINE BOSTON  
Principal  
[c.boston@dover.k12.nh.us](mailto: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](http://www.dover.k12.nh.us/DHS/Index.shtml)

JIM AMARA  
Director of Career Technical Education  
[j.amara@dover.k12.nh.us](mailto:j.amara@dover.k12.nh.us)

JON ALTBERGS  
Dean of Instruction  
[j.altbergs@dover.k12.nh.us](mailto:j.altbergs@dover.k12.nh.us)

MICHAEL PEREZ  
Dean of Students  
[m.perez@dover.k12.nh.us](mailto:m.perez@dover.k12.nh.us)

KIM STEPHENS  
Dean of Freshmen  
[k.stephens@dover.k12.nh.us](mailto:k.stephens@dover.k12.nh.us)

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

March 19, 2013

Dear Ms. Briggs-Badger

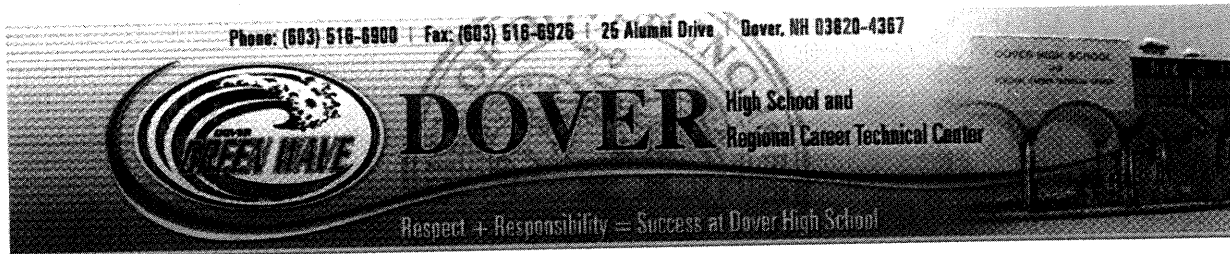
I am writing to endorse the proposed DHS Unify Volleyball Team competing in the 2013 National Unified Volleyball Championships May 24-27, 2013 in Louisville Kentucky. This is a unique opportunity for a group of Unified Athletes and Partners to compete at a National level as well as share their unified experiences and ideas with other states.

One of the things that I have enjoyed most about my tenure at DHS is the Unified activities that are planned and supported by M.J. Hippern. Through her efforts, DHS is able to offer a unified prom, movie nights, track, basketball, soccer, volleyball, wellness classes, drama classes and art classes that focus on disabled students partnered with able peers. These events have not only normalized students with disabilities in our building, they have brought us all closer together and promoted increased tolerance for all differences and a more positive and supportive culture at Dover High School.

This trip has my most enthusiastic endorsement. Please feel free to contact me with any questions or concerns.

Best Regards,

Christine Boston  
Principal



## Greenwave Unified Volleyball Background

The Dover Greenwave Unified Volleyball team had the pleasure of competing at the 17<sup>th</sup> Annual Unified Sports Volleyball Championships in 2012. At that time New Hampshire did not offer Unified Volleyball. In fact, 2012 was the first year the state of New Hampshire offered Unified Sports as part NHIAA offerings. Unified soccer, basketball, and track and field were the sports offered in 2012. Dover put together the Unified Volleyball team in the hopes of bringing volleyball to New Hampshire. After coming back to New Hampshire from Utah we shared our wonderful experiences with our state. We also shared that fact that after playing volleyball as a team we felt it encumbered all that unified sports represents with the teamwork, cooperation, and communication that is required to play the game of volleyball. This spring Special Olympics and the NHIAA will offer Unified Volleyball as an official sport. There are eight schools competing in the inaugural season this year.

I have been teaching Unified Wellness for the past 5 years and the addition of Unified Sports has been amazing for the Students of not only Dover High School but for state of New Hampshire. Dover has an annual Unified Sports Day where in the spring the Unified Wellness class designs and organizes a day where we invite area schools to learn the benefits of Unified activities. Since we began Unified Sports Days, SONH has included them in the Project Unify grant and are now offered throughout the state. Last year 14 schools were involved and this year we hope to have 20 schools involved in Unified Sports Days throughout the state.

Last year since we did not have a set team we asked three members from two different neighboring schools to come join our team. Since we are in such close in proximity and throughout the year we combine for a variety of activities it was the logical thing to do. Monthly our communities get together at Dover for a variety of activities such as bowling nights, movie nights, and a unified semi-formal dance. We would like to bring those members with us again to continue the community tradition. During the sports seasons we compete against each other and coming together for this event makes it special for all involved. We would also have a hard time telling the athletes who came with us last year that they are not able to do so this year.

As with last year we are willing to do what is needed to comply with registration and deadlines for this opportunity. Our school and extended community already have a unified group that meets regularly. As far as school community support for our students goes our administration and all staff are very supportive with any endeavor we pursue. We have a Facebook page "Dover High Unified" where we regularly update with project unify activities not only from our community but state and nationally as well.

Re: Request for preliminary approval for extended travel

Trip: Unified Volleyball National Championships

Dover High School would like to compete in the 2013 National Unified Volleyball Championships May 24-27, 2013 in Louisville Kentucky.

1. This is a unique opportunity for a group of Unified Athletes and Partners to compete at a National level as well as share their unified experiences and ideas with other states.
2. The travel agency to be used is through National Special Olympics as they are partially funding the trip.
3. Dates of the trip are May 24-27. Students would not miss any school as May 24<sup>th</sup> is a teacher workshop day and Monday May 27<sup>th</sup> is Memorial day.
4. Itinerary will be coming soon. There will be a round robin tournament play Saturday and Sunday. There is also a dinner and dance Saturday night for all participating teams.
5. Cost per student – We are fundraising to cover the costs. National Special Olympics will also cover the cost of the entry fees for all participants.
6. Students attending are all current athletes who have met the requirements of academic eligibility.
7. There will be numerous meetings with parents and athletes pertaining to trip rules and regulations including behavior rules.
8. Insurance coverage will be individual family medical insurance
9. There is support from administration for this trip
10. Staff members will be missing one teacher workshop day on May 24<sup>th</sup>. There will be two staff members attending the trip.
11. Staff attending the trip will fundraise just as any other member of the trip.
12. There will not be any cost to the district.

Names of students will be added by 3/14/2013

Chaperones are the Unified Volleyball coaches MJ Hippern and Alex Satterfield

Student/Chaperone ratio 6:1



DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER



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

To: Dover School Board  
Supt. Jean Briggs-Badger  
From: Christine Boston *CB*  
Re: Cooperstown  
Date: March 13, 2013  
Cc: Peter Wotton

I am writing to ask that you support the request for our Baseball trip to Cooperstown New York.

I apologize that this request is coming late as we applied for play dates at Cooperstown on January 2, 2013 (this is the first post mark date that Cooperstown will accept). As a result of the application process we were not notified of the play date (May 17, 2013) until March 5, 2013.

The ratio of student to adult is expected to be approximately 6 to 1.

All names of participants and their phone numbers are on file in the Athletic Office and all coaches maintain emergency cards throughout the trip.

All permission slips are also on file in the Athletic Office as a result of athletic participation.

Thank you for your consideration.

## Cooperstown Extended Travel Request

In regards to Paragraph: 2-The trip to Cooperstown and the Baseball hall of Fame has been a long standing tradition on an odd year basis since 1995. The players/managers/coaches are able to experience the cultural significance of Americas Pastime through visitation of the Hall of Fame, and competing on Doubleday Field-itself an historical landmark as it was built during the Great Depression.

In regards to Paragraph: 3-We have usually traveled during April vacation, however this season we are unable to as repairs to Doubleday Fields Grandstand roof are being completed during April and no games are permitted. We will be traveling on May 17, a Friday to reduce the number of school days missed.

In regards to Paragraph: 4-The DHS Baseball booster club is responsible for the financial portion of the trip. Student athletes/managers/coaches will be required to pay for personal sundries and souvenirs.

In regards to questions:

1. The educational value is immense. What the student athletes/managers learn about baseball and the history of America can't be duplicated. Every person who has participated in this trip over the past 18 years has left the trip with a significantly greater appreciation for the game and our country.
2. We do not require a travel agent.
3. The travel dates are May 17 and May 18. The game is played May 17.
4. See attached.
5. Dependent upon student athletes desires. Student is responsible for 1 lunch, 1 dinner and souvenirs.
6. Based in NHIAA and DHS Athletic policies and procedures.
7. Pre-season meetings, NHIAA and DHS policies and procedures cover this.
8. NHIAA and DHS policies and procedures cover this.
9. Athletic Director approved, waiting for Principal and Superintendent.
10. John Carver will require a substitute instructor for May 17.
11. There is no financial benefit for the coaching staff.
12. The cost to the district is limited to the cost of a typical bus trip to our away games that would be incurred to play the contest anyway. Therefore there is no additional cost to the district.

Additional questions:

1. These are all on file as required under NHIAA and DHS policies and procedures.
2. The coaching staffs are the chaperones.
3. 5-1.
4. NHIAA and DHS policies and procedures cover this.

## Cooperstown Time-Line

May 17, 2013

6:30 Leave Dover High  
 12:30 or so Arrive at Hickory Grove  
 2:00 Depart Hickory Grove for Glimmer Glass State Park- BP  
 2:00 Arrive at Glimmer Glass State Park- BP  
 3:30 Depart Glimmer Glass State Park for Doubleday Field  
 5:00 Game against BFA Fairfax  
 8:00 Dinner at Pepper Mill (paid by Boosters)  
 9:30 Depart Pepper Mill for Hickory Grove  
 11:00 Lights out

May 18, 2013

9:00 Breakfast at Hotel (paid by Boosters)  
 10:30 Depart Hickory Grove for Hall of Fame/Downtown Cooperstown (entrance to HOF paid by Boosters)  
 12:00? Lunch/Dinner (paid by athlete)  
 4:00 Depart Cooperstown for DHS  
 10:00 Arrive @ DHS

Items student/athlete needs- Uniforms, bat, glove, spikes, batting gloves, mock-neck, t-shirt, shorts, socks, sunglasses, pullover, 1 change of clothes for next day.

Money athlete needs- Money for lunch, snacks, souvenirs. It depends on the person as to how much he wants to spend.

Lunch Suggestions:

Souvenirs suggestions

Doubleday Café	(607) 547- 5468	Mickey's Place	(607) 547-5775
Tunnichiff Inn	(607) 547-9611	Cooperstown Bat Company	?
Sals Pizzeria	(607) 547- 5721	Extra Innings	(607) 547-0100
Pepper Mill	(607) 547- 8550	Safe At Home	(607) 547-1317
Nicoletta Italian Café	(607) 547- 7499	Legends are Forever	(607) 547-7165
Cooperstown Diner	(607) 547- 9201	Friends of Doubleday	(607) 293-8022
		Hall of Fame Shop	888-425-5635

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: EB</b>
<b>DATE OF ADOPTION:</b>	<b>PAGE 1 OF 1</b>

## **FIRST READING**

### **SAFETY PROGRAM**

The Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:64, iii, and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; **building security**; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students, employees. The principal shall be responsible for promoting student safety procedures to be used on School buses; The principal shall also be responsible for developing student safety procedures to be use on school grounds (including playgrounds), during authorized school activities (such as field trips), and within school building(s) (including classrooms and laboratories). The building's safety plan shall be on file in the SAU office.

*The following items listed must be encouraged and enforced:*

- *All Dover School employees will wear school identification at all times during school hours*
- *Schools will require all visitors to sign in/out and wear/carry visitor identification*
- *For security purposes staff/faculty will not prop and leave exterior doors open*
- *All staff/faculty involved with the arrival and dismissals of students will wear a yellow traffic vest when outside*

*It is strongly encouraged to abide by the following:*

- *All empty classroom doors should be closed and locked when room is unoccupied*

#### Statutory/Regulatory/Policy Cross References

RSA 281-A:64, III, Worker's Compensation: Safety Provisions; Administrative Penalty

RSA 200:40, Emergency Care

NH Code of Administrative Rules, Section Ed. 306.04(a)(2), School Safety

NH Code of Administrative Rules, Section Ed. 306.04(d), Safety, Procedures

DOVER SCHOOL DISTRICT	POLICY CODE: EEAA
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<b>FIRST READING</b>
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**VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY**

The Board authorizes the use of video and/or audio surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices.

**Backup devices** Tapes will be installed and removed on a rotating basis by District personnel appointed by the Superintendent. The **devices** tapes may be reviewed by the District personnel for disciplinary purposes. If disciplinary action is taken as a result of video/audio **device** tape the parent/guardian or staff member may request, in writing within 5 days, to review the **device** tape with the appropriate school personnel.

In the event **the back-up device** tape from a video or audio surveillance device contains evidence of wrongdoing, be it a crime or violation of school conduct policies that could result in discipline, the actual, original **device** tape will be pulled from service and not re-used or taped over for a period of not less than 3 years following the incident in question. Should the **device** tape be confiscated by prosecutorial authorities as evidence in a crime, the District will take all steps possible to arrange for a certified copy to be retained by the District.

The Superintendent will notify staff, students, and parents through handbooks or by other means that video and/or audio surveillance may occur on District property. A notice will also be posted at the main entrance of all school district buildings and on all buses indicating the use of video and/or audio surveillance.

The District may choose to make surveillance recordings part of a student's educational record or a staff member's personnel record subject to the language of the Board approved employment contract. The District will comply with all applicable state and federal laws related to record maintenance and retention.

**Legal References**

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*20 U.S.C. 1232g, Family Educational Rights and Privacy Act*

*RSA 189:6, Transportation of Pupils*

*RSA 189:8, Limitations and Additions*

*RSA 189:9, Pupils in Private Schools*

*RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons*

*RSA 200:40, Emergency Care*

*Also see Dover School District Policies EEA, EEAE, EEAE, and EEAE Addendum 1*

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**SECOND READING**

**BOARD/STAFF COMMUNICATIONS**

The Dover School Board desires an open and collaborative relationship with all members of the Dover School Community.

Local and state rules and customs, along with state law, have set up certain boundaries governing the interaction between and amongst School Board Members, the Superintendent, Administrators, and Staff Members.

The following outline shall govern certain types of communications throughout the District:

**COMMUNICATION:** Is defined as any contact in person or by telephone, email, or other electronic device. It is further defined as debate and dialogue on issues related to education.

**GENERAL STATEMENT:** The Dover School Board encourages open dialogue and respectful debate between and amongst Board members and District staff. It encourages the sharing of views concerning diverse topics and issues which include, but are not limited to, education philosophy, District curricula, school policies, facility needs, and innovations and reforms in education.

**LIMITATIONS**

**SUPERINTENDENT/BOARD COMMUNICATION:**

The Superintendent shall follow all policies or rules that have been approved by the School Board and execute all directives adopted by the Board regardless of the Superintendent's personal or professional position. (Footnote #1)

The Superintendent may take issue with a member or members of the School Board, *publically or privately*, concerning the actions, statements, or positions taken by any individual member or group of members. Once an affirmative vote of the School Board has been taken on any issue, the Superintendent is expected to carry out the change or order. *Any Board member requesting information from the administration shall forward a request to the superintendent's office. If responding to the request appears to require more than 120 minutes of administrative time or if the request creates concerns over conflicts with pre-existing Board projects/requests, the Superintendent may forward the request to the School Board for approval and prioritization . All information provided to any Board member pursuant to a request for information shall be shared with the entire School Board.*

*Any complaints/concerns regarding the Superintendent, School Board decisions/practices, or the interactions between the School Board and the City of Dover shall be directed to the Chair of the School Board.*

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: BHC</b>
<b>DATE OF ADOPTION:</b>	<b>PAGE 2 OF 2</b>

**SCHOOL BOARD/EMPLOYEE COMMUNICATION:**

The Board recognizes the Superintendent as the employer of all District personnel. All employees work for the Superintendent of School. A School Board member or members shall not direct, order, or make a request of any employee of the School District in any work related matter.

Board members shall forward all constituent complaints regarding an employee or other personnel matters solely to the Superintendent.

Board members shall only discuss personnel matters with the Superintendent or in the presence of the Superintendent.

**STAFF/SCHOOL BOARD:**

All District employees shall use the chain of command to discuss issues related to their employment, including but not limited to, compensation, payroll, evaluations, discipline, work load, insurance, and work environment.

All District staff shall refrain from contacting any member of the School Board regarding any grievance hearing or other personnel matter that may be adjudicated by the Board.

**SCHOOL BOARD/ADMINISTRATORS:**

School Board members shall provide reasonable notice to a building principal before visiting a school building. (Footnote #2)

Footnote #1: Said policies, rules, and directives shall not conflict with the Dover City Charter, Dover School Board By-laws, Administrative Rules of the Department of Education, and/or State/Federal laws.

Footnote #2: No notice is required for a School Board member frequenting a building in the role of a parent or guardian, or in the role of a committee person appointed by the Board.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: BHC</b>
<b>DATE OF ADOPTION:</b>	<b>PAGE 3 OF 2</b>

**SECOND READING****ADVERTISING IN THE SCHOOLS**

Neither the ~~facilities~~~~facilities~~, the name, the staff, nor the children of the schools, ~~school system, nor any part thereof~~ shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may accept and use educational materials, supplies, and equipment which bear only simple mention of the producing or sponsoring business. In instances where the Superintendent questions the appropriateness of such acceptance or use, the materials, supplies, or equipment may be declined, or the matter may be referred to the School Board.
3. The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
4. The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.
5. The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils.
6. School publications may accept and publish paid advertising under established procedures.
6. The School District may enter into a contract to allow content and age appropriate fee based advertising in the schools with the prior written approval of the School Board. Such advertising shall be subject to the editorial control of the Superintendent.

Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

**POSTING OF COMMUNITY NOTICES**

1. Non-school notices may be posted on school bulletin boards if the following requirements are met:
  - a. Approval by the principal
  - b. Clearly state on notice that the function or activity is not a school-sponsored activity
  - c. The function or activity is directly of benefit to local youth

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: KHB</b>
<b>DATE OF ADOPTION: <del>OCTOBER 10, 2005</del></b>	<b>PAGE 2 OF 1</b>

- d. The notice does in no way include information or advertising of promotional nature which would benefit private enterprise
2. All notices regarding school-sponsored activities may be posted under the jurisdiction of the principal.

## **Amendment to the Class of 1971 Scholarship Fund**

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**WHEREAS:** the Dover School Board approved the establishment of the Class of 1971 Scholarship Fund on March 12, 2012, and was accepted by the City Council on March 28, 2012, to be granted to a member of the 2012 Dover High School graduating class who has improved the most over his/her final year at Dover High School, and to be used for any college degree program, as well as to defray the cost of a certification or license, and

**WHEREAS:** the winner of the 2012 scholarship did not go on to post high school education and accept and use the scholarship award, the authorized representative of the Class of 1971 scholarship has acknowledged their understanding and has agreed that the scholarship, in the amount of \$1,000 plus any additional earnings, will be awarded to a Dover High School senior and the award be granted each year until the funds are accepted and utilized.

**NOW, THEREFORE, BE IT RESOLVED** the Dover School Board requests the Dover City Council accept the amendment of the Class of 1971 Scholarship Fund.

**SUBMITTED BY:**

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Rocky D'Andrea, Chairperson

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Amanda L. Russell, Vice Chairperson

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Betsey Andrews Parker, Secretary

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Doris F. Grady

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Kenneth Appel

---

Kathy Baker

---

Paul Butler

***April 8, 2013***

## RESOLUTION

### RE: REQUEST FOR THE APPROVAL OF ELECTRONIC PAYMENTS

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WHEREAS: RSA 80:52-c Requires that the governing body may authorize the municipality's treasurer or other appropriate municipal official to accept payment of local taxes, charges generated by the sale of utility services, or other fees or charges by use of a credit card, debit card, or such other means of electronic transaction as approved by the governing body. Any municipality may add to the amount due, in addition to any penalties and interest payable, a service charge for the acceptance of the credit card, debit card, or such other means of electronic transaction as approved by the governing body. The municipality, at the time of billing, shall disclose the amount of the service charge; and

**Source.** 1994, 2:2. 1995, 137:4. 2001, 78:2. 2009, 37:1, eff. July 14, 2009.

WHEREAS: The Dover School District has a well-established need for upgrading its payment systems to allow for electronic payments to improve internal controls through reducing handling of cash in school district departments/functions; and

WHEREAS: The Dover School Board approves the acceptance of Credit Cards and other forms of electronic payments as a means for collecting monies due the school relating to any and all purchases of goods offered for sale, and/or payments of School District fees, fines, and surcharges legally authorized by the School Board and/or District Administration.

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

The Dover City Council authorizes the City Treasurer to accept Credit Card and other forms of electronic payment as a means for collecting monies due the school relating to any and all purchases of goods offered for sale, and/or payments of School District fees, fines, and surcharges legally authorized by the School Board and/or District Administration (as required by RSA 80:52-c).

#### APPROVED BY:

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Rocky D'Andrea, Chairperson

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Amanda Russell, Vice Chairperson

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Betsey Andrews Parker, Secretary

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Dr. Paul Butler

---

Kathy Baker

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Ken Appel

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Doris Grady

April 8, 2013

## **BACKGROUND FOR RESOLUTION**

This resolution was born from months of collaboration with the City Finance Department to use an online software package called MySchoolBucks in conjunction with Dover School District's school lunch program in order to allow for the acceptance of online Credit Card payments. As a result the school SAU office has worked with the city treasurer to identify a process that will work for reconciliation of credit and debit card transactions. This resolution puts the School District in compliance with RSA 80:52-c (attached below) for all future use of electronic payments as a means of collecting fees, surcharges, and/or sales due the District.

# **TITLE V TAXATION**

## **CHAPTER 80 COLLECTION OF TAXES**

### **Miscellaneous Provisions**

#### **Section 80:52-c**

**80:52-c Electronic Payment.** – The governing body may authorize the municipality's treasurer or other appropriate municipal official to accept payment of local taxes, charges generated by the sale of utility services, or other fees or charges by use of a credit card, debit card, or such other means of electronic transaction as approved by the governing body. Any municipality may add to the amount due, in addition to any penalties and interest payable, a service charge for the acceptance of the credit card, debit card, or such other means of electronic transaction as approved by the governing body. The municipality, at the time of billing, shall disclose the amount of the service charge.

**Source.** 1994, 2:2. 1995, 137:4. 2001, 78:2. 2009, 37:1, eff. July 14, 2009.

**RESOLUTION**

RE: REQUEST TO RESCIND AN EXISTING APPROPRIATION

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WHEREAS: On December 14<sup>th</sup>, 2011 an appropriation in the amount of \$1.9 million was approved by City Council for the DHS Auditorium Conversion Project; and

WHEREAS: The need for bonding this amount is not necessary at this time since the scope of work is included in the City CIP as part of the DHS Renovation/Improvements project.; and

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

The City Council Rescind the \$1.9 million bonding authority that was approved for the DHS Auditorium Conversion Project in the FY13 CIP resolution number R-2011.11.09-158.

**SUBMITTED BY:**

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Rocky D’Andrea, Chairperson

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Amanda Russell, Vice Chairperson

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Betsey Andrews Parker, Secretary

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Dr. Paul Butler

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Kathy Baker

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Ken Appel

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Doris Grady

April 8, 2013

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**MEMORANDUM  
FROM THE  
SUPERINTENDENT OF SCHOOLS**

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**TO: School Board**

**FROM: Jean Briggs Badger**

**SUBJECT: DEOP Agreement Changes**

**DATE: 4/8/2013**

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The School Board and the Dover Educational Office Personnel reached a tentative agreement on March 25, 2013. The minimal changes to this Bargaining Agreement are listed below:

- This is a one year contract
- Negotiations will begin again in the Fall of 2014
- Language changes include a typographical error (“stoop” to “stop”) and the replacement of “secretary” to “administrative assistant” throughout the Agreement.
- ~~PERSONAL/EMERGENCY~~—(“Emergency” should have been removed in the last contract)
- There is no change to the wage scale from FY13 to FY14
- In FY12, \$300.00 one-time (non-cumulative) stipend for school year employees and \$600.00 one-time (non-cumulative) stipend for full year employees. In FY13, \$400.00 one-time (non-cumulative) stipend for school year employees and \$700.00 one-time (non-cumulative) stipend for full year employees. There will be no additional stipends in this contract. There is no wage increase in this contract.
- Position title changes:  
~~Grade I~~ **Administrative Assistant I**: Receptionist

~~Grade II~~ **Administrative Assistant II**: ~~School Secretary, SPED School Secretary, Nurse's Secretary, SAU Secretary, Substitute Coordinator Secretary, Title I Secretary, Attendance Secretary, Guidance Secretary, Alternative School Secretary~~ **School Based Office Administrative Assistant, Substitute Coordinator, SPED Administrative Assistant-School Based, Attendance Administrative Assistant –School Based, Title I-School Based, Nurse's Administrative Assistant, Guidance Administrative Assistant**

~~Grade III~~ **Administrative Assistant III**: ~~Assistant Principal's Secretary, Dean's Secretary~~ **Assistant Principal's Administrative Assistant—School Based, School Administrative Assistant—School Based, Dean's**

**Administrative Assistant, Federal Projects/Curriculum Administrative Assistant-District Wide, Special Education Data Assistant—District Wide, Food Service—District Wide, SAU Administrative Assistant-District Based**

Grade IV **Administrative Assistant IV**: ~~Administrative Assistant (Athletic, Curriculum, DALC, Facilities, Federal Projects, Special Education, Vocational) Data Processing System Secretary, Guidance Department Registrar, Food Service Data Processing Secretary~~ **Administrative Assistant (Athletic, DALC, Principal's, Special Education, Career Technical Center, Curriculum/Federal Projects, Alternative School), Guidance Department Registrar**

Grade V **Administrative Assistant V**: ~~Accounts Payable Bookkeeper, MMS Data Coordinator, Food Service Accounting Manager, Data Technology Coordinator~~

Grade VI **Administrative Assistant VI**: DALC Office Manager

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# MEMORANDUM FROM THE SUPERINTENDENT OF SCHOOLS

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**TO:** School Board

**FROM:** Jean Briggs Badger

**SUBJECT:** DPA Agreement Changes

**DATE:** 4/8/2013

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The School Board and the Dover Paraeducators' Association reached a tentative agreement on March 13, 2013. The minimal changes to this Bargaining Agreement are listed below:

- This is a one year contract
- Negotiations will begin again in Fall of 2014
- There is a potential savings of \$30,000 due to the reduction of two days
- There is no change to the wage scale from FY13 to FY14
- For FY13, there was a \$100 stipend for all paraprofessionals who were at the top step. This stipend does not exist for the FY14 contract.

## **Article I**

### **D. DEFINITIONS**

The terms "~~aide or tutor~~," "~~Paraeducator~~" paraprofessional or "employee" as used in this Agreement mean an aide or tutor ~~person~~ employed by the School Board in the bargaining unit as described in Article I-A.

## **Article IV**

### **A. CLASSIFICATIONS**

The parties agree to update Article IV (A) by incorporating current job titles.

All ~~paraeducators~~ paraprofessionals shall be assigned to one of the following classifications:

Classification 1:

Non-instructional Aides

- - Clerical Aides (Copier Aide)
- - Supervisory Aides (Parking Aide, Kiosk Aide)

Classification 2:

Instructional #1 – ~~Paraeducators~~ Paraprofessionals

- - Instructional Classroom Aides (Kindergarten Aide, Novanet Aide, Tech Ed Aide)
- - Librarian Aides

- - Special Education Aides
- - In School Suspension (ISS) Aides
- - **Computer Aide I**

Classification 3:

Instructional #2 – ~~Paraeducators~~ **Paraprofessionals**

- - Tutors - Federal Projects (Non-certified)
- - - - Audio Visual Aide
- - - - **Computer Aide II**

Classification 4:

Instructional #3 – ~~Paraeducators~~ **Paraprofessionals**

- - Tutors - Federal Projects (Certified Teacher)
- - Tutors E.S.O.L (Certification Required)
- - **Literacy Interventionist Tutor (Certification Required)**

~~Certified Occupational Therapist Assistant~~

~~Physical Therapist Assistant With Certification~~

Speech/Language Assistant **Tutor** With Certification

~~Computer Technician~~ **Aide III**

Medical Assistant **Aide** With Certification

No bargaining unit member will be required to substitute for this position except in an emergency situation. Should an emergency occur, the employee shall receive the rate for the position at the employee's proper step during the time said position is filled.

#### ~~C. STUDY COMMITTEE~~

~~The Association and the School Board agree to establish a joint study committee to investigate, evaluate, and make recommendations to the School Board for updating and revising job descriptions of Paraeducators. The joint study committee will be comprised of no more than four (4) Paraeducators appointed by the President of the Association and no more than four (4) other persons appointed by the Chairperson of the School Board. The committee shall make its recommendations to the School Board~~

### Article V—WORKING CONDITIONS

#### A. IN-SCHOOL WORK YEAR

1. **Subject to the educational, operational and financial needs of the District,** The work year for Paraeducators **Paraprofessionals** shall consist of **equal the number of annual student**

days established by the Board ~~one hundred eighty (180) student days~~ plus a workshop day the day before commencement of classes. Paraprofessional attendance at a workshop may be mandatory or optional at the discretion of the Board, or its designee(s). In addition, each Paraeducator will be allowed to attend ~~two (2)~~ three (3) scheduled teacher workshop days with full pay within the teaching calendar year. Therefore the work year shall consist of the number of student days plus one, the number of student days plus two, the number of student days plus three, or the number of student days plus four. ~~181, 182, or 183 days.~~—The existing work year for Paraprofessionals shall not be decreased without prior notification and consultation with the Association.

## Article X

### EXCLUSIVE ASSOCIATION RIGHTS AND RESPONSIBILITIES

#### A. PAYROLL DUES DEDUCTION

1. The ~~School~~ Board agrees to deduct Association dues from the pay checks of its paraeducators ~~Paraprofessionals~~ dues for the Dover Paraeducators' Association and transmit such funds to the Dover Paraeducators Association treasurer on a monthly basis, ~~the NEA—New Hampshire, NEA,~~ provided that individual employees written authorization for such dues deduction and transfer, ~~as said individually and voluntarily authorize the School Board to deduct. Said monies shall be transmitted to the Dover Paraeducators' Association treasurer on a monthly basis.~~ The Association shall indemnify and hold the District and the Board and its representatives/designees harmless from any and all claims arising out of the deduction and transmission of Association dues.

#### K. DISCIPLINARY GUIDELINES

Discipline, up to but not including nonrenewal, shall be administered only for reasonable cause provided that such protection shall not apply until an employee has been employed as a Paraprofessional for the District for at least twelve (12) months. ~~Employees with fewer than ninety (90) days seniority shall not have this protection. The District's decision to renew or nonrenew employees shall not be impacted in any way by the language of this provision.~~

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**MEMORANDUM  
FROM THE  
SUPERINTENDENT OF SCHOOLS**

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**TO: School Board**

**FROM: Jean Briggs Badger**

**SUBJECT: DTU Agreement Changes**

**DATE: 4/8/2013**

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The School Board and the Dover Teachers' Union reached a tentative agreement on March 20, 2013. The changes to this Bargaining Agreement are listed below:

- This is a one year contract
- Negotiations will begin in fall of 2014
- There is no change to the wage scale from FY13 to FY14

**Article IV WORKING CONDITIONS**

**M. 4. EVALUATIONS**

All evaluations will be in accordance with evaluation forms and procedures adopted by the School Board or the Superintendent prior to the start of a school year. **All teachers will be informed of the position of the person that will be conducting any formal evaluations within three weeks after the start of the school year. At no time will a written evaluation be prepared by a member of the same bargaining unit. Nothing herein shall be construed to limit the sources of information used in the evaluation process.**

**Article V COMPENSATION**

**E. ANNIVERSARY DATES**

For purposes of salary payment teachers serving ninety (90) school days or more **during the 2012-2013 school year**, excluding authorized leave, will advance a step on the salary schedule on **December 1, 2013**.

**Article VII LEAVES**

**A. 1. SICK LEAVE**

Each teacher will be allowed up to 15 days with full pay annually **of which 5 may be used for the care of a sick family member** and shall accumulate such sick days to a maximum of 155 days.

## B. 2. PERSONAL LEAVE

No more than five (5) teachers (except when the Superintendent authorizes more) per school day may be authorized personal leave. **A list of all available personal days will be kept at the building level and made available to bargaining unit members upon request.**

## Article IX ASSIGNMENTS, TRANSFERS, VACANCIES, PROMOTIONS, AND JOB-SHARING

### B.2 INVOLUNTARY TRANSFERS

When an involuntary transfer or reassignment is necessary, a teacher's area of competence, grade level experience, major and minor field of study, length of service in the Dover School District, length of service in the particular school building, the needs of the Dover School District and other relevant factors shall be considered in determining which teacher is to be transferred or reassigned. **Teachers with less than five (5) years seniority may be transferred without regard to seniority. When teachers with more than five (5) years seniority are involved then the least senior may be transferred first. Transfers within the school building will be excluded from this section. All transfers will be for sound educational reasons.**

### E. PROMOTIONS

1. Promotional positions are defined as ~~curriculum advisors~~ **academic coordinators** and ~~positions outside the collective bargaining unit~~, which require greater supervisory responsibility and authority.

2. **Beginning in August 2014, academic coordinators will be selected every two years prior to the start of the school year.** ~~Whenever any vacancy in a promotional position occurs during the school year (September to June), it will be adequately publicized by the Superintendent by means of a notice placed on the school bulletin board in every school as far in advance of the appointment as possible.~~ During the months of July and August, **if a vacancy occurs** written notices of any such vacancy will be posted in each school building and also sent to the Union President's home address. No promotional vacancy will be filled except in an emergency within fifteen (15) days from the date the notice is posted in the schools or the giving of notification to the Union President.

3. All qualified teachers will be given adequate opportunity **bi-annually** to make application for such position. The School Board agrees to give due weight to the

professional background and attainments of all applicants including their area of competence, major and/or minor fields of study, quality of teaching performance, and length of service in the Dover School System. The needs of the system will also be considered in the selection. ~~Permanent~~ Appointments will be made as soon as possible. If, however, a vacancy occurs during the school year, the successful applicant shall forthwith be notified in writing, but the School Board may postpone the actual assignment until the beginning of the school year.

**ARTICLE X LAYOFFS AND RECALL**

**X. REDUCTION IN FORCE**

**6. For purposes of layoff, when seniority is equal, lay-off shall be determined by lottery.**

**SALARY SCHEDULE  
EFFECTIVE SEPTEMBER 1, 2013 - AUGUST 31, 2014**

<b>YRS EXP.</b>	<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
0	1	33,407	34,259	35,133	36,029	36,947	37,889
1	2	34,477	35,355	36,257	37,182	38,130	39,102
2	3	35,580	36,486	37,418	38,372	39,350	40,352
3	4	36,719	37,653	38,615	39,600	40,610	41,644
4	5	37,894	38,858	39,850	40,867	41,909	42,976
5	6	39,106	40,101	41,125	42,175	43,250	44,351
6	7	40,358	41,385	42,441	43,525	44,634	45,770
7	8	41,649	42,709	43,799	44,917	46,061	47,235
8	9	42,983	44,075	45,201	46,355	47,535	48,746
9	10	44,358	45,485	46,647	47,838	49,056	50,306
10	11	45,777	46,941	48,140	49,370	50,626	51,916
11	12	47,242	48,443	49,681	50,949	52,246	53,578
12	13	48,753	49,993	51,270	52,579	53,918	55,293
13	14	50,313	51,593	52,911	54,262	55,643	57,062
14	15	51,923	53,244	54,603	55,998	57,424	58,888
15	16	53,585	54,947	56,351	57,790	59,261	60,772
16	17	55,299	56,706	58,155	59,640	61,157	62,716
17	18	57,069	58,521	60,015	61,548	63,115	64,723
17+	19	59,895	61,394	62,936	64,517	66,135	67,794

**\$1,000 one-time (non-cumulative) stipend for those at top of scale as of 6/30/2013.**

Stipends: CAGS: MA+30 plus \$825  
(All years) DOC: MA+30 plus \$1651

## Memorandum of Understanding Regarding Preparation Periods

A committee will be established consisting of four members of the DTU, an elementary building principal, the middle school principal, the high school principal, and the Superintendent (or designee) to reach an agreement relative to equity in the award of prep time and the most effective length of instructional periods, with the goal of modifying Article IV (E). The committee shall meet no later than 4/15/13, and the agreement to modify Article IV(E) will be submitted to the School Board and the DTU for ratification no later than 5/31/13. If the parties do not ratify an agreement, Article IV (E) shall remain unchanged from the 2009-2013 Agreement.

**Dover School District Student Performance – How Do We Measure Up?**

**Dover Assessment School Board Report**

**Paula Glynn – CIA Director**

**April 8, 2013**

**I – Purpose of this Report**

**II –Dover NECAP 2012 Results**

**III-Dover NECAP in comparison to NH and New England**

**IV-NH NAEP in comparison to New England and USA**

**V- Dover and NH SAT scores in comparison to New England and the USA**

**VI-Dover and NH AP scores in comparison to New England and the USA**

**VII-Concluding Remarks**

**Appendices**

- A. District Results**
- B. School Results**
- C. NECAP Cohort Chart**

## I - Purpose of this Report

The purpose of this report is to inform the Dover School Board and the Dover public on the assessment results of our students over the last few years. In the past, reports to the Board have focused solely on the NECAP results. However, to look at the NECAP scores in isolation only gives a snapshot of how our students are scoring in relationship to themselves and to the state on this one particular assessment. This indeed is important information and information we take very seriously. A great deal of time is spent by the district and each school analyzing results for strengths and weaknesses, and subsequently adjusting instruction and programming appropriately. However, a comprehensive picture of the performance of our students is not complete without looking at the results of national assessments that our students participate in comparing their performance to that of their peers on a state level, on the New England level and on the national level. The assessments that provide this information in addition to the NECAP are: The National Assessment of Educational Progress (NAEP), the Scholastic Assessment Test (SAT), and the Advanced Placement Exams (AP.) This report provides comparative information on each of these assessments and should provide the public a clearer picture of the success of our Dover students.

## II - NECAP 2012 Results

The New England Common Assessment Program (NECAP) is the result of collaboration among the states of Maine, New Hampshire, Rhode Island and Vermont. NH, Vermont and RI came together to create an assessment that was first administered in October of 2005. Maine is the fourth state participating in NECAP, joining the consortium in 2009.

### **PURPOSE OF THE NEW ENGLAND COMMON ASSESSMENT PROGRAM**

The purpose of the New England Common Assessment Program (NECAP) is to build a set of tests for grades 3 through 8 and 11 to meet the requirements of the No Child Left Behind Act (NCLB). The purposes of the tests are to provide:

- (A) data on student achievement in reading/English language arts and mathematics to meet the requirements of NCLB**
- (B) information to support program evaluation and improvement**
- (C) information regarding student and school performance to both parents and the public.**

NECAP consists of reading and mathematics assessments for grades 3 through 8 and 11, writing assessments for grades 5, 8, and 11. Tests include multiple-choice, short-answer, constructed-response, and extended-response items.

## Our Results

Through the fall 2012 NECAP results, Dover continues to show improvement with district elementary/middle school results in Reading, scoring above the target index score of 91.0 with a score of 92.9. We continue to just about meet the target index score with district elementary /middle school results in Math, scoring just a tiny bit below the index score of 88 with a score of 87.9. DHS struggled somewhat this year, scoring slightly behind the target index score of 89 with a score of 85.1 in Reading. Math also fell short, falling behind the target index score of 72 with a score of 65.4.

The subgroups that continue to have difficulty meeting the index scores, the Educational Disability and Economically Disadvantaged cohorts, are making progress at the elementary /middle school levels in Reading! We attribute this to our continued work on revising DGR to meet their needs and the implementation of interventions/RTI at these levels. We expect this growth to continue, especially with the implementation of Dover's Growing Writers next year at k-8. We are working hard to best determine how to fit math interventions into our schedules so that children can benefit from targeted math instruction as well. We are also extremely confident that Math in Focus will increase our scores in the next few years as children come up to speed with the difficulty of the program.

We clearly have more work to do at all grade levels, but especially at the high school level. The development of competencies for English Language Arts and Math are a good starting place and they have been developed in both subject areas. However, we need to put a plan in place that provides students with re-teaching, intervention and credit recovery when they do not meet the competencies. We need to provide PD to teachers to help them in the implementation of the competencies. We are still not where we need to be in this process. The new Master Plan does allow for groups of high school teachers to focus on these areas as inquiry topics. As the new Master Plan fully reaches its potential, teachers will begin to find resolutions to some of these issues with the support of the district and PD.

It may be worth taking a closer look at the three charts that compare Barrington, Dover and Nottingham student performance on the NECAP.

### III-Dover NECAP in comparison to NH and New England

We have seen some of our shortfalls as a district by looking at our district NECAP reports. It's important to look at them in a broader context and see how we compare to the state averages and to the other 3 states taking the assessment. An undeniable observation from

looking at the data is that in most instances we are either at the state average or above it. In addition, NH leads the other 3 states in all scoring. Therefore as a whole group, Dover students are outscoring students from Maine Vermont and Rhode Island. The exception to this is at the high school level. Dover has a great deal of work to with its high school students on the NECAP.

#### IV-NH NAEP in comparison to New England and USA

##### Purpose of NAEP

The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what American students know and can do in core subjects. NAEP is a congressionally mandated project administered by the U.S. Department of Education. The National Assessment Governing Board sets policy for NAEP and is responsible for developing the framework and test specifications. The Governing Board is a bipartisan group whose members include governors, state legislators, local and state school officials, educators, business representatives, and members of the general public. Congress created the 26-member Governing Board in 1988.

NAEP results are designed to provide data on student achievement in various subjects, and are released as The Nation's Report Card. There are no results for individual students, classrooms, or schools, but rather are released as a state report card. Assessments are given most frequently in mathematics and reading to 4<sup>th</sup> and 8<sup>th</sup> graders. A 12<sup>th</sup> grade pilot occurred in 2009 in which Dover participated.

##### NAEP Results

NH 4<sup>th</sup> and 8<sup>th</sup> grade NAEP scores are consistently high when compared to both the New England states and all 50 states. The one year for which we have 12th grade data, our students scored way above the national public average.

#### V - SAT

##### Purpose of the SAT

The SAT is a standardized test for college admissions in the United States. The SAT is owned, published, and developed by the College Board, a nonprofit organization in the United States. The test is intended to assess a student's readiness for college. It was first introduced in 1926,

and its name and scoring have changed several times. It was first called the Scholastic Aptitude Test, then the Scholastic Assessment Test, but now SAT does not stand for anything, hence it is an empty acronym.

### **SAT Results**

In 2012, Dover students scored slightly below the NH state average on their SAT's on the Verbal assessment, scoring a 500 compared to the 516 state average. However Dover scored above the national average score of 492. In math, Dover again scored a little below the NH state average of 525, scoring a 511. Dover scored very close to the national average of 514. Again, it's important to remember that these scores include students from Dover, Barrington and Nottingham.

New Hampshire, in comparison to the nation, is doing very well. When looking at the scores of those states that have at least 60% of their students taking SAT's, NH's scores rank No.1. When looking at the scores of just the New England states, NH's scores rank no. 1 in critical reading, and no.2 in math and writing. Dover students, although slightly below the NH state average, are keeping up with their New England and national peers.

## **VI – AP**

### **Purpose of AP**

The Advanced Placement (AP) is a program in the United States created by the College Board offering college-level curriculum and examinations to high school students. American colleges often grant placement and course credit to students who obtain high scores (3,4 or 5) on the examinations. The AP curriculum for the various subjects is created for the College Board by a panel of experts and college-level educators in each subject. For a high school course to have the AP designation, the course must be audited by the College Board to ascertain it satisfies the AP curriculum. If the course is approved the school may use the AP designation and the course will be publicly listed on the AP Ledger. Dover High School offers Advanced Placement courses in Literature, Language and Composition, Biology, Calculus, Chemistry, Statistics and U.S. History.

### **AP Results**

Over the past 3 years, 102 DHS students on average have been enrolled in AP courses. 87% of these students taking have scored a 3 or better on the exam, giving them college credit for their efforts.

Again, NH as a state, does very well on the AP exams when ranked with New England peers. NH always scores near the top of the pack. Dover students are very much contributing to this success.

### VII -Concluding Remarks

Dover Students as a whole group, as shown on our NECAP Reports over the past few years, are performing fairly consistently at or above the NH state average. The state of NH is consistently scoring at the highest level of those states taking the NECAP assessment. Our NH NAEP, our Dover and NH SAT scores, and our Dover and NH AP scores show NH as being one of the higher ranking states in New England and in the country. We by no means as a district feel that we have no work to do. Just the opposite! We are well aware of areas in which we need to improve and are working hard to improve our performance in those areas. But, we are also proud of our students for the levels of performance they have accomplished. And we will continue to work hard to bring those levels of performance to an even higher level.



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

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

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

***Dover Middle School***  
***16 Daley Drive, Dover, New Hampshire 03820***  
***Phone: 603-516-7200 • Fax: 603-516-5747***  
***www.dover.k12.nh.us***

**Fran Meffen**  
*School Counselor Grade 5*

**Bev O'Brien**  
*School Counselor Grade 6*

**Beckie Pazdon**  
*School Counselor Grade 7*

**Justin Pagnotta**  
*School Counselor Grade 8*

TO: Superintendent Jean Briggs Badger and Dover School Board

FROM: Principal Lyndes, Dean Patrick and Dean Isabelle

DATE: March 4, 2013

RE: DMS Student Handbook Changes

**Page 9: ATTENDANCE:** text deleted and added

The staff of Dover Middle School is committed to offering quality education to students. Regular attendance is an absolute necessity if this goal is to be achieved. Therefore, it is imperative that students attend school daily. Students who are absent on the day of a school function will not be able to participate in the activity. It is our hope that students understand the importance of regular attendance, punctuality, and consistency in academic endeavors. We realize that occasionally during a school year a student may be absent.

If absences should occur, the parent is requested to call the school at 516-7019 on the day of the absence as early as possible. The attendance line is available 24 hours a day. After dialing the school phone number, listen to the message and press 1 to report an absence.

When a parent or guardian reports an illness or provides documentation of a professional appointment the absence will be excused. Religious holidays, a death in the family or other family emergencies will be excused absences.

All absences are reported in half days. A half day absence includes time greater than 3 hours.

All students are required to be in school for the complete school day. (RSA 189:1 and 193:1) It is expected that students will be in attendance ~~480~~ **all scheduled school** days per year. Please refrain from vacationing on non-vacation days as these may negatively impact academic endeavors.

Letters will be sent to parents of students with high absenteeism reminding them that they are responsible for getting students to school, and the truant officer will receive a copy of these letters. In cases of excessive absenteeism a meeting may be scheduled with the parents and guidance to discuss attendance concerns. The student may be referred to the court, mandated to summer school or possibly face retention. All absences without parent or guardian confirmation will be listed as truant (See page 9, Truancy).

### **Page 9: TRUANCY:** text deleted

An absence from school/class will be considered truancy if there is no confirmation or, if the parent/guardian labels the absence truancy. Multiple absences that are assessed by administration to negatively impact academic or social progress may be considered truan- cies.

Tardy times will be accumulated and applied toward the half-day truancy count.

The following steps will be taken to address truancy, with the acknowledgement that steps may be combined and time frames may be dictated by the severity of the truant behavior. Steps include: letter and telephone contact with parent/guardian, meetings with administration, home visits, ~~court truancy~~ summons, or a ~~CHINS~~ petition reporting education neglect to authorities.

### **Page 12: ACADEMIC PROBATION:** text deleted

Students who fail more than one ~~core~~ subject during any marking period will lose privileges (band, chorus, drama, attending dances, special functions, team sports, extra-curricular trips, etc.) until the next report card is issued.

### **Page 14: AGENDA BOOKS:** text deleted and added

The agenda book is school property and may not be altered (i.e. pages removed). It is a form of communication and needs to be checked by teachers and parents. Only the contract pages may be removed in order to be submitted for school records. Students are expected to have agenda books with them at all times ~~except during lunch~~ (**only at lunch if being used as a pass to exit the cafeteria**). If agenda books are lost or misplaced, students will be required to purchase a new one at a cost of \$5.00.

### **Page 17: OUT-OF-SCHOOL SUSPENSION:** text deleted

Certain offenses will result in immediate out-of-school suspension for a period of up to ten school days. Some examples of these offenses are:

- A student-caused injury to others.
- Harassment that can be judged to be physically or emotionally abusive.
- ~~Use of aerosol cans for the non-intended purpose.~~
- Possession or use of dangerous objects (blades, lighters, etc.) or controlled substances such as drugs, inhalants, aerosols, alcohol, tobacco, etc.
- Possession of look-alike weapons.
- Student conduct that is characterized by frequent offenses.
- Any threatening act, whether in words or by actions, contempt, profanity.
- Failure to comply with a reasonable request from a staff member.
- Assaulting a staff member.
- Gross or continued misuse of technology

The administration reserves the right to require a parent conference before a student returns to school. When your child is suspended out-of-school he/she is not allowed on school grounds or in the building for the entire time of the suspension. Being on school grounds during a period of out-of-school suspension or expulsion may be grounds for a criminal trespass citation.

Misbehavior directed at staff that is deemed gross or serious by the administration will result in immediate suspension from school. The following are cumulative and will be kept on file throughout the student's four years of middle school.

- 1st Offense: Three (3) days out-of-school suspension
- 2nd Offense: Five (5) days out-of-school suspension
- 3rd Offense: Suspension pending school board hearing

**Page 23: APPROPRIATE ATTIRE:** text deleted and added

Dover School Board adopted Policy Code ~~JICA, (9/13/99)~~ **JICA, (10/10/2005)** that outlines the dress code policy for the Dover School District. It is to be strictly adhered to by the students at Dover Middle School. The following is a complete list of acceptable and unacceptable items outlined in the dress code policy. In general, grooming or clothing not conducive to acceptable behavior or which interferes with instruction or is a distraction factor in a class or learning situation will be not be permitted. Clothing considered immodest or revealing is not allowed. Common decency and good judgment are the expectations for student attire. Students not in compliance with this policy will be required to change. This will include a call home if a change is necessary.

1. Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive is not to be worn to school. This includes any clothing, jewelry, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or alcoholic beverage references are not permitted.
2. Shirts and blouses, and wide-strap tank tops must cover the entire torso at all times, even in movement. Transparent and/or see-through materials are not allowed. Crop tops, tube tops, halter tops, spaghetti-strap tank tops, and basketball shirts are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.
3. Skirts, dresses, culottes, and shorts must be long enough so as not to be revealing.
4. Outer clothing should cover undergarments at all times.
5. Safe and appropriate footwear must be worn at all times.
6. Except for religious and/or cultural purposes, head coverings may not be worn in school. This includes scarves and bandanas.
7. Safety and protective clothing, as well as athletic and gym clothing, shall be worn as required by the subject teacher or club instructor only while participating in the activity involved.
8. Students attending school functions after school hours should adhere to the dress code policy. Exceptions may be made for certain activities.
9. Hats, coats, and jackets will be stored by the start of the instructional day. Fleece or other non-bulky vests may be worn.
10. When questions arise regarding the interpretation of this policy, the faculty members of the team shall make a determination as to the appropriateness of student dress.
11. **Physical Education** students in grades 7 and 8 are required to change for class. Acceptable clothing includes: sneakers, appropriate length shorts or sweatpants, and a crew neck t-shirt with a sleeve. Students in grades 5 and 6 should wear comfortable,

**Page 24: CAFETERIA RULES:** text deleted and added

Our building has a comfortable, attractive, dining area for our student body. Proper table manners are required. The routine for the lunch period is as follows:

- Following a set schedule of lunch times; students will arrive and be seated.
- Opened snack packages or beverages other than clear water may not leave the cafeteria.
- Lunch supervisors will direct students through the serving lines.
- At the end of lunch, ~~lunch supervisors will dismiss tables~~ **students are expected to clean their table area.**
- **Lunch supervisors will dismiss tables.**
- Trays will be deposited in the wash station window, and students will proceed back to class.
- Throwing food or using other objects as projectiles, or any behavior deemed unsafe or inappropriate will result in an alternative dining setting or after school detention. Repeated offenses will result in in-school suspensions, and a progressive number of out-of-school suspensions for further infractions. Discipline decisions are based on careful consideration of the circumstances surrounding each incident.

IV. NEW BUSINESS  
9.

MAR 29 11 50

March 27.2013

42 Longhill Road

Dover, N.H.

Dear Jean:

Please find enclosed my Attorney's charges as sent to me by the Shaheen and Gordon law firm. I am presently forwarding it in request for a payment of said bill by the SAU of Dover, N.H.

I made an inquiry to the Business Manager as to where to send it and he said to forward it to you. Whereas there were several occurrences, you will note that the final tally, to this point, is \$3,660.59 caused from issues, regarding my performance as an At-large representative of the Citizens of the City of Dover, from early October, 2012 on. Those issues brought to me from as early as February, 2012 are the issues he did not charge for.

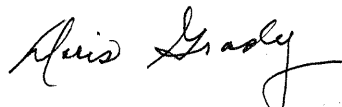
Please note that I was not charged for some earlier advice that I sought when several accusations were made to me through e-mail correspondence. In addition, please note that he gave me a courtesy discount of \$720.00 for the meeting that the Chair of the Board requested my presence back in October, 2012 with the Executive Board of the School Board along with you and the City Attorney to be in attendance. At this time, all other Board member's attendance was not required, and only directed to me.

The expense grew from legal advice I needed to obtain for my own protection during the Board's decision to seek advice from Attorney Barbara Loughman and the ensuing report that was forwarded to us and brought before the community in the Joint Fiscal Committee meeting.

I certainly hope that whomever makes the decision pertaining to this bill, will consider my wish as stated in the first paragraph.

Thank you for your attention to this matter.

Sincerely,



Doris Grady, School Board Member at Large

JEAN BRIGGS BADGER  
Superintendent

MICHAEL LIMANNI  
Business Administrator



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

THE DOVER SCHOOL DISTRICT  
MEMORANDUM

TO: Members Dover School Board & Superintendent  
FROM: Michael A. Limanni, Business Administrator  
DATE: April 6, 2013  
RE: Extended/Amended DTZ Contract

At the request of the School Business Office to provide savings for the FY14 budget proposal, DTZ (a UGL company) has provided the attached 3 year contract extension limiting their FY14 increase to 1%. For fiscal years 2015 and 2016, DTZ will be capping the increase not to exceed 2%. DTZ (formerly known as UNICCO) currently performs the District's maintenance, grounds, and custodial services.

DTZ has worked with the District to provide \$153,000 in savings from their original contract agreement during the FY11 and FY12 fiscal years, and I recommend the School Board's approval to sign the attached contract amendment, extending the District's contract with DTZ for three more years as detailed in the attached amendment.

*Dover School District Mission Statement*

*Strengthening our community by educating every child, every day!*



March 19, 2013

Mr. Michael A. Limanni  
Business Administrator  
McConnell Center  
61 Locust Street, Suite 409  
Dover, NH 03820

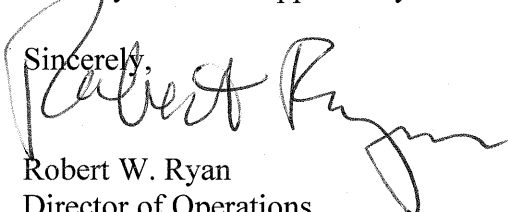
Dear Mike:

Please find attached a fully executed copy of Amendment Three to the Services Agreement between Dover School District SAU #11 and UGL Services Unicco Operations Co. for services in Dover, New Hampshire.

Should you have any questions, please feel free to contact me at (617) 330-7878

Thank you for the opportunity to be of service.

Sincerely,



Robert W. Ryan  
Director of Operations

Attachment

**Amendment Three**

This Amendment Three ("Amendment Three") is entered into and effective as of this \_\_\_ day of March, 2013 by and between UGL Services-Unicco Operations d/b/a UGL Unicco (hereinafter referred to as "Contractor") and Dover School District SAU #11 (hereinafter referred to as "Client"). In consideration of the mutual promises and covenants hereinafter set forth, the parties agree that Services Agreement entered into on 16th day of June 2008 (hereinafter referred to as the "Agreement") is hereby amended as follows:

1. Term of Service/Extension (Paragraph 4) – The parties hereby mutually agree to extend the term through July 7, 2016.
  
2. Charges (Exhibit B) – The parties hereby agree to add a new exhibit entitled, "Revised Exhibit B – Charges for Fiscal Years 2014, 2015, and 2016" which is attached hereto and incorporated herein.
  
3. All other terms, conditions and exhibits of the Agreement, except as explicitly stated herein above, remain in full force and effect and without modification or amendment.

**IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have executed this Amendment One as of the day and year first written above.**

**UGL Services-Unicco Operations**

**Dover Public School – SAU #11**

By: Antonio V. Andrade

By: \_\_\_\_\_

Name: Antonio V. Andrade

Name: \_\_\_\_\_

Title: Vice President

Title: \_\_\_\_\_

Date: 3/15/2013

Date: \_\_\_\_\_

**UGL Services - Unicco Operations  
Revised Exhibit B  
Charges for Fiscal Years 2014, 2015, 2016**

	Management		Custodial		Maintenance		Grounds		Summary	
<b>Current Billing FY 2013</b>	\$	341,013.37	\$	1,244,654.14	\$	734,553.66	\$	272,806.02	\$	2,593,027.19
1% Quarterly Pre-Payment Discount	\$	3,410.13	\$	12,446.54	\$	7,345.54	\$	2,728.06	\$	25,930.27
<b>Total Current Billing</b>	\$	337,603.24	\$	1,232,207.60	\$	727,208.12	\$	270,077.96	\$	2,567,096.92
<b>Proposed Billing FY 2014</b>	\$	344,423.50	\$	1,257,100.68	\$	741,899.20	\$	275,534.08	\$	2,618,957.46
1% Quarterly Pre-Payment Discount	\$	3,444.24	\$	12,571.01	\$	7,418.99	\$	2,755.34	\$	26,189.57
<b>Total Proposed Billing FY 2014</b>	\$	340,979.27	\$	1,244,529.67	\$	734,480.20	\$	272,778.74	\$	2,592,767.89
<b>Proposed Billing FY 2015</b>	\$	351,311.97	\$	1,282,242.70	\$	756,737.18	\$	281,044.76	\$	2,671,336.61
1% Quarterly Pre-Payment Discount	\$	3,513.12	\$	12,822.43	\$	7,567.37	\$	2,810.45	\$	26,713.37
<b>Total Proposed Billing FY 2015</b>	\$	347,798.85	\$	1,269,420.27	\$	749,169.81	\$	278,234.31	\$	2,644,623.25
<b>Proposed Billing FY 2016</b>	\$	358,338.21	\$	1,307,887.55	\$	771,871.92	\$	286,665.66	\$	2,724,763.34
1% Quarterly Pre-Payment Discount	\$	3,583.38	\$	13,078.88	\$	7,718.72	\$	2,866.66	\$	27,247.63
<b>Total Proposed Billing FY 2016</b>	\$	354,754.83	\$	1,294,808.67	\$	764,153.20	\$	283,799.00	\$	2,697,515.71

**Note:**

UGL Services has provided a \$153,000 cost savings to Dover School District during FY '11 and '12 by eliminating contractual annual billing escalations  
 UGL Services proposes to cap annual escalations at 1% for FY '14, and 2% for '15 and '16  
 As consistent with past practices, UGL Services will continue to offer the quarterly 1% pre-payment discount  
 UGL Services reserves the right to reduce labor to meet capped escalations after review with SAU #11  
 All other terms and conditions shall remain same as per existing agreement

**Amendment Three**

This Amendment Three ("Amendment Three") is entered into and effective as of this \_\_\_ day of March, 2013 by and between UGL Services-Unicco Operations d/b/a UGL Unicco (hereinafter referred to as "Contractor") and Dover School District SAU #11 (hereinafter referred to as "Client"). In consideration of the mutual promises and covenants hereinafter set forth, the parties agree that Services Agreement entered into on 16th day of June 2008 (hereinafter referred to as the "Agreement") is hereby amended as follows:

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**IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have executed this Amendment One as of the day and year first written above.**

**UGL Services-Unicco Operations**

**Dover Public School – SAU #11**

By: Antonio V. Andrade

By: \_\_\_\_\_

Name: Antonio V. Andrade

Name: \_\_\_\_\_

Title: Vice President

Title: \_\_\_\_\_

Date: 3/15/2013

Date: \_\_\_\_\_

**UGL Services - Unico Operations  
Revised Exhibit B  
Charges for Fiscal Years 2014, 2015, 2016**

	Management	Custodial	Maintenance	Grounds	Summary
<b>Current Billing FY 2013</b>					
1% Quarterly Pre-Payment Discount	\$ 341,013.37	\$ 1,244,654.14	\$ 734,553.66	\$ 272,806.02	\$ 2,593,027.19
<b>Total Current Billing</b>	\$ 337,603.24	\$ 1,232,207.60	\$ 727,208.12	\$ 270,077.96	\$ 2,567,096.92
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1% Quarterly Pre-Payment Discount	\$ 351,311.97	\$ 1,282,242.70	\$ 756,737.18	\$ 281,044.76	\$ 2,671,336.61
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1% Quarterly Pre-Payment Discount	\$ 358,338.21	\$ 1,307,887.55	\$ 771,871.92	\$ 286,665.66	\$ 2,724,763.34
<b>Total Proposed Billing FY 2016</b>	\$ 354,754.83	\$ 1,294,808.67	\$ 764,153.20	\$ 283,799.00	\$ 2,697,515.71

**Note:**

UGL Services has provided a \$153,000 cost savings to Dover School District during FY '11 and '12 by eliminating contractual annual billing escalations  
 UGL Services proposes to cap annual escalations at 1% for FY '14, and 2% for '15 and '16  
 As consistent with past practices, UGL Services will continue to offer the quarterly 1% pre-payment discount  
 UGL Services reserves the right to reduce labor to meet capped escalations after review with SAU #11  
 All other terms and conditions shall remain same as per existing agreement

JEAN BRIGGS BADGER  
Superintendent

MICHAEL LIMANNI  
Business Administrator



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

THE DOVER SCHOOL DISTRICT  
MEMORANDUM

TO: Members Dover School Board & Superintendent  
FROM: Michael A. Limanni, Business Administrator  
DATE: April 8, 2013  
RE: Extended In-District Bus Contract

June 30, 2013 will mark the completion of a 1 year contract extension with First Student, Inc. At the request of the School Business Office to provide savings for the FY14 budget proposal, First Student LLC has provided the attached 1 year contract extension with a 2 year option, limiting their FY14 increase to 1%. For fiscal years 2015 and 2016, First Student will be capping the increase not to exceed 2%. First Student currently provides in-district transportation services for the majority of our students.

I recommend the School Board's approval to sign the attached contract amendment, extending the District's contract with First Student for one more year for a total cost of \$1,049,458 with the proposed 2 year option.

*Dover School District Mission Statement*

*Strengthening our community by educating every child, every day!*

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

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

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

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

**NOW, THEREFORE**, the parties mutually agree as follows:

1. **TERM** The term of the Agreement shall extend for one (1) additional year with two (2) optional years commencing with the opening of the 2013 - 2014 school year and ending in June 2016.
2. **COMPENSATION** Commencing with the 2013 -2014 school year, the rates of compensation payable hereunder during the ensuing Contract Year shall be set forth in Exhibit "A" and are based on current number of routes.
3. **INDEMNIFICATION** CONTRACTOR agrees to indemnify, hold harmless and defend DISTRICT, its governing board, officers, employees and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused by any act of neglect, default or omission of CONTRACTOR in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of DISTRICT, its agents or employees.
4. **PERSONNEL** All drivers used in performance of this Agreement shall be CONTRACTOR employees. CONTRACTOR shall be responsible for hiring and discharging personnel employed by CONTRACTOR to perform its obligations hereunder. However, DISTRICT shall have the right to request CONTRACTOR to remove from service to the DISTRICT any employee who, in DISTRICT's sole discretion, is deemed unsuitable for the performance of transportation services for DISTRICT; provided that DISTRICT shall make such request in writing, state the reasons therefore and include any supporting documentation, and provided further that such request does not violate applicable local, state or federal laws, rules or regulations.
5. **ASSIGNMENT** The CONTRACTOR may assign the Agreement if the assignment is made to a parent, subsidiary, related or affiliated company.
6. **FORCE MAJUERE** In the event CONTRACTOR is unable to provide the transportation services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, labor shortages, governmental action or any other condition or cause beyond CONTRACTOR's control or any other force majeure clause as defined by state law, DISTRICT shall excuse CONTRACTOR from performance under this Agreement.
7. **NOTICE TO PARTIES** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to DISTRICT shall be addressed to:

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

Notices to CONTRACTOR shall be addressed to:

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

With a copy to:

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

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

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

**DOVER SCHOOL DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

**FIRST STUDENT, INC.**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Dover School District

Exhibit A

Regular Transportation	2012 - 2013		1% 2013 - 2014		Option Year 2% 2014 - 2015		Option Year 2% 2015 - 2016	
	Bus Count	21	21	21	21	21	21	21
School Days	177	177	177	177	177	177	177	177
Per Day Per Bus	\$279.54	\$282.34	\$282.34	\$287.99	\$287.99	\$293.75	\$293.75	\$293.75
Annual Total	\$1,039,050.00	\$1,049,458.00	\$1,049,458.00	\$1,070,459.00	\$1,070,459.00	\$1,091,869.00	\$1,091,869.00	\$1,091,869.00
Athletics								
Per Mile			\$2.40	\$2.45	\$2.45	\$2.50	\$2.50	\$2.50
Wait Time			\$22.25	\$22.50	\$22.50	\$22.75	\$22.75	\$22.75
In District Minimum			\$74.00	\$75.00	\$75.00	\$76.00	\$76.00	\$76.00
Out District Minimum			\$107.50	\$110.00	\$110.00	\$112.50	\$112.50	\$112.50

Using existing buses

City of Dover, New Hampshire

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

From Date: 3/1/2013

To Date: 3/31/2013

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	\$11,100,645.31	\$1,319,937.78	\$7,062,703.42	\$4,037,941.89	\$4,031,491.14	\$6,450.75	0.06%
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	\$6,946.41	\$37,247.52	\$29,013.48	\$22,269.98	\$6,743.50	10.18%
1000.2.000.01100.4200.00000.00.000.000.000	Personal Svcs - Emp. Benefits	\$21,928.17	\$0.00	\$21,928.17	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01100.4211.00000.00.000.000.000	Health Insurance	\$2,867,659.93	\$346,928.22	\$1,670,683.90	\$1,196,976.03	\$1,097,910.33	\$99,065.70	3.45%
1000.2.000.01100.4212.00000.00.000.000.000	Dental Insurance	\$119,300.25	\$14,076.92	\$75,410.73	\$43,889.52	\$45,113.72	(\$1,224.20)	-1.03%
1000.2.000.01100.4213.00000.00.000.000.000	Life Insurance	\$15,960.00	\$1,069.02	\$10,490.19	\$5,469.81	\$5,541.81	(\$72.00)	-0.45%
1000.2.000.01100.4214.00000.00.000.000.000	Disability Insurance	\$22,577.68	\$1,677.42	\$15,371.96	\$7,205.72	\$7,303.68	(\$97.96)	-0.43%
1000.2.000.01100.4220.00000.00.000.000.000	FICA	\$867,243.95	\$97,551.62	\$526,125.26	\$341,118.69	\$297,249.99	\$43,868.70	5.06%
1000.2.000.01100.4230.00000.00.000.000.000	Retirement	\$1,171,034.30	\$138,240.22	\$740,286.77	\$430,747.53	\$435,719.47	(\$4,971.94)	-0.42%
1000.2.000.01100.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$7,600.00	\$0.00	\$268.84	\$7,331.16	\$1.00	\$7,330.16	96.45%
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	\$257,731.11	\$4,143.49	\$147,582.81	\$110,148.30	\$9,765.34	\$100,382.96	38.95%
1000.2.000.01100.4640.00000.00.000.000.000	Books/Publications	\$97,801.50	\$1,771.88	\$40,917.09	\$56,884.41	\$11,182.24	\$45,702.17	46.73%
1000.2.000.01100.4641.00000.00.000.000.000	REFERENCE BOOKS	\$1,050.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$1,050.00	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	\$315.92	\$6,264.08	72.00%
1000.2.000.01100.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$32,000.00	\$0.00	\$25,249.32	\$6,750.68	\$1,260.45	\$5,490.23	17.16%
1000.2.000.01100.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$2,653.00	\$0.00	\$2,201.00	\$452.00	\$451.20	\$0.80	0.03%
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	\$16,820,931.45	\$1,932,342.98	\$10,411,535.45	\$6,409,396.00	\$5,965,576.27	\$443,819.73	2.64%
1000.2.000.01101.4110.00000.00.000.000.000	Regular Salaried Employees	\$1,013,765.40	\$103,406.62	\$559,614.68	\$454,150.72	\$322,928.84	\$131,221.88	12.94%
1000.2.000.01101.4170.00000.00.000.000.000	Longevity Pay	\$3,897.00	\$459.45	\$2,650.40	\$1,246.60	\$1,531.60	(\$285.00)	-7.31%
1000.2.000.01101.4211.00000.00.000.000.000	Health Insurance	\$261,691.00	\$21,246.36	\$102,849.55	\$158,841.45	\$68,832.64	\$90,008.81	34.40%
1000.2.000.01101.4212.00000.00.000.000.000	Dental Insurance	\$9,712.50	\$835.47	\$4,429.53	\$5,282.97	\$2,685.68	\$2,597.29	26.74%
1000.2.000.01101.4213.00000.00.000.000.000	Life Insurance	\$2,160.00	\$178.50	\$1,222.02	\$937.98	\$937.98	\$0.00	0.00%
1000.2.000.01101.4214.00000.00.000.000.000	Disability Insurance	\$2,084.90	\$186.03	\$1,274.78	\$810.12	\$810.12	\$0.00	0.00%
1000.2.000.01101.4220.00000.00.000.000.000	FICA	\$77,414.00	\$7,527.56	\$41,019.52	\$36,394.48	\$23,256.69	\$13,137.79	16.97%
1000.2.000.01101.4230.00000.00.000.000.000	Retirement	\$82,611.59	\$8,506.71	\$45,340.58	\$37,271.01	\$28,366.92	\$8,904.09	10.78%
	Func: REGULAR ED. KINDERGARTEN - 01101	\$1,453,336.39	\$142,346.70	\$758,401.06	\$694,935.33	\$449,350.47	\$245,584.86	16.90%
1000.2.000.01210.4110.00000.00.000.000.000	Regular Salaried Employees	\$3,291,167.09	\$379,690.27	\$2,132,941.87	\$1,158,225.22	\$1,054,142.87	\$104,082.35	3.16%
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	\$883.62	\$15,645.32	\$1,597.71	\$2,837.68	(\$1,239.97)	-7.19%
1000.2.000.01210.4211.00000.00.000.000.000	Health Insurance	\$492,690.46	\$60,467.90	\$296,082.46	\$196,608.00	\$167,361.29	\$29,246.71	5.94%
1000.2.000.01210.4212.00000.00.000.000.000	Dental Insurance	\$20,957.44	\$2,604.89	\$13,897.47	\$7,059.97	\$7,186.01	(\$126.04)	-0.60%
1000.2.000.01210.4213.00000.00.000.000.000	Life Insurance	\$8,271.36	\$677.55	\$4,638.94	\$3,632.42	\$3,560.42	\$72.00	0.87%
1000.2.000.01210.4214.00000.00.000.000.000	Disability Insurance	\$6,540.26	\$574.92	\$3,939.29	\$2,600.97	\$2,503.01	\$97.96	1.50%
1000.2.000.01210.4220.00000.00.000.000.000	FICA	\$253,010.02	\$27,525.27	\$157,251.03	\$95,758.99	\$73,997.00	\$21,761.99	8.60%
1000.2.000.01210.4230.00000.00.000.000.000	Retirement	\$178,967.16	\$20,078.17	\$111,306.54	\$67,660.62	\$61,617.28	\$6,043.34	3.38%
1000.2.000.01210.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$2,330.00	\$1,780.00	\$1,925.00	\$405.00	\$235.00	\$170.00	7.30%
1000.2.000.01210.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$119,841.29	\$9,953.12	\$44,255.60	\$75,585.69	\$40,086.45	\$35,499.24	29.62%
1000.2.000.01210.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$2,899.00	\$0.00	\$2,718.90	\$180.10	\$995.94	(\$815.84)	-28.14%
1000.2.000.01210.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$500.00	\$0.00	\$170.00	\$330.00	\$0.00	\$330.00	66.00%
1000.2.000.01210.4531.00000.00.000.000.000	Telecommunications	\$2,410.00	\$101.91	\$1,024.33	\$1,385.67	\$410.67	\$975.00	40.46%
1000.2.000.01210.4534.00000.00.000.000.000	Postage	\$1,980.17	\$353.51	\$1,145.19	\$834.98	\$0.00	\$834.98	42.17%
1000.2.000.01210.4561.00000.00.000.000.000	Tuition - Public/Other	\$345,156.69	\$54,823.58	\$123,009.18	\$222,147.51	\$53,739.43	\$168,408.08	48.79%
1000.2.000.01210.4563.00000.00.000.000.000	Tuition-Private	\$1,246,031.87	\$63,985.04	\$736,897.94	\$509,133.93	\$235,944.65	\$273,189.28	21.92%
1000.2.000.01210.4580.00000.00.000.000.000	Travel Expense	\$5,910.00	\$113.33	\$1,327.84	\$4,582.16	\$2,694.38	\$1,887.78	31.94%

City of Dover, New Hampshire

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

From Date: 3/1/2013

To Date: 3/31/2013

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
1000.2.000.01210.4611.00000.00.000.000.000	Office Supplies	\$13,745.94	\$578.89	\$7,158.25	\$6,587.69	\$29.97	\$6,557.72	47.71%
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	\$2,671.96	\$3,523.27	\$3,422.73	\$0.00	\$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	\$26,316.35	\$1,186.71	\$0.00	\$1,186.71	4.31%
	Func: SPECIAL EDUCATION - 01210	\$6,053,328.33	\$626,863.93	\$3,685,174.77	\$2,368,153.56	\$1,707,342.05	\$660,811.51	10.92%
1000.2.000.01220.4110.00000.00.000.000.000	Regular Salaried Employees	\$230,643.30	\$25,576.68	\$139,517.77	\$91,125.53	\$77,235.82	\$13,889.71	6.02%
1000.2.000.01220.4170.00000.00.000.000.000	Longevity Pay	\$1,011.00	\$64.74	\$595.28	\$415.72	\$215.72	\$200.00	19.78%
1000.2.000.01220.4211.00000.00.000.000.000	Health Insurance	\$51,730.20	\$5,366.61	\$25,999.60	\$25,730.60	\$17,888.68	\$7,841.92	15.16%
1000.2.000.01220.4212.00000.00.000.000.000	Dental Insurance	\$1,477.06	\$197.49	\$1,044.26	\$432.80	\$622.21	(\$189.41)	-12.82%
1000.2.000.01220.4213.00000.00.000.000.000	Life Insurance	\$590.40	\$48.79	\$334.04	\$256.36	\$256.36	\$0.00	0.00%
1000.2.000.01220.4214.00000.00.000.000.000	Disability Insurance	\$482.37	\$43.04	\$294.94	\$187.43	\$187.43	\$0.00	0.00%
1000.2.000.01220.4220.00000.00.000.000.000	FICA	\$17,722.31	\$1,899.09	\$10,409.13	\$7,313.18	\$5,649.32	\$1,663.86	9.39%
1000.2.000.01220.4230.00000.00.000.000.000	Retirement	\$14,395.03	\$1,660.98	\$8,858.56	\$5,536.47	\$5,536.57	(\$0.10)	0.00%
	Func: SPECIAL ED. PRESCHOOL - 01220	\$318,051.67	\$34,857.42	\$187,053.58	\$130,998.09	\$107,592.11	\$23,405.98	7.36%
1000.2.000.01230.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$87,765.00	\$4,515.00	\$38,001.38	\$49,763.62	\$30,607.25	\$19,156.37	21.83%
	Func: SPECIAL ED. CONSULTANT - 01230	\$87,765.00	\$4,515.00	\$38,001.38	\$49,763.62	\$30,607.25	\$19,156.37	21.83%
1000.2.000.01270.4110.00000.00.000.000.000	Regular Salaried Employees	\$228,708.07	\$24,817.64	\$136,923.28	\$91,784.79	\$74,447.87	\$17,336.92	7.58%
1000.2.000.01270.4170.00000.00.000.000.000	Longevity Pay	\$961.00	\$64.74	\$345.28	\$615.72	\$215.72	\$400.00	41.62%
1000.2.000.01270.4211.00000.00.000.000.000	Health Insurance	\$27,017.00	\$4,849.20	\$22,778.94	\$4,238.06	\$12,186.88	(\$7,948.82)	-29.42%
1000.2.000.01270.4212.00000.00.000.000.000	Dental Insurance	\$825.22	\$163.32	\$834.96	(\$9.74)	\$400.08	(\$409.82)	-49.66%
1000.2.000.01270.4213.00000.00.000.000.000	Life Insurance	\$576.00	\$47.60	\$325.87	\$250.13	\$250.13	\$0.00	0.00%
1000.2.000.01270.4214.00000.00.000.000.000	Disability Insurance	\$480.71	\$42.90	\$293.92	\$186.79	\$186.79	\$0.00	0.00%
1000.2.000.01270.4220.00000.00.000.000.000	FICA	\$17,527.11	\$1,692.65	\$9,525.21	\$8,001.90	\$4,539.75	\$3,462.15	19.75%
1000.2.000.01270.4230.00000.00.000.000.000	Retirement	\$5,712.65	\$659.16	\$3,515.52	\$2,197.13	\$2,197.17	(\$0.04)	0.00%
1000.2.000.01270.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$120.00	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01270.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$490.00	\$0.00	\$0.00	\$490.00	\$0.00	\$490.00	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	\$2,034.01	\$295.48	\$2,004.00	\$30.01	\$0.00	\$30.01	1.48%
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	\$65.00	\$215.00	\$30.00	\$0.00	\$30.00	12.24%
	Func: ELL-ENGLISH LANGUAGE LEARNERS - 01270	\$285,842.79	\$32,817.69	\$177,882.46	\$107,960.33	\$94,424.39	\$13,535.94	4.74%
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	\$20.00	\$80.00	80.00%
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	\$20.00	\$2,259.61	57.79%
1000.2.000.01300.4110.00000.00.000.000.000	Regular Salaried Employees	\$1,236,094.55	\$140,902.01	\$770,058.81	\$466,035.74	\$429,869.72	\$36,166.02	2.93%
1000.2.000.01300.4111.00000.00.000.000.000	Benefit Reimbursement	\$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	\$291.24	\$2,853.28	\$970.72	\$1,135.36	(\$164.64)	-4.31%
1000.2.000.01300.4211.00000.00.000.000.000	Health Insurance	\$333,235.86	\$36,891.54	\$185,285.89	\$147,949.97	\$117,804.24	\$30,145.73	9.05%
1000.2.000.01300.4212.00000.00.000.000.000	Dental Insurance	\$14,256.00	\$1,441.20	\$7,994.27	\$6,261.73	\$4,583.64	\$1,678.09	11.77%
1000.2.000.01300.4213.00000.00.000.000.000	Life Insurance	\$1,800.00	\$148.74	\$1,018.39	\$781.61	\$781.61	\$0.00	0.00%
1000.2.000.01300.4214.00000.00.000.000.000	Disability Insurance	\$2,440.14	\$217.75	\$1,492.02	\$948.12	\$948.12	\$0.00	0.00%
1000.2.000.01300.4220.00000.00.000.000.000	FICA	\$96,622.78	\$10,376.61	\$56,961.04	\$39,661.74	\$31,261.51	\$8,400.23	8.69%

City of Dover, New Hampshire

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Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.01300.4230.00000.00.000.000.000	Retirement	\$125,115.48	\$13,962.66	\$77,689.23	\$47,426.25	\$44,438.24	\$2,988.01	2.39%
1000.2.000.01300.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$5,430.00	\$551.00	\$3,170.48	\$2,259.52	\$830.20	\$1,429.32	26.32%
1000.2.000.01300.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$24,330.00	\$1,882.72	\$14,759.39	\$9,570.61	\$4,287.29	\$5,283.32	21.72%
1000.2.000.01300.4440.00000.00.000.000.000	FACILITY REPAIRS/RENOVATIONS	\$24,800.00	\$7,500.00	\$15,500.00	\$9,300.00	\$9,300.00	\$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	\$1,223.00	\$217.00	\$0.00	\$217.00	15.07%
1000.2.000.01300.4531.00000.00.000.000.000	Telecommunications	\$6,725.00	\$420.06	\$3,491.38	\$3,233.62	\$1,687.62	\$1,546.00	22.99%
1000.2.000.01300.4532.00000.00.000.000.000	DATA COMMUNICATIONS	\$1,218.00	\$72.00	\$643.44	\$574.56	\$280.56	\$294.00	24.14%
1000.2.000.01300.4534.00000.00.000.000.000	Postage	\$800.00	\$8.29	\$518.95	\$281.05	\$136.91	\$144.14	18.02%
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	\$3,636.92	\$6,826.76	\$18,073.24	\$5,709.78	\$12,363.46	49.65%
1000.2.000.01300.4580.00000.00.000.000.000	Travel Expense	\$1,250.00	\$0.00	\$788.90	\$461.10	\$0.00	\$461.10	36.89%
1000.2.000.01300.4611.00000.00.000.000.000	Office Supplies	\$100,140.00	\$4,310.64	\$74,941.65	\$25,198.35	\$17,203.07	\$7,995.28	7.98%
1000.2.000.01300.4612.00000.00.000.000.000	Operating Supplies	\$7,800.00	\$461.36	\$3,522.34	\$4,277.66	\$2,031.24	\$2,246.42	28.80%
1000.2.000.01300.4640.00000.00.000.000.000	Books/Publications	\$19,780.00	\$1,903.00	\$20,479.94	(\$699.94)	\$299.50	(\$999.44)	-5.05%
1000.2.000.01300.4650.00000.00.000.000.000	SOFTWARE	\$23,585.00	\$59.00	\$18,052.76	\$5,532.24	\$2,532.24	\$3,000.00	12.72%
1000.2.000.01300.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$42,450.00	\$4,535.44	\$33,998.68	\$8,451.32	\$954.98	\$7,496.34	17.66%
1000.2.000.01300.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$30,710.00	\$3,341.42	\$15,185.99	\$15,524.01	\$11,131.18	\$4,392.83	14.30%
1000.2.000.01300.4810.00000.00.000.000.000	Membership Dues	\$750.00	\$0.00	\$0.00	\$750.00	\$600.00	\$150.00	20.00%
Func: VOCATIONAL EDUCATION PROGRAMS - 01300		\$2,131,029.81	\$232,913.60	\$1,317,208.60	\$813,821.21	\$687,807.01	\$126,014.20	5.91%
1000.2.000.01350.4531.00000.00.000.000.000	Telecommunications	\$360.00	\$15.95	\$133.80	\$226.20	\$66.20	\$160.00	44.44%
Func: CAREER TECH-VOC INCLUSION SERV - 01350		\$360.00	\$15.95	\$133.80	\$226.20	\$66.20	\$160.00	44.44%
1000.2.000.01390.4110.00000.00.000.000.000	Regular Salaried Employees	\$131,034.00	\$15,119.28	\$80,636.16	\$50,397.84	\$50,397.84	\$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	\$3,613.86	\$17,508.04	\$13,811.96	\$12,046.20	\$1,765.76	5.64%
1000.2.000.01390.4212.00000.00.000.000.000	Dental Insurance	\$954.96	\$112.41	\$599.52	\$355.44	\$374.70	(\$19.26)	-2.02%
1000.2.000.01390.4213.00000.00.000.000.000	Life Insurance	\$144.00	\$11.90	\$81.48	\$62.52	\$62.52	\$0.00	0.00%
1000.2.000.01390.4214.00000.00.000.000.000	Disability Insurance	\$252.00	\$22.49	\$154.10	\$97.90	\$97.90	\$0.00	0.00%
1000.2.000.01390.4220.00000.00.000.000.000	FICA	\$10,024.10	\$1,121.85	\$5,998.14	\$4,025.96	\$3,739.53	\$286.43	2.86%
1000.2.000.01390.4230.00000.00.000.000.000	Retirement	\$14,806.84	\$1,708.47	\$9,111.84	\$5,695.00	\$5,694.93	\$0.07	0.00%
1000.2.000.01390.4531.00000.00.000.000.000	Telecommunications	\$355.00	\$15.95	\$133.10	\$221.90	\$63.90	\$158.00	44.51%
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	\$21,726.21	\$114,271.22	\$75,280.68	\$72,477.52	\$2,803.16	1.48%
1000.2.000.01391.4170.00000.00.000.000.000	Longevity Pay	\$0.00	\$129.48	\$690.56	(\$690.56)	\$431.44	(\$1,122.00)	0.00%
1000.2.000.01391.4220.00000.00.000.000.000	FICA	\$0.00	\$9.72	\$51.92	(\$51.92)	\$31.14	(\$83.06)	0.00%
1000.2.000.01391.4230.00000.00.000.000.000	Retirement	\$0.00	\$14.64	\$78.08	(\$78.08)	\$48.77	(\$126.85)	0.00%
Func: CAREER TECH - GUIDANCE - 01391		\$0.00	\$153.84	\$820.56	(\$820.56)	\$511.35	(\$1,331.91)	0.00%
1000.2.000.01402.4110.00000.00.000.000.000	Regular Salaried Employees	\$9,000.00	\$593.38	\$2,449.89	\$6,550.11	\$0.00	\$6,550.11	72.78%
1000.2.000.01402.4220.00000.00.000.000.000	FICA	\$688.50	\$45.39	\$187.38	\$501.12	\$0.00	\$501.12	72.78%
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	\$638.77	\$2,637.27	\$7,183.23	\$0.00	\$7,183.23	73.15%
1000.2.000.01410.4110.00000.00.000.000.000	Regular Salaried Employees	\$34,809.00	\$166.67	\$2,413.53	\$32,395.47	\$27,552.51	\$4,842.96	13.91%
1000.2.000.01410.4220.00000.00.000.000.000	FICA	\$2,663.56	\$12.75	\$184.65	\$2,478.91	\$2,107.69	\$371.22	13.94%
1000.2.000.01410.4230.00000.00.000.000.000	Retirement	\$3,883.00	\$14.67	\$132.03	\$3,750.97	\$2,727.86	\$1,023.11	26.35%
1000.2.000.01410.4810.00000.00.000.000.000	Membership Dues	\$2,300.00	\$0.00	\$2,170.00	\$130.00	\$0.00	\$130.00	5.65%
Func: CO-CURRICULAR ACTIVITIES - 01410		\$43,655.56	\$194.09	\$4,900.21	\$38,755.35	\$32,388.06	\$6,367.29	14.59%

City of Dover, New Hampshire

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Filter Encumbrance Detail by Date

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.01420.4110.00000.00.000.000.000	Regular Salaried Employees	\$269,304.60	\$12,557.58	\$204,461.55	\$64,843.05	\$70,903.61	(\$6,060.56)	-2.25%
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	\$63.45	\$835.50	\$127.00	\$127.00	\$0.00	0.00%
1000.2.000.01420.4211.00000.00.000.000.000	Health Insurance	\$24,205.20	\$2,792.91	\$17,254.68	\$6,950.52	\$5,585.82	\$1,364.70	5.64%
1000.2.000.01420.4212.00000.00.000.000.000	Dental Insurance	\$1,665.96	\$192.24	\$1,281.60	\$384.36	\$384.48	(\$0.12)	-0.01%
1000.2.000.01420.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$17.85	\$122.21	\$93.79	\$93.79	\$0.00	0.00%
1000.2.000.01420.4214.00000.00.000.000.000	Disability Insurance	\$210.13	\$18.75	\$128.48	\$81.65	\$81.65	\$0.00	0.00%
1000.2.000.01420.4220.00000.00.000.000.000	FICA	\$20,675.55	\$946.94	\$15,738.82	\$4,936.73	\$4,975.17	(\$38.44)	-0.19%
1000.2.000.01420.4230.00000.00.000.000.000	Retirement	\$28,335.41	\$1,384.30	\$14,624.46	\$13,710.95	\$4,868.25	\$8,842.70	31.21%
1000.2.000.01420.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$0.00	\$39.95	\$1,154.95	(\$1,154.95)	\$0.00	(\$1,154.95)	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	\$1,282.00	\$27,769.00	\$17,612.00	\$120.00	\$17,492.00	38.54%
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	\$810.00	\$390.00	\$270.00	\$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	\$67.85	\$577.31	\$932.69	\$275.69	\$657.00	43.51%
1000.2.000.01420.4580.00000.00.000.000.000	Travel Expense	\$2,075.00	\$160.95	\$1,187.70	\$887.30	\$0.00	\$887.30	42.76%
1000.2.000.01420.4611.00000.00.000.000.000	Office Supplies	\$31,860.00	\$350.47	\$24,408.14	\$7,451.86	\$662.50	\$6,789.36	21.31%
1000.2.000.01420.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$9,085.36	(\$9,085.36)	0.00%
1000.2.000.01420.4810.00000.00.000.000.000	Membership Dues	\$39,350.00	\$3,571.00	\$36,131.25	\$3,218.75	\$250.00	\$2,968.75	7.54%
	Func: ATHLETICS - 01420	\$512,126.35	\$23,536.24	\$378,879.32	\$133,247.03	\$99,884.78	\$33,362.25	6.51%
1000.2.000.01602.4110.00000.00.000.000.000	Regular Salaried Employees	\$150,462.40	\$17,814.13	\$110,054.20	\$40,408.20	\$26,478.20	\$13,930.00	9.26%
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	\$3,396.99	\$21,589.02	\$15,681.78	\$6,793.98	\$8,887.80	23.85%
1000.2.000.01602.4212.00000.00.000.000.000	Dental Insurance	\$2,143.44	\$249.57	\$1,662.30	\$481.14	\$499.14	(\$18.00)	-0.84%
1000.2.000.01602.4213.00000.00.000.000.000	Life Insurance	\$288.00	\$23.80	\$162.96	\$125.04	\$125.04	\$0.00	0.00%
1000.2.000.01602.4214.00000.00.000.000.000	Disability Insurance	\$220.50	\$19.68	\$134.82	\$85.68	\$85.68	\$0.00	0.00%
1000.2.000.01602.4220.00000.00.000.000.000	FICA	\$11,563.92	\$1,338.76	\$8,315.68	\$3,248.24	\$1,977.26	\$1,270.98	10.99%
1000.2.000.01602.4230.00000.00.000.000.000	Retirement	\$11,836.77	\$1,351.56	\$9,102.80	\$2,733.97	\$2,733.91	\$0.06	0.00%
	Func: ADULT EDUCATION - 01602	\$214,485.83	\$24,194.49	\$151,721.78	\$62,764.05	\$38,693.21	\$24,070.84	11.22%
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	\$102,243.21	\$578,180.03	\$298,374.41	\$300,450.78	(\$2,076.37)	-0.24%
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	\$261.39	\$2,094.08	\$4,030.92	\$862.92	\$3,168.00	51.72%
1000.2.000.02122.4211.00000.00.000.000.000	Health Insurance	\$225,321.82	\$29,387.87	\$141,166.22	\$84,155.60	\$80,928.52	\$3,227.08	1.43%
1000.2.000.02122.4212.00000.00.000.000.000	Dental Insurance	\$8,145.36	\$968.31	\$5,365.92	\$2,779.44	\$2,872.14	(\$92.70)	-1.14%
1000.2.000.02122.4213.00000.00.000.000.000	Life Insurance	\$1,368.00	\$113.05	\$773.94	\$594.06	\$594.06	\$0.00	0.00%
1000.2.000.02122.4214.00000.00.000.000.000	Disability Insurance	\$1,759.00	\$156.96	\$1,075.47	\$683.53	\$683.53	\$0.00	0.00%
1000.2.000.02122.4220.00000.00.000.000.000	FICA	\$67,266.47	\$7,476.79	\$42,579.67	\$24,686.80	\$21,976.34	\$2,710.46	4.03%
1000.2.000.02122.4230.00000.00.000.000.000	Retirement	\$96,843.55	\$11,304.23	\$63,659.78	\$33,183.77	\$33,376.24	(\$192.47)	-0.20%
1000.2.000.02122.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$1,963.00	\$0.00	\$941.89	\$1,021.11	\$365.99	\$655.12	33.37%
1000.2.000.02122.4531.00000.00.000.000.000	Telecommunications	\$3,775.00	\$193.73	\$1,616.31	\$2,158.69	\$818.69	\$1,340.00	35.50%
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	\$0.00	\$272.98	\$77.02	\$0.00	\$77.02	22.01%

City of Dover, New Hampshire

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

From Date: 3/1/2013

To Date: 3/31/2013

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
1000.2.000.02122.4611.00000.00.000.000.000	Office Supplies	\$3,905.00	\$81.80	\$2,436.62	\$1,468.38	\$639.67	\$828.71	21.22%
1000.2.000.02122.4644.00000.00.000.000.000	MAGAZINES	\$695.00	\$495.00	\$495.00	\$200.00	\$0.00	\$200.00	28.78%
	Func: GUIDANCE - 02122	\$1,302,744.14	\$152,682.34	\$843,033.31	\$459,710.83	\$443,568.88	\$16,141.95	1.24%
1000.2.000.02123.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$6,188.00	\$0.00	\$1,722.43	\$4,465.57	\$885.50	\$3,580.07	57.86%
	Func: APPRAISAL SERVICES - 02123	\$6,188.00	\$0.00	\$1,722.43	\$4,465.57	\$885.50	\$3,580.07	57.86%
1000.2.000.02130.4110.00000.00.000.000.000	Regular Salaried Employees	\$313,883.18	\$38,032.28	\$195,821.79	\$118,061.39	\$117,531.86	\$529.53	0.17%
1000.2.000.02130.4170.00000.00.000.000.000	Longevity Pay	\$2,274.00	\$262.38	\$1,399.36	\$874.64	\$874.64	\$0.00	0.00%
1000.2.000.02130.4211.00000.00.000.000.000	Health Insurance	\$61,581.92	\$7,105.26	\$34,422.82	\$27,159.10	\$23,684.20	\$3,474.90	5.64%
1000.2.000.02130.4212.00000.00.000.000.000	Dental Insurance	\$3,117.72	\$359.73	\$1,918.56	\$1,199.16	\$1,199.10	\$0.06	0.00%
1000.2.000.02130.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$29.75	\$203.68	\$156.32	\$156.32	\$0.00	0.00%
1000.2.000.02130.4214.00000.00.000.000.000	Disability Insurance	\$599.73	\$53.51	\$366.69	\$233.04	\$233.04	\$0.00	0.00%
1000.2.000.02130.4220.00000.00.000.000.000	FICA	\$24,186.30	\$2,812.61	\$14,509.63	\$9,676.67	\$8,650.14	\$1,026.53	4.24%
1000.2.000.02130.4230.00000.00.000.000.000	Retirement	\$32,632.27	\$3,765.27	\$19,930.12	\$12,702.15	\$12,550.86	\$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	\$5,201.93	\$298.47	\$2,288.40	\$2,913.53	\$329.15	\$2,584.38	49.68%
1000.2.000.02130.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$3.05	\$0.00	\$0.00	\$3.05	\$0.00	\$3.05	100.00%
	Func: HEALTH SERVICES - 02130	\$445,334.10	\$52,719.26	\$270,861.05	\$174,473.05	\$165,209.31	\$9,263.74	2.08%
1000.2.000.02134.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$17,493.00	\$1,470.00	\$8,085.00	\$9,408.00	\$9,408.00	\$0.00	0.00%
	Func: NURSING SERVICES - 02134	\$17,493.00	\$1,470.00	\$8,085.00	\$9,408.00	\$9,408.00	\$0.00	0.00%
1000.2.000.02143.4110.00000.00.000.000.000	Regular Salaried Employees	\$186,299.00	\$23,546.70	\$125,582.40	\$60,716.60	\$61,716.60	(\$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	\$4,023.06	\$19,783.64	\$9,883.66	\$8,210.85	\$1,672.81	5.64%
1000.2.000.02143.4212.00000.00.000.000.000	Dental Insurance	\$1,826.58	\$233.67	\$1,246.24	\$580.34	\$580.55	(\$0.21)	-0.01%
1000.2.000.02143.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$17.85	\$122.19	\$93.81	\$93.81	\$0.00	0.00%
1000.2.000.02143.4214.00000.00.000.000.000	Disability Insurance	\$351.19	\$31.33	\$214.69	\$136.50	\$136.50	\$0.00	0.00%
1000.2.000.02143.4220.00000.00.000.000.000	FICA	\$14,251.87	\$1,735.68	\$9,282.03	\$4,969.84	\$4,599.11	\$370.73	2.60%
1000.2.000.02143.4230.00000.00.000.000.000	Retirement	\$21,051.80	\$2,660.76	\$14,190.72	\$6,861.08	\$6,973.95	(\$112.87)	-0.54%
1000.2.000.02143.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$11,040.00	\$0.00	\$451.25	\$10,588.75	\$0.00	\$10,588.75	95.91%
	Func: PSYCHOLOGICAL COUNSELING - 02143	\$265,264.74	\$32,249.05	\$170,873.16	\$94,391.58	\$82,311.37	\$12,080.21	4.55%
1000.2.000.02152.4110.00000.00.000.000.000	Regular Salaried Employees	\$354,448.45	\$41,991.44	\$224,803.87	\$129,644.58	\$134,995.10	(\$5,350.52)	-1.51%
1000.2.000.02152.4170.00000.00.000.000.000	Longevity Pay	\$3,014.00	\$333.33	\$1,777.76	\$1,236.24	\$1,111.24	\$125.00	4.15%
1000.2.000.02152.4211.00000.00.000.000.000	Health Insurance	\$50,628.70	\$6,385.47	\$29,429.86	\$21,198.84	\$21,284.91	(\$86.07)	-0.17%
1000.2.000.02152.4212.00000.00.000.000.000	Dental Insurance	\$2,769.95	\$279.99	\$1,523.00	\$1,246.95	\$933.29	\$313.66	11.32%
1000.2.000.02152.4213.00000.00.000.000.000	Life Insurance	\$432.00	\$35.70	\$244.38	\$187.62	\$187.62	\$0.00	0.00%
1000.2.000.02152.4214.00000.00.000.000.000	Disability Insurance	\$704.35	\$62.83	\$430.56	\$273.79	\$273.79	\$0.00	0.00%
1000.2.000.02152.4220.00000.00.000.000.000	FICA	\$27,346.24	\$3,103.33	\$16,683.96	\$10,662.28	\$9,925.67	\$736.61	2.69%
1000.2.000.02152.4230.00000.00.000.000.000	Retirement	\$29,600.69	\$3,415.47	\$18,175.22	\$11,425.47	\$11,384.91	\$40.56	0.14%
1000.2.000.02152.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$7,700.00	\$0.00	\$3,341.35	\$4,358.65	\$306.65	\$4,052.00	52.62%
	Func: SPEECH PATHOLOGY - 02152	\$476,644.38	\$55,607.56	\$296,409.96	\$180,234.42	\$180,403.18	(\$168.76)	-0.04%
1000.2.000.02160.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$66,664.50	\$3,325.00	\$36,645.00	\$30,019.50	\$31,133.67	(\$1,114.17)	-1.67%
	Func: PHYSICAL THERAPY - 02160	\$66,664.50	\$3,325.00	\$36,645.00	\$30,019.50	\$31,133.67	(\$1,114.17)	-1.67%
1000.2.000.02163.4110.00000.00.000.000.000	Regular Salaried Employees	\$148,221.80	\$17,788.20	\$94,870.40	\$53,351.40	\$53,351.40	\$0.00	0.00%
1000.2.000.02163.4211.00000.00.000.000.000	Health Insurance	\$49,485.60	\$6,342.33	\$30,726.66	\$18,758.94	\$21,141.10	(\$2,382.16)	-4.81%
1000.2.000.02163.4212.00000.00.000.000.000	Dental Insurance	\$2,162.76	\$187.83	\$1,001.76	\$1,161.00	\$626.10	\$534.90	24.73%
1000.2.000.02163.4213.00000.00.000.000.000	Life Insurance	\$288.00	\$23.80	\$162.92	\$125.08	\$125.08	\$0.00	0.00%

City of Dover, New Hampshire

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From Date: 3/1/2013

To Date: 3/31/2013

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
1000.2.000.02163.4214.00000.00.000.000.000	Disability Insurance	\$258.85	\$23.09	\$158.28	\$100.57	\$100.57	\$0.00	0.00%
1000.2.000.02163.4220.00000.00.000.000.000	FICA	\$11,338.97	\$1,214.88	\$6,546.20	\$4,792.77	\$3,594.93	\$1,197.84	10.56%
1000.2.000.02163.4230.00000.00.000.000.000	Retirement	\$11,014.56	\$1,270.92	\$6,778.24	\$4,236.32	\$4,236.38	(\$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	\$26,851.05	\$140,244.46	\$91,876.08	\$83,175.56	\$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	\$273.00	\$808.00	\$1,442.00	\$0.00	\$1,442.00	64.09%
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	\$273.00	\$909.63	\$8,815.37	\$0.00	\$8,815.37	90.65%
1000.2.000.02191.4564.00000.00.000.000.000	TUITION (OTHER)	\$5,200.00	\$162.00	\$1,617.00	\$3,583.00	\$993.00	\$2,590.00	49.81%
	Func: OTHER SUPPORT SERVICES - HS STUDENTS - 02191	\$5,200.00	\$162.00	\$1,617.00	\$3,583.00	\$993.00	\$2,590.00	49.81%
1000.2.000.02211.4110.00000.00.000.000.000	Regular Salaried Employees	\$96,924.00	\$5,882.79	\$36,752.26	\$60,171.74	\$61,855.64	(\$1,683.90)	-1.74%
1000.2.000.02211.4214.00000.00.000.000.000	Disability Insurance	\$94.50	\$8.43	\$57.78	\$36.72	\$36.72	\$0.00	0.00%
1000.2.000.02211.4220.00000.00.000.000.000	FICA	\$7,154.75	\$450.00	\$2,811.37	\$4,343.38	\$4,731.94	(\$388.56)	-5.43%
1000.2.000.02211.4230.00000.00.000.000.000	Retirement	\$10,569.18	\$664.77	\$4,153.09	\$6,416.09	\$6,989.78	(\$573.69)	-5.43%
	Func: ACADEMIC COORDINATORS - 02211	\$114,742.43	\$7,005.99	\$43,774.50	\$70,967.93	\$73,614.08	(\$2,646.15)	-2.31%
1000.2.000.02212.4110.00000.00.000.000.000	Regular Salaried Employees	\$60,335.60	\$6,579.00	\$40,808.90	\$19,526.70	\$12,007.34	\$7,519.36	12.46%
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	\$1,341.66	\$8,589.97	\$4,512.41	\$2,683.32	\$1,829.09	13.96%
1000.2.000.02212.4212.00000.00.000.000.000	Dental Insurance	\$499.79	\$52.86	\$375.73	\$124.06	\$105.72	\$18.34	3.67%
1000.2.000.02212.4213.00000.00.000.000.000	Life Insurance	\$86.40	\$7.14	\$48.89	\$37.51	\$37.51	\$0.00	0.00%
1000.2.000.02212.4214.00000.00.000.000.000	Disability Insurance	\$47.50	\$4.24	\$29.05	\$18.45	\$18.45	\$0.00	0.00%
1000.2.000.02212.4220.00000.00.000.000.000	FICA	\$4,647.80	\$480.82	\$3,017.99	\$1,629.81	\$1,227.69	\$402.12	8.65%
1000.2.000.02212.4230.00000.00.000.000.000	Retirement	\$1,990.35	\$202.71	\$1,549.73	\$440.62	\$422.36	\$18.26	0.92%
1000.2.000.02212.4290.00000.00.000.000.000	FSA Fees	\$35.00	\$15.00	\$70.00	(\$35.00)	\$0.00	(\$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	\$297.50	\$297.50	\$972.50	\$0.00	\$972.50	76.57%
1000.2.000.02212.4531.00000.00.000.000.000	Telecommunications	\$1,625.00	\$87.06	\$836.39	\$788.61	\$348.61	\$440.00	27.08%
1000.2.000.02212.4534.00000.00.000.000.000	Postage	\$1,200.00	\$14.45	\$231.55	\$968.45	\$685.55	\$282.90	23.58%
1000.2.000.02212.4580.00000.00.000.000.000	Travel Expense	\$1,200.00	\$135.00	\$135.00	\$1,065.00	\$0.00	\$1,065.00	88.75%
1000.2.000.02212.4611.00000.00.000.000.000	Office Supplies	\$6,468.00	\$233.80	\$4,505.89	\$1,962.11	\$1,367.98	\$594.13	9.19%
	Func: CURRICULUM SUPERVISION AND DEV - 02212	\$93,827.82	\$9,451.24	\$61,046.59	\$32,781.23	\$18,904.53	\$13,876.70	14.79%
1000.2.000.02213.4111.00000.00.000.000.000	Benefit Reimbursement	\$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	\$459.00	\$229.50	33.33%
1000.2.000.02213.4240.00000.00.000.000.000	Staff Development Reimbursable	\$55,500.00	\$27,757.00	\$38,294.60	\$17,205.40	\$8,958.00	\$8,247.40	14.86%
1000.2.000.02213.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$25,710.00	\$1,442.50	\$12,382.55	\$13,327.45	\$4,975.00	\$8,352.45	32.49%
	Func: STAFF DEVELOPMENT - 02213	\$90,898.50	\$29,199.50	\$50,677.15	\$40,221.35	\$20,892.00	\$19,329.35	21.26%
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	\$3,558.00	\$0.00	\$0.00	\$3,558.00	\$0.00	\$3,558.00	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	\$1,400.00	\$880.13	\$1,252.14	\$147.86	\$5.60	\$142.26	10.16%
1000.2.000.02215.4640.00000.00.000.000.000	Books/Publications	\$29,600.00	\$785.25	\$6,488.64	\$23,111.36	\$0.00	\$23,111.36	78.08%
	Func: CURRICULUM DEVELOPMENT - 02215	\$75,029.23	\$1,665.38	\$27,474.26	\$47,554.97	\$5.60	\$47,549.37	63.37%

City of Dover, New Hampshire

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

From Date: 3/1/2013

To Date: 3/31/2013

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
1000.2.000.02216.4110.00000.00.000.000.000	Regular Salaried Employees	\$713.15	\$0.00	\$0.00	\$713.15	\$0.00	\$713.15	100.00%
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%
1000.2.000.02216.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$2,390.00	\$610.00	20.33%
1000.2.000.02216.4580.00000.00.000.000.000	Travel Expense	\$2,575.00	\$435.00	\$2,574.40	\$0.60	\$0.00	\$0.60	0.02%
1000.2.000.02216.4640.00000.00.000.000.000	Books/Publications	\$500.00	\$0.00	\$495.38	\$4.62	\$0.00	\$4.62	0.92%
1000.2.000.02216.4810.00000.00.000.000.000	Membership Dues	\$900.00	\$20.00	\$250.00	\$650.00	\$0.00	\$650.00	72.22%
	Func: PROFESSIONAL DEVELOPMENT - 02216	\$8,391.80	\$455.00	\$3,319.78	\$5,072.02	\$2,390.00	\$2,682.02	31.96%
1000.2.000.02222.4110.00000.00.000.000.000	Regular Salaried Employees	\$303,535.00	\$33,808.59	\$180,312.48	\$123,222.52	\$118,695.52	\$4,527.00	1.49%
1000.2.000.02222.4170.00000.00.000.000.000	Longevity Pay	\$2,441.00	\$281.67	\$1,502.24	\$938.76	\$938.76	\$0.00	0.00%
1000.2.000.02222.4211.00000.00.000.000.000	Health Insurance	\$69,411.42	\$5,569.35	\$26,981.80	\$42,429.62	\$18,564.50	\$23,865.12	34.38%
1000.2.000.02222.4212.00000.00.000.000.000	Dental Insurance	\$2,781.54	\$224.82	\$1,199.04	\$1,582.50	\$749.40	\$833.10	29.95%
1000.2.000.02222.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$29.75	\$203.65	\$156.35	\$156.35	\$0.00	0.00%
1000.2.000.02222.4214.00000.00.000.000.000	Disability Insurance	\$589.82	\$52.62	\$360.56	\$229.26	\$229.26	\$0.00	0.00%
1000.2.000.02222.4220.00000.00.000.000.000	FICA	\$23,437.78	\$2,518.68	\$13,472.42	\$9,965.36	\$8,854.63	\$1,110.73	4.74%
1000.2.000.02222.4230.00000.00.000.000.000	Retirement	\$34,597.88	\$3,852.18	\$20,544.96	\$14,052.92	\$13,518.64	\$534.28	1.54%
1000.2.000.02222.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$2,566.03	\$230.00	\$230.00	\$2,336.03	\$131.55	\$2,204.48	85.91%
1000.2.000.02222.4611.00000.00.000.000.000	Office Supplies	\$4,666.85	\$719.55	\$2,802.27	\$1,864.58	\$737.65	\$1,126.93	24.15%
1000.2.000.02222.4640.00000.00.000.000.000	Books/Publications	\$17,455.43	\$3,200.09	\$13,484.44	\$3,970.99	\$3,142.99	\$828.00	4.74%
1000.2.000.02222.4641.00000.00.000.000.000	REFERENCE BOOKS	\$8,257.10	\$360.04	\$7,006.70	\$1,250.40	\$113.56	\$1,136.84	13.77%
1000.2.000.02222.4642.00000.00.000.000.000	ELECTRONIC INFO. CABLE/VIDEO	\$5,500.00	\$267.39	\$4,355.80	\$1,144.20	\$1,053.67	\$90.53	1.65%
1000.2.000.02222.4644.00000.00.000.000.000	MAGAZINES	\$3,701.64	\$550.00	\$3,065.70	\$635.94	\$344.46	\$291.48	7.87%
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	\$491,587.66	\$51,664.73	\$287,883.18	\$203,704.48	\$167,230.94	\$36,473.54	7.42%
1000.2.000.02223.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,687.13	\$0.00	\$445.00	\$1,242.13	\$40.00	\$1,202.13	71.25%
1000.2.000.02223.4611.00000.00.000.000.000	Office Supplies	\$2,712.13	\$0.00	\$590.28	\$2,121.85	\$660.09	\$1,461.76	53.90%
1000.2.000.02223.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$194.00	\$29.94	\$29.94	\$164.06	\$0.00	\$164.06	84.57%
1000.2.000.02223.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$1,220.00	\$177.90	\$177.90	\$1,042.10	\$0.00	\$1,042.10	85.42%
	Func: AUDIOVISUAL SERVICES - 02223	\$5,813.26	\$207.84	\$1,243.12	\$4,570.14	\$700.09	\$3,870.05	66.57%
1000.2.000.02311.4125.00000.00.000.000.000	Elected Officials	\$7,200.00	\$1,550.00	\$4,900.00	\$2,300.00	\$1,550.00	\$750.00	10.42%
1000.2.000.02311.4220.00000.00.000.000.000	FICA	\$550.80	\$118.60	\$374.93	\$175.87	\$118.60	\$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	\$1,668.60	\$74,014.53	\$36,136.27	\$1,668.60	\$34,467.67	31.29%
1000.2.000.02312.4110.00000.00.000.000.000	Regular Salaried Employees	\$3,625.00	\$461.32	\$1,240.81	\$2,384.19	\$0.00	\$2,384.19	65.77%
1000.2.000.02312.4211.00000.00.000.000.000	Health Insurance	\$0.00	\$246.35	\$653.95	(\$653.95)	\$0.00	(\$653.95)	0.00%
1000.2.000.02312.4212.00000.00.000.000.000	Dental Insurance	\$0.00	\$15.92	\$43.96	(\$43.96)	\$0.00	(\$43.96)	0.00%
1000.2.000.02312.4220.00000.00.000.000.000	FICA	\$277.31	\$34.87	\$93.79	\$183.52	\$0.00	\$183.52	66.18%
1000.2.000.02312.4230.00000.00.000.000.000	Retirement	\$319.00	\$40.60	\$109.20	\$209.80	\$0.00	\$209.80	65.77%
	Func: SCHOOL BOARD SECRETARY - 02312	\$4,221.31	\$799.06	\$2,141.71	\$2,079.60	\$0.00	\$2,079.60	49.26%
1000.2.000.02317.4335.00000.00.000.000.000	Auditing Services	\$18,000.00	\$3,391.35	\$21,465.25	(\$3,465.25)	\$478.75	(\$3,944.00)	-21.91%
	Func: AUDIT SERVICES - 02317	\$18,000.00	\$3,391.35	\$21,465.25	(\$3,465.25)	\$478.75	(\$3,944.00)	-21.91%
1000.2.000.02318.4334.00000.00.000.000.000	Legal Services	\$60,000.00	\$0.00	\$45,704.49	\$14,295.51	\$13,590.43	\$705.08	1.18%



City of Dover, New Hampshire

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From Date: 3/1/2013

To Date: 3/31/2013

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
1000.2.000.02410.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$13,354.99	\$591.91	\$2,991.42	\$10,363.57	\$0.00	\$10,363.57	77.60%
1000.2.000.02410.4810.00000.00.000.000.000	Membership Dues	\$7,970.00	\$485.00	\$7,277.88	\$692.12	\$330.00	\$362.12	4.54%
	Func: OFFICE OF THE SCHOOL PRINCIPAL - 02410	\$2,153,771.19	\$221,085.78	\$1,534,871.32	\$618,899.87	\$535,291.26	\$83,608.61	3.88%
1000.2.000.02490.4110.00000.00.000.000.000	Regular Salaried Employees	\$80,904.28	\$8,012.86	\$44,880.93	\$36,023.35	\$23,299.20	\$12,724.15	15.73%
1000.2.000.02490.4111.00000.00.000.000.000	Benefit Reimbursment	\$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	\$5.95	\$40.73	\$31.27	\$31.27	\$0.00	0.00%
1000.2.000.02490.4214.00000.00.000.000.000	Disability Insurance	\$31.18	\$2.78	\$19.06	\$12.12	\$12.12	\$0.00	0.00%
1000.2.000.02490.4220.00000.00.000.000.000	FICA	\$6,648.54	\$613.00	\$3,892.50	\$2,756.04	\$1,723.09	\$1,032.95	15.54%
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	\$182.12	\$952.89	\$15,047.11	\$0.00	\$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	\$8,816.71	\$63,010.69	\$60,735.51	\$25,065.68	\$35,669.83	28.82%
1000.2.000.02610.4110.00000.00.000.000.000	Regular Salaried Employees	\$9,920.96	\$1,844.64	\$10,994.64	(\$1,073.68)	\$4,509.12	(\$5,582.80)	-56.27%
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	\$634.38	\$2,568.85	\$6,978.31	\$1,101.84	\$5,876.47	61.55%
1000.2.000.02610.4212.00000.00.000.000.000	Dental Insurance	\$496.80	\$33.02	\$147.73	\$349.07	\$57.36	\$291.71	58.72%
1000.2.000.02610.4213.00000.00.000.000.000	Life Insurance	\$144.00	\$11.90	\$81.48	\$62.52	\$62.52	\$0.00	0.00%
1000.2.000.02610.4214.00000.00.000.000.000	Disability Insurance	\$62.88	\$5.61	\$38.46	\$24.42	\$24.42	\$0.00	0.00%
1000.2.000.02610.4220.00000.00.000.000.000	FICA	\$811.49	\$140.26	\$863.92	(\$52.43)	\$379.70	(\$432.13)	-53.25%
1000.2.000.02610.4230.00000.00.000.000.000	Retirement	\$933.80	\$162.33	\$998.34	(\$64.54)	\$438.88	(\$503.42)	-53.91%
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	\$843.00	\$235.00	\$235.00	\$0.00	0.00%
1000.2.000.02610.4531.00000.00.000.000.000	Telecommunications	\$3,813.00	\$104.97	\$974.25	\$2,838.75	\$438.75	\$2,400.00	62.94%
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	\$255.00	\$255.00	(\$155.00)	\$0.00	(\$155.00)	-155.00%
1000.2.000.02610.4650.00000.00.000.000.000	SOFTWARE	\$0.00	\$1,390.25	\$1,390.25	(\$1,390.25)	\$0.00	(\$1,390.25)	0.00%
	Func: SUPERVISION OF PLANT SERVICES - 02610	\$111,146.73	\$4,582.36	\$99,972.79	\$11,173.94	\$7,697.15	\$3,476.79	3.13%
1000.2.000.02620.4110.00000.00.000.000.000	Regular Salaried Employees	\$11,430.00	\$1,000.00	\$6,775.00	\$4,655.00	\$2,250.00	\$2,405.00	21.04%
1000.2.000.02620.4220.00000.00.000.000.000	FICA	\$795.60	\$76.51	\$518.34	\$277.26	\$172.14	\$105.12	13.21%
1000.2.000.02620.4330.00000.00.000.000.000	Other professional Services	\$2,223,393.96	\$0.00	\$1,844,990.69	\$378,403.27	\$334,807.31	\$43,595.96	1.96%
1000.2.000.02620.4346.00000.00.000.000.000	AHERA SERVICES	\$0.00	\$0.00	\$1,275.00	(\$1,275.00)	\$0.00	(\$1,275.00)	0.00%
1000.2.000.02620.4411.00000.00.000.000.000	Water & Sewer Expense	\$43,461.31	\$0.00	\$22,655.55	\$20,805.76	\$20,805.76	\$0.00	0.00%
1000.2.000.02620.4412.00000.00.000.000.000	Sewer Expense	\$32,201.33	\$0.00	\$10,208.23	\$21,993.10	\$21,993.10	\$0.00	0.00%
1000.2.000.02620.4414.00000.00.000.000.000	FIRE ALARM	\$7,008.00	\$447.95	\$3,876.95	\$3,131.05	\$0.00	\$3,131.05	44.68%
1000.2.000.02620.4415.00000.00.000.000.000	REPAIRS-FIRE EQUIPMENT	\$16,030.90	\$430.76	\$2,606.96	\$13,423.94	\$6,818.90	\$6,605.04	41.20%
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	\$5,193.36	\$43,744.26	\$17,638.15	\$12,302.74	\$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%
1000.2.000.02620.4426.00000.00.000.000.000	REPAIRS-ELECTRICITY	\$4,230.00	\$0.00	\$0.00	\$4,230.00	\$4,130.00	\$100.00	2.36%
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	\$147.85	\$11,352.15	\$0.00	\$11,352.15	98.71%
1000.2.000.02620.4443.00000.00.000.000.000	Rental of Equipment	\$9,517.84	\$0.00	\$2,452.26	\$7,065.58	\$2,804.40	\$4,261.18	44.77%
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	\$260.05	\$2,113.91	\$1,234.09	\$1,040.09	\$194.00	5.79%
1000.2.000.02620.4621.00000.00.000.000.000	Natural Gas	\$356,127.25	\$78,525.05	\$242,749.87	\$113,377.38	\$78,435.15	\$34,942.23	9.81%
1000.2.000.02620.4622.00000.00.000.000.000	Electricity	\$694,044.47	\$79,476.83	\$398,060.40	\$295,984.07	\$190,095.16	\$105,888.91	15.26%
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	\$3,556,220.25	\$165,410.51	\$2,610,231.27	\$945,988.98	\$675,654.75	\$270,334.23	7.60%

City of Dover, New Hampshire

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

Fiscal Year: 2012-2013

Subtotal by Collapse  
Main

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date  
Range

From Date: 3/1/2013

To Date: 3/31/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
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%
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	(\$833.85)	\$771.24	(\$771.24)	\$0.00	(\$771.24)	0.00%
	Func: VEHICLE OPERATIONS - 02650	\$21,727.02	(\$833.85)	\$1,136.24	\$20,590.78	\$21,301.00	(\$710.22)	-3.27%
1000.2.000.02690.4330.00000.00.000.000.000	Other professional Services	\$33,972.12	\$1,247.20	\$1,247.20	\$32,724.92	\$33,306.00	(\$581.08)	-1.71%
	Func: MAINTENANCE OF BUILDINGS-STAFF - 02690	\$33,972.12	\$1,247.20	\$1,247.20	\$32,724.92	\$33,306.00	(\$581.08)	-1.71%
1000.2.000.02721.4514.00000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT	\$1,078,655.00	\$103,905.00	\$727,335.00	\$351,320.00	\$312,915.00	\$38,405.00	3.56%
	Func: TRANSPORATION-REGULAR PROGRAMS - 02721	\$1,078,655.00	\$103,905.00	\$727,335.00	\$351,320.00	\$312,915.00	\$38,405.00	3.56%
1000.2.000.02722.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$218,434.16	\$8,170.00	\$99,604.25	\$118,829.91	\$50,080.00	\$68,749.91	31.47%
1000.2.000.02722.4514.00000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT	\$222,804.80	\$19,741.88	\$145,326.03	\$77,478.77	\$57,274.39	\$20,204.38	9.07%
	Func: TRANSPORTATION-SPECIAL PROGRAM - 02722	\$441,238.96	\$27,911.88	\$244,930.28	\$196,308.68	\$107,354.39	\$88,954.29	20.16%
1000.2.000.02723.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$95,150.00	\$10,034.88	\$50,681.60	\$44,468.40	\$35,508.23	\$8,960.17	9.42%
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	\$10,034.88	\$50,747.56	\$44,925.94	\$35,508.23	\$9,417.71	9.84%
1000.2.000.02724.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$90,000.00	\$8,221.17	\$60,287.80	\$29,712.20	\$22,264.94	\$7,447.26	8.27%
	Func: TRANSPORATION-ATHLETIC - 02724	\$90,000.00	\$8,221.17	\$60,287.80	\$29,712.20	\$22,264.94	\$7,447.26	8.27%
1000.2.000.02725.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$13,415.00	\$0.00	\$7,158.31	\$6,256.69	\$677.28	\$5,579.41	41.59%
	Func: TRANSPORTATION-COCURRICULAR - 02725	\$13,415.00	\$0.00	\$7,158.31	\$6,256.69	\$677.28	\$5,579.41	41.59%
1000.2.000.02729.4110.00000.00.000.000.000	Regular Salaried Employees	\$8,592.48	\$1,074.06	\$6,245.46	\$2,347.02	\$2,386.80	(\$39.78)	-0.46%
1000.2.000.02729.4220.00000.00.000.000.000	FICA	\$657.32	\$82.16	\$477.75	\$179.57	\$182.58	(\$3.01)	-0.46%
1000.2.000.02729.4580.00000.00.000.000.000	Travel Expense	\$1,566.60	\$118.93	\$865.68	\$700.92	\$784.32	(\$83.40)	-5.32%
	Func: TRANSPORTATION VEHICLE OPERATIONS - 02729	\$10,816.40	\$1,275.15	\$7,588.89	\$3,227.51	\$3,353.70	(\$126.19)	-1.17%
1000.2.000.02730.4110.00000.00.000.000.000	Regular Salaried Employees	\$5,820.00	\$660.00	\$3,555.00	\$2,265.00	\$1,800.00	\$465.00	7.99%
1000.2.000.02730.4220.00000.00.000.000.000	FICA	\$445.23	\$50.40	\$271.70	\$173.53	\$133.11	\$40.42	9.08%
1000.2.000.02730.4230.00000.00.000.000.000	Retirement	\$0.00	\$6.78	\$20.33	(\$20.33)	\$0.00	(\$20.33)	0.00%
	Func: TRAFFIC GUARDS - 02730	\$6,265.23	\$717.18	\$3,847.03	\$2,418.20	\$1,933.11	\$485.09	7.74%
1000.2.000.02790.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$31,389.00	\$5,428.18	\$36,919.14	(\$5,530.14)	\$350.00	(\$5,880.14)	-18.73%
1000.2.000.02790.4519.00000.00.000.000.000	TRANS AP	\$20,000.00	\$3,968.00	\$22,923.00	(\$2,923.00)	\$0.00	(\$2,923.00)	-14.62%
	Func: TRANSPORATION - OTHER STUDENT - 02790	\$51,389.00	\$9,396.18	\$59,842.14	(\$8,453.14)	\$350.00	(\$8,803.14)	-17.13%
1000.2.000.02832.4819.00000.00.000.000.000	Fees & Charges	\$0.00	\$204.50	\$591.50	(\$591.50)	\$0.00	(\$591.50)	0.00%
	Func: STAFF SERVICES-CRIMINAL RECORD - 02832	\$0.00	\$204.50	\$591.50	(\$591.50)	\$0.00	(\$591.50)	0.00%
1000.2.000.02835.4336.00000.00.000.000.000	Medical Services	\$345.00	(\$1,570.80)	\$2,355.82	(\$2,010.82)	\$0.00	(\$2,010.82)	-582.85%
	Func: CENTRAL SUPPORT-HEALTH SERV. - 02835	\$345.00	(\$1,570.80)	\$2,355.82	(\$2,010.82)	\$0.00	(\$2,010.82)	-582.85%
1000.2.000.02839.4250.00000.00.000.000.000	Unemployment	\$87,000.00	\$0.00	\$120,295.93	(\$33,295.93)	\$0.00	(\$33,295.93)	-38.27%
1000.2.000.02839.4260.00000.00.000.000.000	Workers Comp Insurance	\$89,829.00	\$0.00	\$59,510.40	\$30,318.60	\$0.00	\$30,318.60	33.75%
	Func: CENTRAL SUPPORT-INSURANCES - 02839	\$176,829.00	\$0.00	\$179,806.33	(\$2,977.33)	\$0.00	(\$2,977.33)	-1.68%

City of Dover, New Hampshire

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

From Date: 3/1/2013

To Date: 3/31/2013

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
1000.2.000.02843.4110.00000.00.000.000.000	Regular Salaried Employees	\$263,069.60	\$27,388.80	\$204,866.06	\$58,203.54	\$55,127.60	\$3,075.94	1.17%
1000.2.000.02843.4111.00000.00.000.000.000	Benefit Reimbursment	\$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	\$200.00	\$2,675.00	(\$375.00)	\$0.00	(\$375.00)	-16.30%
1000.2.000.02843.4211.00000.00.000.000.000	Health Insurance	\$79,253.72	\$9,146.25	\$56,505.80	\$22,747.92	\$18,292.50	\$4,455.42	5.62%
1000.2.000.02843.4212.00000.00.000.000.000	Dental Insurance	\$5,719.31	\$659.94	\$4,399.60	\$1,319.71	\$1,319.88	(\$0.17)	0.00%
1000.2.000.02843.4213.00000.00.000.000.000	Life Insurance	\$720.00	\$59.50	\$407.40	\$312.60	\$312.60	\$0.00	0.00%
1000.2.000.02843.4214.00000.00.000.000.000	Disability Insurance	\$492.93	\$43.99	\$301.39	\$191.54	\$191.54	\$0.00	0.00%
1000.2.000.02843.4220.00000.00.000.000.000	FICA	\$20,300.77	\$2,068.42	\$15,758.03	\$4,542.74	\$4,277.53	\$265.21	1.31%
1000.2.000.02843.4230.00000.00.000.000.000	Retirement	\$23,352.53	\$2,427.83	\$16,948.75	\$6,403.78	\$4,851.26	\$1,552.52	6.65%
1000.2.000.02843.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$4,500.00	\$0.00	\$820.00	\$3,680.00	\$299.00	\$3,381.00	75.13%
1000.2.000.02843.4330.00000.00.000.000.000	Other professional Services	\$2,000.00	\$1,200.00	\$1,341.75	\$658.25	\$3,785.00	(\$3,126.75)	-156.34%
1000.2.000.02843.4339.00000.00.000.000.000	Consulting Services	\$8,985.00	\$0.00	\$4,170.78	\$4,814.22	\$0.00	\$4,814.22	53.58%
1000.2.000.02843.4341.00000.00.000.000.000	Technical Services	\$55,000.00	\$2,604.80	\$55,648.07	(\$648.07)	\$0.00	(\$648.07)	-1.18%
1000.2.000.02843.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$3,000.00	\$40.55	\$234.05	\$2,765.95	\$0.00	\$2,765.95	92.20%
1000.2.000.02843.4531.00000.00.000.000.000	Telecommunications	\$5,850.00	\$448.42	\$2,320.00	\$3,530.00	\$1,042.50	\$2,487.50	42.52%
1000.2.000.02843.4532.00000.00.000.000.000	DATA COMMUNICATIONS	\$17,068.00	\$56.75	\$11,622.92	\$5,445.08	\$1,552.00	\$3,893.08	22.81%
1000.2.000.02843.4533.00000.00.000.000.000	PAGERS	\$7,000.00	\$1,182.42	\$5,510.04	\$1,489.96	\$3,398.94	(\$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	\$185.41	\$575.64	\$374.36	\$200.00	\$174.36	18.35%
1000.2.000.02843.4650.00000.00.000.000.000	SOFTWARE	\$14.95	\$0.00	\$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	\$0.00	\$130,559.48	\$22,440.57	\$2,940.00	\$19,500.57	12.75%
1000.2.000.02843.4738.00000.00.000.000.000	REPLACE TECH. EQUIP.	\$14,000.00	\$239.37	\$9,365.37	\$4,634.63	\$0.00	\$4,634.63	33.10%
	Func: COMPUTER SYSTEMS MANAGEMENT - 02843	\$671,526.86	\$47,952.45	\$526,094.38	\$145,432.48	\$99,547.85	\$45,884.63	6.83%
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	\$1,642.20	\$45.00	\$978.53	\$663.67	\$35.00	\$628.67	38.28%
	Func: SUPPORT SERVICES - Other - 02900	\$10,563.45	\$45.00	\$978.53	\$9,584.92	\$35.00	\$9,549.92	90.41%
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%
1000.2.000.05222.4916.00000.00.000.000.000	Transfer To Internal Serv	\$24,000.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: TRANSFER TO ALL OTHER SPECIAL REV FUNDS - 05222	\$440,566.22	\$24,000.00	\$440,566.22	\$0.00	\$0.00	\$0.00	0.00%
	<b>Grand Total:</b>	<b>\$42,264,590.00</b>	<b>\$4,223,382.02</b>	<b>\$26,891,790.06</b>	<b>\$15,372,799.94</b>	<b>\$12,897,078.29</b>	<b>\$2,475,721.65</b>	<b>5.86%</b>

End of Report