



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – AGENDA

Meeting Type:	<b>Regular Session #12</b>
Meeting Location:	<b>Media Ctr. (Rm. 306) McConnell Center</b>
Meeting Date:	<b>Monday, December 9, 2013</b>
Meeting Time:	<b>7:00 pm</b>

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. CITIZENS' FORUM**
- D. APPROVAL OF MINUTES**
  - 1. Public Meeting to Enter Nonpublic Session #19, October 7, 2013
  - 2. Non-public Session #19, October 7, 2013
  - 3. Regular Session #10, October 7, 2013
  - 4. Public Meeting to Enter Non-public Discipline Hearing #7, October 10, 2013
  - 5. Public Meeting to Enter Nonpublic Session #20, October 23, 2013
  - 6. Non-public Session #20, October 23, 2013
  - 7. Special Session #14, October 28, 2013
  - 8. Public Meeting to Enter Nonpublic Session #21, November 13, 2013
  - 9. Non-public Session #21, November 13, 2013
  - 10. Special Session #15, November 18, 2013
  - 11. Public Meeting to Enter Non-public Discipline Hearing #8, November 20, 2013
- E. CONSENT AGENDA**
  - 1. **Correspondence:** NONE
  - 2. **Resignations/Retirements:**
    - a. Andrea Fermanis, Grade 5 Teacher, DMS
    - b. Jon Altbergs, Dean of Instruction, DHS
  - 3. **Leaves of Absence:** NONE
  - 4. **Nominations:**
    - Sheet 1: Nomination and Election of Aide Positions (Caron-Young)
    - Sheet 2: Nomination and Election of Teachers (Thomas)
    - Sheet 3: Nomination and Election of Coaching Positions (Casey-Young)
    - Sheet 4: Nomination and Election of Staff (Boulanger-Schultz)
  - 5. **Extended Travel (Student Trips):**
    - a. Cosmetology Field Trip to International Beauty Show in NYC 3/10-3/11
    - b. World Arts Camping Trip to Mass. Museum of Contemporary Art 4/11-4/13
- F. SUPERINTENDENT'S REPORT**
- G. STUDENT REPRESENTATIVE REPORT**
- H. COMMITTEE REPORTS**
- I. POLICY – CHANGES – PROPOSALS:**
  - a. Job Description—Associate Principal
- J. POLICY ADOPTION:**



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- a. DFA Investment
- b. EEAEA Mandatory Drug and Alcohol Testing—School Bus Drivers
- c. EFA Availability and Distribution of Healthy Foods
- d. IHAM Health Education and Exemption from Instruction
- e. IHAM-R Health and Sex Education Exemption: Opt Out Form
- f. IKAA Interdisciplinary Credit
- g. IL Evaluation of Curricular Programs
- h. IMAH Daily Physical Activity
- i. IMBC Alternative Credit Options
- j. IMGGA Service Animals
- k. JLCJ Concussions and Head Injuries
- l. JLDDBA Behavior Management and Intervention
- m. EEAEC School Transportation Policy
- n. EB Safety Program
- o. EEAA Video and Audio Surveillance on School Property

### **K. SUBMISSION AND PAYMENT OF BILLS**

#### **L. RESOLUTIONS:**

1. Resolutions of Appreciation – Departing School Board Members
2. Resolution of Recognition—DHS Girls' Volleyball Team

#### **M. OLD BUSINESS:**

1. Announcement of Committee Members for Superintendent Search
2. Approval of NHSBA for Partial Services related to Superintendent Search

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

1. Presentation on NH Community College System
2. Approve Draft of 2014-2015 School Calendar
3. NHSAA Demographic Study Results
4. Federal and State Funding (Policy DD) Quarterly Update – K. Taylor
5. Month of November 2013 Condition of Accounts – K. Taylor

### **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.*

## LaFleur, Robin

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**From:** andrea moreau <aemsoccer1@yahoo.com>  
**Sent:** Monday, November 25, 2013 2:00 PM  
**To:** LaFleur, Robin

Hi Robin,

Hope all is well with you and that you are having a good year. I just wanted to let you know that I will not be returning to school. I really want to spend the next couple of years with the boys, as I know time will fly by :) I really appreciate all that you have done!

Thanks so much! Have a wonderful holiday.

Sincerely,

Andrea Fermanis

17 Rollins Road  
Epping, NH

December 3, 2013

Superintendent Antonia Fernandez  
Members of the School Board  
Dover School District  
21 Locust Street  
Dover, NH 03820

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Dear Superintendent Fernandez and Members of the School Board:

It is with regret that I request that I be released from my contract as Dean of Instruction for the 2013-2014 school year effective as soon as possible but no later than January 17<sup>th</sup>, 2014.

I request this release due to personal and health reasons. Please know that I am not requesting this release to accept a position with another school district.

If release is granted, this letter also serves as my resignation effective on the date above.

I appreciate the opportunities that Dover School District has provided for me during these past two and one-half years, and I assure you that I will work with my colleagues to ensure a smooth transition.

Sincerely,

  
Jon M Altbergs

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

TO: DOVER SCHOOL BOARD

DATE: December 9, 2013

MEMORANDUM: Nomination and Election of Staff 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 2013-2014 school year.

NAME	POSITION	SCHOOL	REPLACING	HOURS	SALARY
Caron, Melissa	Sped Aide	GES	Tamara McQuate	6.5 hrs/day	\$12.69/hr
Howard, Dienne	Sped Aide	WPS	Additional position	6.5 hrs/day	\$15.38/hr
McCormack, Rebecca	Noon Aide	WPS	Dienne Howard	2.0 hrs/day	\$10.00/hr
McQuate, Tamara	Kindergarten Aide	GES	Meghan Kelly	6.5 hrs/day	\$15.38/hr
Saul, Rachel	Literacy Interventionist	HSS	Dawn Tobin	4 hrs/day	\$20.83/hr
Storms, Gary	Sped Aide	DMS	Matthew Weingast	6.5 hrs/day	\$12.26/hr
Young, Jennifer	Sped Aide	DMS	Additional position to cover IEP services	6.5 hrs/day	\$15.38/hr

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

**TO: DOVER SCHOOL BOARD**

**DATE:** December 9, 2013

**MEMORANDUM:** Nomination and Election of Teachers.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2013-2014 school year.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>REPLACING</b>	<b>SALARY</b>
Thomas, Vickie	Social Worker	DHS Alt School	New Position	\$41,723.70 (prorated from \$50,408.00)

OFFICE OF THE SUPERINTENDENT  
DOVER PUBLIC SCHOOLS  
DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: December 9, 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 2013-14 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Casey, Dan	Girls Varsity Basketball	DHS		5,264.00
Corcoran, Whitney	JV Winter Cheering	DHS	Amy Santin	2,407.00
Dimon, Brenda	Boys Asst Basketball	DMS	Jordan Bennett	1,504.00
Donlon, Tyler	Boys Freshman Basketball	DHS		3,007.00
Fennessy, Matt	Boys JV Basketball	DHS		3,488.00
Heagarty, Kristen	Head Winter Cheering	DHS		4,059.00
Hinkle, Katie	B/G Asst. Winter Track	DHS		2,150.00
Leighton, Curran	Girls JV Basketball	DHS	Jessica Clark	3,488.00
Leighton, Kelsey	Cheering	DMS	Whitney Corcoran	1,504.00
Long, Linda	Head Swim/Dive Coach	DHS		1,705.00
Piatti, Nick	Boys Head Winter Track	DHS		4,068.00
Riker, Steve	Head Ice Hockey	DHS		4,931.00
Romps, Mike	Boys Varsity Basketball	DHS		5,264.00
Sawler, Jaime	B/G Asst Winter Track	DHS		2,150.00
Shulten, Kate	Girls Head Basketball	DMS		2,616.00
Towle, Kaylee	Girls Freshman Basketball	DHS	Kayla Ellis	3,007.00
Turgeon, Paula	Girls Asst Basketball	DMS		1,504.00
Wons, Peter	Boys Head Basketball	DMS		2,616.00
Young, Mike	Asst/JV Ice Hockey	DHS		3,007.00

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

**TO: DOVER SCHOOL BOARD**

**DATE:** December 9, 2013

**MEMORANDUM** Nomination and Election of Staff

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2013-2014 school year.

<b>STAFF</b>	<b>ACTIVITY/POSITION</b>	<b>SALARY</b>
Boulanger, Brianna	Youth-to Youth-Cat. I	561.00
Gilbert, Jackie	Equestrian-Cat. II (see attached)	916.00
Scanlon, Maura	FBLA-Cat.I	561.00
Schultz, Lauren	Spanish Club-Cat. I	561.00



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



PETER DRISCOLL  
Principal  
[p.driscoll@dover.k12.nh.us](mailto:p.driscoll@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)

LOUISE PARADIS  
Director of Career Technical Education  
[l.paradis@dover.k12.nh.us](mailto:l.paradis@dover.k12.nh.us)

DAVE BENNETT  
Dean of Students  
[d.bennett@dover.k12.nh.us](mailto:d.bennett@dover.k12.nh.us)

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

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

26 November 2013

FROM: Louise Paradis, Director CTC

TO: Superintendent, Antonio Fernandes

SUBJECT: Equestrian Team Advisor

The Dover High School Equestrian Team is part of a larger group called the New Hampshire High School Equestrian Teams (or NHHSET). The organization has four districts that cover most of New Hampshire. DHS is a member of the Seacoast District and participates in three district horse shows in April as well as a state show in May. This organization allows high school riders the opportunity to be able to compete at different levels and in different types of riding styles at a low cost. It also gives riders a chance to compete, where they may not be able to otherwise. In December, the team begins to meet twice a month for riding practices. They also hold a number of fundraisers and team events to build a solid relationship prior to the beginning of show season. Students that do not have access to a horse or are not ready to show a horse are able to participate on the team as a "ground team" member. These integral members help out the riders by holding horses, preparing for riding, helping riders with their patterns and can compete by taking an Equine practicum exam. Over the last two seasons, the DHS Equestrian Team has grown from just 8 members to 15! In 2012 the DHS Equestrian Team won the State Championships. The horsemanship, teamwork and trust that has developed in this team has been a fantastic tribute to our school.

All of the efforts of our Equestrian Advisor are conduct over many nights and weekends. Jackie Gilbert transports the horses to each of these competitions and is an integral part of our DHS Team. We would ask that she be paid a stipend of \$916 (Category II) to continue building upon her past successes. Part of the funds to pay Ms. Gilberts stipend could come from our DECA Advisor who chose not to continue that club this year due to competing extra-curricula's. This would provide us with \$561 towards the payment of Ms. Gilbert's stipend and the remainder could be taken from the CTC budget.

Please take this request under advisement as the DHS Equestrian Team is yet another way to encourage our students to participate in a team building environment during their High School years.

Respectfully,

Louise Paradis  
Director, Career Technical Center  
Dover High School



E.S.A.

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



PETER DRISCOLL  
Principal  
[p.driscoll@dover.k12.nh.us](mailto:p.driscoll@dover.k12.nh.us)

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DAVID BENNETT  
Dean of Students  
[d.bennett@dover.k12.nh.us](mailto:d.bennett@dover.k12.nh.us)

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

October 29, 2013

Dover School Board Members,

This letter is being written in support of the Cosmetology Field Trip request by Ms. Jennison and Ms. Ring. They do an outstanding job with the students in this program both inside and outside of school. This was give their students an incredible opportunity to be exposed to business as it really exists and provide an experiece that will help them as they move into the profession.

Sincerely,

Peter Driscoll  
Dover High School Principal

October 28, 2013

Sarah Jennison and Judith Ring  
Dover High School Cosmetology Department  
25 Alumni Dr  
Dover, NH 03820

Dover School Board  
61 Locust St  
Dover, NH 03820

Dear Dover School Board:

Cosmetology is becoming one of the fastest growing industries in the United States, with an estimated employment growth rate of 4.5 % projected over the next five years. Dover High Cosmetology offers the unique opportunity that other vocational schools in the State cannot as our program currently is the only full opportunity program, our graduates can take the State Board Exam and become licensed if all the necessary requirements are met. Because of the unique and exceptional opportunity of this program we feel that exposure to all aspects of the industry are essential in the students learning of the industry in its entirety, and experiencing the excitement and career options this profession has to offer.

The Cosmetology Department would like to request for review of approval a field trip to the International Beauty Show (IBS), in New York City. The IBS is an International Trade Show held at the Jacob Javits Convention Center, 655 West 34<sup>th</sup> St New York , NY. The IBS is a three-day show, showcasing all the latest trends in hairstyles, education and products in the Cosmetology, Barbering and Esthetics Industry one day totally committed to the learning of our future salon professionals the students. Students will be able to attend classes all designed to improve their success in school and the eventual transition in the salon. I have enclosed for review the Rules and Information as well as the Student Etiquette Rules and Guidelines for full review. The IBS is a prestigious event and it is expected from the event that all attendees conduct themselves in a professional manner at all times.

The tentative schedule for this event upon approval would consist of a departure from the C and J bus terminal in Dover NH at 4 pm on Monday March 10,2014. We would depart as a group to Boston's South Station where we would transfer to the Boston to Penn Station Amtrak. The class would arrive at Grand Central Station around 10:45 pm on March 10,2014. The chosen hotel is Quality Inn 442 W 36<sup>th</sup> St NY, NY 212-714-6699. The hotel is approximately six blocks from the bus terminal well within walking distance so additional transportation will not be necessary. The Jacob Javits Center is two blocks

from the hotel and we will walk as a group to the Convention center. The IBS floor is open from 9:30 am- 5 pm, I am suggesting a 3:30 exit as to avoid the closing rush. Returning by train to Boston then from Boston to Dover.

The estimated cost currently is \$300.00 per student, the cost breakdown is \$37.00 per student ticket if purchased before February 10,2014. Transportation cost is estimated at \$100.00 for a round trip ticket currently (prices may change). The hotel total is \$306.00 with four girls to a room it reduces the cost to about \$75.00 each. Upon approval plans for fundraising to offset costs will be implemented.

This opportunity is to be offered this year only to Cosmetology 2 and Cosmetology 3, as Cos 3 is a small class and this being the pilot excursion. In the future we would like to make this a yearly trip for the students of Cos 3 with good academic standing.

The IBS is a very high energy, motivating educational trade show that exemplifies all of the newest and most exciting fashions and trends in the beauty industry. The students will be exposed to International and Celebrity Hair Artists in private classrooms as well as witness runway presentations. Not only will this trip be educational and motivating it would inspire their creativity for years to come, and a memory that will last their entire career.

We appreciate your time and consideration.

Thank You



Sarah Jennison



## Rules & Information

Student Day is Tuesday, March 11, 2014 – Registration Deadline, February 10, 2014

### **PLEASE READ THE FOLLOWING CAREFULLY BEFORE REGISTRERING YOUR GROUP**

#### **ELIGIBILITY & PRICING**

- ONLY SCHOOL OFFICIALS CAN ORDER STUDENT TICKETS AT THE DISCOUNTED PRICE. We will NOT accept registrations from students individually if they want to attend at the discounted School Program rate.
- The Student discount is valid for Tuesday, March 11 only. A **minimum of ten student tickets must be purchased** in order to get the discounted student pricing of \$37 per ticket. Before February 10: \$37 / After February 10: \$42
- **Sunday/Monday Attendance:** School groups that wish to attend Sunday or Monday must be pre-approved by Show Management and purchase regularly priced tickets. For more information, email [nbhalla@questex.com](mailto:nbhalla@questex.com) by Friday, January 10, 2014. PLEASE NOTE: Student groups that purchase tickets for Sunday/Monday must pick up their wristbands onsite. Wristbands for Sunday/Monday entrance will not be mailed in advance.
- Students who show up on a day other than Tuesday must purchase a regularly priced ticket at the door to attend on the day they show up. **Please make sure your students are aware of this.**

To receive entrance materials prior to the show, you must register by February 10, 2014. Schools that register after February 10 will be able to pick up their materials at the Javits Center.

#### **ONSITE REGISTRATION**

- All students must be prepared to show a valid Student ID onsite. If your school does not issue student IDs, please ensure your students have in their possession a letter on school letterhead confirming their enrollment in the school.
- Student ID is necessary to purchase the \$42 discounted student ticket onsite on Tuesday, March 11 and this ticket is only valid for Tuesday admission. If students show up on Sunday or Monday and purchase tickets onsite, tickets are \$89 per person, per day.
- If the school decides to purchase student tickets at the show, the school does NOT receive complimentary Chaperone or School Official tickets. Onsite, Chaperone and School Officials tickets are \$89 per person.

#### **CHAPERONE ELIGIBILITY & INFORMATION**

- Every 10 student tickets purchased entitles the school to one (1) complimentary Chaperone ticket.
- Each additional purchase of 10 student tickets entitles the school to one (1) additional complimentary Chaperone ticket.
- Chaperones can only attend the show on Tuesday, March 11 and MUST remain with students at all times while at the show.
- If the school needs to purchase additional Chaperone tickets (in addition to the allotment), please do so by February 10 to get the discounted rate of \$60 per person. There is no complimentary or discounted Chaperone price onsite.

*continued..*



## SCHOOL OFFICIAL ELIGIBILITY & INFORMATION

- Ten student tickets must be purchased to receive three (3) complimentary School Official entry tickets – **one ticket per School Official**.
- Each School Official **receives one ticket** and the ticket can be used on one day only (either Sunday, Monday or Tuesday). School Official names must be provided in order to receive the tickets.
- If the school needs to purchase additional School Official tickets (in addition to the allotment), please do so by February 10 to get the discounted rate of \$60 per person. There is no discounted School Official price onsite.

## REGISTRATION & PAYMENT – Registration opens in November

- Refer to the Registration Form for registration options. Payment must be received in order for the order to be processed. Please do not mail or fax Registration Forms without payment information as they will not be processed.
- Confirmations will be sent once the registration is processed. Online orders are processed immediately. Please allow up to four days of processing time for mailed/faxed registration forms.
- **The fastest way to register is ONLINE:** Visit **IBSnewyork.com**, select REGISTER, then School Registration. Credit card and school checks are both accepted online. If you decide to pay by check, please mail it in advance of the February 10 deadline. Registrations that are still incomplete (without payment) by February 10 will be cancelled.
- **Forms of payment:**
  - **Credit cards:** Mastercard, VISA and American Express
  - **Checks:** School checks and certified checks. **PERSONAL CHECKS ARE NOT ACCEPTED.** Please make checks payable to: **IBS New York 2014 /Questex Media**
  - **Money Order**

## GENERAL SHOW INFORMATION

- **Show Hours:** SUNDAY, March 9: 9:30am - 6:00pm  
MONDAY, March 10: 9:30am - 6:00pm  
**TUESDAY, March 11: 9:30am - 5:00pm (Student Day)**
- **Show Location:** Jacob Javits Convention Center  
655 West 34th Street  
New York, NY 10001
- **Cancellation Policy:** Refunds less a \$15 processing fee per student will be granted if requested no later than February 10, 2014. Please email refund requests to **IBSNYSTUDENTS@xpressreg.net**. Please note that refunds will NOT be issued for no-show registrants and/or requests received after February 10, 2014.
- No children under the age of 15 are allowed on the show floor or in classrooms, including infants in strollers.
- School Program/discounted tickets do not include access to the IECSC (Spa) Show Floor or Spa Conference program.
- For questions, please email **nbhalla@questex.com** or call 212.895.8254.



## Student Etiquette Rules & Guidelines

Dear School Administrator,

IBS New York remains dedicated to the education of the future cosmetologists, colorists, stylists and nail technicians of our industry. Attending the International Beauty Show is a privilege and we need to remind the students of that. We are seeking the assistance of all school officials to ensure the very best experience for all. Show Management is asking that all chaperones and school officials work with us on monitoring the students' behavior while at IBS New York.

Your students represent the future of the Beauty Industry—we would like to stress the importance of professionalism at the show. We ask that you **STRONGLY** encourage your students to be courteous, attentive and respectful while on the show floor and in class. Show management has a responsibility to the artists and exhibitors of IBS New York to maintain the utmost professionalism and decorum at the show.

We request that you review the following rules and regulations with your student body before attending:

- Students must be chaperoned at ALL times
- Students should behave appropriately and respectfully while on the show floor and in the classrooms
- Students must dress appropriately
- Absolutely no strollers, infants, toddlers or children will be allowed at IBS New York
- Institute a back up plan should a student get left behind
- Theft will not be tolerated. Any student caught stealing booth product will be turned over to State Authorities

And, to avoid students missing your bus, please take a head count, both **BEFORE** and **AFTER** the show to ensure that they are all accounted for.

IBS New York is a wonderful experience for each and every student. We would like everyone to benefit from the show and its educational opportunities. Let's work together to make sure that the School Program is enjoyable for everyone.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Lupton".

Dana Lupton  
Vice President, Questex Beauty & Wellness Group

A handwritten signature in black ink, appearing to read "Natasha Bhalla".

Natasha Bhalla  
School Program Coordinator



**THE GEM HOTEL**  
MIDTOWN WEST

449 W. 36<sup>th</sup> Street New York, NY 10018  
Tel: 212-967-7206  
Fax: 212-871-7197

Group Name Dover High Cosmetology  
Contact Sarah Jennison Phone 603-516-6990  
Address 25 Alumni Drive Dover, NH 03820  
Arrival Date Monday, 3/10/2014 Departure Date 3/11/2014

ROOM TYPE	RATE	3/10/2014				
		Monday				
2 Double Beds	\$262.65	8				
	0.00					
Tax: 14.75% + \$3.50 per room/night + \$2/room/night		8				

**ADDITIONAL INFORMATION**

A rooming list will be provided to the hotel no later than the designated release/cut-off date stated in the agreement. A major credit card or advance deposit is required to guarantee all individual reservations.

**CONTRACT TERMS**

To guarantee the rates quoted, the availability of the sleeping rooms, and other terms of this agreement, the following deadlines must be met or the rooms may be cancelled. Sign agreement and return by 11/3/2013. Full payment is due 2/8/2014. Rooming list is due 2/8/2014, rooms not reserved by this date will be released back to the hotel.

**CANCELLATION POLICY**

If cancelling entire group, must be done 30 days prior to arrival or will result in cancellation fee of the entire length of stay for all rooms contracted. Individuals may cancel up to 48 hours prior to arrival to avoid cancellation fee of 1 nights room and tax. The group is subject to 80% attrition on rooms contracted

I have read the above contract and the hotel's Group Policies & Procedures printed on the reverse side constituting a part of this agreement and agree to the terms and conditions as stated.

APPROVED BY:

HOTEL REPRESENTATIVE:

Sarah Jennison

Date

Natalia Bloom

Date

PLEASE SIGN AND RETURN

Terms and Conditions

**DATE OF ARRIVAL: 3/10/2014**

**GROUP NAME: Dover High Cosmetology**

**GEM Hotel Midtown**

ALL RESERVATIONS AND AGREEMENTS are made upon, and are subject to the rules and regulations of the Hotel and the following conditions:

1. **ACCOMMODATIONS:** The guest rooms indicated on the reverse side will be held for you upon receipt of this signed Agreement from you. We request that all reservations be made by the method indicated no later than the cutoff date listed on the front of this Agreement. After the cutoff date, we reserve the right to offer rooms held in your block to other Customers to reduce our losses from unused rooms. Reservations by your attendees after the cutoff date will be accepted based upon availability, at the prevailing rate.
2. **CANCELLATION:** If cancellation of this booking becomes necessary, to avoid forfeiture of any deposits paid or payment of penalties, the Hotel must receive written notification 30 days prior to the arrival.
3. **INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, the Owner, their employees and agents against all claims, losses or damages to persons or property, governmental charges, fines, and costs (including reasonable attorney fees), arising out of or connected with your group, except claims arising out of negligence or willful misconduct of hotel.
4. **AUXILIARY AIDS:** The Hotel represents and you acknowledge that the Hotel facilities being rented by you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the American With Disabilities Act.
5. **DELIVERIES:** Arrangements for delivery of packages should be made through Catering/Convention Services. You must prepay packages sent to the Hotel, and they may not arrive prior to 1 – 2 days before your groups arrival. The labels of all deliveries should read: name of recipient, group affiliation/trade show name, date of arrival, catering/sales manager's name, and number of boxes in shipment.
6. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your group which specifically reference the Hotel name or logo.
7. **ATTORNEY'S FEES:** The parties agree that in the event that any dispute arises in any way relating to this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs.
8. **ARBITRATION:** The parties agree that any dispute in any way arising out of or relating to this contract may be resolved by arbitration before JAMS/ENDISPUTE®. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the Federal Rules of Civil Procedure, that the law of the state in which the Hotel is located will be the governing law, and any arbitration award will be enforceable in state or federal court.
9. **AMENDMENTS/CHANGES:** Any amendments or changes to the arrangements described in this contract must be made in writing and signed by both you and us.
10. Performance of this agreement is contingent upon the ability of the Hotel to complete same and is subject to labor, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions, restrictions upon travel, transportation, food, beverage or supplies, and other causes, whether enumerated herein or not, which are beyond the control of the Hotel. In no event shall the Hotel be liable for the loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the Hotel's liability be in excess of the total amount of the food and beverages contracted heretofore.



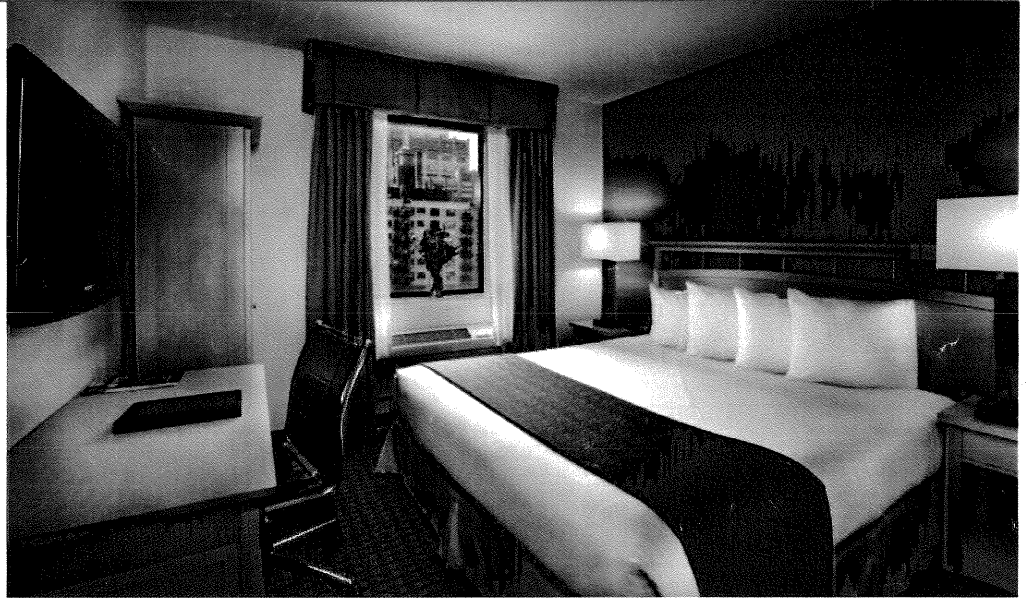
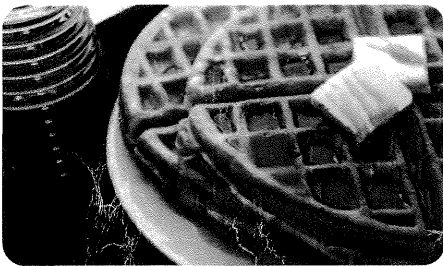
BY CHOICE HOTELS

*2 blocks*

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- > Madison Square Garden
- > Broadway Theater District
- > Times Square
- > Empire State Building
- > Rockefeller Center
- > Radio City Music Hall
- > Central Park
- > The High Line

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- > FREE 24-Hour Coffee
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# For the Student

All classes take place on Tuesday April 16

**FOCUS ON: STUDENTS**

**FREE** WITH YOUR PAID EXHIBIT HALL TICKET. Schedule subject to change.



## HAIR



### TECHNIQUES & TREND FOCUS

### NATURAL & TEXTURE FOCUS

### BARBER FOCUS

### BUSINESS FOCUS

### MAKEUP FOCUS

TUESDAY	ROOM MR12	ROOM MR14	ROOM MR16	ROOM 3D02	ROOM 3D03	ROOM 3D10	ROOM MR19
11:00am to 12:00pm	Creative Scissor & Razor Cutting <b>NICK ARROJO &amp; THE ARROJO ARTISTIC TEAM</b> ARROJO	Ultimate Awareness + the Creative Process <b>DAVID BANGHAM</b> HOTBOX SALON-WORKSHOP	The Art of Curly Hair <b>CHRISTO</b> CURLISTO SYSTEMS	Natural Hair Styling <b>SO CURLY SO KINKY SO STRAIGHT</b>	Entering the ArtZone <b>MARIO TENNYU</b> ENTERING THE ARTZONE ACADEMY	What it Takes to be Successful in the Salon Industry <b>CHARLES MARCUS</b> THE EMPOWERMENT INTERNATIONAL GROUP	Photography Makeup 101 <b>BUNTRICIA BASTIAN</b> PINNACLE COSMETICS
12:30pm to 1:30pm	Contradiction Collection Cut & Color Class <b>WOODY &amp; AMY MICHLEB</b> KENCHII PROFESSIONALS	Let's Cut Hair Dry <b>MIKE KARG &amp; JEROME TERRY</b> POWERED BY KARG INC NEW YORK	Tape-In, Beaded & Fusion Hair Extension <b>RUBEN MARTINEZ</b> DONNA BELLA HAIR EXTENSIONS	Creative Long Hair Styling <b>CARLOS VALENZUELA &amp; PETER ROSAS</b> I-FABULOUS LIFE SKILLS	The Power of being an Extraordinary Barber <b>JAMES THOMAS</b> J. SINCLAIR HAIR CARE PRODUCTS	A 52-Week Road Map to Cosmetology School <b>IVAN ZOOT</b> MARIANNA INDUSTRIES	HD: Hues & Dimensions <b>PAUL PEREIRA</b> LAZULI SALON
2:00pm to 3:00pm	New York Dry Cut <b>EIJI YAMANE</b> EIJI INTERNATIONAL GROUP	Infinite Techniques <b>ESBI DIVINITE ARTISTIC TEAM</b> ESBI	Complete Hotheads Hair Extensions <b>SHEENON OLSON</b> HOTHEADS	Zoned Cutting <b>NIKITA SMITH-MATTISON</b> SOLUTIONS BEAUTY CONSULTANTS	Barber Matrix - Education Rocks! <b>NAJI CARTER &amp; MARVELOUS MARY</b> MAJOR LEAGUE BARBER	Short Cuts to Success: A Beginners Guide to a Lasting Career <b>GORDON MILLER</b> SOCIAL BEAUTY	Fearless Beauty: High-Impact Makeup for the Runway & Stage <b>EVE PEARL</b> EVE PEARL MAKEUP WITH SKINCARE

● INSTRUCTOR FOCUS

### FOCUS ON: TECHNIQUES & TRENDS



#### Creative Scissor & Razor Cutting

**Nick Arrojo & the ARROJO Team** ■ ARROJO  
TUESDAY APRIL 16 | 11:00 - 12:00PM | ROOM MR12



#### Contradiction Collection - Cut & Color Class

**Woody & Amy Michleb** ■ KENCHII PROFESSIONALS  
TUESDAY APRIL 16 | 12:30 - 1:30PM | ROOM MR12



#### Ultimate Awareness + the Creative Process

**David Bangham** ■ HOTBOX SALON+WORKSHOP  
TUESDAY APRIL 16 | 11:00 - 12:00PM | ROOM MR14



#### Let's Cut Hair Dry

**Mike KARG & Jerome Terry** ■ KARG INC  
TUESDAY APRIL 16 | 12:30 - 1:30PM | ROOM MR14



#### The Art of Curly Hair

**Christo** ■ CURLISTO SYSTEMS  
TUESDAY APRIL 16 | 11:00 - 12:00PM | ROOM MR16



#### Tape-In, Beaded & Fusion Hair Extensions

**Ruben Martinez** ■ DONNA BELLA HAIR EXTENSIONS  
TUESDAY APRIL 16 | 12:30 - 1:30PM | ROOM MR16



### DON'T MISS the first ever STUDENT BARBER COMPETITION

at IBS New York, taking place on Student Day.  
Visit [IBSnewyork.com](http://IBSnewyork.com) for more details or call 877.398.6938 to register.



#### The New York Dry Cut

**Elji Yamane** ■ EIJI INTERNATIONAL GROUP  
TUESDAY APRIL 16 | 2:00 - 3:00PM | ROOM MR12

**Student Health Record**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Work Phone# \_\_\_\_\_

Cell phone# \_\_\_\_\_

In Case of Emergency Contact \_\_\_\_\_ Phone# \_\_\_\_\_  
(other than parent/guardian)

Date of Last Physical \_\_\_\_\_

Medical Condition \_\_\_\_\_  
(Diabetic, Asthma, Epilepsy, Allergies, etc.)

List any medication being taken on a daily basis \_\_\_\_\_

Permission to be given Tylenol, Advil, Maalox, Immodium or Midol  
yes \_\_\_\_\_ no \_\_\_\_\_

Please list any other concerns or medical problems that might be a concern to the  
chaperones of this trip \_\_\_\_\_

**Name of Health Insurance Company covering  
student** \_\_\_\_\_

Group number \_\_\_\_\_ ID number \_\_\_\_\_

Address \_\_\_\_\_

**In case of emergency, I hereby give permission for Ms. Jennison or Ms. Ring to  
authorize medical treatment while on this school-sponsored trip to Europe on April  
19 through April 27, 2013.**

**Parent/guardian's signature** \_\_\_\_\_ **date** \_\_\_\_\_

*I hereby agree that the above statements of medical history are accurate and true to the  
best of knowledge, and give my consent for my son/daughter go on this trip.*

**Signatures**

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Dover High School  
25 Alumni Drive  
Dover, NH 03820

Statement of Agreement

I agree to adhere to the following rules while on the New York trip with the Cosmetology class:

1. To not consume, purchase, bring with or bring home alcohol or illegal substances.
2. To not purchase body art or piercing services.
3. To not purchase or bring home any type of weapon.

I understand that I am accountable to Ms. Jennison and Ms. Ring. I understand that failure to comply with these rules will result in disciplinary action upon returning to Dover High School.

\_\_\_\_\_  
Student's signature

I have read and discussed this agreement with my son/daughter, and I support these rules and regulations.

\_\_\_\_\_  
Parent/guardian's signature

As a chaperone on this trip, I agree to adhere to the same standards of behavior as defined for student participants.

\_\_\_\_\_  
Chaperone's signature

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DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER

2013 - 2014 FIELD TRIP REQUEST

Date: 10/28/13

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: Sarah Jannison

Date of Field Trip: 3/10-3/11 Time of Departure: 4pm 3/10 Time of Return: evening 3/11

Destination of Field Trip: New York City

C.A. Approval: \_\_\_\_\_ Number of Students: TBD Cost Per Student: \$300

Number of Adults Going: TBD Method of Transportation: Public

LIST ALL CHAPERONES: Ms Jannison, Mrs Ring

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes  No

Non-participating teachers will be notified two weeks prior to the trip: Yes  No

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students NOT going on the trip that are the responsibilities of the teacher(s) attending?  
Yes  No

What is the educational purpose of the field trip?  
Exposure to the newest trends and fashion in the cosmetology industry

What instructional classroom preparations will be done prior to the field trip?  
Prepping for the responsibility of the trip

What follow-up classroom activities will take place after the field trip?  
Application of new techniques in the classroom

Approval of Appropriate Administrator (CA, CTC Director): Louise Lane

\*\*\*\*\*PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY\*\*\*\*\*

Trip Approved  Trip Disapproved

Reason for Denial: \_\_\_\_\_

Principal's Signature: John O'Connell

Date: 10/29/13

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: IJOAA</b>
<b>DATE OF ADOPTION: November 14, 2011</b>	<b>PAGE 3 OF 3</b>

**PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL**

The undersigned \_\_\_\_\_, hereby grants permission for \_\_\_\_\_ to travel to IBS Hairshow New York City with Sarah Janison, Judy King as chaperones, as part of a Dover School District extended travel program. The scheduled departure date is 3/10/14 and the scheduled return date is 3/11/14.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature



E.S.O.

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



PETER DRISCOLL  
Principal  
[p.driscoll@dover.k12.nh.us](mailto:p.driscoll@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)

LOUISE PARADIS  
Director of Career Technical Education  
[l.paradis@dover.k12.nh.us](mailto:l.paradis@dover.k12.nh.us)

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

DAVID BENNETT  
Dean of Students  
[d.bennett@dover.k12.nh.us](mailto:d.bennett@dover.k12.nh.us)

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

October 21, 2013

Dover School Board Members,

I'm writing in support of Ms. Kontos' trip to the Massachusetts Museum of Contemporary Art. This trip has been successfully managed many times by Ms. Kontos and provides our students with the opportunity to experience art in its actual setting.

Sincerely,

Peter Driscoll  
Dover High School Principal

4A Greenfield Dr.  
Dover, NH 03820  
10/21/2013

Dear Mr. Fernandes and School Board Members:

I am writing this letter to obtain approval for a student trip to MASS MoCA (Massachusetts Museum of Contemporary Art) in North Adams, MA. Since I have been working at Dover High School, I have led eight safe, successful trips to Europe, two weekends in New York City and five fun-filled camping trips. I go back and forth from Europe to camping to insure that all of my art club members have an opportunity to travel with the group. I have enjoyed these unique opportunities to bond with my students and to expose them to the world beyond Dover, NH.

For me, the educational value of these experiences is obvious. I spend 180 days every year trying to expose my students to as much of the world of art as I can. I use art history and current artists' work to help guide them in their journey to express themselves. I like to think that they hang on my every word, but realize that when they hear them in a location other than school, the impact is much greater. I show them examples of professional artwork all the time, but a picture in a book is just not the same as seeing the work in person. You can't walk around it and see it from every possible angle in a book. You don't get a feel for the sheer size or texture of the work. You don't even really get to see its true color when looking at a photograph.

The trip I am considering for April 2014 will focus mainly on a visit to MASS MoCA (Massachusetts Museum of Contemporary Art), with a short stop at Williams College Art Museum. MASS MoCA is the largest center for Contemporary Art in the United States. It is housed on a 13-acre campus of renovated 19<sup>th</sup> century factory buildings in North Adams, MA. By combining the versatility and sheer size of its spaces with the new media technologies, MASS MoCA is able to present works that can't be seen anywhere else in the world. One of its most unique resources is a gallery space as big as a football field. Artists come from all over the world to exhibit installation art in this space. This type of exhibit is something my students won't experience anywhere else.

I am proposing that we leave on Friday, April 11, 2014, at 12:00 noon. The students and teachers involved in the trip would be required to miss one half-day of school. That would get us to the cabins before dark and give us plenty of time to settle in. There will be one adult for every four students traveling. The cost being charged the students will be \$150.00 plus food. The art club will provide some fundraising opportunities to help students pay for their trip. Any chaperone driving their personal vehicle will be given \$310.00, which is the standard mileage business rate for the amount of miles we will be covering. Each chaperone will provide a copy of their driver's license and car insurance to the Superintendent's office to protect the school and chaperone in the event of an accident.

I have led many different types of trips while employed by the Dover school system. Many of which were more “exotic” than camping, but there is something very special about this type of trip. There is a special type of bonding that happens in the confines of a small car on a three hour ride; hiking up to a breath taking spot, with a 360 degree view; or sharing secrets around the campfire.

I have done my best to provide you with any information you might need to approve this trip. Please contact me if there is anything else you require. You can call me at work at 516-6965, at home at 749-1571 or email me at [francine.kontos@dover.k12.nh.us](mailto:francine.kontos@dover.k12.nh.us).

Sincerely,

A handwritten signature in cursive script, appearing to read "Francine Kontos".

Francine Kontos  
Art Teacher  
World Arts Club Advisor  
Dover High School

Dover High School  
25 Alumni Drive  
Dover, NH 03820

Statement of Agreement

I agree to adhere to the following rules while on the camping trip with the Art Club:

1. To not consume, purchase, bring with or bring home alcohol or illegal substances.
2. To not purchase body art or piercing services.
3. To not purchase or bring home any type of weapon.

I understand that I am accountable to Mrs. Kontos.  
I understand that failure to comply with these rules will result in disciplinary action upon returning to Dover High School.

\_\_\_\_\_  
Student's signature

I have read and discussed this agreement with my son/daughter, and I support these rules and regulations.

\_\_\_\_\_  
Parent/guardian's signature

As a chaperone on this trip, I agree to adhere to the same standards of behavior as defined for student participants.

\_\_\_\_\_  
Chaperone's signature

---

**Itinerary for World Arts Club Camping Trip**  
Friday, April 11, 2014

**April 11, 12 and 13, 2014**

12:00pm Meet at Dover High School parking lot. Load cars and leave.  
2:00pm Stop for gas and snacks.  
3:30pm Arrive at Taconic State Park and set up camp.  
5:00pm Hike up to Taconic Falls  
6:00pm Community meal  
8:30pm Campfire  
11:30pm Cabin check.

Saturday, April 12, 2014

9:00am Breakfast.  
9:30am Depart for Williams College Museum of Art.  
11:30am Depart for MASS MoCA.  
12:00pm-1:00pm Lunch  
1:00pm-5:00pm Visit MASS MoCA.  
5:00pm Return to camp.  
6:00pm Community dinner.  
8:30pm Campfire  
11:30pm Cabin check.

Sunday, April 13, 2014

7:30-9:00am Breakfast and break down camp.  
9:00am Head for home.  
11:30-12:30pm Stop for gas and lunch.  
1:30pm Arrive back at Dover High School.

I. a.

<b>DOVER SCHOOL DISTRICT</b>	<b>JOB DESCRIPTION</b>
<b>DATE OF ADOPTION:</b>	

## FIRST READING

**Job Title:** Associate Principal  
**Department:** Dover School District  
**Reports To:** Principal  
**Prepared Date:** 11/26/2013  
**Approved By:** Dover School Board  
**Approved Date:**

### Summary:

The primary responsibility of the Associate Principal shall be to assist and support the building principal in the leadership and supervision of the daily operation of the school program in a manner consistent with adopted laws, regulations, policies, and procedures. He/she shall support the maintenance of a safe, healthy and orderly learning environment conducive to the needs and best interests of the students assigned to his/her school. He/she shall support the creation, implementation, goals and objectives approved by the Dover School Board in its efforts to provide a rich educational experience designed to best meet the educational needs of each individual student in accordance with the Mission Statement of the Dover School District. The Associate Principal shall assume responsibility for supervision goal of the school in the absence of the principal. This position will be included in the Dover Teachers' Union, but will receive a stipend in plus additional days of work.

### Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assist principal with school safety
- Provide management of assigned 504 cases
- Supervise the Pupil Assistance Team
- Coordinate with outside mental health agencies
- Manage student/family/staff crisis
- Provide student counseling
- Act as a school contact for DCYF
- Serve as an Emergency Management liaison
- Act as Bullying Coordinator
- Ensure communication with families
- Monitor student/staff/family mental health issues

### Supervisory Responsibilities:

Assists Building Principal with supervision of professional and support staff.

### Competencies:

<b>DOVER SCHOOL DISTRICT</b>	<b>JOB DESCRIPTION</b>
<b>DATE OF ADOPTION:</b>	

To perform the job successfully, an individual should demonstrate the following competencies.

- Strong leadership skills required.
- Ability to work with a team.
- Strong communication and interpersonal skills.
- Ability to organize and prioritize tasks and projects

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The School Board reserves the right to select personnel found to be qualified in their judgment but not meeting all criteria listed.

**Education and/or Experience:**

This position requires a minimum of a Bachelor’s degree (B.A or B.S.) from a four-year college or university is required, a Master’s degree is preferred. The associate principal must have a minimum of four (4) years of experience in the area of guidance or social work.

**Technology Skills:**

To perform this job successfully, an individual should have knowledge of recommended internet software and Office Suite or comparable products.

**Certificates, Licenses, Registrations:**

New Hampshire Teacher certification in the area of Guidance is preferred, along with being NH Certifiable in the area of Associate Principal

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

<b>DOVER SCHOOL DISTRICT</b>	<b>JOB DESCRIPTION</b>
<b>DATE OF ADOPTION:</b>	

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

DRAFT

J.a.

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

**SECOND READING  
INVESTMENT**

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

**OBJECTIVES**

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

**STANDARDS OF CARE**

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA\* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

DOVER SCHOOL DISTRICT	POLICY CODE: DFA
DATE OF ADOPTION:	PAGE OF

The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.

The Board will periodically review the investment policy.

**Legal References:**

*RSA 197:23-a, Treasurer's Duties*

*RSA 383:22, Public Deposit Investment Pool*

*Appendix: DFA-R*

DRAFT

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

**SECOND READING  
MANDATORY DRUG AND ALCOHOL TESTING—SCHOOL BUS  
DRIVERS**

**1. Statement of Policy**

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

**2. Medical Examination of School Bus Operators**

In accordance with RSA 200:37, before employing any person as a school bus operator, directly or through a vendor, the School District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician's findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the School District prior to the commencement of such employment and the District shall retain a copy of such certification. Every 2 years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus operator, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually.

**3. School Bus Driver's Certificate**

No person shall be employed as a school bus operator, directly or through a vendor, unless the person has received a School Bus Driver's Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

**4. Criminal Background Investigation**

Before employing any person as a school bus operator, directly or through a vendor, the School District shall require a criminal background investigation as set forth in RSA 189:13-a and School District policy. If the school bus operators are employed directly by the District, then the employee will pay for the investigation. If the District contracts with a vendor to provide student transportation services, either the vendor or the bus operator will pay for the investigation at the discretion of the vendor.

**5. Mandatory Drug and Alcohol Testing**

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all CDL holders and personnel performing safety-sensitive functions related to the transportation of the students of this School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for

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the tests shall conform to the requirements of the 49 C.F.R. Part 40. The term “CDL holder” means someone who is required as part of their job duties to hold a Commercial Driver’s License. The term “safety-sensitive function” refers to all tasks associated with the operation and maintenance of commercial vehicles. A “commercial vehicle” is any vehicle capable of carrying 16 or more passengers including the driver.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportations services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion and post-accident testing as defined by Department of Labor Regulations. The School District supports a zero tolerance policy related to substance abuse. Therefore any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

**Legal References:**

*RSA 200:37, Medical Examination of School Bus Operators*

*RSA 263:29, School Bus Driver’s Certificate*

*RSA 189:13-a, School Employee & Volunteer Background Investigations*

*49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program*

*49 C.F.R. Part 391 (1995), Qualifications of Drivers*

*Appendix EEAEA-R*

J.C

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## **SECOND READING AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS**

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent or his/her designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent or his/her designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent or his/her designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

**Legal References:**

*7 CFR 210.10, Nutrition Standards And Menu Planning Approaches For Lunches And Requirements For Afterschool Snacks*

*NH Department of Education Administrative Rules, Section Ed 306.04(a)(21)*

*NH Department of Education Administrative Rules, Section Ed 306.11(g), (h)*

J. D.

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**SECOND READING  
HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION**

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians who wish to review or inspection health and physical education materials may arrange a meeting with the Principal to review the materials.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with Principal.

Parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious reasons must complete a Health or Physical Education Opt-Out Form. Opt-

Out Forms are available from either the health education teacher or the Principal.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*

*NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*

*RSA 186:11, IX-b, Health and Sex Education*

*Appendix IHAM-R, Health or Physical Education Opt-Out Form*

J.e.

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### SECOND READING

#### HEALTH AND SEX EDUCATION EXEMPTION: OPT-OUT FORM

I, \_\_\_\_\_ (parent/guardian) request that my child, \_\_\_\_\_ be excused from participating in certain units of health or sex education instruction based on religious objections.

I request that the District waive the class attendance of my child in a class or courses on:

- Comprehensive sex education, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS.
- Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS.
- Instruction on diseases.
- Recognizing and avoiding sexual abuse.
- Instruction on donor programs for organ/tissue, blood donor, and transplantation.

Please identify the grade level, class, and building.

\_\_\_\_\_

***I understand that I am requesting the school to excuse my child from certain units of curriculum that are required by state law. I further understand that in lieu of receiving instruction in this unit of health education, my child may be required to receive alternative learning in health education that is sufficient to enable my child to meet state requirements for health education. I further understand that this opt-out exemption is only valid for the school year in which it is signed and subsequent waivers may be necessary.***

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Administrator Signature

Date Received \_\_\_\_\_

J. f.

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## SECOND READING

### INTERDISCIPLINARY CREDIT

High school students may earn course credit in one content area required for graduation, and apply said credit in a different content area through the awarding of interdisciplinary credit. Interdisciplinary credit may be counted only once in meeting graduation requirements.

The high school Principal is charged with approving courses for interdisciplinary credit if: (1) the course has been adopted by a faculty team/committee; and (2) the course addresses the objectives for the subject area in which the credit is to be counted.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(14), Earning of Credit*

*NH Code of Administrative Rules, Section Ed 306.14(f), Awarding of Credit*

*NH Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies*

*NH Code of Administrative Rules, Section Ed 306.27(p), Counting Credits*

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J.g.

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## SECOND READING

### EVALUATION OF CURRICULAR PROGRAMS

The Superintendent will evaluate the instructional programs annually in accordance with Board policies and state guidelines. The Superintendent will report annually to the Board on the progress the District is making towards the attainment of its educational goals and improving student performance.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306:24(c)(4), Evaluation of Curriculum*

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J.h.

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## SECOND READING

### DAILY PHYSICAL ACTIVITY

The Board recognizes that developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise at for at least 30 to 60 minutes each day as a way to minimize these health risks. The Board recommends the following practices:

- (1) Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
- (2) Support special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activity;
- (3) Integrate health and physical activity across the school curriculum;
- (4) Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
- (5) Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
- (6) Provide professional development opportunities for all school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth, and that will assist school staff to recognize their influence as role models for active lifestyles;
- (7) Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;
- (8) Encourage physical activity recess periods; and
- (9) Institute a tracking and evaluation method to ensure that all students are engaging in developmentally appropriate daily physical activity.

#### **Legal References:**

*RSA 189:11-a, Food and Nutrition Programs*

*NH Code of Administrative Rules, Section Ed 306.04(a)(15), Daily Physical Activity*

*NH Code of Administrative Rules, Section Ed 306.04(l), Daily Physical Activity*

*NH Code of Administrative Rules, Section Ed 310, Daily Physical Activity*

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**SECOND READING  
ALTERNATIVE CREDIT OPTIONS**

Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.

- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan’s merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

The Board encourages increased educational options for hospitalized or homebound students, dropouts, suspended or expelled students, young athletes, or other atypical students for whom regular classrooms are not practical or effective. It is hoped that such offerings will serve as a motivator for students with different learning styles.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all

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policies of this board

- The procedure will be made available to the public.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Dual Credit
- Early Graduation
- Middle school acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

#### Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

#### **Legal References:**

*NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Alternative Means of Earning Credit*

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**SECOND READING**

**SERVICE ANIMALS**

**Purpose**

This policy addresses the use of service animals within school buildings and on school grounds. As established and defined by the Americans with Disabilities Act and its accompanying regulations, individuals with disabilities shall be permitted to bring their service animals in school buildings or on school grounds in accordance with this policy. Conditions relative to pets and non-service animals within the school building and on school grounds are found in Board Policy IMG.

**“Service Animal” Defined**

In accordance with 28 CFR 35.104 (effective March 15, 2011) a “service animal” is defined as:

Any dog that is individually trained to do or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or who have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or task for the purpose of this definition.

This definition shall be construed to include a “hearing ear dog,” “guide dog,” or “service dog,” as those terms are currently defined in NH RSA 167-D:3.

**Permissible Inquires**

The District will not make the inquiry about the nature or extent of an individual’s disability in determining whether to allow a service animal in a school building or on school grounds. When it is not patently obvious as to the role of the service animal, the District may ask whether the animal is required because of a disability and what work or task the animal as been trained to perform.

When a student or employee’s disability requires the presence of a service animal in a school building or on school grounds during the school day, the District shall also require annual submission of proof of current vaccinations and immunizations of the service animal and a current veterinary health certificate.

**Access to the School Buildings and Grounds**

In accord with federal regulations, individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of District schools, where members of the public, participants in services, programs, or invitees, as relevant, are allowed to go.

**Animals for Children with Educational Disabilities or a Section 504 Plan**

If a student with an educational disability or a Section 504 Plan seeks to bring an animal on a school campus that is not a service animal, the request shall be referred to the IEP or Section 504 Team to determine whether the animal is necessary for the student to receive a free and appropriate education (FAPE).

**Management of Service Animals**

Service animals must be under control of their handlers. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

**Care of and Responsibility for Service Animals**

The District is not responsible for the care or supervision of a service animal. The owner or handler of the service animal shall be solely responsible for:

- Supervision and care of the animal, including feeding, exercising, clean-up and stain removal;
- Restraint of the animal at all times;
- Damages to the school buildings, property and vehicles caused by the animal;
- Injuries to students, employees, volunteers and visitors caused by the animal; and
- Annual submission of documentation of vaccinations and immunizations.

**Animals for Employees**

Use of a service animal by a qualified employee with a disability will be allowed when such use is necessary to enable the employee to perform the essential functions of his/her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

**Circumstances Under Which a Service Animal Will Be Prohibited from Campus**

The Superintendent or other designee may ask an individual with a disability to remove a service animal from the campus or school event, or may even deny a request for use of a service animal on campus or at a school event if:

- The animal is out of control and the animal's handler does not take effective action to

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control it;

- The animal is not housebroken;
- The presence of the animal will require a fundamental alternation of the program or will significantly disrupt or interfere with the educational process;
- When the animal is to be used regularly during the school day or at school events, the handler fails to submit proof of current vaccinations and immunizations of the service animal and a current veterinary health certificate;
- To the extent applicable, the handler fails to comply with NH RSA 167-D.

If an animal is properly removed or prohibited from the premises, the District will continue to give the individual with a disability the opportunity to participate in District services, programs, or activities without having the service animal on the premises.

A decision to remove or prohibit a service animal from District schools may be appealed to the Superintendent of Schools.

**Legal References**

- Section 504 of the Rehabilitation Act – 29 U.S.C. 794*
- Americans with Disabilities Act – 42 U.S.C. 12101 et seq.*
- Nondiscrimination on the Basis of Disability, Title 28 CFR Part 35, Part 36*
- NH RSA 167-D*

J.K.

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## SECOND READING

### CONCUSSIONS AND HEAD INJURIES

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the board and administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

For purposes of this policy, "student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.

For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

#### **Athletic Director or Administrator in Charge of Athletic Duties**

Updating: Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Identified Sports: Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

Coach Training: All coaches shall undergo training in head injury and concussion management

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at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSAs Sports Medicine page at [www.mhsa.org](http://www.mhsa.org).

Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

**Removal From Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

**Concussion Awareness and Education**

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

**Academic Issues in Concussed Students**

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

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**Legal References**

*RSA 200:49, Head Injury Policies for Student Sports*

*RSA 200:50, Removal of Student-Athlete*

*RSA 205:51, School Districts; Limitation of Liability*

*RSA 200:52, Definitions*

*Additional Resources:*

*<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>*

*f*

*<http://www.bianh.org/concussion.as>*

*p*

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**SECOND READING**

**BEHAVIOR MANAGEMENT AND INTERVENTION**

It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(16), Behavior Management and Intervention for Students*

J.M.

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## **SECOND READING**

### **SCHOOL TRANSPORTATION POLICY**

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

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

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

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

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

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

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

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

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

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

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

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

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

- 1. To provide an atmosphere in which safety and welfare of all students are primary.
- 2. To promote an attitude of respect for public property and school transportation personnel.
- 3. To provide fair and reasonable treatment of students with regard to expected behavior.

**C. School Bus Driver Responsibilities Toward Student Behavior:**

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

**D. Student Behavior**

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

**At Bus Stops, Students Should:**

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

**Once on the Bus, Students Should:**

1. Go directly to an available seat or assigned seat
2. Remain seated during the bus ride
3. Keep hands, heads, arms, and legs inside
4. Never play with emergency exit equipment
5. Never throw or pass around any object(s)
6. Not bring toys onto the bus
7. Carry on only items that they can hold on their laps. Aisles must be kept free from books, lunch boxes, and other objects.
8. Not eat or drink food items

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9. Not willfully damage or deface any part of the school bus
10. Not carry living creatures on the bus (anything that eats or breathes)

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

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

**E. Procedure for Handling School Bus Discipline**

**Guidelines:**

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

**1. First Offense (Grades 5K-12)**

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

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

**First and Second Minor Referral (Grades K-4)**

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

**Third Minor Referral (Grades K-4)**

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

**First Major Referral (Grades K-4)**

~~If the incident occurs in the morning, the referral is handed to the duty staff that morning to be passed to an Administrator/Support Staff. If the incident occurs in the afternoon, it will be faxed to the school that evening and handed to the duty staff the following morning. An attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. Parent(s) will be sent a copy of the referral form within one day of the referral.~~

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The student will meet with Support Staff in a Bus Safety Group for a specified period of time. The Behavior Specialist will develop an Individual Bus Support Plan which may include assigned seating. Information will be passed to the transportation provider outlining the nature of the corrective action.

**2. Second Offense (Grades 5K-12)**

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

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

***Grades K-4 - The student may be suspended off the bus for one (1) day. The student will meet with Support Staff in a Bus Safety Group and may develop an Individual Bus Support Plan. Parent(s)/legal guardian will be notified by telephone that day by the transportation provider. All second offense notices will be sent to parent(s) or legal guardian.***

**Second Major Referral (Grades K-4)**

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

**3. Third Offense (Grades 5-12)**

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

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

Grades 5-8 — Twenty (20) ***Ten (10) days***

**Third Major Referral (Grades K-4)**

***Grades K-4***

Student may be suspended off the bus for five (5) days. Parent(s)/guardian will be notified that day by the school administration who will also notify the transportation provider. Upon student's return, he/she may have random supervised bus rides to reinforce appropriate behaviors. The Behavior Specialist will reevaluate the Individual Bus Support Plan which may include

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assigned seating. All third offense notices will be sent by the transportation provider to the parent(s)/legal guardian and the building administrator within one day of infraction.

**4. Fourth Offense (Grades 5-12 K-8)**

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

**Grades 5-12 K-8--** Twenty (20) days

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

**Fourth Major Referral (Grades K-4)**

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

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

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

**F. Appeal Process for Revocation of Bus Privileges:**

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

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

**G. Notification**

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

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**Legal References**

RSA 189:9-a

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**SECOND 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

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## SECOND READING

### 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, EEAEAC, and EEAEAC Addendum 1*

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**Dover High School Girls' Volleyball Team**  
**Resolution of Recognition**

**WHEREAS** the Dover High School Girls' Volleyball Team, a group of twelve student-athletes and two coaches joined together in mid-August with high aspirations for their season, and

**WHEREAS** the Dover High School Girls' Volleyball Team, on Saturday, November 9, 2013 was crowned NHIAA Division I State Champions at Pinkerton Academy, and

**WHEREAS** the Dover High School Girls' Volleyball Team was made up of the following student-athletes; Lisa Bean, Hope Boucher, Brynn Coleman, Cheyenne Garcia, Mackenzie Geppert, Sydney Mercier, Mariah Ouellette, Sasha Rose, Chelsea Sihombing, Vanessa Sihombing and Senior Captains Megan Priester and Molly Wotton along with Assistant Coach Caitlin Howard and Head Coach Colleen Harte, and

**WHEREAS** team members Megan Priester and Molly Wotton were named to the New Hampshire Volleyball Coaches Association Division I All-State Team while Coach Colleen Harte was named Division I Coach of the Year, and

**WHEREAS** the Dover High School Girls' Volleyball Team won the Division I State Championship in just its sixth year of the programs existence in undefeated fashion, winning 22 matches and losing zero and in the process lost only 6 sets out of a possible 110 sets on the season, and

**WHEREAS** the Dover High School Volleyball Team demonstrated hard work, sportsmanship, perseverance, and character and continue to excel academically and athletically throughout the season, and

**WHEREAS** the Dover High School Girls' Volleyball Team has brought great pride, recognition, enthusiasm, and honor to themselves, to their parents and families, to Dover High School, and to the City of Dover,

**NOW THEREFORE BE IT RESOLVED** that the Dover School Board applauds, honors and recognizes the many achievements of the Dover High School Girls' Volleyball Team and the Coaches

**SUBMITTED BY:**

\_\_\_\_\_  
Rocky D'Andrea, Chairperson

\_\_\_\_\_  
Amanda L. Russell, Vice Chairperson

\_\_\_\_\_  
Betsey Andrews Parker, Secretary

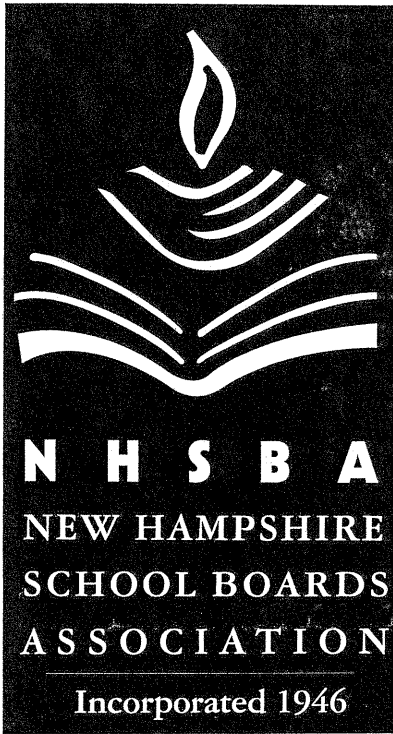
\_\_\_\_\_  
Sarah Greenshields

\_\_\_\_\_  
Kathy Baker

\_\_\_\_\_  
Paul Butler

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Doris Grady

December 9, 2013



# New Hampshire School Boards Association

Excellence in Public Education  
Through School Board Leadership

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## Superintendent of Schools—Search Options

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### **The New Hampshire School Boards Association (NHSBA):**

***The leading school superintendent search service in N.H. assisting local school boards since 1946***

Utilizing its depth of knowledge of school leadership and its understanding of N.H.'s School Boards and SAUs, NHSBA offers a balanced and personalized approach to assist N.H. School Boards in their search for and selection of their new Superintendent of Schools. NHSBA has the experience and the know-how to work effectively with Boards by facilitating one of their most important roles—the search for their next school leader.

# I. Full-Service Search Process (Option A)

## The Process & Frequently Asked Questions

### 1. NHSBA conducts its searches as a team

*How many NHSBA individuals are actually involved in this process?*

- NHSBA conducts its search as a team of highly qualified consultants with expertise in different key areas of the search;
- There is an experienced *primary* or *principal* consultant for each search;
- In addition, 3 experienced search consultants are consulted about targeted candidates and other matters of the search;
- The NHSBA staff attorney is active with all legal matters including contract negotiations;
- The administrative assistant oversees ads, announcements, correspondence;
- NHSBA's Executive Director is closely involved throughout the process with oversight responsibilities;
- Lastly, an experienced school board trainer is involved should the school board wish to engage in a training and goal-setting session with its new superintendent;
- There are 5-6 experienced professionals who formulate the NHSBA Search Team.

### 2. Establishing a search committee

*Consideration for establishing an Advisory Superintendent Search Committee:*

- Many boards charge a search committee with the initial vetting of candidates, while others use a board subcommittee for that purpose;
- Search committees are advisory to the board and comprise of interested school and community members. The size varies from 10 to 18;
- Search committees, working with the NHSBA consultant, are generally involved with the initial screening of all candidates, semi-finalists interviews the selection of 3-4 finalists, and the candidates' school-community forum. Finalists are presented to the board for the interviews, reference review, deliberations and final selection;
- The search committee is just one of 3 community outreaches in the process. The other 2 outreach points are: the development of the leadership profile and the meet the candidates' forum with the school and community;
- Establishing a search committee is optional and is, at times influenced by community expectations.

### 3. Establishing requirements for recruitment

*Points for discussion with the school board include:*

- The profile of leadership qualities, qualifications, educational attainment, characteristics sought and experience desired;
- Competitive remuneration package and key benefits for candidates;
- Agreement on the best advertisement options and strategies: website, faxes to each N.H. SAU, national email to 50 member school boards and superintendent organizations, AASA (national superintendent's association) posting, individual contact with potential candidates who fit the profile, regional-national university placement services, database of matching candidates registered with NHSBA, commercial newspapers/journals;
- Key elements to be included in the vacancy notice;
- Issues facing the school short-term and long-term, including strategic goals;
- Time schedule & confidentiality.

### 4. Post Advertisement

*Type of advertisements considered and duration:*

- Commercial advertisement: local/national papers, professional periodicals;
- The school district website; NHSBA's website; national association (AASA) website;
- Emailing to national school boards associations (NSBA);
- Emailing to individual school boards and superintendents associations (100);
- Faxes to each SAU in N.H.
- Individual targeting of known leaders meeting profile and qualifications;
- Announcement period: 5-6 weeks depending on timing of opening & urgency.

### 5. Application format

*A full application for a NHSBA-processed leadership vacancy constitutes:*

- NHSBA application form—available on website: [www.nhsba.org](http://www.nhsba.org);
- Letter of application/interest;
- Current curriculum vitae/resume;
- Statement of philosophy or personal statement;
- Three current letters of reference; a list of 3 confidential reference contacts.

### 6. Knowledge of the school district and the need for a new school leader

*Development of a profile conducted concurrently with announcements:*

- Search consultant to understand the ethos and priorities of the school through meeting key constituents;
- Consultant conducts school-community facilitation(s)—engaging in a SWOT (strengths, weaknesses, opportunities, threats) analysis;
- And/or individual interviews conducted with key school-community members;
- Written results including SWOT analysis and the 'Desired Qualities' presented to the school board for acceptance. This results in the Leadership Profile against which the candidates will be assessed.

### 7. Initial screening of applications

*Making initial contact with applicants and screening to semi-finalists:*

- Each candidate with a completed application is telephoned interviewed by search consultant, however a search committee rep. or board member may conduct the initial interviews (~45-60 minutes each plus notes and/or audio);
- All completed applications and results of telephone interviews are presented to the search committee for discussion, deliberation and screening to 6-8 semi-finalists (criteria for screening based on the leadership profile);
- Semi-finalists are interviewed by search committee with a pre-determined set of interview questions that are specific to the Leadership Profile;
- After the interviews, the committee deliberates and chooses 3-4 finalist candidates who best match the Leadership Profile;
- The 3-4 finalists' papers are presented to the board for its action to accept.

*What type of validation process is conducted at this level to ensure that the candidates match their stated achievements and application information?*

- Candidates are required to submit 3 current written references of those who have acted in a supervisory capacity. The initial process is confidential and many candidates have not notified their respective boards of intent to seek other employment. However, through written references, NHSBA's confidential contacts with its counterpart associations in other states, and NHSBA's knowledge of N.H. leaders, a reasonable assessment of the candidates' qualities may be made;
- In-depth reference and background checks are conducted once candidates emerge to the finalist stage. Background checks are thorough and are shared with the school board at its final interviews.

**8. Plan and conduct a Candidates' Forum (meet the candidates night)**

*This outreach to stakeholders ensures their voices are heard in the process*

- Search committee plans and advertises candidates forum;
- Candidates go through a comprehensive schedule of interviews and questions with teachers, students, community members, parents, administrators, support staff, etc;
- Feedback forms are developed based, once again, on the Leadership Profile. This results in candidates assessed against criteria rather than one another—thus avoiding a win-lose perception among stakeholders;
- Feedback forms are collated and shared with the board for its final interview.

**9. Plan and conduct visitations to finalists home school districts**

*This is another validation of the candidates' qualities and characteristics*

- Sub-committees of about 4 members of the board and search committee visit the home school districts of each finalist;
- They meet with various constituent groups to validate qualities and gain further insights about the candidates;
- Meeting groups include: parents, teachers, board members, students, PTA and school volunteers, city council or budget committee members, etc;
- Results are conveyed to the school board at the final interviews;
- Some school districts have opted out of this segment due to time and expense.

**10. Time Schedule**

*NHSBA recommends starting the process as early as possible, but will assist boards whenever the opening occurs*

- Once NHSBA is designated as the search consultant, it moves promptly;
- Advertisements, canvassing, announcements, candidate contact: 5-6 weeks;
- Screening, interviews, deliberations and selection of semi-finalists: 3-4 weeks;
- Candidate forums, visitations and scheduling of final interviews: 2-3 weeks;
- Final interviews, selection, contract negotiations, announcement: 2-3 weeks;
- All things consider, without "fast tracking," 12-16 weeks.

**II. Partial-Service Search Process (Option B)**

**NHSBA Offers Search Options for School Boards to Consider**

**1. Confidential Screening Stage of Search:**

Process Steps:	NHSBA Full-Service Process	NHSBA Partial-Service Process (Client Choices)
Hold Organizational Meeting(s), Establish Search Committee/ Charge	✓	
Establish Timeline & Recruitment Strategies	✓	
Establish and Post Position Qualifications, Ads and Deadline for Applications	✓	
Implement Recruitment Strategy	✓	
Engage Stakeholders, Develop Leadership Profile	✓	
Coordinate Semi-Finalist Screening Process	✓	
Select Finalist Candidates	✓	
Announce Finalists	✓	

## 2. Final Selection Process:

Schedule On-site visits (if applicable)	✓	
Conduct thorough background checks on all finalists	✓	
Schedule Meet the Candidates Forums	✓	
Coordinate and Review Stakeholder Comments	✓	
Conduct Finalist Interviews By School Board	✓	
Negotiate Salary and Terms with Successful Candidate	✓	
Announce New Superintendent	✓	

## III. Important Considerations

### 1. Searches that do not result in a new superintendent

*NHSBA is committed to the success of the search it starts and will take unprecedented measures to ensure the school board is satisfied*

- If a search does not result in a successful conclusion, NHSBA will assist the school board with another search at no further costs other than expenses;
- If it is too late to consider another new search, NHSBA will assist the school board with its search and selection of an interim and then begin a new search in the new school year, once again at no further cost other than expenses.

### 2. Warranty

NHSBA, as a service organization to its member school boards in N.H., will not jeopardize its longstanding commitment to high quality service for its members and offers a warranty for its services. NHSBA shall guaranty client satisfaction with the process and the result. This shall be assessed by the selection and hire of the new superintendent. Should the successful candidate not complete the initial contract offered by the school board, the NHSBA will conduct another search at not further cost other than expenses.

### 3. Search Fees

*A set and exceedingly competitive search fee will be assessed which covers: the NHSBA Search fee, but not expenses. The fee includes all aspects of the search described above, specifically:*

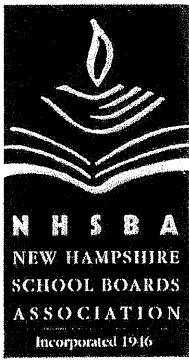
- Visits to schools to gain understandings of culture and needs (not mileage);
- Collection of dossiers;
- Orientation meeting(s) with board and search committees;
- Assistance in preparing vacancy notices, electronic ads, faxed announcements, contact with targeted candidates who meet the Leadership Profile (paid newspaper ads are billed out to districts at actual expenses);
- Initial screening, telephone interviews and notations;
- Facilitation of semi-finalists interviews, interview questions and deliberations;
- Guidance in planning candidates' forums and school visitations of candidates;
- All reference and background checks;
- Final interviews with the board, facilitation of the resulting deliberations;
- Contract negotiations;
- One training-goal setting session with the board and the new superintendent.

*Excluded from the set search fee are the costs of:*

- Commercial advertising;
- Visits to the home schools of the finalists;
- Costs to invite finalists to the school district (2 times);
- Candidates forum refreshments and facilities rentals, if needed;
- Consultant's mileage;
- Costs associated with background checks.

### 4. Related Services offered at nominal or no cost to member boards

NHSBA offers the additional services of transition management, developing a mentoring program for the appointed candidate for a period of one year from the date of his/her appointment, setting the criteria for performance evaluation, etc. The nature, scope and cost of the services will be on a case by case basis and member board status.



Phone: (603) 228-2061  
or (800) 272-0653  
Fax: (603) 228-2351

<http://www.nhsba.org>

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Chris Lund  
*Immediate Past President, Mascenic Regional*

November 21, 2013

Betsey Andrews-Parker  
C/O SAU 11  
McConnell Center  
61 Locust St., Suite 409  
Dover, NH 03820

In RE: Letter of Agreement- Partial Service Search Option

Dear Betsey,

I am writing to thank you and the SAU 11 Board for selecting the New Hampshire School Boards Association (NHSBA) to assist SAU 11 in its superintendent search. This Letter of Agreement is intended to formalize the details.

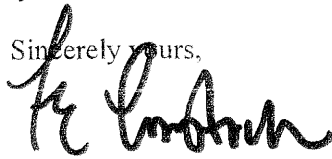
I am confirming that the SAU 11 Board has agreed to hire the NHSBA for services listed in Option B of the NHSBA Superintendent Search Materials (see attached). SAU 11 will be billed only for the services it selects. To the degree reasonably possible, SAU 11 will request the services it desires of NHSBA, in writing, prior to the commencement of the service(s), and NHSBA will confirm in writing that the service (s) has been selected by SAU 11.

In consideration of the above, SAU 11 agrees to pay NHSBA a professional fee of \$100.00 (one hundred dollars) per hour as a reasonable and appropriate fee for the services selected by SAU 11, plus expenses reasonably incurred.

Upon completion of the search by NHSEA, but no later than June 30, 2014, SAU 11 will be billed for the all professional fees incurred during the search, plus expenses, and agrees to remit the final amount due to NHSBA in a timely manner.

Both SAU 11 and NHSBA agree to conduct all aspects of the search in a timely and professional manner.

I have provided two (2) copies of this Letter of Agreement. Please sign one and keep for your records, and return one to me, at the address above.

Sincerely yours,  


Theodore E. Comstock

Executive Director

Executive Director  
Dr. Theodore E. Comstock  
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SAU Board Chair

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

## DOVER SCHOOL DISTRICT CALENDAR 2014-2015 Draft

	M	T	W	TH	F		M	T	W	TH	F
<b>AUGUST/ SEPTEMBER</b>	<b>TR</b>	<b>TW</b>	27	28	X	<b>FEBRUARY</b>					
<b>22 S &amp; 24 T</b>	X	2	3	4	5	<b>15 S &amp; 15 T</b>	2	3	4	5	6
	8	9	10	11	12		9	10	11	12	13
	15	16	17	18	19		16	17	18	19	20
	22	23	24	25	26		X	X	X	X	X
	29										
<b>OCTOBER</b>		30	1	2	3	<b>MARCH</b>	2	3	4	5	6
<b>21 S &amp; 22 T</b>	6	7	8	9	TW	<b>20 S &amp; 21 T</b>	9	10	11	12	TW
	X	14	15	16	17		16	17	18	19	20
	20	21	22	23	24		23	24	25	26	27
	27	28	29	30			30				
<b>NOVEMBER</b>					31	<b>APRIL</b>		31	1	2	3
<b>16 S &amp; 17 T</b>	3	4	5	6	TW	<b>17 S &amp; 17 T</b>	6	7	8	9	10
	10	X	12	13	14		13	14	15	16	17
	17	18	19	20	21		X	X	X	X	X
	24	25	X	X	X		27	28	29		
<b>DECEMBER</b>	1	2	3	4	5	<b>MAY</b>				30	1
<b>17 S &amp; 17 T</b>	8	9	10	11	12	<b>20 S &amp; 21 T</b>	4	5	6	7	8
	15	16	17	18	19		11	12	13	14	15
	22	23	X	X	X		18	19	20	21	TW
	X	X					X	26	27	28	29
<b>JANUARY</b>			X	X	X	<b>JUNE</b>	1	2	3	4	5
<b>18 S &amp; 19 T</b>	5	6	7	8	9	<b>11 S &amp; 11 T</b>	8	9	10	11	12
	12	13	14	15	TW		15	(*16	*17	*18	*19
	X	20	21	22	23		*22	*23	*24	*25	*26
	26	27	28	29	30		*29)				

S=Students (177 - Total) T=Teachers (184 - Total)

\* = Snow Days

### DAYS OUT

August 25	Teacher Return
August 26	Teacher Workshop
Aug. 29– Sept. 1	Labor Day Recess
October 10	Teacher Workshop
October 13	Columbus Day
November 7	Teacher Workshop -Parent/Teacher Conferences (K-8)
November 11	Veterans Day (Observed)
November 26-28	Thanksgiving Recess
December 24-January 2	Holiday Recess
January 16	Teacher Workshop
January 19	Martin Luther King Day
February 23	Presidents' Day (Observed)
February 23-27	Winter Recess
March 13	Teacher Workshop
April 20-24	Spring Recess
May 22	Teacher Workshop
May 25	Memorial Day

177 days required attendance for instructional purposes, or the equivalent number of hours and an additional 10 days for time lost due to inclement weather.

Schools close on June 15, 2015 (half-day), or upon completion of the 177<sup>th</sup> day.

Teachers report on August 25, 2014. Students return on August 27, 2014.

Teacher workshops will be held on Aug. 26, Oct. 10, Nov. 7, 2014, and Jan. 16, March 13, May 22, 2015

**ADOPTED:**

Report For The  
**Dover School District**

Subject:

**Demographic  
Analysis/Enrollment  
Projections**

Prepared by:  
New Hampshire School Administrators Association

Dr. Mark V. Joyce  
Mr. Keith R. Burke

October 2013

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## **I. Introduction**

### **Purpose of Study**

New Hampshire School Administrators Association is a private, non-profit organization founded in 1941 to provide support to the leadership of public education in NH, to offer high quality services to its members, and to support and promote public education in New Hampshire. As part of our ongoing service to schools, NHSAA periodically provides specialized services directly to individual public school districts in NH. It is our commitment that we will provide high quality work that meets all components of our agreed upon design, on time or ahead of schedule.

The Dover School District contracted with the New Hampshire School Administrators Association to complete an independent investigation and analysis of the demographic needs for the school district K-12 student population. This report represents the final product of our work.

### **Scope of Work and Timeline**

NHSAA completed an independent investigation and analysis of the demographic needs for the Dover School District's K-12 student population. NHSAA completed a five (5) part demographic analysis of current and future student enrollments (K-12), maintained informal communication with the Superintendent and Business Manager throughout the project, and made an oral report to the Administration in the early fall of 2013.

After we submit the study, and submit fifteen (15) copies of the final report to the Superintendent of Schools, we will make a closing presentation to the School Board at a mutually agreed to date and time.

## **II. Consultants Background:**

### **Co-Investigators**

A. Dr. Mark V. Joyce

Educational and Professional Experience:

Dr. Joyce earned his BA from Niagara University, a teaching certification and a Masters in Education specializing in Educational Administration from the University of New Hampshire. In 1986, he earned his Doctorate in Education, with highest distinction, from Boston College with a specialization in leadership, curriculum and instruction.

Dr. Joyce has been a teacher of students in grades 7 - 12 and at the graduate school level. In addition, he has served as a secondary and elementary school principal, and an assistant superintendent of schools in New Hampshire. He has also served as a Superintendent of Schools in both New Hampshire and Maine.

Mark is currently the Executive Director of the New Hampshire School Administrators Association, and a frequent consultant to school and business organizations. Mark is a resident of Epping, NH.

B. Mr. Keith R. Burke

Education and Professional Experience:

Mr. Burke worked as an educator in New Hampshire for over 36 years. He has held positions as a teacher, curriculum coordinator, high school principal, assistant superintendent, and in 2007 retired as superintendent of schools for SAU #1.

During his career Mr. Burke has directly supervised more than 15 school building projects. He has demonstrated expertise in all phases of planning, construction, and financing.

Mr. Burke received his Bachelor of Science degree from Norwich University, and his Master's degree from St. Michael's College. In 2001, Mr. Burke was accepted to the Cooperative System Fellows Program of the National Center for Educational Statistics. In addition to his service to school districts, Keith has participated both as a member and chairman of NEASC accreditation teams, and represented New Hampshire in statewide and regional educational leadership initiatives and organizations. Keith is a resident of Hancock, New Hampshire.

### III. Overview of Dover School District

The Dover School District is a New Hampshire school district that is coterminous with the city of Dover. The school district is governed by a seven member school board and operates under New Hampshire's statutes. The district's legislative body is the city of Dover's Council and Manager.

The Superintendent of Schools Office (NH School Administrative Unit #11) provides the system administrative and leadership services for the Dover School District. The services include a full range of leadership and administrative services including acting as the school district's executive officer, business operations center and providing all central system leadership.

### IV. Process and Timeline

#### Process/Steps to be Completed

As part of our investigation the investigators accomplished the following major activities.

1. *Demographic Trend Analysis:* Analyzed and interpreted enrollment projections that included a review of six (6) to ten (10) years of history

for grades K-12 and projections for the next ten (10) years of the student population for grades K-12.

As part of our analysis, we investigated local conditions as reported by town and school agents, and analyzed the data in comparison to historic data including: births, building permits, census information, overall population trends, regional trends and more.

2. **Reviewed Documents:** Reviewed and analyzed local planning documents, state requirements and local educational materials.
3. **Final Report:** Developed a complete report that includes a written summary of our analysis and conclusions together with tables and graphs depicting all data elements used in the analysis. In addition, the district was given a digital copy of the report for its use.

### Timeline

The following is a listing of major steps that were completed in your project and the time frame of completion.

<u>Process Steps</u>	<u>Date of Completion</u>
a. Received authorization to proceed	July, 2013
b. Met with Leadership Staff Members at Dover - defined and secured data for research - secured and reviewed enrollment research and other data	August, 2013
c. Reviewed prior studies	August, 2013
d. Created and analyzed enrollment data for the community - completed a 3-way analysis - evaluated data - collected and analyzed state and regional data	September, 2013
e. Created statement of findings and drafted report	September, 2013
f. Shared final report - submitted final report to the Superintendent	October 25, 2013

### Overview of Process

During the process of the study, the consultants created enrollment projections and analyzed local and regional demographic conditions. From projections dated October 2013 (See Appendix A) and information provided by state and local officials, it appeared that the three-year weighted average method offered the best guideline in helping to forecast future conditions for the Dover School District.

To ensure that the selected methodology gave the best results for the district, several other methods were examined using historical data and comparing the results with known student populations. The three year weighted average was the most reliable for Dover.

The consultants express their gratitude to the administrators, and town officials who met to share information. People within the community are sincerely interested in improving educational opportunities for children and youth.

## **V. Profile of Dover School District**

### **The Dover Community**

The City of Dover is a historic community located in eastern Strafford County, New Hampshire. The community is bordered by: Rollinsford, Somersworth, Rochester, Barrington, Madbury and Durham, NH. Dover is within a 40-mile drive to Manchester, NH and a 65-mile drive to Boston, MA. The community is located along NH Routes 4, 9, 16, 16a, 108 and 155; US Route 4 and 10 miles from US Interstate 95.

The town's 2010 population was estimated to be 29,987 by the US Census Bureau; growing by 2994 people (11.1%) since 2000. This growing community offers small city atmosphere marked by beautiful historic homes and buildings, a mix of housing types from a town center to new suburban development, large commercial areas, and the relatively centrally located educational facilities. The area's geographic location offers easy access to commuter routes (NH Route 4, 108, 155 and US Route 95) and access to large cities. These unique characteristics mark the community of Dover as a desirable location to live, raise a family, spend leisure time and commute to work.

The town's 2010 population included a fairly even mixture of ages with the largest age group of 8,474 between ages thirty-five to fifty-four (28.2%), about 6,500 age nineteen or younger (21.7%), 8,185 between ages 20 – 34 (27.3%), 3,036 between the ages 55 and 64 (10.1%) and 3,680 age sixty-five or older (12.3%). According to the 2010 US Census, median age was 35.6 years of age.

The Town of Dover's 2011 property tax rate was \$25.12 with 2011 Equalization ratio of 97.1 and 2011 Full Value Tax Rate (per 1000 of value) of \$23.94. The total Percent of Assessed Value by Property Type was: Residential Land and Buildings (72.8%), Commercial Land and Buildings (25.7%), and Public Utilities, Current Use, and Other (1.5%). The 2011 median household income was \$57,521.

### **The Dover School District**

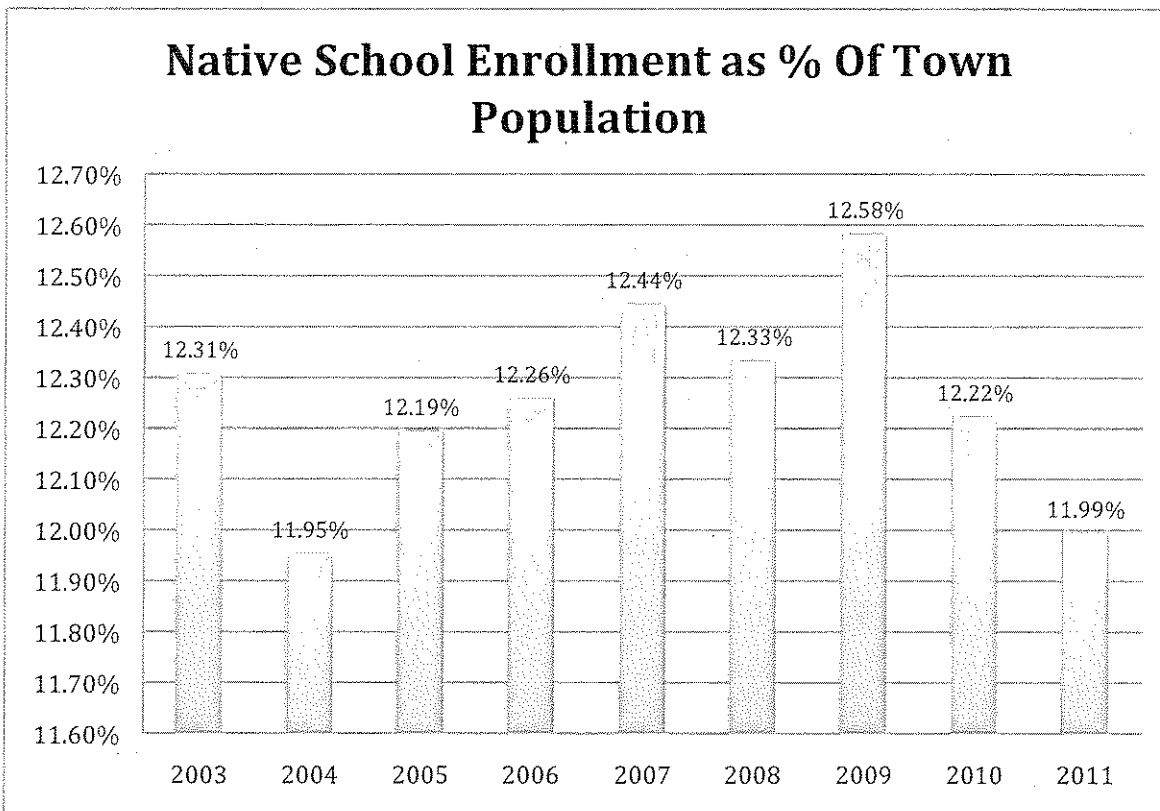
The Dover K-12 School District is a single city school district that is coterminous with the City of Dover. The system maintains three school divisions located within the community to service the Pre-K-12 population of students. The Dover Elementary Schools (3) serving grades Pre-K-4 housed 1,540 students, the Dover Middle School serving grades 5-8 housed 1,131 students and the Dover

High School and Career Technology Center and Alternative schools serving grades 9-12 housed 1,505 students during the 2011-12 school year.

**TABLE 1**  
**Comparison of Dover Native Enrollment**  
**and City Population**

Year	Native School Enrollment	Town Population	Native Student Enrollment (K-12) as a % of Town Population
03-04	3,465	28,156	12.31%
04-05	3,401	28,454	11.95%
05-06	3,461	28,383	12.19%
06-07	3,497	28,528	12.26%
07-08	3,559	28,600	12.44%
08-09	3,536	28,673	12.33%
09-10	3,624	28,803	12.58%
10-11	3,665	29,987	12.22%
11-12	3,617	30,158	11.99%

**GRAPH 1**



The school district's K-12 student enrollment has seen a slight increase (see Table 1) over the last eight (8) years (2003-4 to 2011-12), with a net increase of 152 students. During the same eight-year period, the district's overall population in the town has increased by 2,002 people. The percent of the population that was of school age in grades K-12 ranged from a high of 12.58% in 2009, to a low of 11.95% in 2004, showing a stable trend. It is important to note that an increase or decrease in a community's total population does not always lead to a corresponding change in student enrollment. In particular, this is true when certain other demographic, economic and growth characteristics of the community appear to cause a lowering of student enrollment.

The following table shows the pattern of births to residents of the district, which is an important indicator of student population.

**TABLE 2**  
**Native Population and Births from 2001 – 2011**

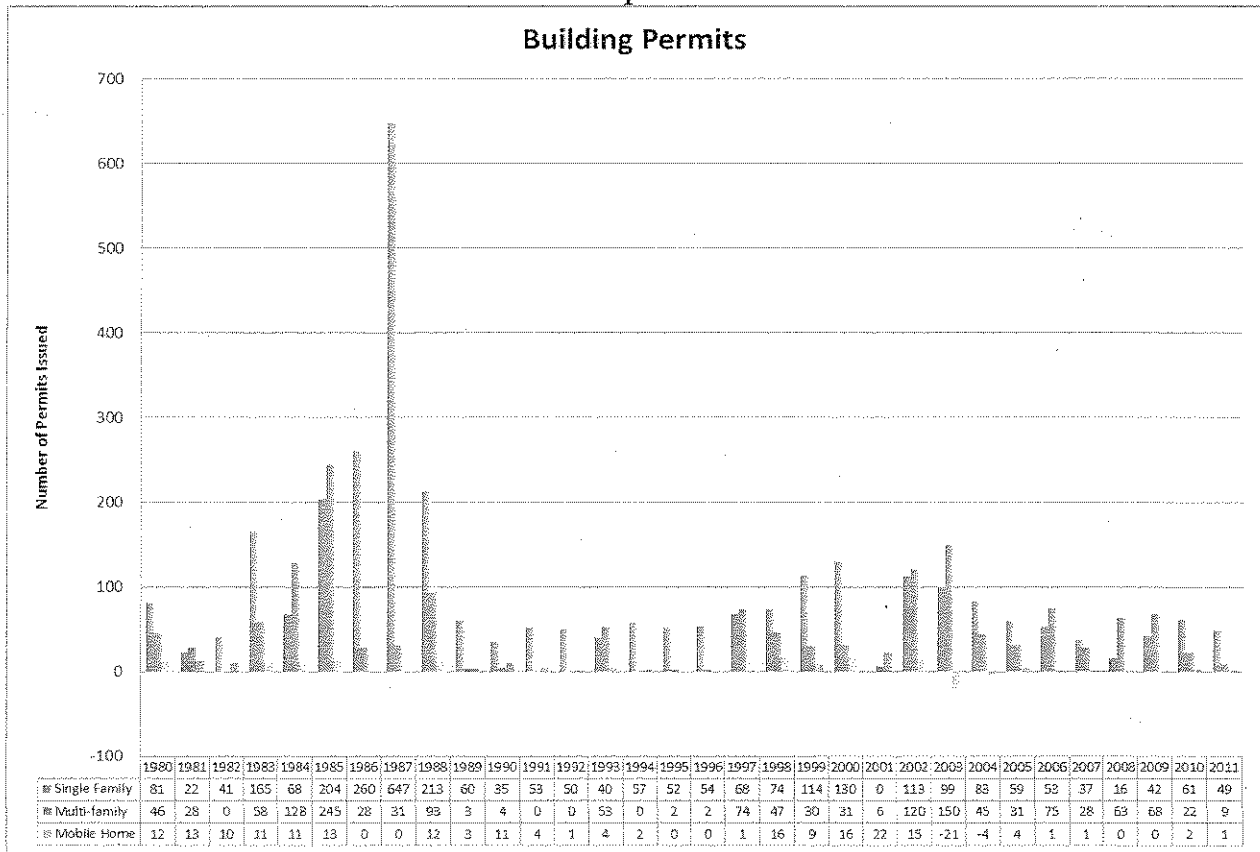
Year	Births (Bureau of Vital Records)	District Population	Births as a % of District Population
2001	376	27,447	1.37%
2002	359	27,785	1.29%
2003	337	28,156	1.20%
2004	388	28,454	1.36%
2005	407	28,383	1.43%
2006	362	28,528	1.27%
2007	358	28,600	1.25%
2008	350	28,673	1.22%
2009	377	28,803	1.31%
2010	363	29,987	1.21%
2011	348	30,158	1.15%

The number of births in relation to the number of residents in the district has varied since 2001 but showed a slight decline in 2011. The number reached a high of 407 in 2005 and a low of 337 in 2003. It will be important to continue to monitor the number of births to residents in order to identify any significant changes in this pattern.

Another feature illustrating the potential for student growth within the district is the history of building permits issued. The following table depicts the number of building permits issued during the last 31 years in the school district.

Graph 2

Building Permits



It is estimated by one NH study that each residential new house, on average may add .45 school age students to the school enrollments (Thibeault, 2006). Based upon US Census data (Census 2000 Summary File 1 (SF 1) 100-Percent Data) and household data from the NH Office of Energy and Planning, it is estimated that there are .5 students (ages 6-17) per household in the town. The fact that the school population and overall city population has slightly increased over the past few years while building permits have remained low and consistent; would seem to indicate a fairly stable and positive turnover of property within the city during a slow growing economic period. From discussions with the City Planning Office, it would appear that there are no significant new large residential developments in the planning stage and there is limited land to be developed. The City however is active in supporting redevelopment of property within the community and maintaining a family friendly environment.

## VI. Demographic Data and Enrollment Projections

### Overview

New Hampshire's student enrollments on average have shown a decline over the past 10 years from 203,072 in the 2001-02 school year to 188,595 in the

2010-11 school year, a decrease of 14,477 students. According to the NH Economic and Labor Market Information Bureau:

The New Hampshire economy has been working through the difficult economic times like all states and in fact countries during the last decade. However, indicators suggest that when the economy does improve, New Hampshire is well positioned to lead a regional recovery.

- Although still high, the unemployment rate remains below the national average.
- Resident labor force growth in the state has nearly kept pace with growth of the U.S. labor force.
- Non-farm jobs in New Hampshire have accrued at about the same rate as the nation.
- After rising for several years, counts of initial and continued claims for unemployment compensation appear to have flattened off at levels about double their pre-recession counts.
- Housing permits in New Hampshire have declined as a symptom of the difficulty in the real estate market.

Many of the forces that determine the success of the New Hampshire economy are external. World events and, closer to home, a struggling Massachusetts economy may dampen growth in New Hampshire. As the national economy stabilizes and adjusts to sharply rising fuel costs, it is expected that New Hampshire will respond with positive growth, particularly in higher wage jobs. These jobs signal the continued growth of the service sector, requiring education and training.

The State of New Hampshire's overall population has grown significantly over the past 40 years, with the state growing by an average of 14,000 people per year. This trend is expected to continue with the New Hampshire Office of Energy and Planning forecasting a growth of nearly 10% from 2000 to 2015. While this growth has been high, it has not been uniform for all NH communities. Clearly, communities in the south central and southeastern counties have seen significantly higher growth with some northern and western counties witnessing a decline. While regions that border Massachusetts have experienced historic growth, there is also a trend for expanded development for communities that border our cities and major thoroughfares.

### *Cohort Survival Enrollment Projections*

Accurate enrollment forecasting is particularly important to school boards and administrators. Enrollment estimates have an obvious impact on the budget, facility planning, and staffing.

Projecting future student enrollments is a difficult task at best. The cohort survival method is generally the most reliable measure used as a short-range (one to five years) forecasting tool. It is based on the calculation of a series of survival rates that indicate the fraction of students in one grade, in a given year, who "survive" to the next grade in the next year. First grade enrollments are calculated independently on the basis of past (six year prior) birth data, i.e. the birth to first

grade ratio is always the result of comparing grade one enrollments to the number of births six years prior. Projections are then made using a grade progression ratio multiplied by the enrollment for a previous grade in a prior year. Kindergarten estimates are based on the first grade projection for the next year divided by the kindergarten to first grade ratio. Thus, kindergarten projections are an inverse operation since they are based on the first grade estimate for the following year.

The basic idea behind this technique is that what has happened historically can be used to project trends for the future. It is important to note that the technique does not predict, but rather it is a process by which trends can be identified. It is good practice to keep this information updated on an annual basis, and for the district to keep abreast of demographic and economic changes in the area, which could potentially affect the local school population and the resources needed to support it.

The enrollment projections contained in this report are presented in three formats. The first is a five-year average, which briefly defined, is an average of the grade-to-grade progressions over the past five-years (shown as 5 yr. avg.). The second format takes into account some of the trends of the most recent years as well as, considering some of the historical trends. This procedure is identified as a three-year weighted average, in which greater weight is given to the most recent year and correspondingly less weight for those years further back in history (shown as 3 yr. avg.). The third simply compares the last two years and uses that data as a basis for a projection (shown as 1 yr. avg.). The one-year average may fluctuate more because it is looking at only the last two years of data, and it does not reflect the longer-term data. It is, though, a good means for spotting trends, which may indicate some change in the normal patterns experienced by the district. Some examples of this may be a major business opening or closing, significant housing changes or changes in employment opportunities.

Information used to develop the survival percentages came from two sources: (1) to determine the projections for the first year of school (first grade), resident live births, as collected by the New Hampshire Bureau of Vital Statistics, are used to compare with the number of children who actually show up in first grade six years later and (2) the yearly October 1 enrollment data by grades as provided by the Superintendent of School's Office to the NH Department of Education.

The data includes the students report to the New Hampshire Department of Education and verified through the Beginning of Year Report (commonly referred to as the BOY). It does not include students classified as out-of-district special education or home study, unless reported on the BOY. The reason for this is that these children are not reported in a particular grade grouping, nor is the figure apt to be a stable one. However, it is necessary to consider these children in any analysis of the need for space. One way to determine a potential number for the future is to calculate the percentage of these children as related to the total number of students. If, for example, the resulting percentage was 10%, then for planning purposes the projected populations should be increased by that percentage to account for those so classified. Home study children would not be

a part of this percentage. However, if at some point they do enter the public school system, then depending upon the numbers, some adjustments may be necessary.

Appendix A contains detailed, grade-by-grade enrollment projections for the Dover district. The data is presented in chart and graph form. The charts include historic enrollment data, resident live births, and projections using the three methods described herein. Graphs include (1) line graph depicting historical and projected trends; and (2) bar graphs showing actual resident live births for the past ten years and estimated live births for 2013 and into the future.

### Summary

The cohort survival method relies on historical birth and enrollment data to calculate the various grade progression ratios. It is a common method used by demographers to estimate future school enrollments. It has proven to be accurate in most situations; however, it is a historical approach and assumes that all conditions will remain substantially unchanged. There is, however, no built-in consideration for an extraneous factor's impact, such as new industry, a significant change in economic conditions or a significant change in land availability or use. Grade by grade projections require counts for each grade and therefore any out-of-district special education, home schooled or private school students have not been included.

The Dover's Native K-12 student population has increased by 152 students since 2003-4. When the overall change over this period is examined, it shows a total increase of 4.4% showing, it is noteworthy that this modest growth in student enrollment is contrary to the experience of most NH communities. During that same period in Dover the average number of building permits for single-family homes has remained low and stable. In addition, the town's population has grown slightly while the number of births to residents has varied slightly but remained relatively high.

Based on an examination of the cohort models, the number of births, the history of building permits and the population change, it is our belief that enrollments projected by the five year average model are the most reliable and that the district should adopt the model as the "reasonable" basis for assessing future student populations and facility needs. If, however, future annual births remain higher than the average, the enrollment may trend toward the "one-year" projection. In our projections we have first calculated those based on Native Dover students only (See Table 3 and Appendix A). In addition, we have calculated the projections including all tuition students at the high school level (See Table 4 and Appendix B). The "All Students" projections are heavily influenced by the recent trend of decline in numbers from Nottingham and Barrington.

A word of caution is important when predicting future changes based on a very small sample enrollment. For example, a slight change in the number of births may have a significant relative impact on a grade/school enrollment; however the gross changes would still be minor. While the impact of the low

2010 birth data may be seen in the projections, the projections are assuming that those annual numbers will increase slightly.

**TABLE 3**  
**Projected K-12 NATIVE Enrollments 2014-2023**  
**Using 5-Year Average Method**

School Year	Grades K-12	Difference from Previous Year	Percent Change
2014-2015	3,664	40	1.10%
2015-2016	3,704	40	1.09%
2016-2017	3,714	10	0.27%
2017-2018	3,727	13	0.35%
2018-2019	3,745	18	0.48%
2019-2020	3,747	2	0.05%
2020-2021	3,763	16	0.43%
2021-2022	3,759	-4	-0.11%
2022-2023	3,735	-24	-0.64%
2023-2024	3,713	-22	-0.59%

**TABLE 4**  
**Projected K-12 ALL Students Enrollments 2014-2023**  
**Using 5-Year Average Method**

School Year	Grades K-12	Difference from Previous Year	Percent Change
2014-2015	3,975	44	1.12%
2015-2016	4,024	49	1.23%
2016-2017	4,051	27	0.67%
2017-2018	4,069	18	0.44%
2018-2019	4,099	30	0.74%
2019-2020	4,109	10	0.24%
2020-2021	4,144	35	0.85%
2021-2022	4,141	-3	-0.07%
2022-2023	4,108	-33	-0.80%
2023-2024	4,086	-22	-0.54%

The confidence level of any enrollment projection drops as we extend further into the future and as birth data becomes projected information. As a

result, it is recommended that the district continue its practice of revising projections annually based on the most current information.

## **VI. Summary Notation of Research Sources**

1. New Hampshire School Administrator's Association – Enrollment Studies
2. New Hampshire Office of Energy and Planning – Reports on the Town of Dover.
3. Various documents and internal reports, Dover.
4. Interview with school district and town officials
5. US Census Data
6. Council of Chief State School Officers
7. NH Department of Revenue Administration Tax Data
8. NH Department of Education Enrollment Data
9. NH Department of Vital Statistics
10. NH Economic and Labor Market Information Bureau

## Appendix A

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A-1

ENROLLMENT HISTORY  
DOVER-NATIVE STUDENTS  
October 1, 2003 To October 1, 2012

Grade	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13
K	241	189	218	237	252	290	320	319	282	258
1	255	257	242	269	264	259	323	329	326	293
2	275	261	268	241	310	261	270	313	316	328
3	260	274	274	267	285	311	251	278	303	312
4	259	252	269	261	245	269	308	261	279	307
5	255	254	273	270	260	246	280	297	257	275
6	285	267	264	266	269	266	249	291	299	267
7	307	291	271	274	284	273	281	253	274	292
8	295	300	290	271	280	277	274	290	259	281
9	324	324	327	325	308	306	298	274	295	284
10	232	269	276	293	270	268	277	255	248	255
11	248	238	252	274	257	243	242	257	241	220
12	229	225	237	249	275	267	251	248	238	252
<b>TOTAL</b>	<b>3,465</b>	<b>3,401</b>	<b>3,461</b>	<b>3,497</b>	<b>3,559</b>	<b>3,536</b>	<b>3,624</b>	<b>3,665</b>	<b>3,617</b>	<b>3,624</b>
K-8	2,432	2,345	2,369	2,356	2,449	2,452	2,556	2,631	2,595	2,613
5-8	1,142	1,112	1,098	1,081	1,093	1,062	1,084	1,131	1,089	1,115
9-12	1,033	1,056	1,092	1,141	1,110	1,084	1,068	1,034	1,022	1,011

**ENROLLMENT PROJECTIONS - 3 Year Weighted Method**  
**DOVER-NATIVE STUDENTS**  
**2014 - 2015 to 2023 - 2024**

Grade	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
K	308	297	285	274	290	291	288	285	286	288
1	295	318	306	294	283	299	300	297	294	295
2	289	290	313	301	290	279	294	295	292	290
3	324	285	286	309	297	286	275	290	291	288
4	316	329	289	290	313	301	290	279	294	295
5	301	310	323	284	285	307	295	285	274	289
6	283	309	318	332	292	293	315	303	293	282
7	259	275	300	309	322	283	284	306	294	284
8	300	266	282	308	317	330	290	291	314	302
9	296	316	280	297	324	334	347	305	306	330
10	249	259	277	245	260	284	293	304	267	268
11	233	228	237	253	224	238	260	268	278	244
12	220	233	228	237	253	224	238	260	268	278
<b>TOTAL</b>	<b>3,673</b>	<b>3,715</b>	<b>3,724</b>	<b>3,733</b>	<b>3,750</b>	<b>3,749</b>	<b>3,769</b>	<b>3,768</b>	<b>3,751</b>	<b>3,733</b>
K-4	1,532	1,519	1,479	1,468	1,473	1,456	1,447	1,446	1,457	1,456
5-8	1,143	1,160	1,223	1,233	1,216	1,213	1,184	1,185	1,175	1,157
9-12	998	1,036	1,022	1,032	1,061	1,080	1,138	1,137	1,119	1,120

A-3

ENROLLMENT PROJECTIONS - 1 Year Cohort Method  
 DOVER-NATIVE STUDENTS  
 2014 - 2015 to 2023 - 2024

Grade	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
K	297	286	274	265	280	280	277	275	275	277
1	286	309	297	285	275	291	291	288	286	286
2	295	288	311	299	287	277	293	293	290	288
3	324	291	284	307	295	283	273	289	289	286
4	316	328	295	288	311	299	287	277	293	293
5	303	311	323	291	284	307	295	283	273	289
6	286	315	323	336	302	295	319	306	294	284
7	261	279	308	315	328	295	288	312	299	287
8	299	268	286	316	323	336	303	295	320	307
9	308	328	294	314	346	354	368	332	323	351
10	245	266	284	254	271	299	306	318	287	279
11	226	217	236	252	225	240	265	271	282	255
12	230	236	227	247	263	235	251	277	283	295
<b>TOTAL</b>	<b>3,676</b>	<b>3,722</b>	<b>3,742</b>	<b>3,769</b>	<b>3,790</b>	<b>3,791</b>	<b>3,816</b>	<b>3,816</b>	<b>3,794</b>	<b>3,777</b>
K-4	1,518	1,502	1,461	1,444	1,448	1,430	1,421	1,422	1,433	1,430
5-8	1,149	1,173	1,240	1,258	1,237	1,233	1,205	1,196	1,186	1,167
9-12	1,009	1,047	1,041	1,067	1,105	1,128	1,190	1,198	1,175	1,180

A-4

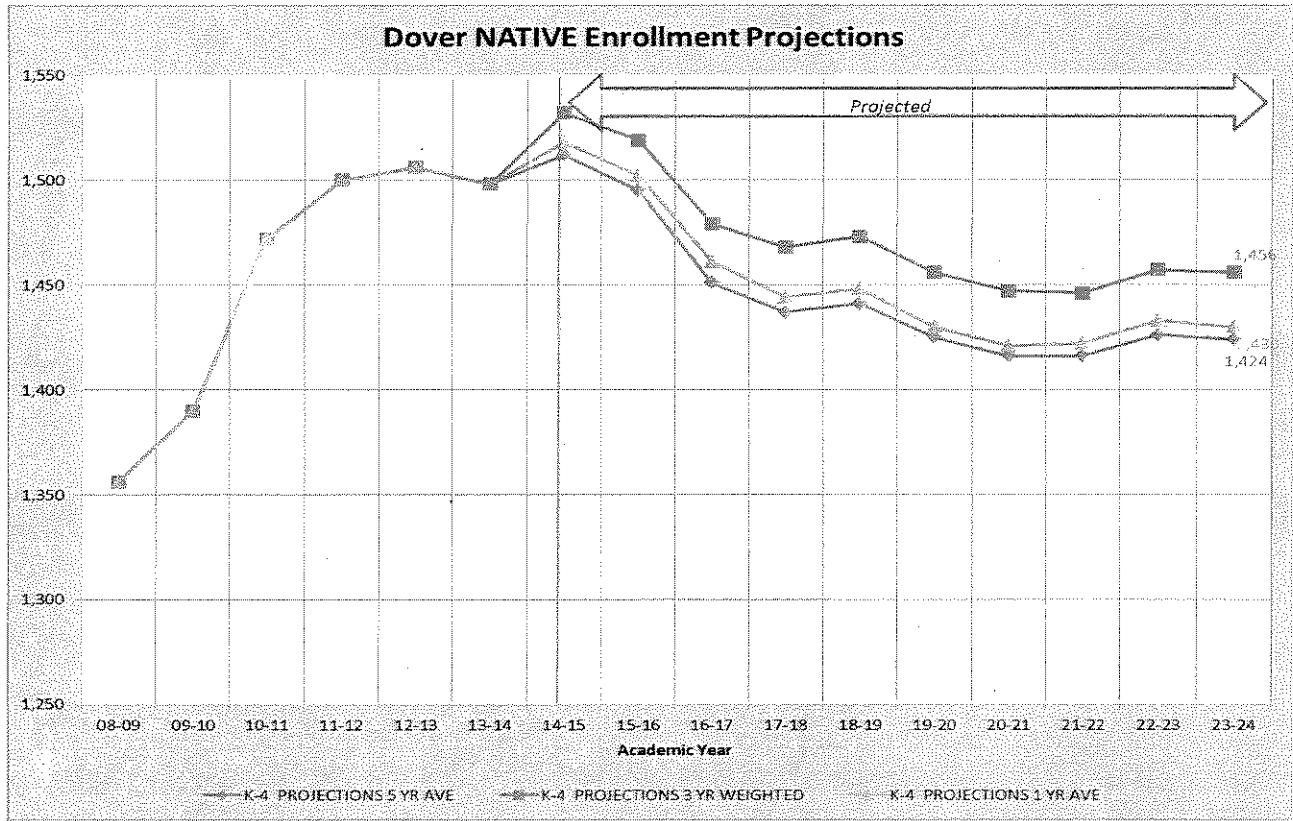
ENROLLMENT PROJECTIONS -5 Year Average Method  
DOVER-NATIVE STUDENTS  
2014 - 2015 to 2023 - 2024

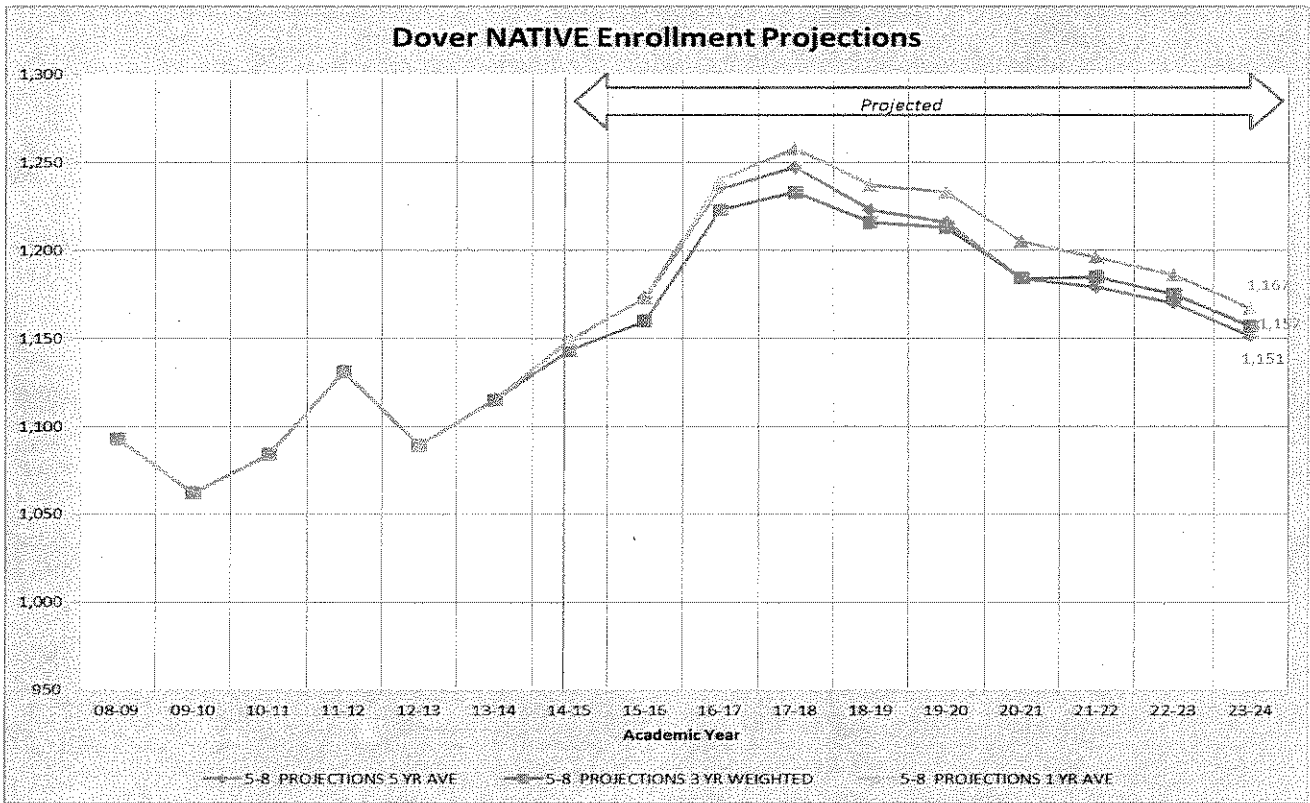
Grade	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
K	297	287	274	266	280	281	278	275	276	278
1	289	311	300	287	278	293	294	291	288	289
2	290	286	308	297	285	276	290	291	288	285
3	325	287	283	305	294	282	273	287	288	285
4	311	324	286	282	304	293	281	272	286	287
5	305	309	322	285	281	302	292	280	271	285
6	282	312	316	330	292	288	309	299	287	277
7	267	282	312	316	330	292	288	309	299	287
8	295	270	285	316	320	334	295	291	313	302
9	297	311	285	301	334	338	353	311	307	330
10	250	261	274	251	265	294	297	311	274	270
11	233	228	238	250	229	242	268	271	284	250
12	223	236	231	241	253	232	245	271	274	288
<b>TOTAL</b>	<b>3,664</b>	<b>3,704</b>	<b>3,714</b>	<b>3,727</b>	<b>3,745</b>	<b>3,747</b>	<b>3,763</b>	<b>3,759</b>	<b>3,735</b>	<b>3,713</b>
K-4	1,512	1,495	1,451	1,437	1,441	1,425	1,416	1,416	1,426	1,424
5-8	1,149	1,173	1,235	1,247	1,223	1,216	1,184	1,179	1,170	1,151
9-12	1,003	1,036	1,028	1,043	1,081	1,106	1,163	1,164	1,139	1,138

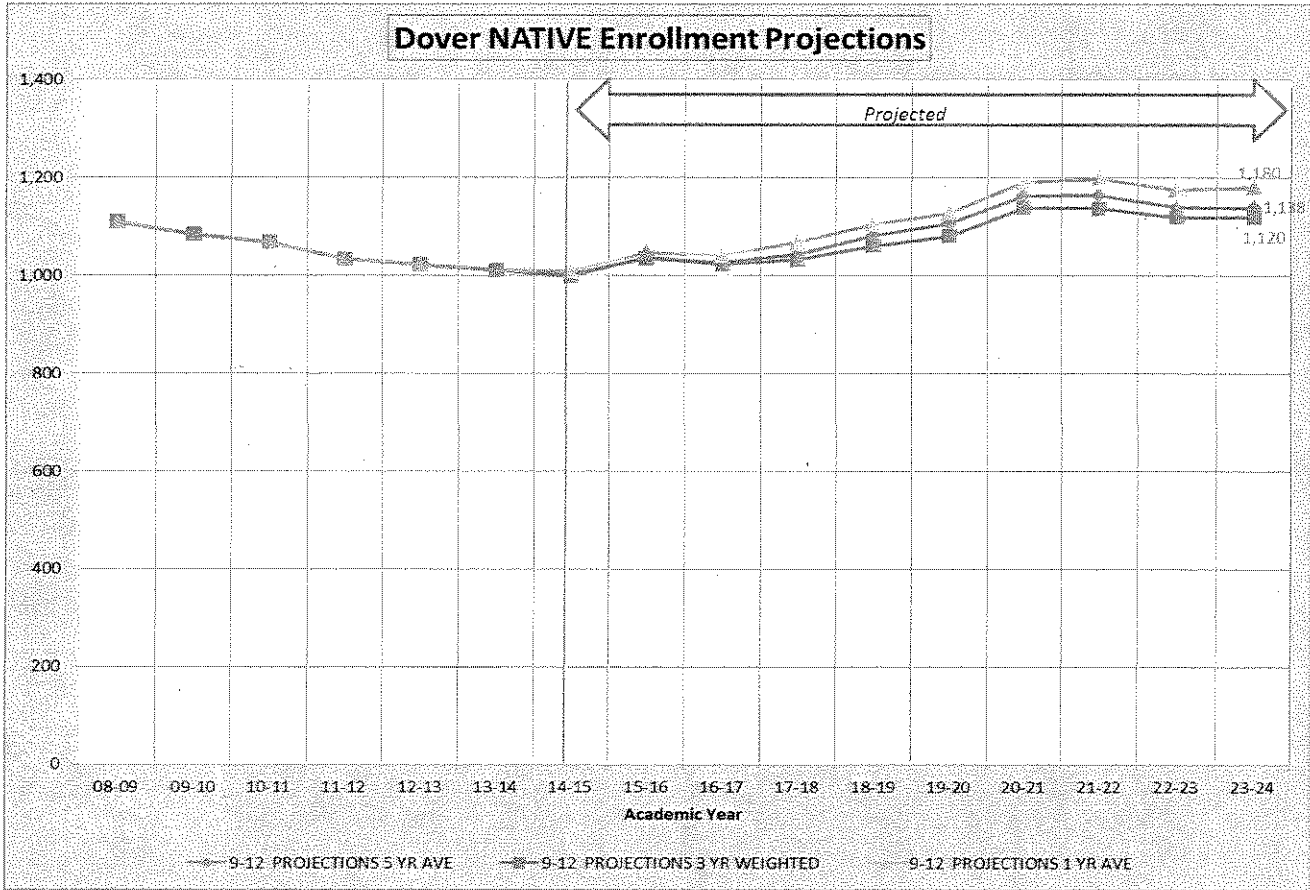
A-5

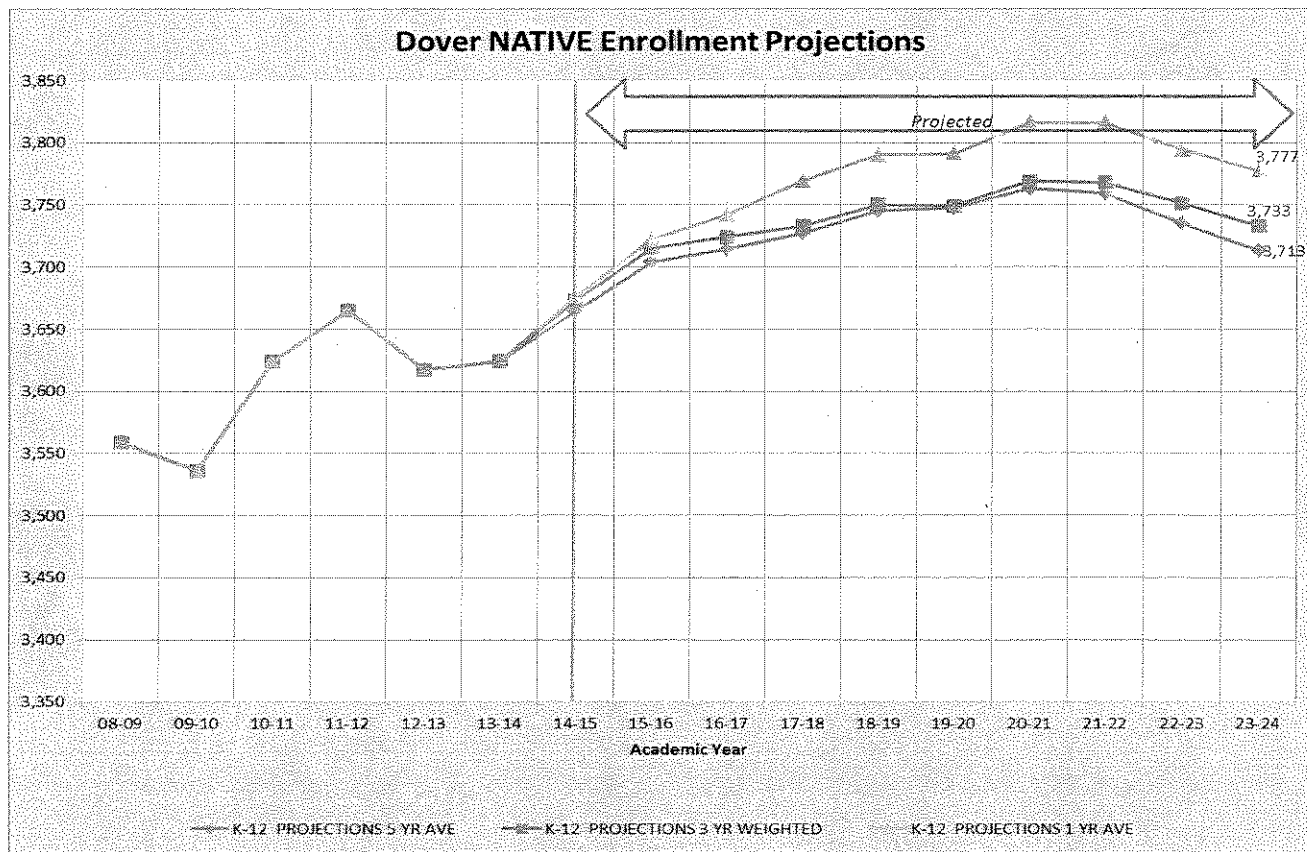
ENROLLMENT HISTORY PROJECTIONS - Model Comparisons  
DOVER-NATIVE STUDENTS  
2014 - 2015 to 2023 - 2024

Model	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
5 Year Average	3,664	3,704	3,714	3,727	3,745	3,747	3,763	3,759	3,735	3,713
3 Year Weighted	3,673	3,715	3,724	3,733	3,750	3,749	3,769	3,768	3,751	3,733
1 Year Cohort	3,676	3,722	3,742	3,769	3,790	3,791	3,816	3,816	3,794	3,777









## Appendix B

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B-2	Enrollment Projections Dover All Students – 1 Year Cohort Method	27
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B-7	Dover All Student Enrollment Projections K-12	31

B-1

ENROLLMENT HISTORY  
DOVER-ALL STUDENTS  
October 1, 2004 To October 1, 2012

Grade	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14
K	189	218	237	221	252	290	320	319	282	258
1	257	242	269	285	264	259	323	329	326	293
2	261	268	241	274	310	261	270	313	316	328
3	274	274	267	250	285	311	251	278	303	312
4	252	269	261	264	245	269	308	261	279	307
5	254	273	270	267	260	246	280	297	257	275
6	267	264	266	278	269	266	249	291	299	267
7	291	271	274	284	284	273	281	253	274	292
8	300	290	271	280	280	277	274	290	259	281
9	483	477	500	448	442	421	395	378	365	375
10	428	414	423	454	385	389	388	347	338	321
11	358	414	402	393	400	343	354	351	319	295
12	355	353	408	412	391	407	350	356	338	327
<b>TOTAL</b>	<b>3,969</b>	<b>4,027</b>	<b>4,089</b>	<b>4,110</b>	<b>4,067</b>	<b>4,012</b>	<b>4,043</b>	<b>4,063</b>	<b>3,955</b>	<b>3,931</b>
K-8	2,345	2,369	2,356	2,403	2,449	2,452	2,556	2,631	2,595	2,613
5-8	1,112	1,098	1,081	1,109	1,093	1,062	1,084	1,131	1,089	1,115
9-12	1,624	1,658	1,733	1,707	1,618	1,560	1,487	1,432	1,360	1,318

B-2

ENROLLMENT PROJECTIONS - 1 Year Cohort Method  
 DOVER-ALL STUDENTS  
 2014 - 2015 to 2023 - 2024

Grade	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
K	297	286	274	265	280	280	277	275	275	277
1	286	309	297	285	275	291	291	288	286	286
2	295	288	311	299	287	277	293	293	290	288
3	324	291	284	307	295	283	273	289	289	286
4	316	328	295	288	311	299	287	277	293	293
5	303	311	323	291	284	307	295	283	273	289
6	286	315	323	336	302	295	319	306	294	284
7	261	279	308	315	328	295	288	312	299	287
8	299	268	286	316	323	336	303	295	320	307
9	407	433	388	414	458	468	486	439	427	463
10	330	358	381	341	364	403	412	427	386	376
11	280	288	312	333	298	318	352	360	373	337
12	302	287	295	320	341	305	326	361	369	382
<b>TOTAL</b>	<b>3,986</b>	<b>4,041</b>	<b>4,077</b>	<b>4,110</b>	<b>4,146</b>	<b>4,157</b>	<b>4,202</b>	<b>4,205</b>	<b>4,174</b>	<b>4,155</b>
K-4	1,518	1,502	1,461	1,444	1,448	1,430	1,421	1,422	1,433	1,430
5-8	1,149	1,173	1,240	1,258	1,237	1,233	1,205	1,196	1,186	1,167
9-12	1,319	1,366	1,376	1,408	1,461	1,494	1,576	1,587	1,555	1,558

B-3

ENROLLMENT PROJECTIONS - 3 Year Weighted Method  
DOVER-ALL STUDENTS  
2014 - 2015 to 2023 - 2024

Grade	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
K	308	297	285	274	290	291	288	285	286	288
1	295	318	306	294	283	299	300	297	294	295
2	289	290	313	301	290	279	294	295	292	290
3	324	285	286	309	297	286	275	290	291	288
4	316	329	289	290	313	301	290	279	294	295
5	301	310	323	284	285	307	295	285	274	289
6	283	309	318	332	292	293	315	303	293	282
7	259	275	300	309	322	283	284	306	294	284
8	300	266	282	308	317	330	290	291	314	302
9	385	411	364	386	422	434	452	397	398	430
10	332	340	363	322	341	373	384	400	351	352
11	287	297	304	325	288	305	333	343	358	314
12	295	287	297	304	325	288	305	333	343	358
<b>TOTAL</b>	3,974	4,014	4,030	4,038	4,065	4,069	4,105	4,104	4,082	4,067
K-4	1,532	1,519	1,479	1,468	1,473	1,456	1,447	1,446	1,457	1,456
5-8	1,143	1,160	1,223	1,233	1,216	1,213	1,184	1,185	1,175	1,157
9-12	1,299	1,335	1,328	1,337	1,376	1,400	1,474	1,473	1,450	1,454

**B-4**

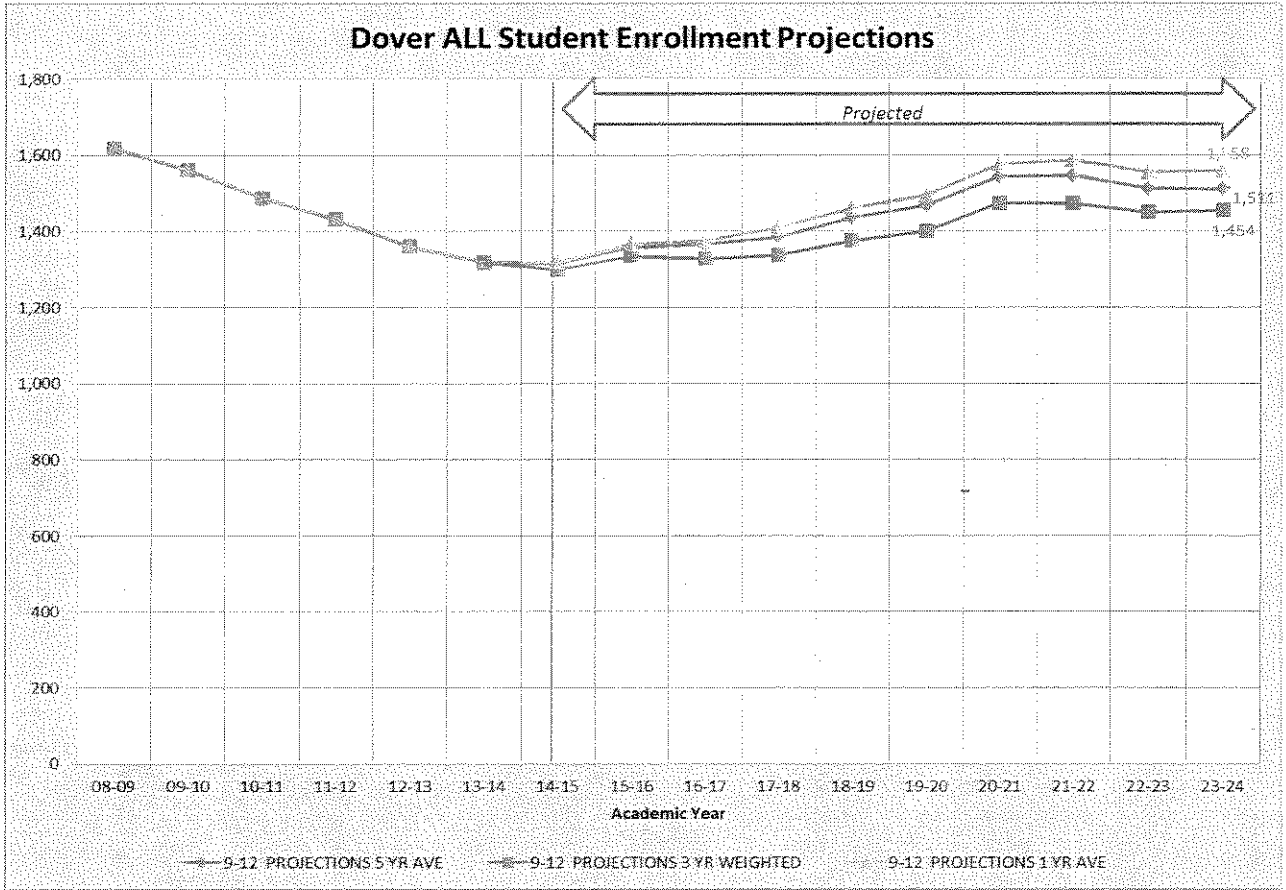
**ENROLLMENT PROJECTIONS - 5 Year Average Method  
DOVER-ALL STUDENTS  
2014 - 2015 to 2023 - 2024**

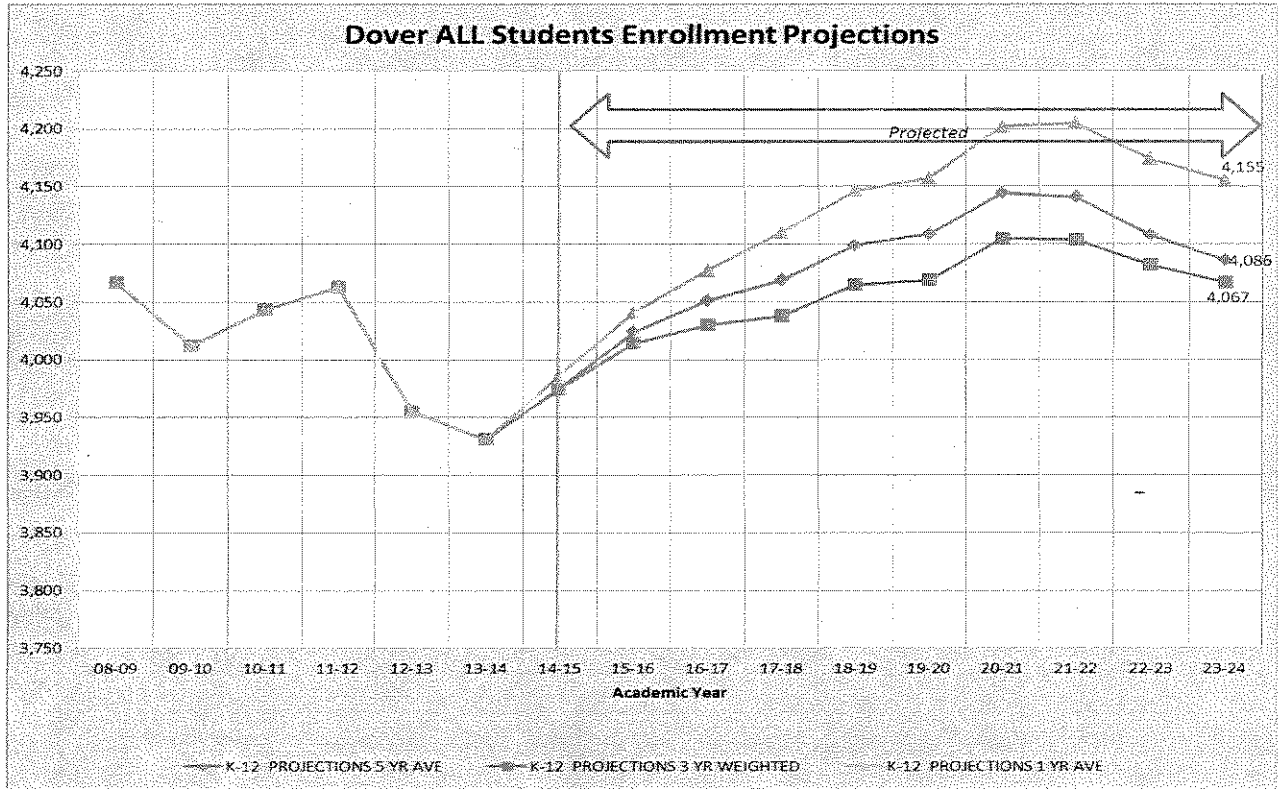
<b>Grade</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
K	297	287	274	266	280	281	278	275	276	278
1	289	311	300	287	278	293	294	291	288	289
2	290	286	308	297	285	276	290	291	288	285
3	325	287	283	305	294	282	273	287	288	285
4	311	324	286	282	304	293	281	272	286	287
5	305	309	322	285	281	302	292	280	271	285
6	282	312	316	330	292	288	309	299	287	277
7	267	282	312	316	330	292	288	309	299	287
8	295	270	285	316	320	334	295	291	313	302
9	394	413	378	399	443	448	468	413	408	439
10	334	351	368	337	356	395	399	417	368	364
11	289	301	316	331	303	320	355	359	375	331
12	297	291	303	318	333	305	322	357	361	377
<b>TOTAL</b>	<b>3,975</b>	<b>4,024</b>	<b>4,051</b>	<b>4,069</b>	<b>4,099</b>	<b>4,109</b>	<b>4,144</b>	<b>4,141</b>	<b>4,108</b>	<b>4,086</b>
K-4	1,512	1,495	1,451	1,437	1,441	1,425	1,416	1,416	1,426	1,424
5-8	1,149	1,173	1,235	1,247	1,223	1,216	1,184	1,179	1,170	1,151
9-12	1,314	1,356	1,365	1,385	1,435	1,468	1,544	1,546	1,512	1,511

**B-5**

**ENROLLMENT HISTORY PROJECTIONS - Model Comparisons  
DOVER-ALL STUDENTS  
2014 - 2015 to 2023 - 2024**

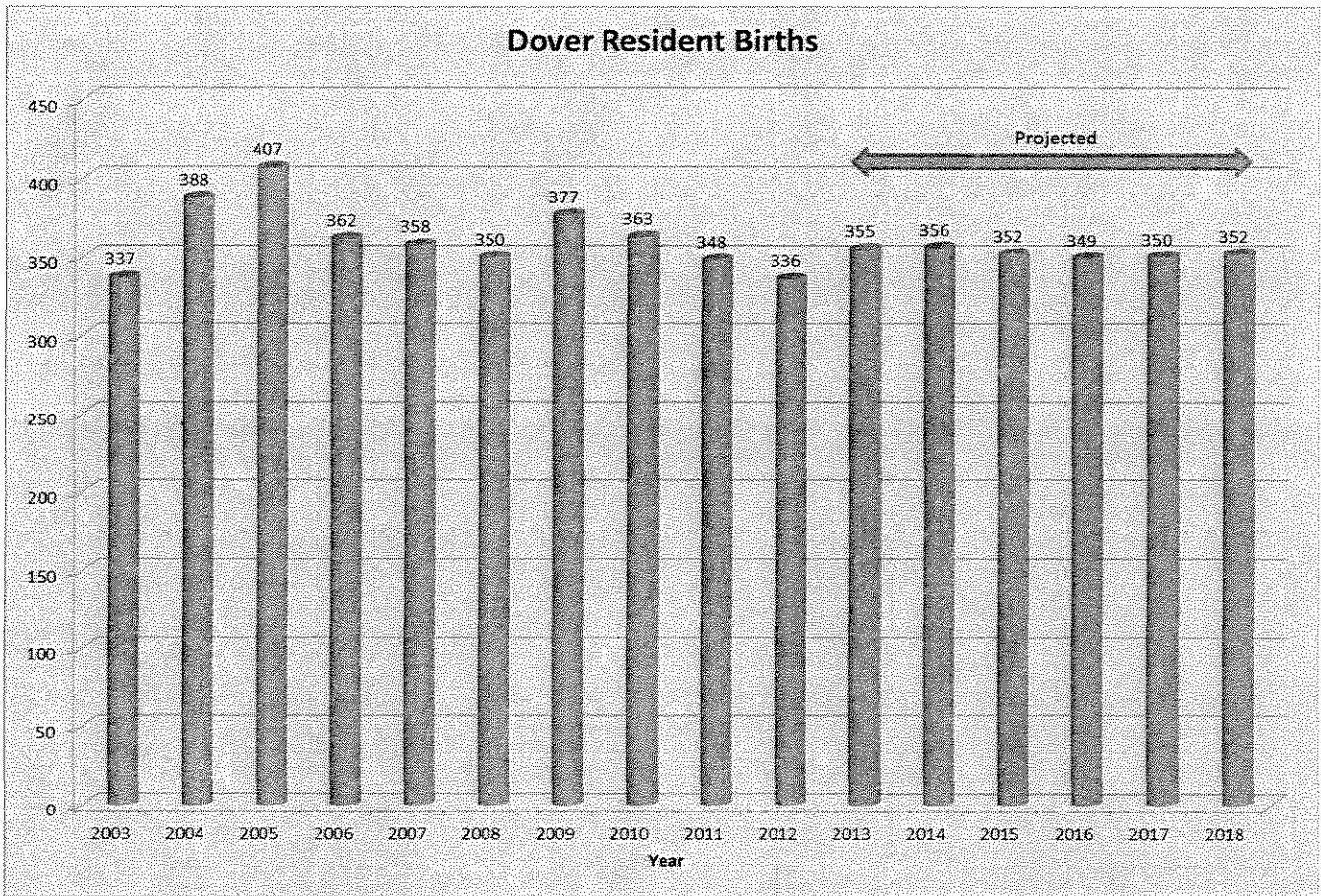
<b>Model</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
5 Year Average	3,975	4,024	4,051	4,069	4,099	4,109	4,144	4,141	4,108	4,086
3 Year Weighted	3,974	4,014	4,030	4,038	4,065	4,069	4,105	4,104	4,082	4,067
1 Year Cohort	3,986	4,041	4,077	4,110	4,146	4,157	4,202	4,205	4,174	4,155



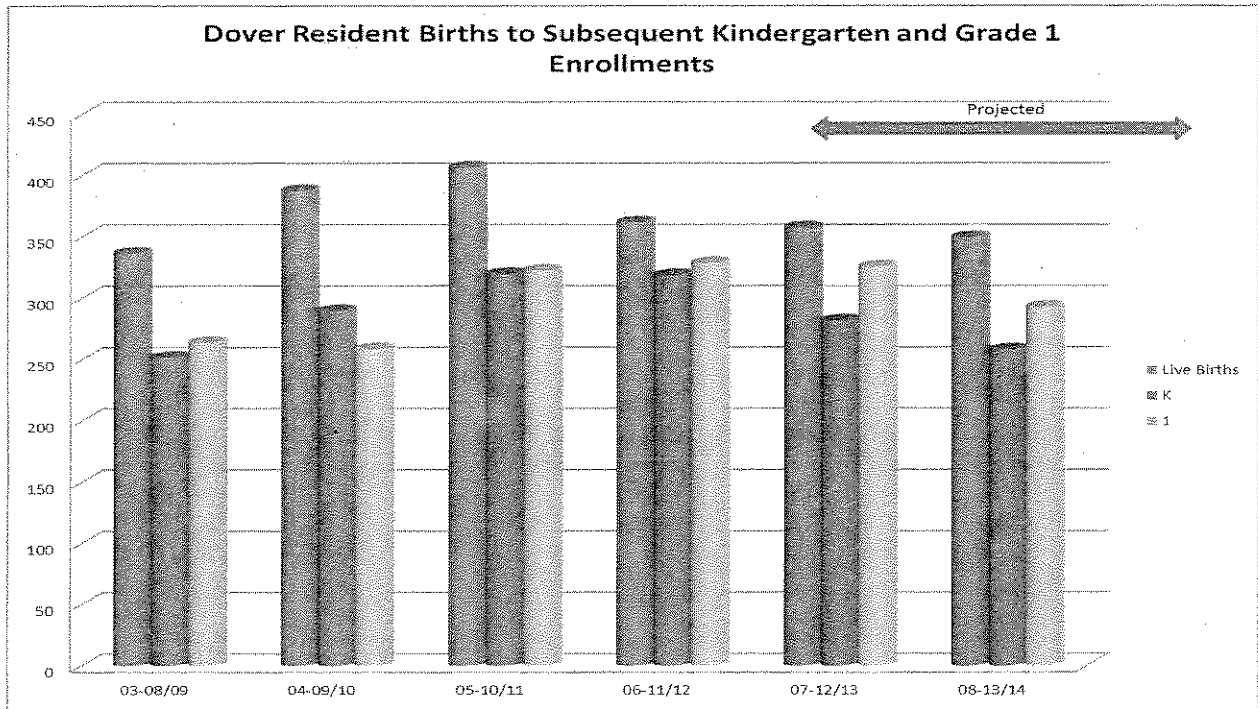


## Appendix C

C-1	Dover Resident Births	33
C-2	Dover Resident Births to Subsequent Kindergarten and Grade 1 Enrollments	34



C-2

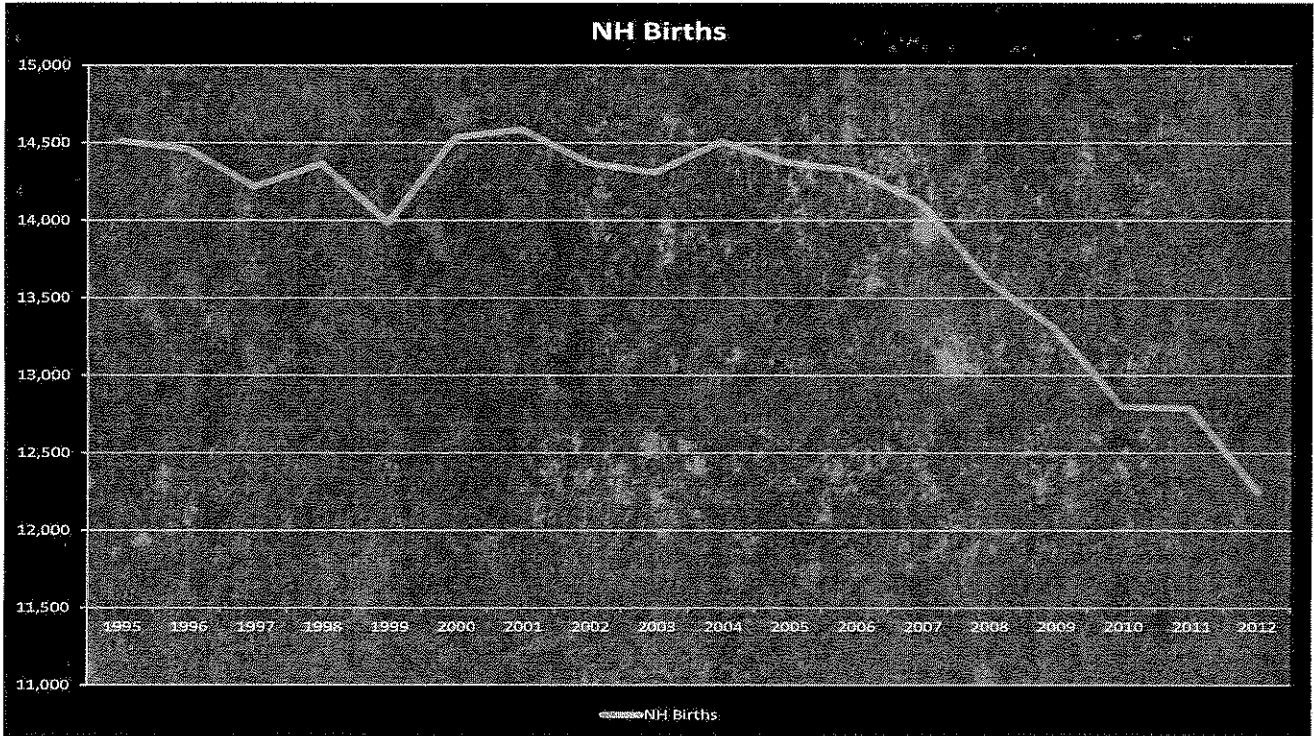


## APPENDIX D

### Community Demographics US Census Data

D-1	New Hampshire Births	36
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D-1

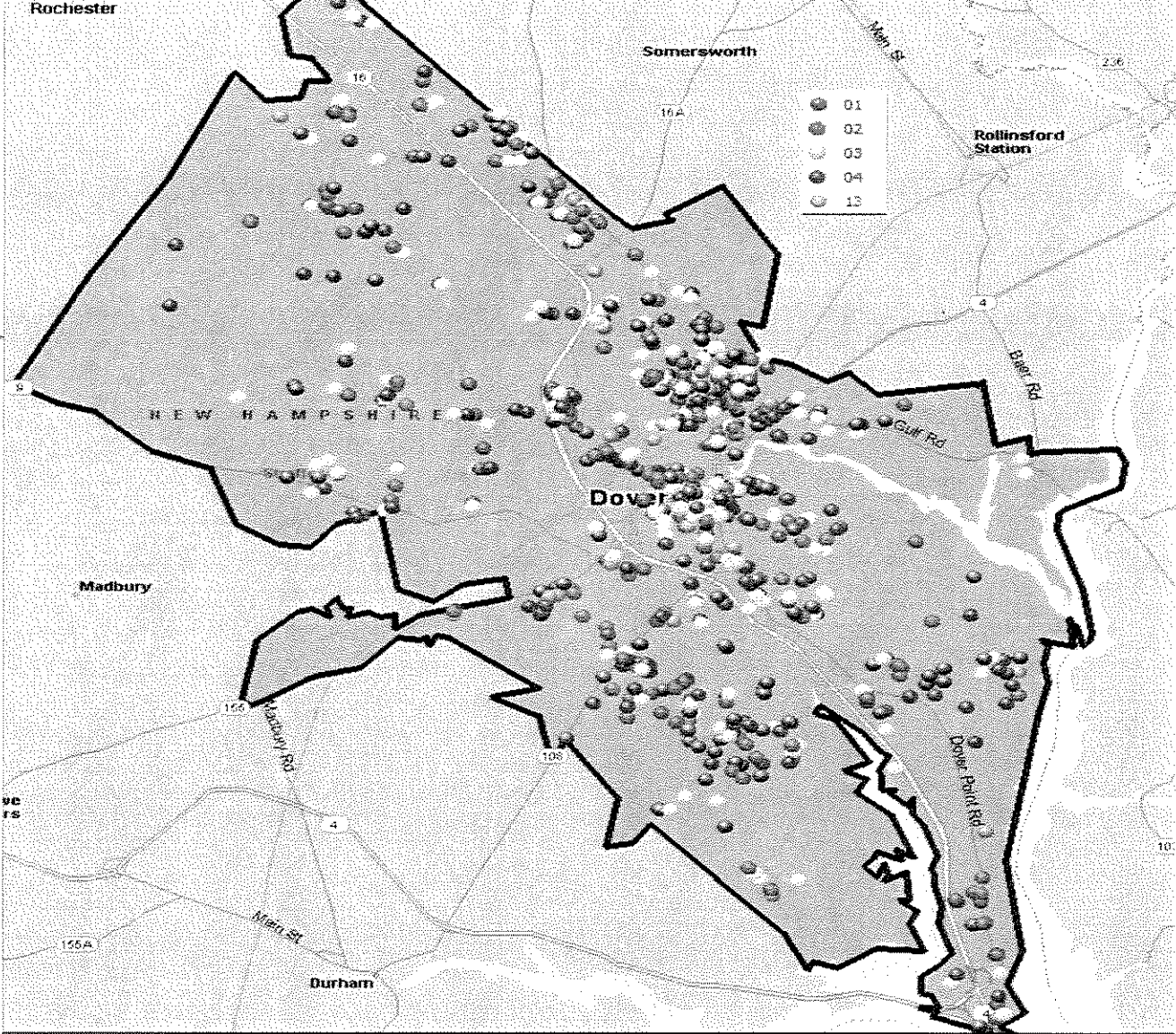


## APPENDIX E

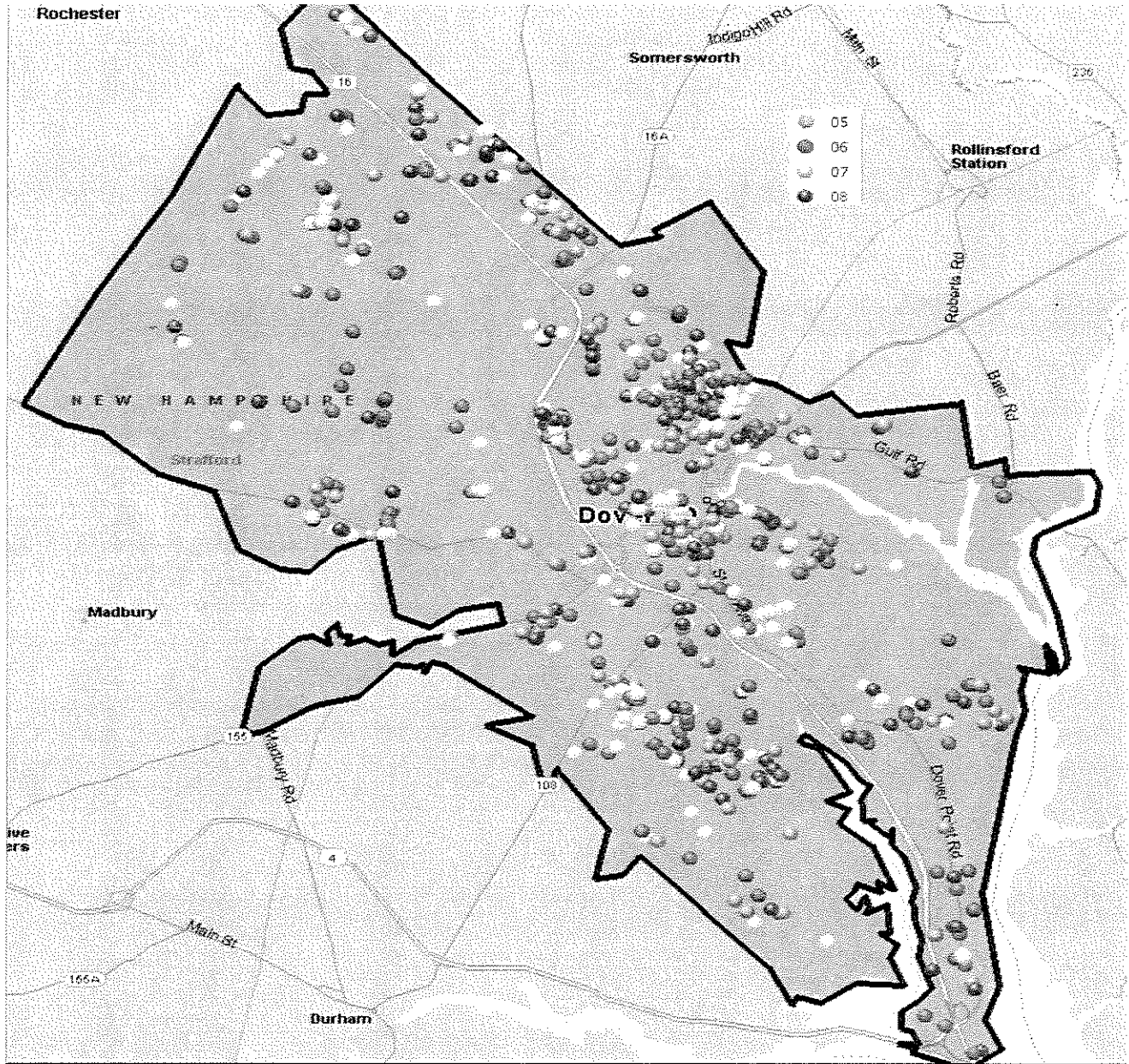
### Student Distribution Data and Maps

E-1	K – 4 Student Population Distribution	38
E-2	5 – 8 Student Population Distribution	39
E-3	9 – 12 Native Student Population Distribution	40
E-4	9 – 12 All Student Population Distribution	41

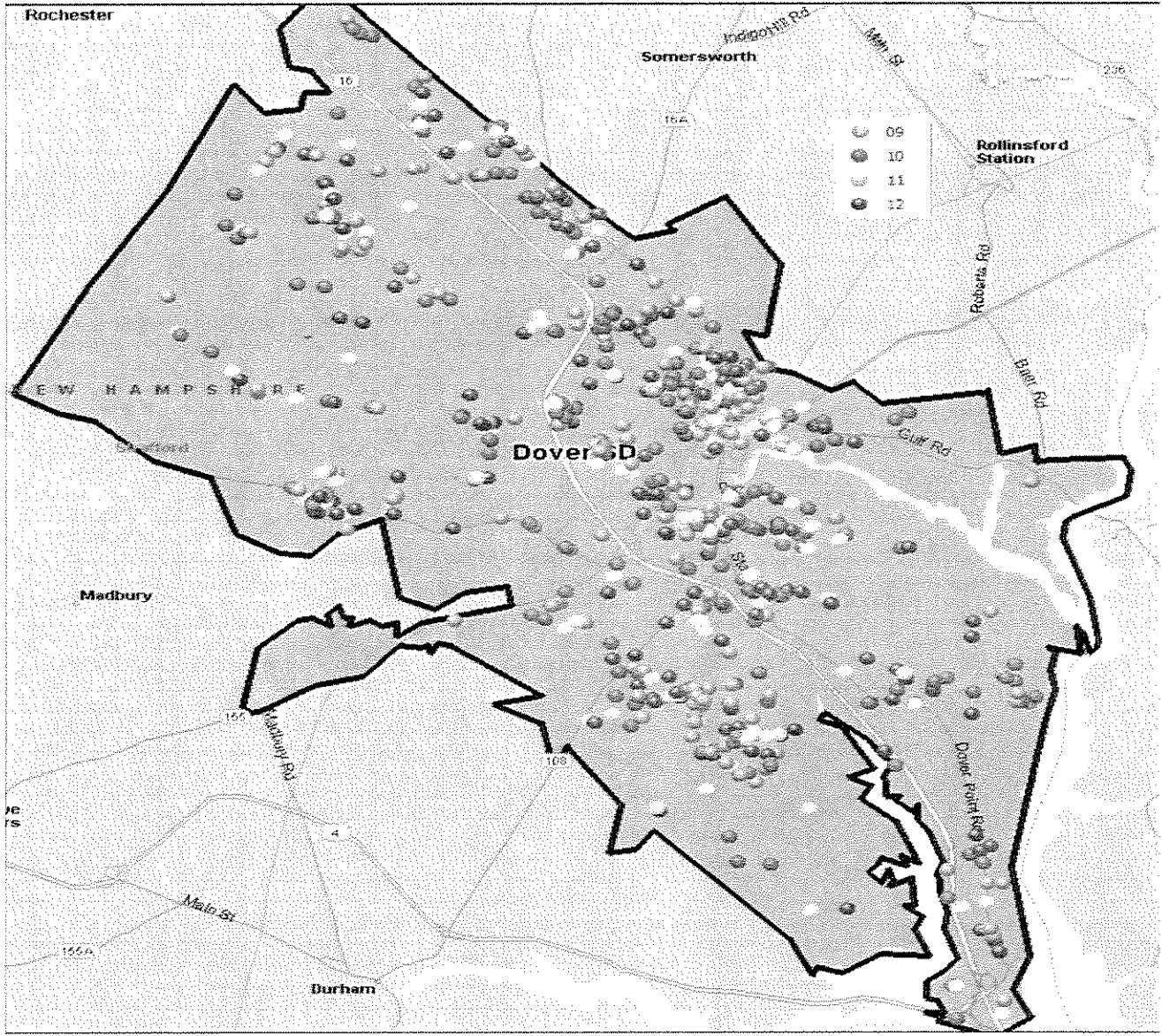
K-4 Student Population Distribution



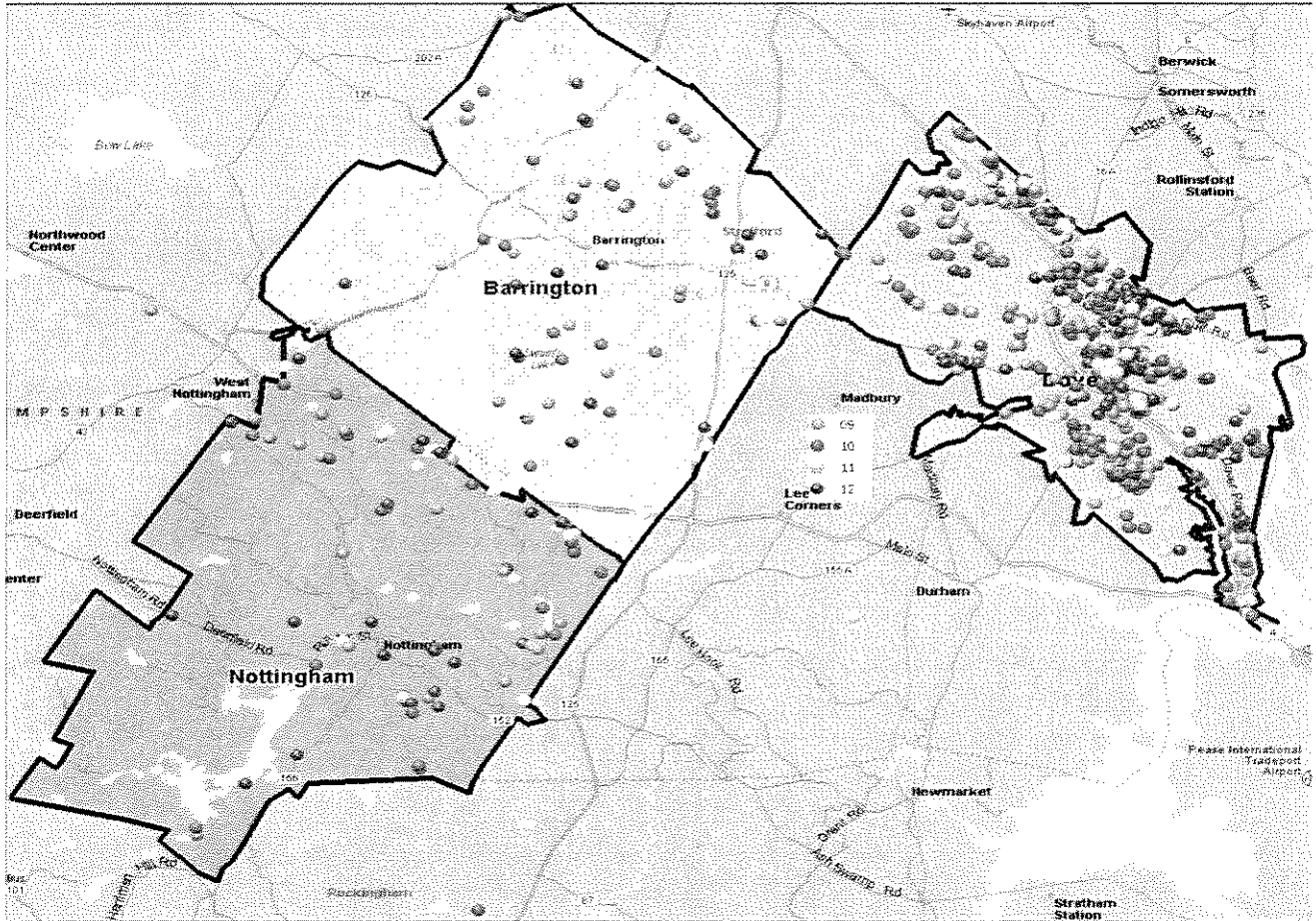
### 5-8 Student Population Distribution



9-12 Native Student Population Distribution



### 9-12 All Student Population Distribution



## Dover School District

### PROJECT ACTIVITY REPORT FOR 2013-2014 FEDERAL & STATE PROJECTS AS OF SEPTEMBER 30, 2013

Project Manager	Project Number	Project Title	Project Period	Total Expected Award	Budgeted Amounts to Date	Purchase Orders/Obligations	Disbursements	Cash Received	Cash Balance Remaining	Total Obligations & Disbursements	% of Funds Obligated & Disbursed	% of Funds Remaining
<b>Title I</b>												
Paula Glynn	40031	TITLE I	7/15/13-8/31/14	\$ 727,591.99	\$ 724,060.40	\$ 600,603.45	\$ 71,866.06	\$ -	\$ 727,591.99	\$ 672,469.51	92%	8%
Paula Glynn	40161	TITLE I, PART D CHILDRENS HOME	8/26/13-8/31/14	\$ 72,932.48	\$ 72,932.32	\$ 60,872.32	\$ 4,660.61	\$ -	\$ 72,932.48	\$ 65,532.93	90%	10%
<b>Total</b>				<b>\$ 800,524.47</b>	<b>\$ 796,992.72</b>	<b>\$ 661,475.77</b>	<b>\$ 76,526.67</b>	<b>\$ -</b>	<b>\$ 800,524.47</b>	<b>\$ 738,002.44</b>	<b>92%</b>	<b>8%</b>
<b>Titles II - III</b>												
Paula Glynn	44819	TITLE II, PART A	8/19/13-6/30/15	\$ 285,175.30	\$ 285,174.54	\$ 221,893.11	\$ 28,541.82	\$ -	\$ 285,175.30	\$ 250,434.93	88%	12%
Paula Glynn	40802	TITLE III, ESOL	9/20/13-9/30/14	\$ 16,055.00	\$ 16,054.80	\$ -	\$ -	\$ -	\$ 16,055.00	\$ -	0%	100%
<b>Total</b>				<b>\$ 301,230.30</b>	<b>\$ 301,229.34</b>	<b>\$ 221,893.11</b>	<b>\$ 28,541.82</b>	<b>\$ -</b>	<b>\$ 301,230.30</b>	<b>\$ 250,434.93</b>	<b>83%</b>	<b>17%</b>
<b>Vocational</b>												
Louise Paradis	45016	VOC. ED. TITLE B PROGRAM (CARL PERKINS)	8/21/13-8/22/14	\$ 122,084.74	\$ 122,084.74	\$ 18,573.30	\$ -	\$ -	\$ 122,084.74	\$ 18,573.30	15%	85%
Louise Paradis	45150	APPRENTICESHIP PROGRAM (ELECT/PLUMB)	7/1/13-6/30/14	\$ 114,657.90	\$ 114,657.90	\$ 11,207.15	\$ 6,019.22	\$ -	\$ 114,657.90	\$ 17,226.37	15%	85%
<b>Total</b>				<b>\$ 236,742.64</b>	<b>\$ 236,742.64</b>	<b>\$ 29,780.45</b>	<b>\$ 6,019.22</b>	<b>\$ -</b>	<b>\$ 236,742.64</b>	<b>\$ 35,799.67</b>	<b>15%</b>	<b>85%</b>
<b>Adult Basic Education</b>												
Deanna Strand	47004	ADULT BASIC EDUCATION	7/1/13-6/30/14	\$ 510,878.77	\$ 510,878.77	\$ 142,801.43	\$ 44,566.44	\$ -	\$ 510,878.77	\$ 187,367.87	37%	63%
Deanna Strand	47305	ADULT HIGH SCHOOL AT DOVER	7/1/13-6/30/14	\$ 95,940.88	\$ 95,940.88	\$ 3,924.47	\$ 1,894.81	\$ -	\$ 95,940.88	\$ 5,819.28	6%	94%
Deanna Strand	47400	ADULT LEARNER SERVICES PROGRAM	7/1/13-6/30/14	\$ 71,647.30	\$ 71,647.30	\$ 41,325.09	\$ 15,189.56	\$ -	\$ 71,647.30	\$ 56,514.65	79%	21%
Deanna Strand	47506	ENGLISH LANGUAGE/CIVICS EDUCATION	7/1/13-6/30/14	\$ 6,563.37	\$ 6,563.37	\$ 667.79	\$ -	\$ -	\$ 6,563.37	\$ 667.79	10%	90%
Deanna Strand	47613	ADULT EDUCATION/COLLEGE TRANSITIONS	7/1/13-6/30/14	\$ 10,461.37	\$ 10,461.37	\$ 890.40	\$ 1,038.78	\$ -	\$ 10,461.37	\$ 1,929.18	18%	82%
<b>Total</b>				<b>\$ 695,491.69</b>	<b>\$ 695,491.69</b>	<b>\$ 189,609.18</b>	<b>\$ 62,689.59</b>	<b>\$ -</b>	<b>\$ 695,491.69</b>	<b>\$ 252,298.77</b>	<b>36%</b>	<b>64%</b>
<b>Special Education</b>												
Christine Boston	42530	IDEA/PRESCHOOL	7/2/13-6/30/14	\$ 772,676.00	\$ 772,676.00	\$ 630,221.82	\$ 75,103.47	\$ -	\$ 772,676.00	\$ 705,325.29	91%	9%
<b>Total</b>				<b>\$ 772,676.00</b>	<b>\$ 772,676.00</b>	<b>\$ 630,221.82</b>	<b>\$ 75,103.47</b>	<b>\$ -</b>	<b>\$ 772,676.00</b>	<b>\$ 705,325.29</b>	<b>91%</b>	<b>9%</b>
<b>Total Federal Grants - Project Year 2013-2014:</b>				<b>\$ 2,806,665.10</b>	<b>\$ 2,803,132.39</b>	<b>\$ 1,732,980.33</b>	<b>\$ 248,880.77</b>	<b>\$ -</b>	<b>\$ 2,806,665.10</b>	<b>\$ 1,981,861.10</b>	<b>71%</b>	<b>29%</b>

## Dover School District

### PROJECT ACTIVITY REPORT FOR 2012-2013 FEDERAL & STATE PROJECTS AS OF SEPTEMBER 30, 2013 (GRANTS THAT WERE NOT CLOSED BY SEPTEMBER 30, 2013)

Project Manager	Project Number	Project Title	Project Period	Total Expected Award	Budgeted Amounts to Date	Purchase Orders/ Obligations	Disbursements	Cash Received	Cash Balance Remaining	Total Obligations & Disbursements	% of Funds Obligated & Disbursed	% of Funds Remaining
<b>Title I</b>												
Paula Glynn	30031	TITLE I	7/1/12-8/31/13	\$ 905,782.19	\$ 905,781.24	\$ 4,286.47	\$ 843,108.60	\$ 810,183.98	\$ 95,598.21	\$ 847,395.07	94%	6%
Paula Glynn	30161	TITLE I, PART D CHILDRENS HOME	9/3/12-8/31/13	\$ 85,167.16	\$ 85,166.85	\$ 567.26	\$ 82,085.07	\$ 81,005.34	\$ 4,161.82	\$ 82,652.33	97%	3%
Paula Glynn	30460	TITLE I, SINI-WPS	7/1/13-8/31/13	\$ 10,000.00	\$ 10,000.00	\$ 89.95	\$ 9,854.03	\$ 1,723.54	\$ 8,276.46	\$ 9,943.98	99%	1%
Paula Glynn	30197	TITLE I, SINI-DMS	3/8/13-8/31/13	\$ 10,000.00	\$ 9,999.05	\$ 150.49	\$ 8,495.27	\$ 5,145.75	\$ 4,854.25	\$ 8,645.76	86%	14%
Paula Glynn	31534	TITLE I, SUMMER SUMMIT	7/5/13-9/10/13	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 3,034.08	\$ -	\$ 4,500.00	\$ 3,034.08	67%	33%
<b>Total</b>				<b>\$ 1,010,949.35</b>	<b>\$ 1,010,947.14</b>	<b>\$ 5,094.17</b>	<b>\$ 943,542.97</b>	<b>\$ 898,058.61</b>	<b>\$ 112,890.74</b>	<b>\$ 948,637.14</b>	<b>94%</b>	<b>6%</b>
<b>Titles II - III</b>												
Paula Glynn	34819	TITLE II, PART A	8/20/12-9/30/14	\$ 298,805.90	\$ 298,804.24	\$ 699.81	\$ 278,081.14	\$ 276,235.15	\$ 22,570.75	\$ 278,780.95	93%	7%
Paula Glynn	30802	TITLE III, ESOL	9/3/12-9/30/14	\$ 20,715.13	\$ 20,714.18	\$ 263.27	\$ 17,588.61	\$ 17,201.25	\$ 3,513.88	\$ 17,851.88	86%	14%
	n/a	TITLE II SUMMER SUMMIT	not applied for	\$ 2,400.00								
<b>Total</b>				<b>\$ 319,521.03</b>	<b>\$ 319,518.42</b>	<b>\$ 963.08</b>	<b>\$ 295,669.75</b>	<b>\$ 293,436.40</b>	<b>\$ 26,084.63</b>	<b>\$ 296,632.83</b>	<b>93%</b>	<b>7%</b>
<b>Vocational</b>												
Louise Paradis	35016	PERKINS IV	8/22/12-8/21/13	\$ 122,927.30	\$ 122,927.30	\$ 1,472.65	\$ 111,952.54	\$ 108,145.96	\$ 14,781.34	\$ 113,425.19	92%	8%
<b>Total</b>				<b>\$ 122,927.30</b>	<b>\$ 122,927.30</b>	<b>\$ 1,472.65</b>	<b>\$ 111,952.54</b>	<b>\$ 108,145.96</b>	<b>\$ 14,781.34</b>	<b>\$ 113,425.19</b>	<b>92%</b>	<b>8%</b>
<b>Special Education</b>												
Sandra Crosson	32500	IDEA/PRESCHOOL	7/1/12-6/28/13	\$ 928,979.16	\$ 928,979.16	\$ -	\$ 798,072.27	\$ 798,072.27	\$ 130,906.89	\$ 798,072.27	86%	14%
<b>Total</b>				<b>\$ 928,979.16</b>	<b>\$ 928,979.16</b>	<b>\$ -</b>	<b>\$ 798,072.27</b>	<b>\$ 798,072.27</b>	<b>\$ 130,906.89</b>	<b>\$ 798,072.27</b>	<b>86%</b>	<b>14%</b>
<b>Total Federal Grants - Project Year 2012-2013:</b>				<b>\$ 2,382,376.84</b>	<b>\$ 2,382,372.02</b>	<b>\$ 7,529.90</b>	<b>\$ 2,149,237.53</b>	<b>\$ 2,097,713.24</b>	<b>\$ 284,663.60</b>	<b>\$ 2,156,767.43</b>	<b>91%</b>	<b>9%</b>

### PROJECT ACTIVITY REPORT FOR 2011-2012 FEDERAL PROJECTS AS OF SEPTEMBER 30, 2013 (GRANTS THAT WERE NOT CLOSED BY SEPTEMBER 30, 2013)

Project Manager	Project Number	Project Title	Project Period	Total Expected Award	Budgeted Amounts to Date	Purchase Orders/ Obligations	Disbursements	Cash Received	Cash Balance Remaining	Total Obligations & Disbursements	% of Funds Obligated & Disbursed	% of Funds Remaining
<b>Titles II - V</b>												
Paula Glynn	24819	TITLE II, PART A	8/1/11-9/30/13	\$ 303,657.33	\$ 300,959.38	\$ 1,459.86	\$ 267,021.40	\$ 266,645.22	\$ 37,012.11	\$ 268,481.26	88%	12%
Paula Glynn	20802	TITLE III, ESOL	9/8/11-9/30/13	\$ 18,925.42	\$ 18,925.08	\$ 78.03	\$ 18,794.44	\$ 18,794.44	\$ 130.98	\$ 18,872.47	100%	0%
Paula Glynn	20820	TITLE III, ESOL IMMIGRANT CHILDREN & YOUTH	1/24/12-9/30/13	\$ 5,215.85	\$ 5,214.98	\$ 183.11	\$ 4,906.43	\$ 4,906.43	\$ 309.42	\$ 5,089.54	98%	2%
<b>Total</b>				<b>\$ 327,798.60</b>	<b>\$ 325,099.44</b>	<b>\$ 1,721.00</b>	<b>\$ 290,722.27</b>	<b>\$ 290,346.09</b>	<b>\$ 37,452.51</b>	<b>\$ 292,443.27</b>	<b>89%</b>	<b>11%</b>
<b>Total Federal Grants - Project Year 2011-2012:</b>				<b>\$ 327,798.60</b>	<b>\$ 325,099.44</b>	<b>\$ 1,721.00</b>	<b>\$ 290,722.27</b>	<b>\$ 290,346.09</b>	<b>\$ 37,452.51</b>	<b>\$ 292,443.27</b>	<b>89%</b>	<b>11%</b>

Condition of Accounts by Location

From Date: 7/1/2013 To Date: 11/30/2013

Fiscal Year: 2013-2014

Subtotal by Collapse Mask

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
1000.2.600.00000.0000.00000.00.000.000.000	Undesignated	\$6,001,366.55	\$1,981,158.21	\$1,981,158.21	\$4,020,208.34	\$3,703,681.19	\$316,527.15	5.27%
1000.2.605.00000.0000.00000.00.000.000.000	Undesignated	\$665,007.39	\$198,989.35	\$198,989.35	\$466,018.04	\$440,836.55	\$25,181.49	3.79%
1000.2.606.00000.0000.00000.00.000.000.000	Undesignated	\$29,500.60	\$29,500.60	\$29,500.60	\$0.00	\$0.00	\$0.00	0.00%
1000.2.610.00000.0000.00000.00.000.000.000	Undesignated	\$1,110,721.21	\$433,054.09	\$433,054.09	\$677,667.12	\$501,723.00	\$175,944.12	15.84%
1000.2.611.00000.0000.00000.00.000.000.000	Undesignated	\$3,756,184.78	\$1,056,512.27	\$1,056,512.27	\$2,699,672.51	\$2,576,283.50	\$123,389.01	3.28%
1000.2.612.00000.0000.00000.00.000.000.000	Undesignated	\$3,429,633.76	\$963,873.07	\$963,873.07	\$2,465,760.69	\$2,464,876.15	\$884.54	0.03%
1000.2.614.00000.0000.00000.00.000.000.000	Undesignated	\$3,907,902.76	\$1,087,215.81	\$1,087,215.81	\$2,820,686.95	\$2,684,416.08	\$136,270.87	3.49%
1000.2.620.00000.0000.00000.00.000.000.000	Undesignated	\$8,879,396.04	\$2,481,040.59	\$2,481,040.59	\$6,398,355.45	\$6,088,884.81	\$309,470.64	3.49%
1000.2.630.00000.0000.00000.00.000.000.000	Undesignated	\$13,565,317.64	\$3,932,730.78	\$3,932,730.78	\$9,632,586.86	\$8,499,465.09	\$1,133,121.77	8.35%
1000.2.631.00000.0000.00000.00.000.000.000	Undesignated	\$50,400.00	\$751.14	\$751.14	\$49,648.86	\$15,748.86	\$33,900.00	67.26%
1000.2.632.00000.0000.00000.00.000.000.000	Undesignated	\$5,334.77	\$784.93	\$784.93	\$4,549.84	\$2,545.07	\$2,004.77	37.58%
1000.2.650.00000.0000.00000.00.000.000.000	Undesignated	\$812,742.84	\$318,091.97	\$318,091.97	\$494,650.87	\$422,704.76	\$71,946.11	8.85%
1000.2.660.00000.0000.00000.00.000.000.000	Undesignated	\$50,081.66	\$19,106.81	\$19,106.81	\$30,974.85	\$163.88	\$30,810.97	61.52%
<b>Grand Total:</b>		\$42,263,590.00	\$12,502,809.62	\$12,502,809.62	\$29,760,780.38	\$27,401,328.94	\$2,359,451.44	5.58%

End of Report

- Element Description
- 600 DISTRICT WIDE
- 605 PRESCHOOL
- 606 OTHER SUMMER PROGRAMS
- 610 Elementary-District Wide
- 611 GARRISON ELEMENTARY
- 612 HORNE STREET
- 614 WOODMAN PARK
- 620 MIDDLE SCHOOL
- 630 HIGH SCHOOL
- 631 HIGH SCHOOL - CTC
- 632 STORAGE BUILDINGS
- 650 SAU
- 660 SCHOOL BOARD

N. 2

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 11/30/2013

Fiscal Year: 2013-2014

Subtotal by Collapse Mark

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
1000.2.000.01100.4101.00000.00.000.000.000.000	Contingency For Track Changes	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
1000.2.000.01100.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$11,143,711.17	\$3,010,630.34	\$3,010,630.34	\$8,133,080.83	\$7,879,275.35	\$253,805.48	2.28%
1000.2.000.01100.4111.00000.00.000.000.000.000	Benefit Reimbursement	\$15,450.00	\$0.00	\$0.00	\$15,450.00	\$15,900.00	(\$450.00)	-2.91%
1000.2.000.01100.4160.00000.00.000.000.000.000	Severance Pay	\$120,000.00	\$0.00	\$0.00	\$120,000.00	\$0.00	\$120,000.00	100.00%
1000.2.000.01100.4170.00000.00.000.000.000.000	Longevity Pay	\$67,289.00	\$15,788.71	\$15,788.71	\$51,500.29	\$42,170.79	\$9,329.50	13.86%
1000.2.000.01100.4211.00000.00.000.000.000.000	Health Insurance	\$2,887,543.80	\$777,963.48	\$777,963.48	\$2,109,580.32	\$2,070,169.11	\$39,411.21	1.36%
1000.2.000.01100.4212.00000.00.000.000.000.000	Dental Insurance	\$122,978.84	\$33,670.18	\$33,670.18	\$89,308.66	\$89,531.08	(\$222.42)	-0.18%
1000.2.000.01100.4213.00000.00.000.000.000.000	Life Insurance	\$16,044.00	\$4,911.62	\$4,911.62	\$11,132.38	\$11,132.38	\$0.00	0.00%
1000.2.000.01100.4214.00000.00.000.000.000.000	Disability Insurance	\$22,474.01	\$7,422.52	\$7,422.52	\$15,051.49	\$15,051.49	\$0.00	0.00%
1000.2.000.01100.4220.00000.00.000.000.000.000	FICA	\$863,827.69	\$358,273.85	\$358,273.85	\$505,553.84	\$582,299.46	(\$76,745.62)	-8.88%
1000.2.000.01100.4230.00000.00.000.000.000.000	Retirement	\$1,473,792.41	\$393,705.61	\$393,705.61	\$1,080,086.80	\$1,057,764.32	\$22,322.48	1.51%
1000.2.000.01100.4341.00000.00.000.000.000.000	Technical Services	\$2,099.00	\$2,092.16	\$2,092.16	\$6.84	\$0.00	\$6.84	0.33%
1000.2.000.01100.4433.00000.00.000.000.000.000	Maint Chrgs - Equipment	\$6,500.00	\$1,398.11	\$1,398.11	\$5,101.89	\$0.00	\$5,101.89	78.49%
1000.2.000.01100.4580.00000.00.000.000.000.000	Travel Expense	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
1000.2.000.01100.4611.00000.00.000.000.000.000	Office Supplies	\$282,646.60	\$127,866.32	\$127,866.32	\$154,780.28	\$39,904.45	\$114,875.83	40.64%
1000.2.000.01100.4640.00000.00.000.000.000.000	Books/Publications	\$114,262.83	\$33,747.21	\$33,747.21	\$80,515.62	\$7,666.56	\$72,849.06	63.76%
1000.2.000.01100.4641.00000.00.000.000.000.000	REFERENCE BOOKS	\$600.00	\$374.00	\$374.00	\$226.00	\$0.00	\$226.00	37.67%
1000.2.000.01100.4644.00000.00.000.000.000.000	MAGAZINES	\$330.00	\$0.00	\$0.00	\$330.00	\$0.00	\$330.00	100.00%
1000.2.000.01100.4731.00000.00.000.000.000.000	NEW/ADDL EQUIP	\$700.00	\$620.00	\$620.00	\$80.00	\$0.00	\$80.00	11.43%
1000.2.000.01100.4733.00000.00.000.000.000.000	NEW/ADDL FURNITURE	\$8,630.50	\$6,817.53	\$6,817.53	\$1,812.97	\$1,211.78	\$601.19	6.97%
1000.2.000.01100.4734.00000.00.000.000.000.000	NEW/ADDL TECH. EQUIP.	\$31,247.12	\$28,863.51	\$28,863.51	\$2,383.61	\$1,869.37	\$514.24	1.65%
1000.2.000.01100.4735.00000.00.000.000.000.000	REPLACE EQUIPMENT	\$2,300.00	\$0.00	\$0.00	\$2,300.00	\$0.00	\$2,300.00	100.00%
1000.2.000.01100.4737.00000.00.000.000.000.000	REPLACE FURNITURE	\$1,000.00	\$295.00	\$295.00	\$705.00	\$0.00	\$705.00	70.50%
Func: REGULAR EDUCATION PROGRAMS - 01100		\$17,186,526.97	\$4,804,440.15	\$4,804,440.15	\$12,382,086.82	\$11,813,946.14	\$568,140.68	3.31%
1000.2.000.01101.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$926,425.16	\$255,299.45	\$255,299.45	\$671,125.71	\$680,813.66	(\$9,687.95)	-1.05%
1000.2.000.01101.4170.00000.00.000.000.000.000	Longevity Pay	\$4,247.00	\$1,072.05	\$1,072.05	\$3,174.95	\$3,109.95	\$65.00	1.53%
1000.2.000.01101.4211.00000.00.000.000.000.000	Health Insurance	\$190,244.16	\$52,808.81	\$52,808.81	\$137,435.35	\$142,721.93	(\$5,286.58)	-2.78%
1000.2.000.01101.4212.00000.00.000.000.000.000	Dental Insurance	\$7,300.20	\$2,067.30	\$2,067.30	\$5,232.90	\$5,587.30	(\$354.40)	-4.85%
1000.2.000.01101.4213.00000.00.000.000.000.000	Life Insurance	\$1,836.00	\$562.03	\$562.03	\$1,273.97	\$1,273.97	\$0.00	0.00%
1000.2.000.01101.4214.00000.00.000.000.000.000	Disability Insurance	\$1,883.69	\$622.12	\$622.12	\$1,261.57	\$1,261.57	\$0.00	0.00%
1000.2.000.01101.4220.00000.00.000.000.000.000	FICA	\$69,875.91	\$18,888.10	\$18,888.10	\$50,987.81	\$50,365.27	\$622.54	0.89%
1000.2.000.01101.4230.00000.00.000.000.000.000	Retirement	\$94,896.48	\$25,789.40	\$25,789.40	\$69,107.08	\$71,320.74	(\$2,213.66)	-2.33%
Func: REGULAR ED. KINDERGARTEN - 01101		\$1,296,708.60	\$357,109.26	\$357,109.26	\$939,599.34	\$956,454.39	(\$16,855.05)	-1.30%
1000.2.000.01210.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$3,356,936.26	\$988,746.18	\$988,746.18	\$2,368,190.08	\$2,260,090.63	\$108,099.45	3.22%
1000.2.000.01210.4111.00000.00.000.000.000.000	Benefit Reimbursement	\$5,662.50	\$2,651.74	\$2,651.74	\$3,010.76	\$8,682.26	(\$5,671.50)	-100.16%
1000.2.000.01210.4170.00000.00.000.000.000.000	Longevity Pay	\$17,303.03	\$2,934.88	\$2,934.88	\$14,368.15	\$16,469.19	(\$2,101.04)	-12.14%
1000.2.000.01210.4211.00000.00.000.000.000.000	Health Insurance	\$488,052.19	\$136,630.07	\$136,630.07	\$351,422.12	\$352,035.29	(\$613.17)	-0.13%
1000.2.000.01210.4212.00000.00.000.000.000.000	Dental Insurance	\$21,424.99	\$6,500.08	\$6,500.08	\$14,924.91	\$15,732.68	(\$807.77)	-3.77%
1000.2.000.01210.4213.00000.00.000.000.000.000	Life Insurance	\$8,559.36	\$2,620.24	\$2,620.24	\$5,939.12	\$5,939.12	\$0.00	0.00%
1000.2.000.01210.4214.00000.00.000.000.000.000	Disability Insurance	\$6,628.29	\$2,189.05	\$2,189.05	\$4,439.24	\$4,439.24	\$0.00	0.00%
1000.2.000.01210.4220.00000.00.000.000.000.000	FICA	\$258,463.06	\$72,843.56	\$72,843.56	\$185,619.50	\$165,071.95	\$20,547.55	7.95%
1000.2.000.01210.4230.00000.00.000.000.000.000	Retirement	\$220,562.90	\$64,337.90	\$64,337.90	\$156,225.00	\$154,304.38	\$1,920.62	0.87%
1000.2.000.01210.4322.00000.00.000.000.000.000	PROF SERVICES INSTRUCTIONAL	\$3,325.00	\$1,463.00	\$1,463.00	\$1,862.00	\$429.00	\$1,433.00	43.10%
1000.2.000.01210.4323.00000.00.000.000.000.000	PROFESSIONAL SERVICES PUPIL	\$16,595.15	\$11,595.15	\$11,595.15	\$5,000.00	\$5,000.00	\$0.00	0.00%
1000.2.000.01210.4409.00000.00.000.000.000.000	PHOTOCOPIER MAINTENANCE	\$4,010.00	\$614.79	\$614.79	\$3,395.21	\$1,985.22	\$1,409.99	35.16%
1000.2.000.01210.4433.00000.00.000.000.000.000	Maint Chrgs - Equipment	\$3,250.00	\$340.00	\$340.00	\$2,910.00	\$160.00	\$2,750.00	84.62%
1000.2.000.01210.4531.00000.00.000.000.000.000	Telecommunications	\$1,224.00	\$305.86	\$305.86	\$918.14	\$918.14	\$0.00	0.00%
1000.2.000.01210.4534.00000.00.000.000.000.000	Postage	\$2,628.67	\$241.76	\$241.76	\$2,386.91	\$298.71	\$2,088.20	79.44%
1000.2.000.01210.4540.00000.00.000.000.000.000	Advertising	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
1000.2.000.01210.4561.00000.00.000.000.000.000	Tuition - Public/Other	\$91,641.83	\$14,542.35	\$14,542.35	\$77,099.48	\$31,398.75	\$45,700.73	49.87%

**City of Dover, New Hampshire**

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

From Date: 7/1/2013

To Date: 11/30/2013

Fiscal Year: 2013-2014

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
1000.2.000.01210.4563.00000.00.000.000.000.000	Tuition-Private	\$1,195,302.31	\$471,067.62	\$471,067.62	\$724,234.69	\$598,459.72	\$125,774.97	10.52%
1000.2.000.01210.4580.00000.00.000.000.000.000	Travel Expense	\$6,716.10	\$1,194.73	\$1,194.73	\$5,521.37	\$4,090.63	\$1,430.74	21.30%
1000.2.000.01210.4611.00000.00.000.000.000.000	Office Supplies	\$20,497.94	\$4,232.67	\$4,232.67	\$16,265.27	\$1,815.84	\$14,449.43	70.49%
1000.2.000.01210.4640.00000.00.000.000.000.000	Books/Publications	\$2,129.25	\$0.00	\$0.00	\$2,129.25	\$102.83	\$2,026.42	95.17%
1000.2.000.01210.4731.00000.00.000.000.000.000	NEW/ADDL EQUIP	\$13,547.00	\$5,738.65	\$5,738.65	\$7,808.35	\$100.00	\$7,708.35	56.90%
1000.2.000.01210.4734.00000.00.000.000.000.000	NEW/ADDL TECH. EQUIP.	\$8,627.08	\$1,184.12	\$1,184.12	\$7,442.96	\$84.66	\$7,358.30	85.29%
1000.2.000.01210.4810.00000.00.000.000.000.000	Membership Dues	\$15,369.85	\$1,393.94	\$1,393.94	\$13,975.91	\$0.00	\$13,975.91	90.93%
	Func: SPECIAL EDUCATION - 01210	\$5,768,706.76	\$1,793,368.34	\$1,793,368.34	\$3,975,338.42	\$3,627,608.24	\$347,730.18	6.03%
1000.2.000.01220.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$221,456.10	\$62,139.28	\$62,139.28	\$159,316.82	\$160,451.77	(\$1,134.95)	-0.51%
1000.2.000.01220.4170.00000.00.000.000.000.000	Longevity Pay	\$1,721.00	\$151.06	\$151.06	\$1,569.94	\$659.94	\$910.00	52.88%
1000.2.000.01220.4211.00000.00.000.000.000.000	Health Insurance	\$44,847.00	\$12,074.23	\$12,074.23	\$32,772.77	\$32,772.90	(\$0.13)	0.00%
1000.2.000.01220.4212.00000.00.000.000.000.000	Dental Insurance	\$1,670.76	\$452.64	\$452.64	\$1,218.12	\$1,217.84	\$0.28	0.02%
1000.2.000.01220.4213.00000.00.000.000.000.000	Life Insurance	\$230.40	\$70.53	\$70.53	\$159.87	\$159.87	\$0.00	0.00%
1000.2.000.01220.4214.00000.00.000.000.000.000	Disability Insurance	\$314.11	\$103.74	\$103.74	\$210.37	\$210.37	\$0.00	0.00%
1000.2.000.01220.4220.00000.00.000.000.000.000	FICA	\$17,073.05	\$4,624.68	\$4,624.68	\$12,448.37	\$11,946.62	\$501.75	2.94%
1000.2.000.01220.4230.00000.00.000.000.000.000	Retirement	\$18,345.56	\$4,856.53	\$4,856.53	\$13,489.03	\$13,378.44	\$110.59	0.60%
	Func: SPECIAL ED. PRESCHOOL - 01220	\$305,657.98	\$84,472.69	\$84,472.69	\$221,185.29	\$220,797.75	\$387.54	0.13%
1000.2.000.01230.4323.00000.00.000.000.000.000	PROFESSIONAL SERVICES PUPIL	\$309,133.00	\$92,257.88	\$92,257.88	\$216,875.12	\$203,674.59	\$13,200.53	4.27%
	Func: SPECIAL ED. CONSULTANT - 01230	\$309,133.00	\$92,257.88	\$92,257.88	\$216,875.12	\$203,674.59	\$13,200.53	4.27%
1000.2.000.01231.4611.00000.00.000.000.000.000	Office Supplies	\$8,145.52	\$1,584.36	\$1,584.36	\$6,561.16	\$5.70	\$6,555.46	80.48%
	Func: SPECIAL EVALUATION & TESTING - 01231	\$8,145.52	\$1,584.36	\$1,584.36	\$6,561.16	\$5.70	\$6,555.46	80.48%
1000.2.000.01270.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$209,205.39	\$53,958.79	\$53,958.79	\$155,246.60	\$140,300.57	\$14,946.03	7.14%
1000.2.000.01270.4170.00000.00.000.000.000.000	Longevity Pay	\$1,011.00	\$151.06	\$151.06	\$859.94	\$409.94	\$450.00	44.51%
1000.2.000.01270.4211.00000.00.000.000.000.000	Health Insurance	\$40,761.36	\$6,805.48	\$6,805.48	\$33,955.88	\$18,587.90	\$15,367.98	37.70%
1000.2.000.01270.4212.00000.00.000.000.000.000	Dental Insurance	\$1,363.08	\$271.46	\$271.46	\$1,091.62	\$730.12	\$361.50	26.52%
1000.2.000.01270.4213.00000.00.000.000.000.000	Life Insurance	\$504.00	\$154.29	\$154.29	\$349.71	\$349.71	\$0.00	0.00%
1000.2.000.01270.4214.00000.00.000.000.000.000	Disability Insurance	\$441.45	\$145.79	\$145.79	\$295.66	\$295.66	\$0.00	0.00%
1000.2.000.01270.4220.00000.00.000.000.000.000	FICA	\$16,081.56	\$3,901.57	\$3,901.57	\$12,179.99	\$10,135.73	\$2,044.26	12.71%
1000.2.000.01270.4230.00000.00.000.000.000.000	Retirement	\$7,368.96	\$1,977.22	\$1,977.22	\$5,391.74	\$5,380.19	\$11.55	0.16%
1000.2.000.01270.4323.00000.00.000.000.000.000	PROFESSIONAL SERVICES PUPIL	\$909.00	\$0.00	\$0.00	\$909.00	\$0.00	\$909.00	100.00%
1000.2.000.01270.4580.00000.00.000.000.000.000	Travel Expense	\$313.00	\$0.00	\$0.00	\$313.00	\$0.00	\$313.00	100.00%
1000.2.000.01270.4611.00000.00.000.000.000.000	Office Supplies	\$1,760.00	\$0.00	\$0.00	\$1,760.00	\$339.16	\$1,420.84	80.73%
1000.2.000.01270.4640.00000.00.000.000.000.000	Books/Publications	\$836.00	\$0.00	\$0.00	\$836.00	\$164.82	\$671.18	80.28%
1000.2.000.01270.4810.00000.00.000.000.000.000	Membership Dues	\$245.00	\$0.00	\$0.00	\$245.00	\$0.00	\$245.00	100.00%
	Func: ELL-ENGLISH LANGUAGE LEARNERS - 01270	\$280,799.80	\$67,365.66	\$67,365.66	\$213,434.14	\$176,693.80	\$36,740.34	13.08%
1000.2.000.01280.4810.00000.00.000.000.000.000	Membership Dues	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: GIFTED AND TALENTED - 01280	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01290.4433.00000.00.000.000.000.000	Maint Chrgs - Equipment	\$1,260.00	\$470.00	\$470.00	\$790.00	\$0.00	\$790.00	62.70%
1000.2.000.01290.4611.00000.00.000.000.000.000	Office Supplies	\$100.00	\$20.00	\$20.00	\$80.00	\$0.00	\$80.00	80.00%
1000.2.000.01290.4731.00000.00.000.000.000.000	NEW/ADDL EQUIP	\$2,500.00	\$105.00	\$105.00	\$2,395.00	\$0.00	\$2,395.00	95.80%
	Func: 504 PROGRAMS - 01290	\$3,860.00	\$595.00	\$595.00	\$3,265.00	\$0.00	\$3,265.00	84.59%
1000.2.000.01300.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$1,288,758.75	\$330,352.53	\$330,352.53	\$958,406.22	\$822,424.16	\$135,982.06	10.55%
1000.2.000.01300.4170.00000.00.000.000.000.000	Longevity Pay	\$4,209.00	\$2,002.45	\$2,002.45	\$2,206.55	\$1,906.55	\$300.00	7.13%
1000.2.000.01300.4211.00000.00.000.000.000.000	Health Insurance	\$291,913.96	\$82,291.97	\$82,291.97	\$209,621.99	\$215,313.35	(\$5,691.36)	-1.95%
1000.2.000.01300.4212.00000.00.000.000.000.000	Dental Insurance	\$12,516.24	\$3,314.50	\$3,314.50	\$9,201.74	\$8,746.02	\$455.72	3.64%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 11/30/2013

Fiscal Year: 2013-2014

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
1000.2.000.01300.4213.00000.00.000.000.000.000	Life Insurance	\$1,728.00	\$528.98	\$528.98	\$1,199.02	\$1,199.02	\$0.00	0.00%
1000.2.000.01300.4214.00000.00.000.000.000.000	Disability Insurance	\$2,426.00	\$801.20	\$801.20	\$1,624.80	\$1,624.80	\$0.00	0.00%
1000.2.000.01300.4220.00000.00.000.000.000.000	FICA	\$93,182.34	\$24,453.40	\$24,453.40	\$68,728.94	\$60,329.16	\$8,399.78	9.01%
1000.2.000.01300.4230.00000.00.000.000.000.000	Retirement	\$157,231.88	\$43,502.41	\$43,502.41	\$113,729.47	\$111,194.44	\$2,535.03	1.61%
1000.2.000.01300.4323.00000.00.000.000.000.000	PROFESSIONAL SERVICES PUPIL	\$9,100.00	\$0.00	\$0.00	\$9,100.00	\$0.00	\$9,100.00	100.00%
1000.2.000.01300.4409.00000.00.000.000.000.000	PHOTOCOPIER MAINTENANCE	\$4,200.00	\$2,242.00	\$2,242.00	\$1,958.00	\$1,488.00	\$470.00	11.19%
1000.2.000.01300.4433.00000.00.000.000.000.000	Maint Chrgs - Equipment	\$22,600.00	\$4,350.70	\$4,350.70	\$18,249.30	\$928.08	\$17,321.22	76.64%
1000.2.000.01300.4440.00000.00.000.000.000.000	FACILITY REPAIRS/RENOVATIONS	\$30,000.00	\$7,500.00	\$7,500.00	\$22,500.00	\$22,500.00	\$0.00	0.00%
1000.2.000.01300.4460.00000.00.000.000.000.000	Taxes	\$1,367.00	\$376.00	\$376.00	\$991.00	\$624.00	\$367.00	26.85%
1000.2.000.01300.4525.00000.00.000.000.000.000	Student Insurance	\$1,720.84	\$1,469.00	\$1,469.00	\$251.84	\$0.00	\$251.84	14.63%
1000.2.000.01300.4531.00000.00.000.000.000.000	Telecommunications	\$5,027.80	\$1,258.00	\$1,258.00	\$3,769.80	\$3,769.80	\$0.00	0.00%
1000.2.000.01300.4532.00000.00.000.000.000.000	DATA COMMUNICATIONS	\$1,218.00	\$290.05	\$290.05	\$927.95	\$579.95	\$348.00	28.57%
1000.2.000.01300.4534.00000.00.000.000.000.000	Postage	\$800.00	\$308.97	\$308.97	\$491.03	\$201.13	\$289.90	36.24%
1000.2.000.01300.4561.00000.00.000.000.000.000	Tuition - Public/Other	\$31,000.00	\$0.00	\$0.00	\$31,000.00	\$2,133.00	\$28,867.00	93.12%
1000.2.000.01300.4580.00000.00.000.000.000.000	Travel Expense	\$1,250.00	\$889.48	\$889.48	\$360.52	\$172.89	\$187.63	15.01%
1000.2.000.01300.4611.00000.00.000.000.000.000	Office Supplies	\$114,331.00	\$38,858.47	\$38,858.47	\$75,472.53	\$23,072.06	\$52,400.47	45.83%
1000.2.000.01300.4612.00000.00.000.000.000.000	Operating Supplies	\$7,300.00	\$1,751.09	\$1,751.09	\$5,548.91	\$2,663.56	\$2,885.35	39.53%
1000.2.000.01300.4640.00000.00.000.000.000.000	Books/Publications	\$19,500.00	\$5,258.50	\$5,258.50	\$14,241.50	\$575.50	\$13,666.00	70.08%
1000.2.000.01300.4650.00000.00.000.000.000.000	SOFTWARE	\$22,000.00	\$6,291.00	\$6,291.00	\$15,709.00	\$3,175.00	\$12,534.00	56.97%
1000.2.000.01300.4731.00000.00.000.000.000.000	NEW/ADDL EQUIP	\$19,000.00	\$750.49	\$750.49	\$18,249.51	\$2,837.12	\$15,412.39	81.12%
1000.2.000.01300.4733.00000.00.000.000.000.000	NEW/ADDL FURNITURE	\$1,948.16	\$1,948.16	\$1,948.16	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01300.4734.00000.00.000.000.000.000	NEW/ADDL TECH. EQUIP.	\$26,200.00	\$896.88	\$896.88	\$25,303.12	\$224.11	\$25,079.01	95.72%
1000.2.000.01300.4735.00000.00.000.000.000.000	REPLACE EQUIPMENT	\$4,700.00	\$0.00	\$0.00	\$4,700.00	\$0.00	\$4,700.00	100.00%
1000.2.000.01300.4810.00000.00.000.000.000.000	Membership Dues	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00	100.00%
	Func: VOCATIONAL EDUCATION PROGRAMS - 01300	\$2,177,928.97	\$561,686.23	\$561,686.23	\$1,616,242.74	\$1,287,681.70	\$328,561.04	15.09%
1000.2.000.01350.4531.00000.00.000.000.000.000	Telecommunications	\$191.40	\$47.85	\$47.85	\$143.55	\$143.55	\$0.00	0.00%
	Func: CAREER TECH-VOC INCLUSION SERV - 01350	\$191.40	\$47.85	\$47.85	\$143.55	\$143.55	\$0.00	0.00%
1000.2.000.01390.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$129,034.00	\$35,278.32	\$35,278.32	\$93,755.68	\$95,755.68	(\$2,000.00)	-1.55%
1000.2.000.01390.4170.00000.00.000.000.000.000	Longevity Pay	\$561.00	\$0.00	\$0.00	\$561.00	\$0.00	\$561.00	100.00%
1000.2.000.01390.4211.00000.00.000.000.000.000	Health Insurance	\$30,196.80	\$8,129.94	\$8,129.94	\$22,066.86	\$22,066.98	(\$0.12)	0.00%
1000.2.000.01390.4212.00000.00.000.000.000.000	Dental Insurance	\$985.98	\$265.44	\$265.44	\$720.54	\$720.48	\$0.06	0.01%
1000.2.000.01390.4213.00000.00.000.000.000.000	Life Insurance	\$144.00	\$44.08	\$44.08	\$99.92	\$99.92	\$0.00	0.00%
1000.2.000.01390.4214.00000.00.000.000.000.000	Disability Insurance	\$252.00	\$83.23	\$83.23	\$168.77	\$168.77	\$0.00	0.00%
1000.2.000.01390.4220.00000.00.000.000.000.000	FICA	\$9,871.10	\$2,620.17	\$2,620.17	\$7,250.93	\$7,111.89	\$139.04	1.41%
1000.2.000.01390.4230.00000.00.000.000.000.000	Retirement	\$18,271.21	\$4,995.41	\$4,995.41	\$13,275.80	\$13,559.01	(\$283.21)	-1.55%
1000.2.000.01390.4531.00000.00.000.000.000.000	Telecommunications	\$191.40	\$47.85	\$47.85	\$143.55	\$143.55	\$0.00	0.00%
	Func: CAREER TECH - SPECIAL SERVICES - 01390	\$189,507.49	\$51,464.44	\$51,464.44	\$138,043.05	\$139,626.28	(\$1,583.23)	-0.84%
1000.2.000.01391.4170.00000.00.000.000.000.000	Longevity Pay	\$0.00	\$302.12	\$302.12	(\$302.12)	\$819.88	(\$1,122.00)	0.00%
1000.2.000.01391.4220.00000.00.000.000.000.000	FICA	\$0.00	\$22.68	\$22.68	(\$22.68)	\$60.38	(\$83.06)	0.00%
1000.2.000.01391.4230.00000.00.000.000.000.000	Retirement	\$0.00	\$42.84	\$42.84	(\$42.84)	\$116.22	(\$159.06)	0.00%
	Func: CAREER TECH - GUIDANCE - 01391	\$0.00	\$367.64	\$367.64	(\$367.64)	\$996.48	(\$1,364.12)	0.00%
1000.2.000.01402.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$7,500.00	\$1,010.50	\$1,010.50	\$6,489.50	\$211.50	\$6,278.00	83.71%
1000.2.000.01402.4220.00000.00.000.000.000.000	FICA	\$574.75	\$77.29	\$77.29	\$497.46	\$0.00	\$497.46	86.55%
1000.2.000.01402.4230.00000.00.000.000.000.000	Retirement	\$0.00	\$16.64	\$16.64	(\$16.64)	\$0.00	(\$16.64)	0.00%
	Func: OTHER-HOMEBOUND INSTRUCTION - 01402	\$8,074.75	\$1,104.43	\$1,104.43	\$6,970.32	\$211.50	\$6,758.82	83.70%
1000.2.000.01410.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$34,809.00	\$5,465.73	\$5,465.73	\$29,343.27	\$27,804.69	\$1,538.58	4.42%
1000.2.000.01410.4220.00000.00.000.000.000.000	FICA	\$2,663.33	\$418.16	\$418.16	\$2,245.17	\$1,986.99	\$258.18	9.69%

**City of Dover, New Hampshire**

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

From Date: 7/1/2013

To Date: 11/30/2013

Fiscal Year: 2013-2014

Subtotal by Collapse Mark

Include pre encumbrance

Print accounts with zero balance

Print Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.01410.4230.00000.00.000.000.000	Retirement	\$4,861.16	\$316.86	\$316.86	\$4,544.30	\$3,091.62	\$1,452.88	29.88%
1000.2.000.01410.4810.00000.00.000.000.000	Membership Dues	\$2,000.00	\$2,007.25	\$2,007.25	(\$7.25)	\$0.00	(\$7.25)	-0.36%
	Func: CO-CURRICULAR ACTIVITIES - 01410	\$44,333.49	\$8,208.00	\$8,208.00	\$36,125.49	\$32,883.30	\$3,242.19	7.31%
1000.2.000.01420.4110.00000.00.000.000.000	Regular Salaried Employees	\$269,404.61	\$110,080.92	\$110,080.92	\$159,323.69	\$161,180.55	(\$1,856.86)	-0.69%
1000.2.000.01420.4111.00000.00.000.000.000	Benefit Reimbursement	\$2,097.00	\$0.00	\$0.00	\$2,097.00	\$3,774.60	(\$1,677.60)	-80.00%
1000.2.000.01420.4170.00000.00.000.000.000	Longevity Pay	\$962.50	\$645.15	\$645.15	\$317.35	\$317.35	\$0.00	0.00%
1000.2.000.01420.4211.00000.00.000.000.000	Health Insurance	\$23,338.56	\$9,874.04	\$9,874.04	\$13,464.52	\$13,464.60	(\$0.08)	0.00%
1000.2.000.01420.4212.00000.00.000.000.000	Dental Insurance	\$1,686.00	\$713.35	\$713.35	\$972.65	\$972.75	(\$0.10)	-0.01%
1000.2.000.01420.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$66.12	\$66.12	\$149.88	\$149.88	\$0.00	0.00%
1000.2.000.01420.4214.00000.00.000.000.000	Disability Insurance	\$210.01	\$69.36	\$69.36	\$140.65	\$140.65	\$0.00	0.00%
1000.2.000.01420.4220.00000.00.000.000.000	FICA	\$20,843.59	\$8,404.91	\$8,404.91	\$12,438.68	\$12,853.41	(\$414.73)	-1.99%
1000.2.000.01420.4230.00000.00.000.000.000	Retirement	\$35,152.66	\$9,272.88	\$9,272.88	\$25,879.78	\$15,377.32	\$10,502.46	29.88%
1000.2.000.01420.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$2,775.00	\$1,025.00	\$1,025.00	\$1,750.00	\$0.00	\$1,750.00	63.06%
1000.2.000.01420.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$30,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	50.00%
1000.2.000.01420.4391.00000.00.000.000.000	OFFICIAL SERVICES	\$53,338.00	\$17,921.80	\$17,921.80	\$35,416.20	\$112.00	\$35,304.20	66.19%
1000.2.000.01420.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$7,140.00	\$4,766.75	\$4,766.75	\$2,373.25	\$0.00	\$2,373.25	33.24%
1000.2.000.01420.4441.00000.00.000.000.000	Rental of Land & Buildings	\$1,320.00	\$450.00	\$450.00	\$870.00	\$630.00	\$240.00	18.18%
1000.2.000.01420.4531.00000.00.000.000.000	Telecommunications	\$818.00	\$204.27	\$204.27	\$613.73	\$613.73	\$0.00	0.00%
1000.2.000.01420.4580.00000.00.000.000.000	Travel Expense	\$3,700.00	\$0.00	\$0.00	\$3,700.00	\$0.00	\$3,700.00	100.00%
1000.2.000.01420.4581.00000.00.000.000.000	Travel-Courier	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
1000.2.000.01420.4611.00000.00.000.000.000	Office Supplies	\$32,135.00	\$19,302.94	\$19,302.94	\$12,832.06	\$1,222.86	\$11,609.20	36.13%
1000.2.000.01420.4810.00000.00.000.000.000	Membership Dues	\$38,570.00	\$7,456.80	\$7,456.80	\$31,113.20	\$1,800.00	\$29,313.20	76.00%
	Func: ATHLETICS - 01420	\$524,006.93	\$205,254.29	\$205,254.29	\$318,752.64	\$212,609.70	\$106,142.94	20.26%
1000.2.000.01430.4110.00000.00.000.000.000	Regular Salaried Employees	\$0.00	\$2,632.00	\$2,632.00	(\$2,632.00)	\$0.00	(\$2,632.00)	0.00%
1000.2.000.01430.4220.00000.00.000.000.000	FICA	\$0.00	\$195.59	\$195.59	(\$195.59)	\$0.00	(\$195.59)	0.00%
1000.2.000.01430.4230.00000.00.000.000.000	Retirement	\$0.00	\$372.70	\$372.70	(\$372.70)	\$0.00	(\$372.70)	0.00%
1000.2.000.01430.4611.00000.00.000.000.000	Office Supplies	\$0.00	\$199.54	\$199.54	(\$199.54)	\$102.98	(\$302.52)	0.00%
	Func: SUMMER SCHOOL - 01430	\$0.00	\$3,399.83	\$3,399.83	(\$3,399.83)	\$102.98	(\$3,502.81)	0.00%
1000.2.000.01602.4110.00000.00.000.000.000	Regular Salaried Employees	\$149,762.40	\$55,164.41	\$55,164.41	\$94,597.99	\$68,291.73	\$26,306.26	17.57%
1000.2.000.01602.4170.00000.00.000.000.000	Longevity Pay	\$700.00	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01602.4211.00000.00.000.000.000	Health Insurance	\$28,387.20	\$11,989.30	\$11,989.30	\$16,397.90	\$16,377.15	\$20.75	0.07%
1000.2.000.01602.4212.00000.00.000.000.000	Dental Insurance	\$2,188.80	\$916.19	\$916.19	\$1,272.61	\$1,262.85	\$9.76	0.45%
1000.2.000.01602.4213.00000.00.000.000.000	Life Insurance	\$288.00	\$88.16	\$88.16	\$199.84	\$199.84	\$0.00	0.00%
1000.2.000.01602.4214.00000.00.000.000.000	Disability Insurance	\$220.50	\$72.82	\$72.82	\$147.68	\$147.68	\$0.00	0.00%
1000.2.000.01602.4220.00000.00.000.000.000	FICA	\$11,510.37	\$4,175.91	\$4,175.91	\$7,334.46	\$5,020.30	\$2,314.16	20.11%
1000.2.000.01602.4230.00000.00.000.000.000	Retirement	\$14,642.44	\$6,059.32	\$6,059.32	\$8,583.12	\$8,600.99	(\$17.87)	-0.12%
	Func: ADULT EDUCATION - 01602	\$207,699.71	\$79,166.11	\$79,166.11	\$128,533.60	\$99,900.54	\$28,633.06	13.79%
1000.2.000.02112.4392.00000.00.000.000.000	POLICE SERVICES	\$45,907.00	\$0.00	\$0.00	\$45,907.00	\$45,907.00	\$0.00	0.00%
	Func: RESOURCE OFFICERS - 02112	\$45,907.00	\$0.00	\$0.00	\$45,907.00	\$45,907.00	\$0.00	0.00%
1000.2.000.02114.4550.00000.00.000.000.000	Printing & Binding	\$778.23	\$0.00	\$0.00	\$778.23	\$728.00	\$50.23	6.45%
	Func: ATTENDANCE-REPORTING - 02114	\$778.23	\$0.00	\$0.00	\$778.23	\$728.00	\$50.23	6.45%
1000.2.000.02122.4110.00000.00.000.000.000	Regular Salaried Employees	\$882,950.72	\$256,609.56	\$256,609.56	\$626,341.16	\$592,008.73	\$34,332.43	3.89%
1000.2.000.02122.4111.00000.00.000.000.000	Benefit Reimbursement	\$5,662.50	\$0.00	\$0.00	\$5,662.50	\$0.00	\$5,662.50	100.00%
1000.2.000.02122.4170.00000.00.000.000.000	Longevity Pay	\$6,125.00	\$1,053.08	\$1,053.08	\$5,071.92	\$949.92	\$4,122.00	67.30%
1000.2.000.02122.4211.00000.00.000.000.000	Health Insurance	\$227,825.52	\$69,643.30	\$69,643.30	\$158,182.22	\$164,758.05	(\$6,575.83)	-2.89%
1000.2.000.02122.4212.00000.00.000.000.000	Dental Insurance	\$8,243.04	\$2,534.70	\$2,534.70	\$5,708.34	\$6,108.96	(\$400.62)	-4.86%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 11/30/2013

Fiscal Year: 2013-2014

Subtotal by Collapse Mark

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
1000.2.000.02122.4213.00000.00.000.000.000	Life Insurance	\$1,368.00	\$418.77	\$418.77	\$949.23	\$949.23	\$0.00	0.00%
1000.2.000.02122.4214.00000.00.000.000.000	Disability Insurance	\$1,786.20	\$589.89	\$589.89	\$1,196.31	\$1,196.31	\$0.00	0.00%
1000.2.000.02122.4220.00000.00.000.000.000	FICA	\$68,014.28	\$18,833.84	\$18,833.84	\$49,180.44	\$43,286.56	\$5,893.88	8.67%
1000.2.000.02122.4230.00000.00.000.000.000	Retirement	\$122,487.22	\$35,210.71	\$35,210.71	\$87,276.51	\$81,796.96	\$5,479.55	4.47%
1000.2.000.02122.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$1,400.00	\$615.37	\$615.37	\$784.63	\$693.51	\$91.12	6.51%
1000.2.000.02122.4531.00000.00.000.000.000	Telecommunications	\$2,316.00	\$581.00	\$581.00	\$1,735.00	\$1,735.00	\$0.00	0.00%
1000.2.000.02122.4534.00000.00.000.000.000	Postage	\$2,200.00	\$0.00	\$0.00	\$2,200.00	\$0.00	\$2,200.00	100.00%
1000.2.000.02122.4550.00000.00.000.000.000	Printing & Binding	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
1000.2.000.02122.4580.00000.00.000.000.000	Travel Expense	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00	100.00%
1000.2.000.02122.4611.00000.00.000.000.000	Office Supplies	\$10,409.90	\$3,758.87	\$3,758.87	\$6,651.03	\$1,792.59	\$4,858.44	46.67%
1000.2.000.02122.4644.00000.00.000.000.000	MAGAZINES	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
1000.2.000.02122.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Func: GUIDANCE - 02122	\$1,342,238.38	\$389,849.09	\$389,849.09	\$952,389.29	\$895,275.82	\$57,113.47	4.26%
1000.2.000.02123.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$8,645.00	\$2,702.26	\$2,702.26	\$5,942.74	\$0.00	\$5,942.74	68.74%
	Func: APPRAISAL SERVICES - 02123	\$8,645.00	\$2,702.26	\$2,702.26	\$5,942.74	\$0.00	\$5,942.74	68.74%
1000.2.000.02130.4110.00000.00.000.000.000	Regular Salaried Employees	\$308,938.38	\$84,170.67	\$84,170.67	\$224,767.71	\$226,010.58	(\$1,242.87)	-0.40%
1000.2.000.02130.4170.00000.00.000.000.000	Longevity Pay	\$2,358.00	\$634.83	\$634.83	\$1,723.17	\$1,723.17	\$0.00	0.00%
1000.2.000.02130.4211.00000.00.000.000.000	Health Insurance	\$59,378.40	\$15,986.53	\$15,986.53	\$43,391.87	\$43,392.01	(\$0.14)	0.00%
1000.2.000.02130.4212.00000.00.000.000.000	Dental Insurance	\$3,155.16	\$849.38	\$849.38	\$2,305.78	\$2,305.46	\$0.32	0.01%
1000.2.000.02130.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$110.20	\$110.20	\$249.80	\$249.80	\$0.00	0.00%
1000.2.000.02130.4214.00000.00.000.000.000	Disability Insurance	\$593.61	\$196.02	\$196.02	\$397.59	\$397.59	\$0.00	0.00%
1000.2.000.02130.4220.00000.00.000.000.000	FICA	\$23,814.21	\$6,221.87	\$6,221.87	\$17,592.34	\$16,695.79	\$896.55	3.76%
1000.2.000.02130.4230.00000.00.000.000.000	Retirement	\$40,058.13	\$10,929.06	\$10,929.06	\$29,129.07	\$29,921.93	(\$792.86)	-1.98%
1000.2.000.02130.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,494.00	\$0.00	\$0.00	\$1,494.00	\$600.00	\$894.00	59.84%
1000.2.000.02130.4611.00000.00.000.000.000	Office Supplies	\$6,203.40	\$2,500.52	\$2,500.52	\$3,702.88	\$279.61	\$3,423.27	55.18%
1000.2.000.02130.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$325.00	\$0.00	\$0.00	\$325.00	\$0.00	\$325.00	100.00%
	Func: HEALTH SERVICES - 02130	\$446,678.29	\$121,599.08	\$121,599.08	\$325,079.21	\$321,575.94	\$3,503.27	0.78%
1000.2.000.02134.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$19,242.30	\$3,969.00	\$3,969.00	\$15,273.30	\$6,795.00	\$8,478.30	44.06%
	Func: NURSING SERVICES - 02134	\$19,242.30	\$3,969.00	\$3,969.00	\$15,273.30	\$6,795.00	\$8,478.30	44.06%
1000.2.000.02143.4110.00000.00.000.000.000	Regular Salaried Employees	\$185,136.32	\$55,480.75	\$55,480.75	\$129,655.57	\$134,812.26	(\$5,156.69)	-2.79%
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	\$28,604.64	\$11,051.01	\$11,051.01	\$17,553.63	\$24,623.43	(\$7,069.80)	-24.72%
1000.2.000.02143.4212.00000.00.000.000.000	Dental Insurance	\$1,848.60	\$551.74	\$551.74	\$1,296.86	\$1,282.44	\$14.42	0.78%
1000.2.000.02143.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$66.12	\$66.12	\$149.88	\$149.88	\$0.00	0.00%
1000.2.000.02143.4214.00000.00.000.000.000	Disability Insurance	\$354.37	\$117.03	\$117.03	\$237.34	\$237.34	\$0.00	0.00%
1000.2.000.02143.4220.00000.00.000.000.000	FICA	\$14,214.46	\$4,167.64	\$4,167.64	\$10,046.82	\$10,030.42	\$16.40	0.12%
1000.2.000.02143.4230.00000.00.000.000.000	Retirement	\$26,310.69	\$7,856.03	\$7,856.03	\$18,454.66	\$19,089.33	(\$634.67)	-2.41%
1000.2.000.02143.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$11,040.00	\$0.00	\$0.00	\$11,040.00	\$2,000.00	\$9,040.00	81.88%
	Func: PSYCHOLOGICAL COUNSELING - 02143	\$268,286.08	\$79,290.32	\$79,290.32	\$188,995.76	\$192,225.10	(\$3,229.34)	-1.20%
1000.2.000.02152.4110.00000.00.000.000.000	Regular Salaried Employees	\$357,086.41	\$92,030.68	\$92,030.68	\$265,055.73	\$247,149.94	\$17,905.79	5.01%
1000.2.000.02152.4170.00000.00.000.000.000	Longevity Pay	\$3,089.00	\$777.77	\$777.77	\$2,311.23	\$2,111.23	\$200.00	6.47%
1000.2.000.02152.4211.00000.00.000.000.000	Health Insurance	\$45,794.16	\$12,333.23	\$12,333.23	\$33,460.93	\$33,475.91	(\$14.98)	-0.03%
1000.2.000.02152.4212.00000.00.000.000.000	Dental Insurance	\$2,474.76	\$666.47	\$666.47	\$1,808.29	\$1,809.02	(\$0.73)	-0.03%
1000.2.000.02152.4213.00000.00.000.000.000	Life Insurance	\$576.00	\$176.32	\$176.32	\$399.68	\$399.68	\$0.00	0.00%
1000.2.000.02152.4214.00000.00.000.000.000	Disability Insurance	\$718.66	\$237.32	\$237.32	\$481.34	\$481.34	\$0.00	0.00%
1000.2.000.02152.4220.00000.00.000.000.000	FICA	\$27,491.38	\$6,895.72	\$6,895.72	\$20,595.66	\$18,514.72	\$2,080.94	7.57%
1000.2.000.02152.4230.00000.00.000.000.000	Retirement	\$36,415.00	\$10,921.26	\$10,921.26	\$25,493.74	\$29,716.59	(\$4,222.85)	-11.60%





**City of Dover, New Hampshire**

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

From Date: 7/1/2013

To Date: 11/30/2013

Fiscal Year: 2013-2014

Subtotal by Collapse Mode

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
1000.2.000.02312.4211.00000.00.000.000.000	Health Insurance	\$0.00	\$558.44	\$558.44	(\$558.44)	\$0.00	(\$558.44)	0.00%
1000.2.000.02312.4212.00000.00.000.000.000	Dental Insurance	\$0.00	\$37.86	\$37.86	(\$37.86)	\$0.00	(\$37.86)	0.00%
1000.2.000.02312.4220.00000.00.000.000.000	FICA	\$277.31	\$86.55	\$86.55	\$190.76	\$0.00	\$190.76	68.79%
1000.2.000.02312.4230.00000.00.000.000.000	Retirement	\$390.41	\$123.12	\$123.12	\$267.29	\$0.00	\$267.29	68.46%
	Func: SCHOOL BOARD SECRETARY - 02312	\$4,292.72	\$1,949.15	\$1,949.15	\$2,343.57	\$163.88	\$2,179.69	50.78%
1000.2.000.02317.4335.00000.00.000.000.000	Auditing Services	\$22,000.00	\$6,400.00	\$6,400.00	\$15,600.00	\$15,600.00	\$0.00	0.00%
	Func: AUDIT SERVICES - 02317	\$22,000.00	\$6,400.00	\$6,400.00	\$15,600.00	\$15,600.00	\$0.00	0.00%
1000.2.000.02318.4334.00000.00.000.000.000	Legal Services	\$40,000.00	\$11,343.72	\$11,343.72	\$28,656.28	\$0.00	\$28,656.28	71.64%
	Func: SCHOOL BOARD LEGAL SERVICES - 02318	\$40,000.00	\$11,343.72	\$11,343.72	\$28,656.28	\$0.00	\$28,656.28	71.64%
1000.2.000.02319.4810.00000.00.000.000.000	Membership Dues	\$5,788.94	\$5,813.94	\$5,813.94	(\$25.00)	\$0.00	(\$25.00)	-0.43%
	Func: SCHOOL BOARD-OTHER - 02319	\$5,788.94	\$5,813.94	\$5,813.94	(\$25.00)	\$0.00	(\$25.00)	-0.43%
1000.2.000.02321.4110.00000.00.000.000.000	Regular Salaried Employees	\$431,634.45	\$176,796.11	\$176,796.11	\$254,838.34	\$256,842.15	(\$2,003.81)	-0.46%
1000.2.000.02321.4111.00000.00.000.000.000	Benefit Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$8,783.55	(\$8,783.55)	0.00%
1000.2.000.02321.4170.00000.00.000.000.000	Longevity Pay	\$3,425.00	\$700.00	\$700.00	\$2,725.00	\$1,400.00	\$1,325.00	38.69%
1000.2.000.02321.4211.00000.00.000.000.000	Health Insurance	\$145,212.08	\$40,524.71	\$40,524.71	\$104,687.37	\$57,326.85	\$47,360.52	32.61%
1000.2.000.02321.4212.00000.00.000.000.000	Dental Insurance	\$7,493.88	\$2,850.31	\$2,850.31	\$4,643.57	\$4,127.10	\$516.47	6.89%
1000.2.000.02321.4213.00000.00.000.000.000	Life Insurance	\$1,332.80	\$408.01	\$408.01	\$924.79	\$924.79	\$0.00	0.00%
1000.2.000.02321.4214.00000.00.000.000.000	Disability Insurance	\$895.94	\$295.89	\$295.89	\$600.05	\$600.05	\$0.00	0.00%
1000.2.000.02321.4220.00000.00.000.000.000	FICA	\$33,271.66	\$12,455.79	\$12,455.79	\$20,815.87	\$21,345.27	(\$529.40)	-1.59%
1000.2.000.02321.4230.00000.00.000.000.000	Retirement	\$52,485.61	\$19,683.20	\$19,683.20	\$32,802.41	\$32,832.03	(\$29.62)	-0.06%
1000.2.000.02321.4240.00000.00.000.000.000	Staff Development Reimbursable	\$15,000.00	\$3,480.00	\$3,480.00	\$11,520.00	\$1,770.00	\$9,750.00	65.00%
1000.2.000.02321.4290.00000.00.000.000.000	FSA Fees	\$70.00	\$30.00	\$30.00	\$40.00	\$52.50	(\$12.50)	-17.86%
1000.2.000.02321.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
1000.2.000.02321.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$5,000.00	\$1,416.00	\$1,416.00	\$3,584.00	\$0.00	\$3,584.00	71.68%
1000.2.000.02321.4330.00000.00.000.000.000	Other professional Services	\$1,200.00	\$1,245.00	\$1,245.00	(\$45.00)	\$0.00	(\$45.00)	-3.75%
1000.2.000.02321.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$7,800.00	\$429.86	\$429.86	\$7,370.14	\$370.14	\$7,000.00	89.74%
1000.2.000.02321.4410.00000.00.000.000.000	TECHNOLOGY MAINTENANCE	\$26,780.00	\$21,317.00	\$21,317.00	\$5,463.00	\$0.00	\$5,463.00	20.40%
1000.2.000.02321.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
1000.2.000.02321.4441.00000.00.000.000.000	Rental of Land & Buildings	\$29,256.12	\$14,628.06	\$14,628.06	\$14,628.06	\$14,628.06	\$0.00	0.00%
1000.2.000.02321.4531.00000.00.000.000.000	Telecommunications	\$2,899.00	\$901.80	\$901.80	\$1,997.20	\$1,997.20	\$0.00	0.00%
1000.2.000.02321.4534.00000.00.000.000.000	Postage	\$5,818.00	\$1,475.31	\$1,475.31	\$4,342.69	\$4,994.69	(\$652.00)	-11.21%
1000.2.000.02321.4540.00000.00.000.000.000	Advertising	\$3,600.00	\$233.45	\$233.45	\$3,366.55	\$1,016.55	\$2,350.00	65.28%
1000.2.000.02321.4550.00000.00.000.000.000	Printing & Binding	\$5,491.20	\$4,650.50	\$4,650.50	\$840.70	\$0.00	\$840.70	15.31%
1000.2.000.02321.4580.00000.00.000.000.000	Travel Expense	\$3,050.00	\$522.91	\$522.91	\$2,527.09	\$894.33	\$1,632.76	53.53%
1000.2.000.02321.4611.00000.00.000.000.000	Office Supplies	\$7,790.57	\$3,250.87	\$3,250.87	\$4,539.70	\$2,158.31	\$2,381.39	30.57%
1000.2.000.02321.4640.00000.00.000.000.000	Books/Publications	\$500.00	\$987.65	\$987.65	(\$487.65)	\$0.00	(\$487.65)	-97.53%
1000.2.000.02321.4810.00000.00.000.000.000	Membership Dues	\$8,824.50	\$5,974.46	\$5,974.46	\$2,850.04	\$4,254.28	(\$1,404.24)	-15.91%
	Func: OFFICE OF THE SUPERINTENDENT - 02321	\$801,430.81	\$314,256.89	\$314,256.89	\$487,173.92	\$416,317.85	\$70,856.07	8.84%
1000.2.000.02410.4110.00000.00.000.000.000	Regular Salaried Employees	\$1,225,562.11	\$481,432.42	\$481,432.42	\$744,129.69	\$739,902.89	\$4,226.80	0.34%
1000.2.000.02410.4111.00000.00.000.000.000	Benefit Reimbursement	\$24,747.00	\$0.00	\$0.00	\$24,747.00	\$25,481.25	(\$734.25)	-2.97%
1000.2.000.02410.4170.00000.00.000.000.000	Longevity Pay	\$12,437.50	\$9,368.21	\$9,368.21	\$3,069.29	\$2,719.29	\$350.00	2.81%
1000.2.000.02410.4211.00000.00.000.000.000	Health Insurance	\$293,252.64	\$117,798.21	\$117,798.21	\$175,454.43	\$187,509.45	(\$12,055.02)	-4.11%
1000.2.000.02410.4212.00000.00.000.000.000	Dental Insurance	\$22,632.84	\$8,580.32	\$8,580.32	\$14,052.52	\$13,788.30	\$264.22	1.17%
1000.2.000.02410.4213.00000.00.000.000.000	Life Insurance	\$3,240.00	\$991.84	\$991.84	\$2,248.16	\$2,248.16	\$0.00	0.00%
1000.2.000.02410.4214.00000.00.000.000.000	Disability Insurance	\$2,459.35	\$812.22	\$812.22	\$1,647.13	\$1,647.13	\$0.00	0.00%
1000.2.000.02410.4220.00000.00.000.000.000	FICA	\$94,658.59	\$36,556.00	\$36,556.00	\$58,102.59	\$59,146.76	(\$1,044.17)	-1.10%
1000.2.000.02410.4230.00000.00.000.000.000	Retirement	\$156,524.41	\$62,770.91	\$62,770.91	\$93,753.50	\$92,442.55	\$1,310.95	0.84%

**City of Dover, New Hampshire**

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

From Date: 7/1/2013

To Date: 11/30/2013

Fiscal Year: 2013-2014

Subtotal by Obj & Func

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
1000.2.000.02410.4290.00000.00.000.000.000.000	FSA Fees	\$35.00	\$15.00	\$15.00	\$20.00	\$15.00	\$5.00	14.29%
1000.2.000.02410.4409.00000.00.000.000.000.000	PHOTOCOPIER MAINTENANCE	\$103,985.00	\$25,170.16	\$25,170.16	\$78,814.84	\$29,629.84	\$49,185.00	47.30%
1000.2.000.02410.4433.00000.00.000.000.000.000	Maint Chrgs - Equipment	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
1000.2.000.02410.4531.00000.00.000.000.000.000	Telecommunications	\$106,975.00	\$27,222.97	\$27,222.97	\$79,752.03	\$79,952.03	(\$200.00)	-0.19%
1000.2.000.02410.4534.00000.00.000.000.000.000	Postage	\$27,382.79	\$4,205.41	\$4,205.41	\$23,177.38	\$4,285.32	\$18,892.06	68.99%
1000.2.000.02410.4550.00000.00.000.000.000.000	Printing & Binding	\$14,696.20	\$1,759.61	\$1,759.61	\$12,936.59	\$0.00	\$12,936.59	88.03%
1000.2.000.02410.4580.00000.00.000.000.000.000	Travel Expense	\$3,700.00	\$85.88	\$85.88	\$3,614.12	\$0.00	\$3,614.12	97.68%
1000.2.000.02410.4611.00000.00.000.000.000.000	Office Supplies	\$8,933.86	\$1,187.27	\$1,187.27	\$7,746.59	\$815.75	\$6,930.84	77.58%
1000.2.000.02410.4735.00000.00.000.000.000.000	REPLACE EQUIPMENT	\$4,797.85	\$0.00	\$0.00	\$4,797.85	\$0.00	\$4,797.85	100.00%
1000.2.000.02410.4810.00000.00.000.000.000.000	Membership Dues	\$8,434.00	\$6,822.50	\$6,822.50	\$1,611.50	\$149.00	\$1,462.50	17.34%
	Func: OFFICE OF THE SCHOOL PRINCIPAL - 02410	\$2,115,254.14	\$784,778.93	\$784,778.93	\$1,330,475.21	\$1,239,732.72	\$90,742.49	4.29%
1000.2.000.02490.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$81,391.13	\$18,787.48	\$18,787.48	\$62,603.65	\$51,025.55	\$11,578.10	14.23%
1000.2.000.02490.4111.00000.00.000.000.000.000	Benefit Reimbursement	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
1000.2.000.02490.4213.00000.00.000.000.000.000	Life Insurance	\$72.00	\$22.04	\$22.04	\$49.96	\$49.96	\$0.00	0.00%
1000.2.000.02490.4214.00000.00.000.000.000.000	Disability Insurance	\$31.18	\$10.30	\$10.30	\$20.88	\$20.88	\$0.00	0.00%
1000.2.000.02490.4220.00000.00.000.000.000.000	FICA	\$6,226.43	\$1,437.29	\$1,437.29	\$4,789.14	\$3,687.47	\$1,101.67	17.69%
1000.2.000.02490.4323.00000.00.000.000.000.000	PROFESSIONAL SERVICES PUPIL	(\$599.00)	\$0.00	\$0.00	(\$599.00)	\$0.00	(\$599.00)	100.00%
1000.2.000.02490.4611.00000.00.000.000.000.000	Office Supplies	\$16,000.00	\$4,997.43	\$4,997.43	\$11,002.57	\$0.00	\$11,002.57	68.77%
1000.2.000.02490.4810.00000.00.000.000.000.000	Membership Dues	\$4,040.00	\$2,756.00	\$2,756.00	\$1,284.00	\$0.00	\$1,284.00	31.78%
	Func: SCHOOL ADMINISTRATION-OTHER - 02490	\$113,161.74	\$28,010.54	\$28,010.54	\$85,151.20	\$54,783.86	\$30,367.34	26.84%
1000.2.000.02610.4220.00000.00.000.000.000.000	FICA	\$38.25	\$0.00	\$0.00	\$38.25	\$0.00	\$38.25	100.00%
1000.2.000.02610.4230.00000.00.000.000.000.000	Retirement	\$53.85	\$0.00	\$0.00	\$53.85	\$0.00	\$53.85	100.00%
1000.2.000.02610.4330.00000.00.000.000.000.000	Other professional Services	\$81,135.00	\$81,135.00	\$81,135.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02610.4409.00000.00.000.000.000.000	PHOTOCOPIER MAINTENANCE	\$1,098.00	\$599.00	\$599.00	\$499.00	\$499.00	\$0.00	0.00%
1000.2.000.02610.4531.00000.00.000.000.000.000	Telecommunications	\$1,262.00	\$316.47	\$316.47	\$945.53	\$945.53	\$0.00	0.00%
1000.2.000.02610.4580.00000.00.000.000.000.000	Travel Expense	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
1000.2.000.02610.4611.00000.00.000.000.000.000	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
	Func: SUPERVISION OF PLANT SERVICES - 02610	\$84,687.10	\$82,050.47	\$82,050.47	\$2,636.63	\$1,444.53	\$1,192.10	1.41%
1000.2.000.02620.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$11,538.16	\$3,562.50	\$3,562.50	\$7,975.66	\$5,925.00	\$2,050.66	17.77%
1000.2.000.02620.4220.00000.00.000.000.000.000	FICA	\$803.87	\$272.58	\$272.58	\$531.29	\$461.91	\$69.38	8.63%
1000.2.000.02620.4330.00000.00.000.000.000.000	Other professional Services	\$2,201,596.00	\$560,639.23	\$560,639.23	\$1,640,956.77	\$1,640,956.77	\$0.00	0.00%
1000.2.000.02620.4346.00000.00.000.000.000.000	AHERA SERVICES	\$1,275.00	\$0.00	\$0.00	\$1,275.00	\$0.00	\$1,275.00	100.00%
1000.2.000.02620.4411.00000.00.000.000.000.000	Water & Sewer Expense	\$43,895.93	\$14,060.05	\$14,060.05	\$29,835.88	\$38,672.51	(\$8,836.63)	-20.13%
1000.2.000.02620.4412.00000.00.000.000.000.000	Sewer Expense	\$34,693.71	\$6,209.46	\$6,209.46	\$28,484.25	\$26,362.56	\$2,121.69	6.12%
1000.2.000.02620.4414.00000.00.000.000.000.000	FIRE ALARM	\$7,008.00	\$3,265.00	\$3,265.00	\$3,743.00	\$0.00	\$3,743.00	53.41%
1000.2.000.02620.4415.00000.00.000.000.000.000	REPAIRS-FIRE EQUIPMENT	\$8,281.00	\$4,545.65	\$4,545.65	\$3,735.35	\$285.00	\$3,450.35	41.67%
1000.2.000.02620.4417.00000.00.000.000.000.000	REPAIRS BACKFLOW PROTECTION	\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$0.00	\$2,600.00	100.00%
1000.2.000.02620.4421.00000.00.000.000.000.000	Waste Disposal Services	\$61,382.41	\$21,981.59	\$21,981.59	\$39,400.82	\$35,830.66	\$3,570.16	5.82%
1000.2.000.02620.4422.00000.00.000.000.000.000	Contract Snow Plowing	\$15,000.00	\$11,660.10	\$11,660.10	\$3,339.90	\$0.00	\$3,339.90	22.27%
1000.2.000.02620.4426.00000.00.000.000.000.000	REPAIRS-ELECTRICITY	\$0.00	\$525.00	\$525.00	(\$525.00)	\$0.00	(\$525.00)	0.00%
1000.2.000.02620.4431.00000.00.000.000.000.000	Maint Chrgs - Buildings	\$5,498.90	\$4,687.58	\$4,687.58	\$811.32	\$3,345.00	(\$2,533.68)	-46.08%
1000.2.000.02620.4440.00000.00.000.000.000.000	FACILITY REPAIRS/RENOVATIONS	\$12,500.00	\$6,059.32	\$6,059.32	\$6,440.68	\$520.00	\$5,920.68	47.37%
1000.2.000.02620.4443.00000.00.000.000.000.000	Rental of Equipment	\$7,517.84	\$1,133.86	\$1,133.86	\$6,383.98	\$3,862.82	\$2,521.16	33.54%
1000.2.000.02620.4522.00000.00.000.000.000.000	Vehicle & Equip Insurance	\$29,000.00	\$33,164.40	\$33,164.40	(\$4,164.40)	\$0.00	(\$4,164.40)	-14.36%
1000.2.000.02620.4531.00000.00.000.000.000.000	Telecommunications	\$3,120.00	\$780.02	\$780.02	\$2,339.98	\$2,339.98	\$0.00	0.00%
1000.2.000.02620.4621.00000.00.000.000.000.000	Natural Gas	\$302,030.59	\$10,664.39	\$10,664.39	\$291,366.20	\$117,870.61	\$173,495.59	57.44%
1000.2.000.02620.4622.00000.00.000.000.000.000	Electricity	\$539,328.19	\$150,117.45	\$150,117.45	\$389,210.74	\$399,330.88	(\$10,120.14)	-1.88%
1000.2.000.02620.4810.00000.00.000.000.000.000	MEMBERSHIP DUES	\$370.00	\$0.00	\$0.00	\$370.00	\$0.00	\$370.00	100.00%
	Func: OPERATION OF BUILDINGS - 02620	\$3,287,439.60	\$833,328.18	\$833,328.18	\$2,454,111.42	\$2,275,763.70	\$178,347.72	5.43%

**City of Dover, New Hampshire**

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From Date: 7/1/2013

To Date: 11/30/2013

Fiscal Year: 2013-2014

Subtotal by Collapse Mark

Include pre encumbrance

Print accounts with zero balance

First Encumbrance Detail by Date

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 Func: GROUNDS UPKEEP - 02630	\$256,562.00 \$256,562.00	\$0.00 \$0.00	\$0.00 \$0.00	\$256,562.00 \$256,562.00	\$256,562.00 \$256,562.00	\$0.00 \$0.00	0.00% 0.00%
1000.2.000.02650.4330.00000.00.000.000.000	Other professional Services	\$21,514.00	\$0.00	\$0.00	\$21,514.00	\$21,514.00	\$0.00	0.00%
1000.2.000.02650.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$255.00	\$0.00	\$0.00	\$255.00	\$0.00	\$255.00	100.00%
1000.2.000.02650.4626.00000.00.000.000.000	Vehicle Fuels Func: VEHICLE OPERATIONS - 02650	\$1,500.00 \$23,269.00	\$1,312.56 \$1,312.56	\$1,312.56 \$1,312.56	\$187.44 \$21,956.44	\$0.00 \$21,514.00	\$187.44 \$442.44	12.50% 1.90%
1000.2.000.02690.4330.00000.00.000.000.000	Other professional Services Func: MAINTENANCE OF BUILDINGS-STAFF - 02690	\$33,639.00 \$33,639.00	\$0.00 \$0.00	\$0.00 \$0.00	\$33,639.00 \$33,639.00	\$33,639.00 \$33,639.00	\$0.00 \$0.00	0.00% 0.00%
1000.2.000.02721.4514.00000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT Func: TRANSPORATION-REGULAR PROGRAMS - 02721	\$1,054,458.00 \$1,054,458.00	\$105,020.80 \$105,020.80	\$105,020.80 \$105,020.80	\$949,437.20 \$949,437.20	\$944,512.20 \$944,512.20	\$4,925.00 \$4,925.00	0.47% 0.47%
1000.2.000.02722.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$254,583.57	\$71,242.61	\$71,242.61	\$183,340.96	\$167,505.06	\$15,835.90	6.22%
1000.2.000.02722.4514.00000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT Func: TRANSPORTATION-SPECIAL PROGRAM - 02722	\$227,340.43 \$481,924.00	\$87,706.70 \$158,949.31	\$87,706.70 \$158,949.31	\$139,633.73 \$322,974.69	\$139,633.73 \$307,138.79	\$0.00 \$15,835.90	0.00% 3.29%
1000.2.000.02723.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$100,800.00	\$23,506.36	\$23,506.36	\$77,293.64	\$61,916.04	\$15,377.60	15.26%
1000.2.000.02723.4626.00000.00.000.000.000	Vehicle Fuels Func: TRANSPORATION-VOCATIONAL - 02723	\$600.00 \$101,400.00	\$0.00 \$23,506.36	\$0.00 \$23,506.36	\$600.00 \$77,893.64	\$0.00 \$61,916.04	\$600.00 \$15,977.60	100.00% 15.76%
1000.2.000.02724.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST Func: TRANSPORATION-ATHLETIC - 02724	\$87,490.00 \$87,490.00	\$30,588.55 \$30,588.55	\$30,588.55 \$30,588.55	\$56,901.45 \$56,901.45	\$11,404.13 \$11,404.13	\$45,497.32 \$45,497.32	52.00% 52.00%
1000.2.000.02725.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST Func: TRANSPORTATION-COCURRICULAR - 02725	\$13,415.00 \$13,415.00	\$1,941.80 \$1,941.80	\$1,941.80 \$1,941.80	\$11,473.20 \$11,473.20	\$5,558.20 \$5,558.20	\$5,915.00 \$5,915.00	44.09% 44.09%
1000.2.000.02730.4110.00000.00.000.000.000	Regular Salaried Employees	\$5,820.00	\$1,410.00	\$1,410.00	\$4,410.00	\$3,885.00	\$525.00	9.02%
1000.2.000.02730.4220.00000.00.000.000.000	FICA Func: TRAFFIC GUARDS - 02730	\$445.23 \$6,265.23	\$107.86 \$1,517.86	\$107.86 \$1,517.86	\$337.37 \$4,747.37	\$302.92 \$4,187.92	\$34.45 \$559.45	7.74% 8.93%
1000.2.000.02790.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST Func: TRANSPORATION - OTHER STUDENT - 02790	\$40,000.00 \$40,000.00	\$11,871.25 \$11,871.25	\$11,871.25 \$11,871.25	\$28,128.75 \$28,128.75	\$31,278.70 \$31,278.70	(\$3,149.95) (\$3,149.95)	-7.87% -7.87%
1000.2.000.02832.4819.00000.00.000.000.000	Fees & Charges Func: STAFF SERVICES-CRIMINAL RECORD - 02832	\$0.00 \$0.00	\$1,171.00 \$1,171.00	\$1,171.00 \$1,171.00	(\$1,171.00) (\$1,171.00)	\$0.00 \$0.00	(\$1,171.00) (\$1,171.00)	0.00% 0.00%
1000.2.000.02835.4336.00000.00.000.000.000	Medical Services Func: CENTRAL SUPPORT-HEALTH SERV. - 02835	\$2,521.76 \$2,521.76	\$3,682.28 \$3,682.28	\$3,682.28 \$3,682.28	(\$1,160.52) (\$1,160.52)	\$0.00 \$0.00	(\$1,160.52) (\$1,160.52)	-46.02% -46.02%
1000.2.000.02839.4250.00000.00.000.000.000	Unemployment	\$125,000.00	\$0.00	\$0.00	\$125,000.00	\$97,434.00	\$27,566.00	22.05%
1000.2.000.02839.4260.00000.00.000.000.000	Workers Comp Insurance Func: CENTRAL SUPPORT-INSURANCES - 02839	\$147,700.00 \$272,700.00	\$49,233.32 \$49,233.32	\$49,233.32 \$49,233.32	\$98,466.68 \$223,466.68	\$0.00 \$97,434.00	\$98,466.68 \$126,032.68	66.67% 46.22%
1000.2.000.02843.4110.00000.00.000.000.000	Regular Salaried Employees	\$262,369.60	\$116,455.68	\$116,455.68	\$145,913.92	\$145,834.14	\$79.78	0.03%
1000.2.000.02843.4111.00000.00.000.000.000	Benefit Reimbursement	\$4,194.00	\$0.00	\$0.00	\$4,194.00	\$6,774.60	(\$2,580.60)	-61.53%
1000.2.000.02843.4170.00000.00.000.000.000	Longevity Pay	\$2,300.00	\$1,400.00	\$1,400.00	\$900.00	\$1,425.00	(\$525.00)	-22.83%
1000.2.000.02843.4211.00000.00.000.000.000	Health Insurance	\$76,431.84	\$20,859.60	\$20,859.60	\$55,572.24	\$31,289.40	\$24,282.84	31.77%
1000.2.000.02843.4212.00000.00.000.000.000	Dental Insurance	\$5,787.90	\$2,226.20	\$2,226.20	\$3,561.70	\$3,339.30	\$222.40	3.84%
1000.2.000.02843.4213.00000.00.000.000.000	Life Insurance	\$720.00	\$220.40	\$220.40	\$499.60	\$499.60	\$0.00	0.00%
1000.2.000.02843.4214.00000.00.000.000.000	Disability Insurance	\$494.82	\$163.41	\$163.41	\$331.41	\$331.41	\$0.00	0.00%

**City of Dover, New Hampshire**

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Fiscal Year: 2013-2014

Subtotal by Collapse Mode

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 7/1/2013

To Date: 11/30/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1000.2.000.02843.4220.00000.00.000.000.000	FICA	\$20,247.22	\$8,891.07	\$8,891.07	\$11,356.15	\$11,886.02	(\$529.87)	-2.62%
1000.2.000.02843.4230.00000.00.000.000.000	Retirement	\$28,504.92	\$11,137.67	\$11,137.67	\$17,367.25	\$15,749.42	\$1,617.83	5.68%
1000.2.000.02843.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$4,500.00	\$3,794.00	\$3,794.00	\$706.00	\$0.00	\$706.00	15.69%
1000.2.000.02843.4330.00000.00.000.000.000	Other professional Services	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
1000.2.000.02843.4339.00000.00.000.000.000	Consulting Services	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
1000.2.000.02843.4341.00000.00.000.000.000	Technical Services	\$64,300.00	\$46,774.71	\$46,774.71	\$17,525.29	\$3,000.00	\$14,525.29	22.59%
1000.2.000.02843.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
1000.2.000.02843.4531.00000.00.000.000.000	Telecommunications	\$4,320.20	\$2,723.64	\$2,723.64	\$1,596.56	\$1,910.28	(\$313.72)	-7.26%
1000.2.000.02843.4532.00000.00.000.000.000	DATA COMMUNICATIONS	\$16,452.00	\$3,142.09	\$3,142.09	\$13,309.91	\$9,066.89	\$4,243.02	25.79%
1000.2.000.02843.4580.00000.00.000.000.000	Travel Expense	\$600.00	\$138.14	\$138.14	\$461.86	\$0.00	\$461.86	76.98%
1000.2.000.02843.4611.00000.00.000.000.000	Office Supplies	\$1,950.00	\$1,864.61	\$1,864.61	\$85.39	\$74.47	\$10.92	0.56%
1000.2.000.02843.4650.00000.00.000.000.000	SOFTWARE	\$31,000.00	\$27,664.00	\$27,664.00	\$3,336.00	\$2,115.00	\$1,221.00	3.94%
1000.2.000.02843.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$125,000.00	\$120,277.22	\$120,277.22	\$4,722.78	\$225.00	\$4,497.78	3.60%
1000.2.000.02843.4738.00000.00.000.000.000	REPLACE TECH. EQUIP.	\$16,000.00	\$3,963.47	\$3,963.47	\$12,036.53	\$96.00	\$11,940.53	74.63%
	Func: COMPUTER SYSTEMS MANAGEMENT - 02843	\$675,172.50	\$371,695.91	\$371,695.91	\$303,476.59	\$233,616.53	\$69,860.06	10.35%
1000.2.000.02900.4160.00000.00.000.000.000	Severance Pay	\$7,500.00	\$18,802.00	\$18,802.00	(\$11,302.00)	\$0.00	(\$11,302.00)	-150.69%
1000.2.000.02900.4220.00000.00.000.000.000	FICA	\$573.75	\$1,438.35	\$1,438.35	(\$864.60)	\$0.00	(\$864.60)	-150.69%
1000.2.000.02900.4230.00000.00.000.000.000	Retirement	\$1,062.00	\$2,024.98	\$2,024.98	(\$962.98)	\$0.00	(\$962.98)	-90.68%
1000.2.000.02900.4330.00000.00.000.000.000	Other professional Services	\$11,564.24	\$347.00	\$347.00	\$11,217.24	\$307.08	\$10,910.16	94.34%
	Func: SUPPORT SERVICES - Other - 02900	\$20,699.99	\$22,612.33	\$22,612.33	(\$1,912.34)	\$307.08	(\$2,219.42)	-10.72%
1000.2.000.05222.4912.00000.00.000.000.000	Transfer to Special Rev	\$406,572.44	\$407,272.44	\$407,272.44	(\$700.00)	\$0.00	(\$700.00)	-0.17%
1000.2.000.05222.4916.00000.00.000.000.000	Transfer To Internal Serv	\$24,000.00	\$0.00	\$0.00	\$24,000.00	\$0.00	\$24,000.00	100.00%
	Func: TRANSFER TO ALL OTHER SPECIAL REV FUNDS - 05222	\$430,572.44	\$407,272.44	\$407,272.44	\$23,300.00	\$0.00	\$23,300.00	5.41%
	<b>Grand Total:</b>	\$42,263,590.00	\$12,502,809.62	\$12,502,809.62	\$29,760,780.38	\$27,401,328.94	\$2,359,451.44	5.58%

End of Report